

DEPARTMENT OF HEALTH & HUMAN SERVICES Health Care Financing Administration

Center for Medicaid and State Operations Family and Children's Health Programs Group 7500
Security Boulevard Baltimore, MD 21244-1850

July 13, 2000

To: State Medicaid Directors, and SCHIP Directors, State Data Contacts

From: Moe Gagnon, Project Officer, SCHIP Statistical Enrollment Data System

SCHIP Statistical Enrollment Data System

We are pleased to announce that the new web-based SCHIP Statistical Enrollment Data System will be implemented on Monday July 17, 2000. This new system will be more user-friendly, in addition to providing the capability for both States and HCFA to have immediate access to SCHIP and Medicaid enrollment information. The data previously entered into the old system has been transferred successfully to the new web-based system. A minimal amount of errors (caused mainly by duplicate records) are currently being corrected in the new system.

To help familiarize you with the new system a users guide may be accessed and downloaded at the following site address: <http://204.156.28.210/SCHIPTrainingGuide/>. **The address of the site for the new data system is <http://204.156.28.211/MBESCBES>.**

If you are a current MBES user, your password is the same. The default password for a new user is "SCHIP" and you will be prompted to select a new password the first time you log-on the new system. If you currently have a user ID for a HCFA system, this ID will still be valid for the new data system. However, all users must forward their name, position/title, telephone number, e-mail address, organization, and user ID to HCFA Central Office. These IDs are required to assign the appropriate security access for each user. Current user IDs are assigned a READ ONLY access in the new system, until the required information is received. Users may forward this information via e-mail to mgagnon@hcfa.gov.

Features of the New System The following paragraphs describe some of the most significant differences between the new system and the old data system:

Certification

A State must now indicate that a submission is complete by certifying it. A State must input at least one form, for each age range, of each form type required in order for the system to accept the certification. For example, if a State is required to enter a HCFA 21E and a HCFA 64.21E then you must submit a minimum of 8 forms (four 21E's and four 64.21E's - one to cover each age range). A spreadsheet is attached that contains the form type requirements for each State. When a State's submission is certified, the State can not make changes to the entries. However, if changes become necessary, they may take certification off by choosing the Uncertify option, and then input the changes.

“Point-In-Time” Column

There is an additional line on each form. This line will report the actual number of children in each program on the last day of the quarter. A discussion with the SCHIP TAG indicated that several States already collected this information and that this number would be useful.

Master File

A new file now exists called a Master File. Once the State has completed entering their data and they have certified their submission, HCFA Central Office will move their data to the Master File. States can see what information of theirs is on the Master File at any time, by selecting the option "Browse Master File".

Income Ranges

In the old system, the Income ranges (column headings) were free form and the State could enter whatever they wanted, and now in the new system they must be numeric. The first range always starts at 0 with the State entering the upper bound. The second range begins at the upper bound of the first range plus one. The State then sets the upper bound for the second range this pattern is continued throughout. States can enter up to 5 income ranges. The State will not be able to enter number of enrollees in columns on the form for which they have not entered income ranges. The lower bound number will not appear until an upper bound number exists.

Narrative Option Button

The main screen now has an additional inputting option called “Narrative”. There are some States that use the lines on the form for different purposes than how the lines are currently described. Those States should go into the Narrative and enter a footnote next to each line that they use differently indicating the meaning of what they are inputting. A

narrative applies to each form (21E, 64.21E, or 64.EC) per quarter so potentially a State could have three narratives per quarter. Once the State enters footnotes, they will appear on the forms they enter in the system in Modify and Browse mode.

Spreadsheet Capability

States will now be able to download their forms into Excel where they can save them locally and manipulate the numbers.

We hope the new system will prove to be both useful and informative. We will be in touch with you to set up “training” conference calls within the next few weeks. In the mean time, please do not hesitate to contact us with your immediate feedback and questions. Point of contact is Moe Gagnon, phone (410786-0619), fax (410-786-3517), e-mail (mgagnon@hcfa.gov).