



Center for Medicaid and State Operations  
Disabled and Elderly Health Programs Group (DEHPG)

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Date: January 22, 2004  
To: Medicaid Infrastructure Grantees and Report Preparers  
From: Stephen Knapp  
Subject: Release of New Web-based Reporting Software

### Background

For the past four reporting quarters Grantees have submitted their quarterly reports electronically. Your project officers have reviewed those reports; summaries have been compiled for internal use, and reports developed. For example, these reports provided valuable background to Mathematica Policy Research as they prepared their report, *The Medicaid Buy-In Program: Quantitative Measures of Enrollment Trends and Participant Characteristics in 2002*. We recognized the limitations of the original system, and we have worked over the past several months with Medstat to develop a new system that is more robust and user friendly. We hope that we have achieved our objectives. A beta version of this software was tested by Wisconsin, Louisiana, and Nevada, and we have attempted to incorporate their suggestions and solve the problems they uncovered. We thank them for their valuable assistance.

### Schedule

The new software is now available at the following site: <http://www.dehpg.net/>. The fourth quarter report is due by **February 19, 2004**. The CMS project officers will approve these reports by **March 12, 2004**. Subsequent reports are due two weeks after the end of the quarter and CMS project officer approval by the end of the subsequent month.

### Access Procedure

1. Go to the site <http://www.dehpg.net/>.
2. Log in.  
All passwords have been changed. Usernames and passwords are all lower case. Your old passwords have "@2" appended to them. Add "@2" at the end of your old passwords. (e.g., xghttpz becomes xghttpz@2). (Once you have logged in you may change your password by clicking the link, [Change password and set preferences.](#))
3. Click [Ticket to Work Medicaid Infrastructure Grant Reporting](#) link or the [MIG Reporting](#) box and you will be taken to the "finder" page where you will select the state and quarter as usual.

## **Major Changes**

When you open a report to read or complete your report, you will see a new page. This page, **Report Status**, provides the preparer with check-off boxes to keep track of which sections of the report have been completed and which have yet to be completed. This page includes a “submit” button to indicate that you have completed the report and are formally submitting it to CMS. Note that once the report is submitted, it can no longer be modified. You will also see that your project officer will approve the report. Should you and your project officer determine that changes need to be made, the project officer can “unsubmit” the report, allowing further changes to be made, and the report can then be “resubmitted.”

The second major change is that all items on a page must be completed. If, for example, there are no accomplishments toward a goal, you will need to make an entry in that line. You might say, “none” or “no activity this quarter.” For number fields, you will need to enter a number. If you don’t have the number, use “0.”

The third change affects the Major Milestones, Consumer Involvement, Research and Evaluation, and PAS by Waiver Section. As you complete a goal, consumer group, etc. you may begin another by clicking on “next.” While CMS has put no limits on the number of goals, etc. that you may enter, we encourage you limit the goals you set by writing high level goals and not substituting activities for goals. Please note that the Comprehensive Employment Effort goal area is limited to CEO grantees, of which there is only one.

A fourth change involves those sections that are “cloned” from the prior quarter to the current quarter. When a goal or research study is indicated as completed, it will not be cloned to the subsequent report. Where CMS expects quarterly updates (e.g., goal accomplishments, problems, buy-in enrollments) those items are no longer cloned from the prior quarter and must be completed.

## **Help Function**

We have added an online help function that can be accessed in multiple ways. The Report Status page [Help](#) link brings up the entire instructions for completing the items in the report. The [Help](#) link in the subsequent sections brings up just the help for that section. Clicking on the label for any item will bring up the instruction for that item.

## **Content Changes**

In addition to the new submission procedures, we have made changes to the Technical Assistance section. We are now asking grantees to indicate the key technical assistance activities for the quarter and to indicate technical assistance needs for the coming quarter. This will help CMS and the TA Partners to focus their assistance. We are asking for quarterly expenditure information in the Resource Utilization section.

### **Unresolved Issues**

We still do not have a solution to determining the number of working Title II beneficiaries. We understand that several states are working on methods for responding to the personal assistance utilization questions.

### **Procedure for Addressing Problems**

On each page of the reporting system, there is a comment link that will allow the preparer to send us an e-mail with the problem or question. We will respond to the question and use these responses as a basis for “Qs and As” that will be sent to all grantees from time-to-time. If you have trouble logging in please call me at 410-786-2292 or Jeremy Silanskis at 410-786-1592.

I would like to thank all of our grantees for their cooperation in providing these reports electronically. But most of all I would like to thank you for your patience as we have tried to build a site that is useful to you as well as to CMS.