

CMS Net EDI User Guide

Introduction to

Children's Medical Services Network (CMS Net) Provider Electronic Data Interchange (EDI), hereafter known as CMS Net EDI is an on-line interface for approved Providers, Hospitals and Managed Care Plans to search for California Children Services (CCS) Service Authorization Requests (SARs). CCS SARs for all counties in the State of California (except Los Angeles) are included. The CMS Net EDI is accessed via a secure Department of Health Care Services (DHCS) website, and encompasses security measures for access.

Objectives

CMS Net EDI will allow you to ...

- Determine if the Regional Office or an Independent county has entered your Request for Service.
- Determine the status of your Request for Service (i.e. authorized, denied, modified, extended or cancelled).
- Print copies of SAR's, Notices of Action, or Denial letters.
- Search CCS Client Eligibility and generate various Activity and Client Reports.

Who has access

Only Providers, Hospitals, Healthy Families or Managed Care Plans that have signed the Security Agreement and Oath of Confidentiality and have been approved by the State Department of Health Care Services, Children's Medical Services Branch. Each facility will be established as a unique Domain Provider when approved. At this time pharmacy provider types are not considered.

CMS Net EDI Availability

CMS Net EDI is available to authorized users between the hours of 7:00 a.m. – 7:00 p.m. (7 days a week), excluding system update time frames.

Security Restrictions

Each person that accesses CMS Net EDI must have a unique User ID and password assigned by the CMS Branch. Each person that accesses the CMS Net EDI, in addition to individual activities performed on each patient record, are logged and tracked for audit purposes.

Help Desk Assistance

The CMS Net Help Desk is available for assistance, Monday – Friday 7:30am to 5:00pm

By telephone: 626-569-6630 or

By e-mail: [CMS MIS@ph.lacounty.gov](mailto:CMS_MIS@ph.lacounty.gov)

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1.1 Logging on the CMS Net EDI

Logging on to the CMS Net EDI application begins by accessing the internet on your personal computer. Internet Explorer V5.0+ is the suggested browser. The CMS Net EDI is located at the secure website: <https://cmsprovider.cahwnet.gov/CMSPIP/piplogin.jsp>

California Home CDHS Home

Welcome to **California**

Children's Medical Services
Caring for Children with Special Medical Needs...

Contact Us | Help

This application allows providers, Managed Care Plans and Healthy Family Plans to view the status of each submitted request and authorization. Any person who, without authorization, accesses, or attempts to access, or who tampers, interferes, or damages any computer network, computer system, computer program, or software or computer data maintained by the Department of Technology Services is subject to civil and/or criminal prosecution under all applicable state or federal laws.

Please log in:

User ID


Password

Step	Action
1	Type in the unique User Id as assigned. Tab down or click the Password field.
2	Type in the Password. (Please note your password will expire every 60 days, if you fail to change it you must contact the CMS Net help desk to have it reset)
3	Click on Submit button to execute, or click on Clear to clear the fields and reenter the User ID and password.

1.2 CMS Net EDI Welcome Page

The Welcome page displays. From here you may select on the following hyperlinks:

- Search – Displays the Search-Client page to identify a specific CCS patient
- Reports – Displays the Report search page
- Change Password – Displays the change password page
- Contact Us – Displays CMS Net Help Desk contact information
- FAQ – Displays the Frequently Asked Questions page
- Logout – Exits the CMS Net EDI and displays the Logon page



The screenshot shows the homepage of Children's Medical Services. At the top, there is a blue navigation bar with links for California Home, CDHS Home, CDHS Comments, CDHS Search, and CDHS Organization, along with the date Tuesday, January 15, 2008. Below this is the main header area with the title "Children's Medical Services" and the tagline "Caring for Children with Special Medical Needs...". A secondary navigation bar contains links for Search, Reports, Change Password, Contact Us, FAQ, and Logout. The main content area features a blue banner that reads "Welcome to Provider Inquiry Application...". Below the banner, the text "Good Afternoon DORLES" and "You last logged on 01/15/2008 at 13:24" is displayed. On the left side of the main content area, there is a black and white photograph of a healthcare professional assisting a child.

1.3 Search-Client Page

You can search using various methods, however, only one patient at a time may be searched. Search options include:

- CCS Case Number only; or
- Client Index Number only (with or without the check digit); or
- Social Security Number only (no pseudo's allowed); or
- Client Last Name (partial entry allowed); or
- Client First Name (partial entry allowed)
- Date of Birth; or
- Gender in combination with Client Name or Date of Birth only
- Service Authorization Request (SAR) or Case Management type actions (Notice of Action or Denial Letters)

Search - Client

Enter one of the following identifiers:

CCS Number

CIN

SSN

Client Last Name (Partial name allowed)

Client First Name (Partial name allowed)

Date of Birth

Gender

SAR Case Management

Step	Action
1	Type in the search criteria. Tab down or click each field you would like to enter. CCS Number, CIN and SSN are mutually exclusive.
2	Click on SAR related correspondence or Case Management correspondence option button. SAR is the default.
3	Click on the Submit button to search or click on Clear to enter a start a search. Note: If the patient is not affiliated to your Domain or identified as a Managed Care Plan or Healthy Families Subscriber within your Domain, the message <i>"no record found"</i> will display.

1.4a Client Listing Page

The Client Listing page allows you to select a specific patient to view Requests for Service and Client Eligibility information.

Client Listing

CCS No.	Client Name	AKA	DOB	Gender	CIH	Reg	Med F/R	Pgrm End Date	CCS Elig	County
4			04/01/2009	F		ACTIVE	E E	03/31/2010	9N M/C only	Fresno
4		A	04/01/2009	F		ACTIVE	E E	03/31/2010	9N M/C only	Fresno
4		A	04/01/2009	F		ACTIVE	E E	03/31/2010	9N M/C only	Fresno

Back

1-1 out of **1** Matching Records

Step	Action
3	<p>View the Client Listing Results. If the patient you would like to access is displayed, click the Client Name Hyperlink to View the List of SARs</p> <p>If more than 25 records are returned in your search, you need click on the <i>Next Records</i> hyperlink to view additional results. Click the <i>Prev Records</i> hyperlink to return a page.</p>
4	<p>Click the Back button if you do not find your patient or wish to initiate a new search.</p>

1.4b Client Listing Page

The following is an explanation of data displayed on the Client Listing page.

Field	Contents
CCS No	Displays CCS Number assigned to the case.
Client Name	Displays the common name the patient is known by. Format is Patient Last Name, First Name Middle Initial
AKA Name	Determines if the name displayed in the Client Name field is: A = Alias Name B = Birth Name
DOB	Displays patients date of birth
Gender	Displays patients gender F = Female M = Male
CIN	Displays the Client Index Number (CIN) assigned to the CCS Patient
Reg	Displays the current CCS registration status for the patient. Active, Closed, Denied, Transfer/Active, Reopen/Pending, Not Open
Med	Displays the current CCS medical eligibility determination for the patient. E = Eligible I = Ineligible Blank = not determined
F/R	Displays the current financial/residential eligibility status for the patient. E = Eligible I = Ineligible Blank = financial or residential not determined
Pgrm End Date	Displays the current CCS program eligibility end date for the patient. (When the current financial eligibility determination will expire)
CCS Elig	Displays the CCS specific Medi-Cal Aid Code 9K, 9M, 9N, 9R or 9U
County	Displays the legal county where the patient is registered

1.5 Search Results – List of SARs

After selecting a patient, the Search Results – List of SARs page will display. This page allows you to select specific Requests for Service to view, and/or print..

Search Results - List of SARs for [REDACTED] ; CCS Number: [REDACTED]

SAR Number	Provider Name	ProviderId	Provider Type	Status	Service Begin Date	Service End Date
9701	CHILDREN'S HOSPITAL	[REDACTED]	HRIF - REGIONAL	AUTHORIZED	04/01/2009	03/31/2010
9701	COMMUNITY REGIONAL	[REDACTED]	COMMUNITY HOSPITAL - INPATIENT	AUTHORIZED	04/01/2009	04/26/2009
9701	COMMUNITY REGIONAL	[REDACTED]	INTERMEDIATE NEONATAL INTENSIVE CARE UNIT	AUTHORIZED	04/01/2009	04/09/2009
97018	COMMUNITY REGIONAL	[REDACTED]	INTERMEDIATE NEONATAL INTENSIVE CARE UNIT	DENIED	04/10/2009	04/26/2009
9701	COMMUNITY REGIONAL	1 [REDACTED]	COMMUNITY HOSPITAL - INPATIENT	DENIED	04/10/2009	04/27/2009
9701	FAGOORA, PARA [REDACTED]	13 [REDACTED]	PHYSICIAN	AUTHORIZED	04/01/2009	03/31/2010

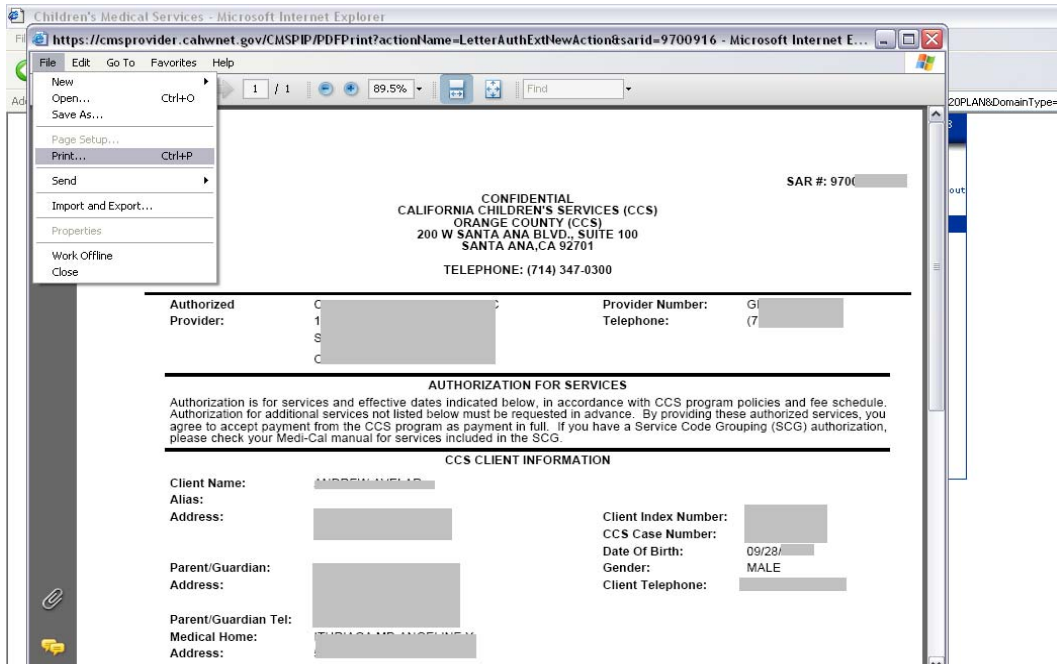
[Back](#)

1-6 out of 6 Matching Records

Step	Action
5	<p>Click the SAR Number hyperlink to view/print the SAR, NOA or Denial. The will display in a pop-up window for viewing/printing. Only one request may be selected at a time.</p> <p>If there are more than 25 records returned in your search, you will need to click on the <i>Next Records</i> hyperlink to view additional results. Click the <i>Prev Records</i> hyperlink to return a page.</p> <p><i>The requests are filed in Service Begin Date Order, then by SAR Number.</i></p>
6	Click the Back button if you do not find the SAR or wish to select another patient from the Client Listing Page.

1.6 View/Print SAR

After clicking the SAR Number hyperlink, a new window will open on top of the current web page with the SAR to print.



Step	Action
7	To print a copy of the SAR or Denial Letter, click on File, then Print. You will print using your web browser to the default printer established on your computer.
8	Click on the "X" or File then Close to close the pop-up window. The Search Results – List of SARs page continues to display to select another SAR to view/print.

1.7 Search Results – List of Case Management Letters

After selecting a patient, the Search Results – List of Letters page will display. This page allows you to select specific Notice of Action or Denial Letters to view, and/or print..

Search Results - List of Letters for [redacted]; CCS Number: [redacted]

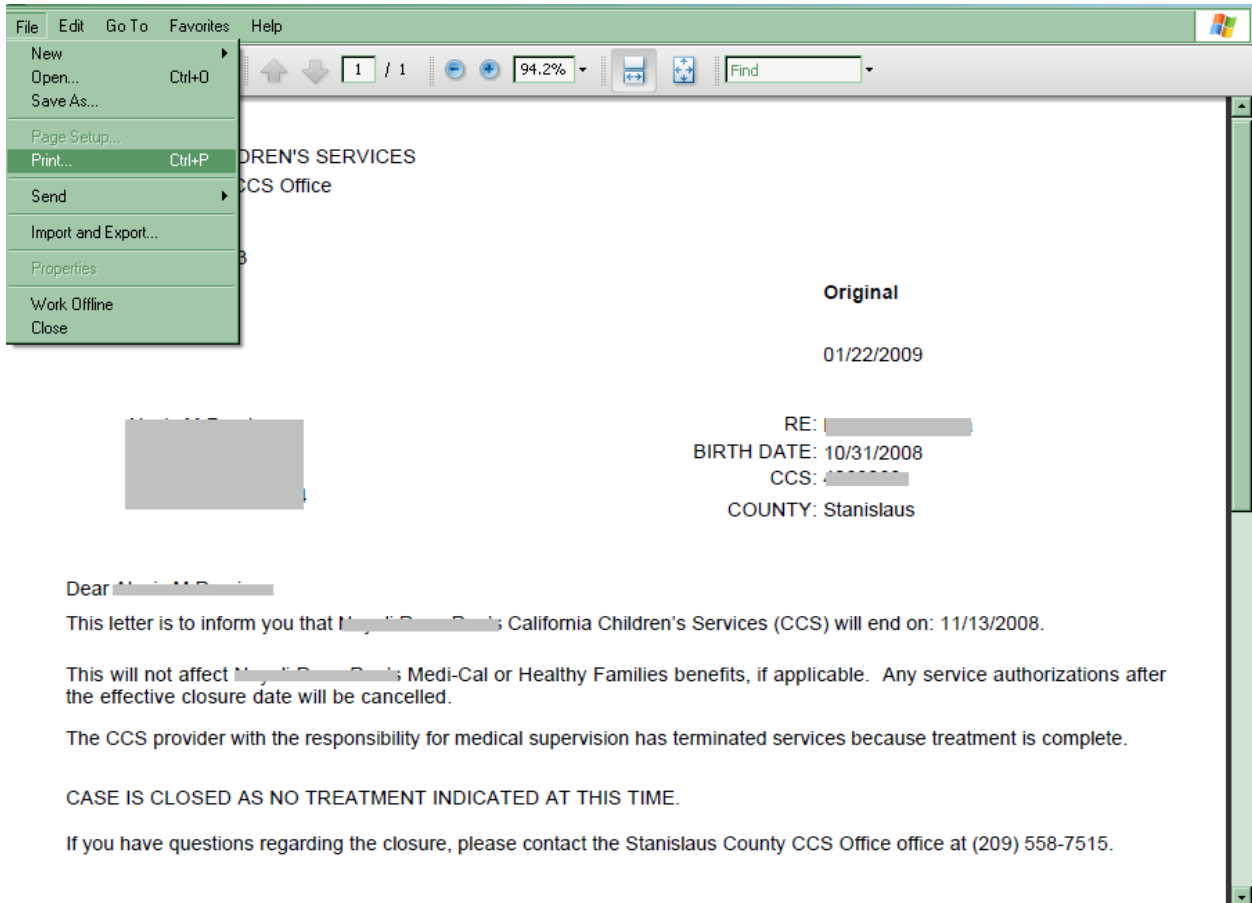
County	Client Name	CII #	CCS #	Correspondence Description	PrintDt	
Stanislaus	[redacted]	9	1	4	CCSCL CCS Closure Letter #54058-2009	01/22/2009 1:50 PM

[Back](#)

Step	Action
5	<p>Click the SAR Number hyperlink to view/print the SAR, NOA or Denial.</p> <p>If there are more than 25 records returned in your search, you will need to click on the <i>Next Records</i> hyperlink to view additional results. Click the <i>Prev Records</i> hyperlink to return a page.</p> <p>The requests are filed in Service Begin Date Order, then by SAR Number. Only one request may be selected at a time.</p>
6	Click the Back button if you do not find the SAR or wish to select another patient from the Client Listing Page.

1.8 View/Print Case Management NOA/Letters

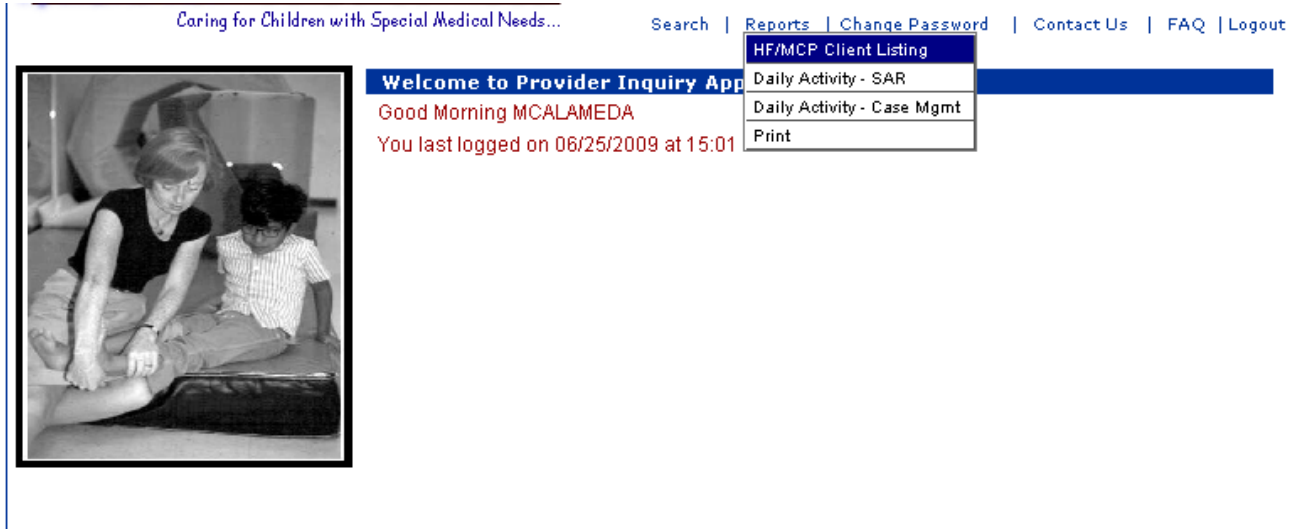
After clicking the Letter Number hyperlink, a new window will open on top of the current web page with the letter to print.



Step	Action
7	To print a copy of the NOA or Denial Letter, click on File, then Print. You will print using your web browser to the default printer established on your computer.
8	Click on the "X" or File then Close to close the pop-up window. The Search Results – List of SARs page continues to display to select another SAR to view/print.

2.1 Reports

There are 4 report types that may generated from the CMS Net EDI for users. The Daily Activity-SAR report is a summary that allows you to view each SAR before Printing. The Daily Activity-Case Mgmt report is a summary that allows you to view each Notice of Action or Denial Letter before Printing. The Print Report generates all the SAR, NOA and Denial Letters for you to print according to your search criteria. For Healthy Families and Medi-Cal Managed Care Plans the HF/MCP Client Listing is available.



The screenshot shows the top navigation bar of the CMS Net EDI system. The main title is "Caring for Children with Special Medical Needs...". The navigation menu includes "Search", "Reports", "Change Password", "Contact Us", "FAQ", and "Logout". The "Reports" menu is open, showing a dropdown list with the following items: "HF/MCP Client Listing", "Daily Activity - SAR", "Daily Activity - Case Mgmt", and "Print". The "Daily Activity - SAR" item is highlighted. Below the navigation bar, there is a "Welcome to Provider Inquiry App" message, a greeting "Good Morning MCALAMEDA", and a login timestamp "You last logged on 06/25/2009 at 15:01". On the left side of the page, there is a black and white photograph of a woman sitting on a bed, holding the hand of a young child who is sitting on the bed.

2.2 Report Search Criteria

You can generate the report by entering a specific provider ID or for a specific county. The Start Date and End Date are the date of the ACTION, not the service dates. Start Date, End Date and Status are Required fields for a search.

Daily Activity Report - SAR

Required fields are marked in *

Domain

County

Alameda
 Alpine
 Amador
 Butte

Start Date *
 End Date *

Status *

Select
 Authorized
 Denied
 Canceled
 Pending

 Sort By

Step	Action
1	Click the Daily Activity Report from the Reports Menu
2	Type in the search criteria. Tab down or click each field you would like to enter.
3	Click the Search button to execute the Report Search, or Clear to modify the search criteria.

2.3 Daily Activity Report

The Daily Activity Report is a summary of all SARs, NOA and Denial Letters for the search criteria.

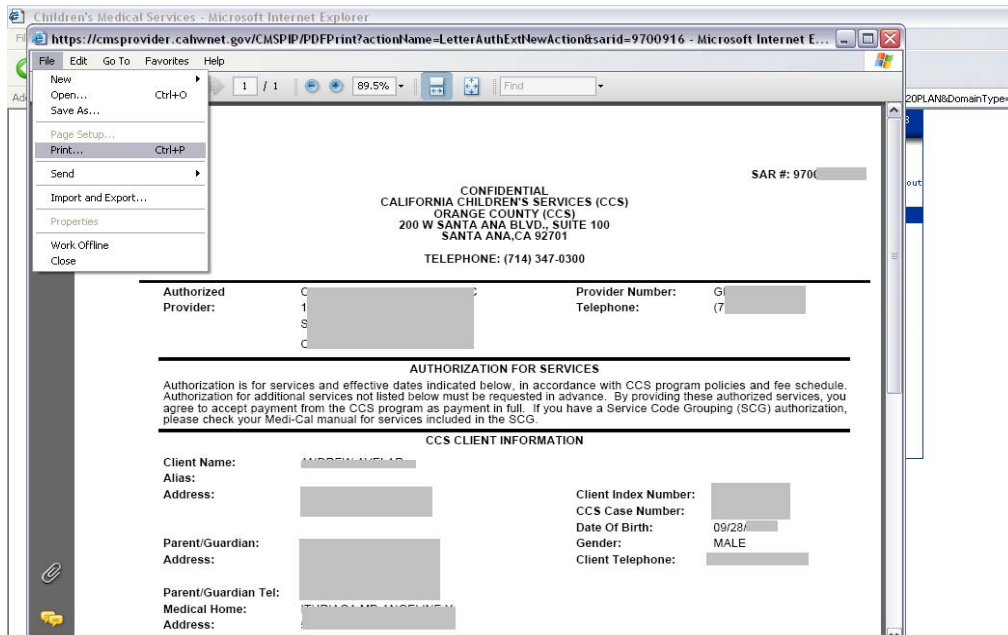
CALIFORNIA CHILDREN'S SERVICES (CCS)
B/
Daily Activity Report
Date:04/14/2008 - 04/14/2008

SAR Number	Provider Name	Provider Type	Client Name	CIH	Status	Service Begin Dt	Service End Dt
97	COMMUNITY HOSPITAL - CT	COMMUNITY HOSPITAL - INPATIENT	S.		AUTHORIZED	02/20/2008	02/26/2008
97	COMMUNITY HOSPITAL - CT	COMMUNITY HOSPITAL - INPATIENT	G IS		AUTHORIZED	01/30/2008	03/13/2008
97	COMMUNITY HOSPITAL - CT	COMMUNITY HOSPITAL - INPATIENT	TH		AUTHORIZED	03/07/2008	04/03/2008
97	COMMUNITY HOSPITAL - CT	COMMUNITY HOSPITAL - INPATIENT	CL		AUTHORIZED	04/01/2008	04/04/2008
97	PHYSICIAN MD	PHYSICIAN	LC		AUTHORIZED	04/27/2008	04/26/2009
97	PHYSICIAN MD	PHYSICIAN	J B		AUTHORIZED	03/25/2008	03/24/2009
97	PHYSICIAN MD	PHYSICIAN	E		AUTHORIZED	06/22/2007	06/21/2008
97	PHYSICIAN MD	PHYSICIAN	CH		AUTHORIZED	03/24/2008	03/23/2009
97	PHYSICIAN MD	PHYSICIAN	M		AUTHORIZED	03/12/2008	03/11/2009
97	PHYSICIAN MD	PHYSICIAN	H		AUTHORIZED	10/09/2007	05/14/2009

Step	Action
4	Click on the SAR Number hyperlink to view/print a copy of the SAR, NOA or Denial Letter. You will print using your web browser to the default printer established on your computer.
5	Click on the "X" or File then Close to close the pop-up window. The Search Results page continues to display to select another SAR to view/print.

2.4 Print Authorizations, Cancellations and Denials Report

The Print Report generates all SARs, NOA and Denial to print based upon the search criteria entered. After clicking the search button, a new window will open on top of the current web page.



Step	Action
6	To print all of the SAR, NOA or Denial Letters, click on File, then Print. You will print using your web browser to the default printer established on your computer.
7	Click on the "X" or File then Close to close the pop-up window.

2.5 HF/MCP Report Selection

The HF/MCP Report is **only accessible to Healthy Families and Medi-Cal Managed Care Plans** with CMS Net EDI access. The data contained on the report is established in a Memorandum of Understanding (MOU) between CMS and the Plans. Information displays on the HF/MCP report for actively enrolled clients in each plan *up to 12 months from the termination date* from the plan. The report is available in several formats Portable Document Format (PDF), Hypertext Markup Language (HTML), Excel or Comma Separated Value (CSV).

The screenshot shows a web interface titled "Client Listing". It features a dropdown menu for "Domain" with "ANTHEM BLUE CROSS" selected. Below this, there are radio buttons for "View Report in:" with "PDF" selected, "HTML", "Excel", and "CSV". At the bottom of the form are two buttons: "Search" and "Clear".

Step	Action
1	Click the option button to select the report.
2	Click the search button to execute the report or the Clear button to change the report format.

Note: Please note that the Excel Report View is limited to 65,000 rows of data. If you receive the message "Reference is not Valid" you will not be allowed to generate the Excel report. Please use the .CSV as an alternative.

2.5 HF/MCP Report

Depending on the format selected a PDF, HTML, Excel or CSV presentation will display. The PDF report is shown.

CCS Tracking List for Managed Care Plan Program

Patient DOB/CCS/CIN/SSH	Primary DX/Secondary DX/Other DX	Elig Status/Elig Start Date	Reason Inelig/Closed Denied Date	Ref by/Pri Care Provider	Reg Status/DX Only
	770.7 CHRONIC RESPIRATORY DISEASE ARISING IN THE PERINATAL PERIOD , 362.21 RETROENTRAL FIBROPLASIA	9N M/C ONLY 04/06/2001	NO TREATMENT INDICATED AT THIS TIME 06/12/2007		MD, CLOSED
	824.8 UNSPECIFIED FRACTURE OF ANKLE, CLOSED	9K CCS 08/12/2006	TREATMENT COMPLETED 08/12/2007		CLOSED A DE LA
	424.3 PULMONARY VALVE DISORDERS , 746.02 STENOSIS ONLY OF PULMONARY VALVE, CONGENITAL , 745.4 VENTRICULAR SEPTAL DEFECT	9N M/C ONLY 02/11/2004			MD, ACTIVE NO
	287.3 PRIMARY THROMBOCYTOPENIA	9N M/C ONLY 10/24/2006			RI S, ACTIVE NO
	749.10 CLEFT LIP, UNSPECIFIED	9K CCS 06/21/2007			4827) ACTIVE NO
	493.90 ASTHMA, UNSPECIFIED, UNSPECIFIED		MEDICALLY INELIGIBLE 11/13/2006		KIN MD, DENIED

Step	Action
3	Click the HF/MCP Report selection from the Reports menu.
4	To print the HF/MCP Report, , click on File, then Print. You will print using your web browser to the default printer established on your computer.

3.1 Change Password

You will be required to change your password every 60 days. If you do not change it before the 60th day, it will be automatically terminated and you will need to contact the CMS Net help desk for assistance. Additionally, if your password has been compromised you may reset it.

Step	Action
1	Type your current password in the current Password field tab down or click in the new password field. Your password must contain between 8-10 characters, and contain a minimum of 1 number. No punctuation is allowed.
2	Type your new password in the Verify New Password field and click on submit.
3	If the two entered passwords do not match you will receive a message " <i>Please confirm your password</i> ". Reenter your new password and verify password again. If the two entered passwords match, you will receive a message " <i>Password changed successfully</i> ".