

# DSD MMIS Reference Guide

Medicaid Management Information System

## MMIS Keyboard Navigation

Example of keyboard keys used for MMIS navigation.



### Keyboard keys are used for most navigation in MMIS

- Press keyboard key **only once** to trigger navigation in MMIS.
- MMIS will repeat navigation command each time a key is pressed.
- Use of mouse clicking is **minimal** and generally not recommended.

### Keyboard keys are programmable in MMIS

- Click on the **KEYBOARD** icon on the toolbar menu.
- MMIS liaison can assist users with how to change default settings.

Keyboard Key	Keyboard Location	Description of key navigation function or functions in MMIS
<b>TRANSMIT</b>	Far right <b>Enter</b> key next to number pad or <b>Right Ctrl</b> key	Advance forward from current panel to next panel through application file queue Unable to go back to a previous panel using TRANSMIT key
<b>TAB</b>	<b>Tab</b> (→ ) key on far left of alpha keys	Advances forward to next available field on screen TAB key moves cursor to the invisible start location of a MMIS field Hold down <b>SHIFT</b> key and press <b>TAB</b> key to go back a field
<b>ARROW</b>	<b>ARROW</b> (←↑→↓) between alpha and numeric keys	Advance character to character or line to line in direction of arrow Arrow keys do not place cursor at start of field

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<b>CARRIAGE RETURN KEY</b>	CARRIAGE RETURN key next to alpha keys identified with <b>Enter</b> and (on some keyboards) a <b>left-pointing arrow</b> on key	Advances cursor to the next line on a screen
<b>SPACE BAR</b>	<b>Space</b> bar in center of keyboard below alpha keys	Creates invisible character when used in MMIS Do not use <b>space bar (Space)</b> for field navigation or to remove a field entry Use space bar as usual when typing text on Comment screens
<b>DELETE</b>	<b>Delete (Del)</b> key located with group of six keys between alpha and numeric keys	Removes text and code entries in MMIS fields one character at a time
<b>END</b>	<b>End</b> key located with group of six keys between alpha and numeric key	Removes entire entry in a MMIS field
<b>HOME</b>	<b>Home (Hm)</b> key located with group of six keys between alpha and numeric keys	Moves the cursor to entry start point for <b>NEXT</b> field on most MMIS panels Type a screen acronym name in the NEXT field and transmit to screen requested

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## MMIS Function Keys

### FUNCTION KEYS

1. Are referred to as either function keys (F#) or programmable function keys (PF#)
2. Are located at the top of most keyboards and perform specific functions in MMIS
  - Navigate between Applications
  - Exit and Save/Exit documents
  - Scroll forward or backward to view more information
  - Edit a document
3. Are displayed at bottom of MMIS panels
  - Abbreviation of function displays under PF# when key is available on that panel
4. MMIS will repeat function command each time a function key is pressed

Example of keyboard with **FUNCTION KEYS** F1 – F12 located at the top of the keyboard.



Example of MMIS panel with **PROGRAMMABLE FUNCTION KEYS** PF1 – PF12 displayed at the bottom of the screen.

```

NEXT: ASA2                                MMS SERVICE AGMT - ASA1
                                           AUTHORIZATION NBR: 9114 900 1 004
AGMT STAT: S SUSPENDED                    CURR LOC/DT:
AGMT TYPE: B HOME CARE                    AGMT START/END DT:
PROV NBR/NAME:                             ASMT DT:
REF PROV NBR:                             LAST TOT AUTH AMT: FIRST MI CAP AMT:
                                           RECI P NAME:
DOB(MMDDYYYY):                             AGE: RECI P ID: SEX:
CM NBR/NAME:                               CO OF RES: CO OF FIN RESP: LA: MAJ PROG:
CO OF SVC:
DISC FUND(Y/N):                             AUTH DATE: AUTH SIG(Y/N):
SCH EVAL/TRMT:                             MSG 1/2/3:
DIAG RANGE 1 FR:                           DIAG RANGE 1 THRU:
DIAG RANGE 2 FR:                           DIAG RANGE 2 THRU:
AVG MO AUTH AMT:                           AVG DAILY AUTH AMT:
TOT USED UNITS:                             TOT USED AMT:
LI EXC ST USER ID LI EXC ST USER ID LI EXC ST USER ID LI EXC ST USER ID

ENTER--- PF1--- PF2--- PF3--- PF4--- PF5--- PF6--- PF7--- PF8--- PF9--- PF10--- PF11--- F12
PAGE HELP COPY S/EXT NAVIG SLIST N/EXT PREV NEXT EDIT OOPS BOTM HELP
    
```

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Key	Abbreviation	Description of key function or functions in MMIS
F1	HELP	Display or hide function keys on MMIS service agreement and screening document screens. Displays short text of edit when cursor is placed on edit number and F1 is pressed.
F2	COPY	Copies text from one comment screen to the next comment screen.
F3	S/EXT	Saves information entered into MMIS and exits document.
F4	NAVIG	Navigates directly to another subsystem.
F5	SLIST	Navigates to recipient or provider selection screen.
F6	N/EXT	Exits document or screen without saving information entered. Return to previous location after navigating using F4 key.
F7	PREV	Scrolls backward to view previous text or list. F7 availability is indicated by +/- or -.
F8	NEXT	Scrolls forward to view remainder of text or list. F8 availability is indicated by +/- or +.
F9	EDIT	Performs exception control function for Screening Documents and Service Agreements and posts edits when corrections are needed.
F10	OOPS	Clears most recently entered information on current screen.
F11	BOTM	Displays a new blank Service Agreement line for entry.
F12	HELP	Displays most field valid values in the Recipient subsystem. F12 is not available in the Prior Authorization subsystem.

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### MMIS Logon

#### STEP 1 Launch MMIS Session

1. Double click on **Mainframe Display** icon on your desktop
2. The **Office of Enterprise Technology** screen opens
  - a. Click on **HERE** to continue
3. The **InterTech** screen opens
  - a. First time in MMIS: Click on **Standard desktop configuration**
  - b. Subsequently: Click on **Launch session with your saved settings**
4. The **State of Minnesota** screen opens
  - a. Type request as assigned by your agency in the **REQUEST** field
5. **Transmit** to Logon screen
  - a. Press **Enter** key on numeric key pad or press **Control** key on right

#### STEP 2 Logon ID and Password

1. Enter your Logon ID number in the **LOGONID** field
  - a. **Tab** to the next line
2. Enter your current password in the **PASSWORD** field
  - a. MMIS passwords are eight characters in length and can be a combination of letters, numbers and special characters. Special character cannot be first or last character in password. MMIS does not recognize capital letters.
3. **Transmit** to the next system access screen

#### STEP 3 Next system access screen

1. Type **mw00** (letter m, letter m, number zero, number zero)
2. **Transmit** to the MMIS SECURITY BANNER screen

#### STEP 4 MMIS Security Banner screen

1. **Read** to remind MMIS contains private data
2. **Transmit** to MMIS MAIN MENU screen

#### STEP 5 MMIS MAIN MENU – MAIN

1. **GROUP SECURITY** selection
  - a. Users are assigned one or more MMIS security groups by their agency MMIS liaison
2. **Tab** to place cursor in front of desired security group
  - a. Using the tab key assures cursor is placed at the invisible start location of the field
3. Type **X** in field
4. **Transmit** to MMIS MAIN MENU selection screen

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### STEP 6 MMIS MAIN MENU selection screen

1. The **APPLICATIONS** a user has access to depends on MMIS Security group assigned
  - a. **PRIOR AUTHORIZATION** subsystem includes **PRIOR AUTHORIZATION** which contains Service Agreements and **SCREENINGS** which contain Screening Documents
2. **Tab** to place cursor in front of desired application
3. Type **X** in field for desired application
4. **Transmit** to selected MMIS KEY PANEL screen

### STEP 7 Password Verification Prompt screen

1. When MMIS session times out **PASSWORD VERIFICATION PROMPT** screen displays
2. Enter your current **password**
  - a. MMIS places cursor at correct (invisible) start of field location
  - b. Do not change location of cursor
3. Press **Transmit**
  - a. System returns to the MMIS screen that was active when session timed out

### STEP 8 Session Terminated screen (during session)

Users have two options at the **SESSION TERMINATED** screen

1. Type **mw00** (letter m, letter m, number zero, number zero) and **Transmit** to the desired MMIS screen
2. Type **logoff** to exit the current MMIS session and exit current MMIS session

### STEP 9 Password changes are completed on the LOGON screen

1. Enter your Logon ID number in the **LOGON** field
  - a. **Tab** to the next line
2. Enter the **temporary password** you were assigned (or your **current password** when updating password)
  - a. **Tab** to the New Password section
3. Type a different (new) password in the **NEW PASSWORD** field
  - a. MMIS passwords are eight characters in length and can be a combination of letters, numbers and special characters. Special character cannot be first or last character in password. MMIS does not recognize capital letters.
  - b. **Tab** to the (enter twice) field
4. Type same new password in the **(enter twice)** field
5. **Transmit** to the next system access screen

When you logon to MMIS in the future, if you type your password incorrectly, a message **Password Does Not Match** will appear. You will have two more tries to reenter the password correctly. If you fail, the password is suspended and you cannot enter MMIS. Contact your MMIS liaison to acquire a temporary password for reentry.

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## MMIS KEY PANELS

### KEY Panel or Selection Screens

6. The first screen displayed in each MMIS subsystem is referred to as the KEY Panel.
7. KEY panel fields are completed to tell the system what action the worker wishes to take.
8. The first field on any KEY panel is the **ACTION CODE** field.
  - a. **I = Inquiry** code entered in ACTION CODE field is used to view information only.
  - b. **A = Add** code entered in ACTION CODE field is used to create a new document in MMIS.
  - c. **C = Change** code entered in ACTION CODE field allows changes to a previously saved Service Agreement or adds another Screening Document.
9. Permission to view only or to add and update documents in MMIS is determined by the MMIS Security Group assigned to worker.
10. Completion of other KEY panel fields varies depending on the KEY panel selected and the ACTION CODE entered.
11. After completing necessary fields on a KEY panel press **TRANSMIT** key to advance to the next MMIS screen.

*Example of  
 ASCR – MMIS  
 Screening KEY  
 Panel.*

*ASCR is the  
 KEY panel used  
 to view, update  
 or add a  
 Screening  
 Document.*

```

NEXT:                                MMIS SCRNG KEY PANEL-ASCR

      ACTION CODE:                    DOCUMENT TYPE:
A=ADD      C=CHANGE  I=INQUIRY      D=DD      L=LTC
B=BATCH ENTRY  D=DELETE              P=MPAF    C=C&TC

1. ENTER THE APPROPRIATE PRIMARY KEY FORMAT:
   DOCUMENT NUMBER:                    COPY FROM
   RECIPIENT ID:

   CASE MGR/PROV NBR:                  (INQUIRY ONLY)

2. ADDITIONAL SEARCH CRITERIA FOR RECIPIENT OR CASE MGR/PROV SEARCH:
   START DATE:
   END DATE:
   STATUS:                               (A=APPROVED  D=DENIED  S=SUSPENDED)
   LOC:                                  USER ID:

*****
* ALT1 - LTC SCREEN 1      ALT2 - LTC SCREEN 2      ALT3 - LTC SCREEN 3      + *
* ALT4 - LTC SCREEN 4      ALT5 - LTC SCREEN 5      ALT6 - LTC SCREEN 6      *
*****
ENTER---PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11-PF12
PAGE          S/EXT          N/EXT PREV  NEXT          OOPS
    
```



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## KEY Panel Acronyms

1. KEY panels have a panel name and acronym displayed at the top center of screen.
  - a. **AKEY** – Prior Authorization (Service Agreement) Key Panel
  - b. **ASCR** – Screenings (LTCC and DD Screening Document) Key Panel
  - c. **CINQ** – Claims Inquiry Key Panel
  - d. **OKEY** – Financial Control Key Panel
  - e. **PKEY** – Provider Key Panel
  - f. **RKEY** – Recipient Key Panel
  - g. **TKEY** – Third Party Liability Key Panel
  
2. KEY Panel Acronyms can be used for MMIS navigation.
  - a. Type the KEY panel acronym in the **NEXT** field of a MMIS screen.
  - b. Press **TRANSMIT**.
  - c. System exits current location in MMIS and opens the KEY panel requested.
  - d. Use of KEY panel acronym in NEXT field for navigation exits **without** saving.
  - e. When adding or updating a document in MMIS it is better to use function key F4 navigation (when available) to view information in another subsystem and function key F6 to return to original location.

*Example of  
 ASCR – MMIS  
 Screening KEY  
 Panel.*

*Enter KEY  
 panel acronym  
 in NEXT field  
 to navigate to  
 another  
 subsystem.*

```

NEXT: RKEY                                MMIS SCRNG KEY PANEL-ASCR
      ACTION CODE:                          DOCUMENT TYPE:
A=ADD          C=CHANGE  I=INQUIRY         D=DD          L=LTC
B=BATCH ENTRY  D=DELETE                                     P=MPAF        C=C&TC

1. ENTER THE APPROPRIATE PRIMARY KEY FORMAT:
   DOCUMENT NUMBER:                                COPY FROM:
   RECIPIENT ID:

   CASE MGR/PROV NBR:                               (INQUIRY ONLY)

2. ADDITIONAL SEARCH CRITERIA FOR RECIPIENT OR CASE MGR/PROV SEARCH:
   START DATE:
   END DATE:
   STATUS: (A=APPROVED  D=DENIED  S=SUSPENDED)
   LOC: USER ID:
*****
* ALT1 - LTC SCREEN 1      ALT2 - LTC SCREEN 2      ALT3 - LTC SCREEN 3      + *
* ALT4 - LTC SCREEN 4      ALT5 - LTC SCREEN 5      ALT6 - LTC SCREEN 6      *
*****
ENTER--- PF1--- PF2--- PF3--- PF4--- PF5--- PF6--- PF7--- PF8--- PF9--- PF10--- PF11-- PF12
PAGE          S/EXT          N/EXT PREV  NEXT          00PS
    
```



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*In this example  
**RKEY** was  
 entered in the  
**NEXT** field on  
 the **ASCR**  
 panel.*

*MMIS  
 navigated to the  
**RECIPIENT  
 KEY PANEL –  
 RKEY** when the  
**TRANSMIT** key  
 was pressed.*

```

NEXT:                                MMIS RECIP KEY PANEL-RKEY

      ACTION CODE:    (A=ADD/C=CHANGE/I=INQUIRY/R=MCRE REDET/T=MCRE TRANSFER)
-----
      RECIPIENT ID:
      SSN:
      RECIPIENT LAST NAME:
      DOB(MM/DD/YYYY):
      - ALSO ENTER NAME

      CASE NUMBER:
      CLIENT OPTION NBR:
      CASE TYPE:

***** RECIPIENT SCREENS *****
* RBEN - BEN LIMITATIONS   RBUY - RECIP BUYIN       RBYB - RECIP RBYB      + *
* RBYD - RECIP PARTD       RCAP - ANNUAL CAPS       RCPC - MONTHLY COPAYS *
* RTCP - INCOME CAP TCNS  RCIP - RECIPIENT INFO   RHCI - HEALTH CARE ID *
* RELG - ELIGIBILITY       REMP - MCRE EMPLR       RFED - FED RPT CAT     *
* RFD2 - FED RPT CAT - 2   RRSL - RSL PROGRAM      RHND - HANDICAP DIAG   *
* RHSP - MH/HSPC/CONS     RIDS - PREVIOUS IDS     RIND - MCRE INDIV      *
* RLTC - LONG TERM CARE   RLVA - LIVING ARRANGE   RMCR - RECIP MEDICARE *
***** CASE SCREENS *****
* RCAD - CASE ADDRESS      RCHP - CASE HLTH PLANS  RCIN - CASE INFO       *
* RINC - CASE INCOME       RSLT - CASE RESULTS     RREP - CASE AREP       *
*****

ENTER--- PF1--- PF2--- PF3--- PF4--- PF5--- PF6--- PF7--- PF8--- PF9--- PF10--- PF11--- PF12
PAGE           S/EXT           N/EXT PREV NEXT           OOPS
    
```

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## MMIS Panel Queue – Prior Authorization Applications Screening Documents

MMIS panels are displayed in a stack or preset sequence called a **QUEUE**  
**TRANSMIT** advances forward to the next panel in the queue

Enter a panel acronym in **NEXT** field and press **TRANSMIT** to navigate to that panel

<b>DD Screening Document Queue Order</b>	
<b>ASCR</b>	Screening (Screening Document) Key Panel
<b>ADD1</b>	MMIS DD Screening 1
<b>ADD2</b>	MMIS DD Screening 2
<b>ADD3</b>	MMIS DD Screening 3
<b>ADD4</b>	MMIS DD Screening 4
<b>ADHS</b>	DHS Comments
<b>ACMG</b>	Case Manager Comments
<b>ARCP</b>	Recipient Comments
<b>LTCC Screening Document Queue Order</b>	
<b>ASCR</b>	Screening (Screening Document) Key Panel
<b>ALT1</b>	LTC Screening 1
<b>ALT2</b>	LTC Screening 2
<b>ALT3</b>	LTC Screening 3
<b>ALT4</b>	LTC Screening 4
<b>ALT5</b>	LTC Screening 5
<b>ALT6</b>	LTC Screening 6 only appears for Alternative Care (AC) screenings
<b>ADHS</b>	DHS Comments
<b>ACMG</b>	Case Manager Comments
<b>ARCP</b>	Recipient Comments

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## MMIS Panel Queue – Prior Authorization Applications Service Agreements

<b>Waiver Service Agreement (F-S) Queue Order</b>	
<b>AKEY</b>	Prior Authorization (Service Agreement) Key Panel
<b>ASA1</b>	Service Agreement 1
<b>ASA2</b>	Service Agreement 2
<b>ASA3</b>	Service Agreement 3
<b>ADHS</b>	DHS Comments
<b>APRV</b>	Provider Comments
<b>ARCP</b>	Recipient Comments
<b>Home Care (B) Service Agreement Queue Order</b>	
<b>AKEY</b>	Prior Authorization (Service Agreement) Key Panel
<b>ASA1</b>	Service Agreement 1
<b>ASA2</b>	Service Agreement 2
<b>ASA3</b>	Service Agreement 3
<b>AHC1</b>	Home Care (Assessment)
<b>AHC2</b>	Home Care (Assessment)
<b>AHC3</b>	Home Care – Additional Information
<b>ADHS</b>	DHS Comments
<b>APRV</b>	Provider Comments
<b>ARCP</b>	Recipient Comments

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## MMIS Panel Queue – Recipient File Application

Recipient Screens in Queue Order	
<b>RSUM</b>	Summary
<b>RBEN</b>	Benefit Limitations
<b>RCAP</b>	Annual Caps
<b>RCPC</b>	Copay Income
<b>RTCP</b>	Copay TCN
<b>RSPL</b>	Spenddown Search
<b>RSPD</b>	Spenddown
<b>RSLG</b>	Spenddown Log
<b>RLVA</b>	Living Arrangement
<b>RLTC</b>	Long Term Care
<b>RMIG</b>	Immigration Data
<b>RELG</b>	Eligibility
<b>RIDS</b>	Previous IDs
<b>RCAS</b>	Previous Cases
<b>RWVR</b>	Waivers
<b>RMCR</b>	Medicare
<b>RSVL</b>	Medicare Services List
<b>RSVC</b>	Medicare Services Information
<b>RPCR</b>	Primary Care Utilization Review (Restricted Recipients)
<b>PCUR-R</b>	Restricted recipient information
<b>RHSP</b>	Mental Health/Hospice/Conservator
<b>RSPC</b>	Special Processing
<b>RTRK</b>	Managed Care Tracking
<b>RPPH</b>	Managed Health Care
<b>REFM</b>	Managed Care Enrollment
<b>RPPR</b>	Managed Health Care Prepaid Rate
<b>RMGR</b>	Case Manager
<b>RPOL</b>	TPL Policies
<b>RPAR</b>	Parent Information
<b>RCIP</b>	Recipient Information
<b>RSMC</b>	SSI, RSDI, GRH, MSA, MFIP, Pregnancy indicators
<b>RHCI</b>	Health Care ID
<b>RVAR</b>	Variables
<b>RBUY</b>	Buy-In
<b>RBYB</b>	Part B Buy-In (future use)
<b>RBYD</b>	Low Income Subsidy Eligibility, Appeal Indicator
<b>RFED</b>	Federal Reporting Category
<b>RFD2</b>	Federal Reporting Category
<b>RMSQ</b>	Medical Service Questionnaire

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<b>Alphabetical List by Panel Abbreviation – Recipient Screens</b>	
<b>RBEN</b>	Benefit Limitations
<b>RBUY</b>	Buy-In
<b>RBYB</b>	Part B Buy-In (future use)
<b>RBYD</b>	Low Income Subsidy Eligibility, Appeal Indicator
<b>RCAD</b>	Case Address
<b>RCAP</b>	Annual Caps
<b>RCAS</b>	Previous Cases
<b>RCHP</b>	Selected Health Plans
<b>RCIN</b>	Case Information
<b>RCIP</b>	Recipient Information
<b>RCRD</b>	Request MA ID (Recipient Miscellaneous Functions)
<b>REFM</b>	Managed Care Enrollment
<b>RELG</b>	Eligibility
<b>REMP</b>	Employer (MinnesotaCare)
<b>RENH</b>	Managed Care Initial Enrollment
<b>RFD2</b>	Federal Reporting Category
<b>RFED</b>	Federal Reporting Category
<b>RHCI</b>	Health Care ID
<b>RHIV</b>	HIV Program
<b>RHND</b>	Special Health Needs
<b>RHSP</b>	Mental Health/Hospice/Conservator
<b>RIDS</b>	Previous IDs
<b>RMIG</b>	Immigration Data
<b>RINC</b>	Case Income (MinnesotaCare)
<b>RIND</b>	Individual Eligibility (MinnesotaCare)
<b>RKE2</b>	Miscellaneous Key
<b>RLTC</b>	Long Term Care
<b>RLVA</b>	Living Arrangement
<b>RMCR</b>	Medicare
<b>RMGR</b>	Case Manager
<b>RSMC</b>	SSI, RSDI, GRH, MSA, MFIP, Pregnancy indicators
<b>RMSQ</b>	Medical Service Questionnaire
<b>RNOD</b>	Notices Detail (MinnesotaCare)
<b>RNOL</b>	Notices List (MinnesotaCare)
<b>RNRL</b>	Enrollment Form Request (MinnesotaCare)
<b>RPAR</b>	Parent Information
<b>RPCR</b>	Primary Care Utilization Review (Restricted Recipients)
<b>PCUR-P</b>	Restricted recipient information
<b>RPOL</b>	TPL Policies
<b>RPPH</b>	Managed Health Care
<b>RPPR</b>	Managed Health Care Prepaid Rate

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<b>Alphabetical List by Panel Abbreviation – Recipient Screens</b>	
<b>RPRM</b>	MinnesotaCare Premium
<b>RRSL</b>	RSL Program
<b>RSCH</b>	Services For Children With Special Health Needs
<b>RSEL</b>	Recipient Selection
<b>RSLG</b>	Spenddown Log
<b>RSLT</b>	Case Result (MinnesotaCare)
<b>RSPC</b>	Special Processing
<b>RSPD</b>	Spenddown
<b>RSPL</b>	Spenddown List
<b>RSUM</b>	Summary
<b>RSVC</b>	Medicare Services Information
<b>RSVL</b>	Medicare Services List
<b>RTRK</b>	Managed Care Tracking
<b>RTRO</b>	Retroactive Eligibility (MinnesotaCare)
<b>RVAR</b>	Variables
<b>RWVR</b>	Waivers
<b>Alphabetical List by Panel Abbreviation – Case Screens</b>	
<b>RCAD</b>	Case Address
<b>RCHP</b>	Selected Health Plans
<b>RCIN</b>	Case Information
<b>REMP</b>	Employer (MinnesotaCare)
<b>RENH</b>	Managed Care Initial Enrollment
<b>RHIV</b>	HIV Program
<b>RHND</b>	Special Health Needs
<b>RINC</b>	Case Income (MinnesotaCare)
<b>RIND</b>	Individual Eligibility (MinnesotaCare)
<b>RKE2</b>	Miscellaneous Key
<b>RNOD</b>	Notices Detail (MinnesotaCare)
<b>RNOL</b>	Notices List (MinnesotaCare)
<b>RNRL</b>	Enrollment Form Request (MinnesotaCare)
<b>RPRM</b>	MinnesotaCare Premium
<b>RREP</b>	Authorized Representative Information
<b>RRSL</b>	RSL Program
<b>RSCH</b>	Services For Children With Special Health Needs
<b>RSEL</b>	Recipient Selection
<b>RSLT</b>	Case Result (MinnesotaCare)
<b>RTRO</b>	Retroactive Eligibility (MinnesotaCare)

**Screens in Recipient Application File that can be viewed are determined by the MMIS Security Group used to access MMIS.**

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## MMIS Waiver Types Chart

Medicaid Service Program on Screening Document	Screening Document Type	Service Agreement Type	Waiver Type	Description of Waiver Type
04	DD	D	Special Needs (ICF-DD)	Special Needs
04	DD	E	DT&H Pilot (ICF-DD)	Day Training and Habilitation
06	LTC	F	CADI conversion (convert from facility to community)	Community Alternatives for Disabled Individuals Waiver
05	LTC	G	CADI diversion (divert from facility and keep in community)	Community Alternatives for Disabled Individuals Waiver
08	LTC	H	CAC conversion	Community Alternative Care Waiver
07	LTC	I	CAC diversion	Community Alternative Care Waiver
04	LTC	J	EW conversion	Elderly Waiver
03	LTC	K	EW diversion	Elderly Waiver
02	LTC	L	BI-NF conversion	Brain Injury Waiver
01	LTC	M	BI-NF diversion	Brain Injury Waiver
10	LTC	N	AC conversion	Alternative Care
09	LTC	O	AC diversion	Alternative Care
12	LTC	P	BI-NB conversion (Neurobehavioral Hospital)	Brain Injury Waiver
11	LTC	Q	BI-NB diversion (Neurobehavioral Hospital)	Brain Injury Waiver
02	DD	R	DD conversion (Previously MR/RC)	Developmental Disability Waiver



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12	DD	R	MNDHO-DD conversion	Minnesota Disability Health Options-Developmentally Disabled
01	DD	S	DD diversion (Previously MR/RC)	Developmental Disability Waiver
11	DD	S	MNDHO-DD diversion	Minnesota Disability Health Options-Developmentally Disabled
n/a	n/a	B	Home Care, PCA Services (Personal Care Assistance), CSG (Community Support Grant) and FSG (Family Support Grant)	Screening Document generally not required for Type B Home Care Service Agreement

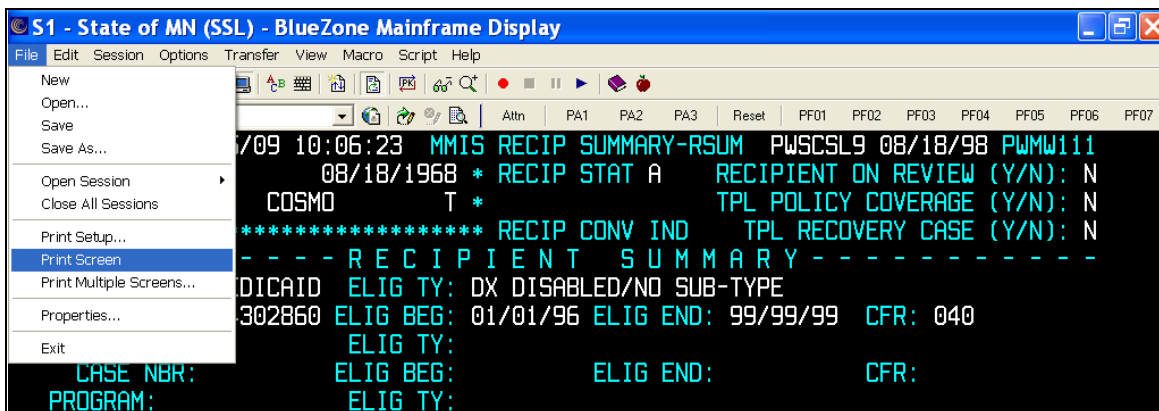
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## MMIS Print Screen Instructions

### Print Single Panel

1. Click File from the Web Browser Menu Bar to open drop-down menu.
2. Click Print Screen.



### Print Multiple Panels

1. Click File from the Web Browser Menu Bar to open drop-down menu.
2. Click Print Multiple Screens to open Multiple Screens Window.
3. Navigate through MMIS, clicking the camera icon to record panel image (see red arrow).
4. After selecting all panels, click the print icon (see yellow arrow) to print. The window will empty after panels are printed.

