



Department of Health Care Services
Children's Medical Services Network



Login CMS Net Legacy

***This manual is subject to changes at any time**

**User Manual
(Step-by-Step)**
Revised: March 13, 2012

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1 PREFACE

Legend

In procedures on the following pages you will see various symbols used.

- 4 The check mark indicates the result of an action.
- ↳ When a procedure is described, the arrow indicates a content note.

2 GENERAL INFORMATION

What are Full Screen Keys?

Full screen keys have been added as a method of navigating around the new full screens. They are defined in the table below.

Most Commonly Used Keys

Function	Terminal Key	PC Key	Comments
Help	F13	F1	Gives help message for the field the cursor is on.
Action Menu (e.g., Save, Exit)	F11	F2	Used when you finish a screen and want to take the next step.
Cancel	F12	Shift F2	To “escape” or back up to the previous screen or prompt.
Delete Field	F7	F7	Erases the entire entry in the field.
Erase from cursor to right	F8	F8	Erases the field entry from the point where the cursor is all the way to the end of the field.
Date	=	=	Today's Date

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What are Roll and Scroll Keys?

Most Commonly Used Keys

Roll and scroll keys are used to navigate through the prompts of the old roll and scroll portion of CMS Net. They are defined in the table below.

Function	Terminal Key	PC Key	Comments
Help		? or ??	Displays help information for the current prompt or a list of options.
Cancel		Shift "6" " ^ "	To "escape" or back up to the previous prompt.
Delete Field		Backspace	Erases to the left before pressing enter.
Delete Line		Control U	Erases the field entry from the point where the cursor is all the way to the end of the field.
Date		T T + # of days T - # of days 99/99/9999	Today's Date Date out in time Date back in time Specific Date
		Enter	Accepts default or new data typed.
To Print		Type SPOOL	Prints at the default printer established.

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Keyboard Mapping for PC

The following table displays the keyboard mapping for a Personal Computer (PC) keyboard:

Key	Function		Function	Function
<X	Rubout		F10	Menu Bar
Ctrl. F10	Next Word		F12	Prefix Key 1
Ctrl. F11	BOL		F12, Return	New/Cut Line
Ctrl. F12	EOL		Home	Top
Ctrl. F9	Previous Word		INSERT	Ins (Char)
DELETE	Remove (Char)		LEFT	Left (Arrow)
DOWN	Down (Arrow)		PAGE DOWN	Fwd
End	Bottom		PAGE UP	Bkwd
Enter	Execute		RIGHT	Right (Arrow)
F3	Options		Shift F1	Help 2
F4	Ins Line		Shift F2	Cancel
F1	Help 1		Shift F3	Scroll Up
F6	Paste		Shift F4	Clip
F2	Exit		Shift F5	Scroll Down
F7	Remove Line		Shift F6	Case
F8	Erase Line		TAB	Next Tab Stop O
F9	Remove word		UP	Up (Arrow Key)

Error! Use the Home tab to apply Map Title to the text that you want to appear here., Continued

Action Menus Action Menus appear on screens when the Action Key (F2 or F11) is pressed. Action menus are those that have commands like “Save” and “Cancel”. The command can be selected by moving the cursor (using up/down arrows) to the command and pressing <Enter>, or by typing the first letter of the command.

Pick Lists Fields that have tables to select from (e.g., county, ethnic group) appear in a “pick list”.
To get to the pick list, type in a letter or two in a pick list field, press <Enter>; or press the Help key (F1 or F13).
Once the pick list appears, move the cursor using the up/down arrow keys to the item selected and press <enter>.

Editing Fields To change a field, you MUST DELETE the current entry (F7) before you can enter new data.

3 BASIC SYSTEM INFORMATION

CMS Net scope and purpose

CMS Net is a full-scope case management system for the California Children Services (CCS) and GHPP Programs. The State's CMS Net servers reside at the Office of Technology (OTECH) and can be accessed via your local area network (LAN). The CMS Branch, Information Systems Unit, HHSDC, and contractors support the CMS Net system.

What CMS Net can do for me?

CMS Net can assist you in ...

- Update MEDS with CCS/GHPP client demographic and eligibility information
 - Linking or adding patients to the Statewide client Index (SCI) to obtain a Client Index Number (CIN)
 - Identifying what programs a patient is on from the SCI and MEDS
 - Registering clients
 - Generating correspondence
 - Tracking program eligibility
 - Issuing orthodontic service authorizations
 - Producing ticklers and management reports
 - Creating narratives
 - Accessing Medi-Cal, Healthy Families, Managed Care Plan and other insurance coverage information from MEDS and logging the data on CMS Net
 - Assist with and track case transfers
 - Request medical reports
 - Communicating case management activities to the state/county CCS staff
-

Error! Use the Home tab to apply Map Title to the text that you want to appear here., Continued

Who has access and when

All County, Regional and other State staff

When can I access CMS Net?

The CMS Net application is available to authorized users between the hours of:

Monday – Friday	7:00am to 7:00pm
Saturday	9:00am to 5:00pm

Who do I call for assistance with CMS Net?

The CMS Net Help Desk is available for assistance as follows:

Monday – Friday	7:00am to 5:00pm	916-327-2378 or 866-685-8449 (Toll Free)
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CMS Net Help Desk E-mail: CMShelp@dhcs.ca.gov

OVERVIEW

Logging into the system is the first step to using the CMS Net system.

Objectives

The completion of this section you will be able to:

- Login to CMS Net Legacy
- Logout from CMS Net Legacy

4 LOGIN TO CMS NET LEGACY

4.1 Step-by-Step Instructions on how to Login to CMS Net legacy

Step 1: Open the Legacy icon on your computer desktop by clicking



the icon.

Step 2: Logon to CMS Net Legacy

Step 3: Enter your username in the 'Login as' field.

Step 4: Enter your password in the password field.

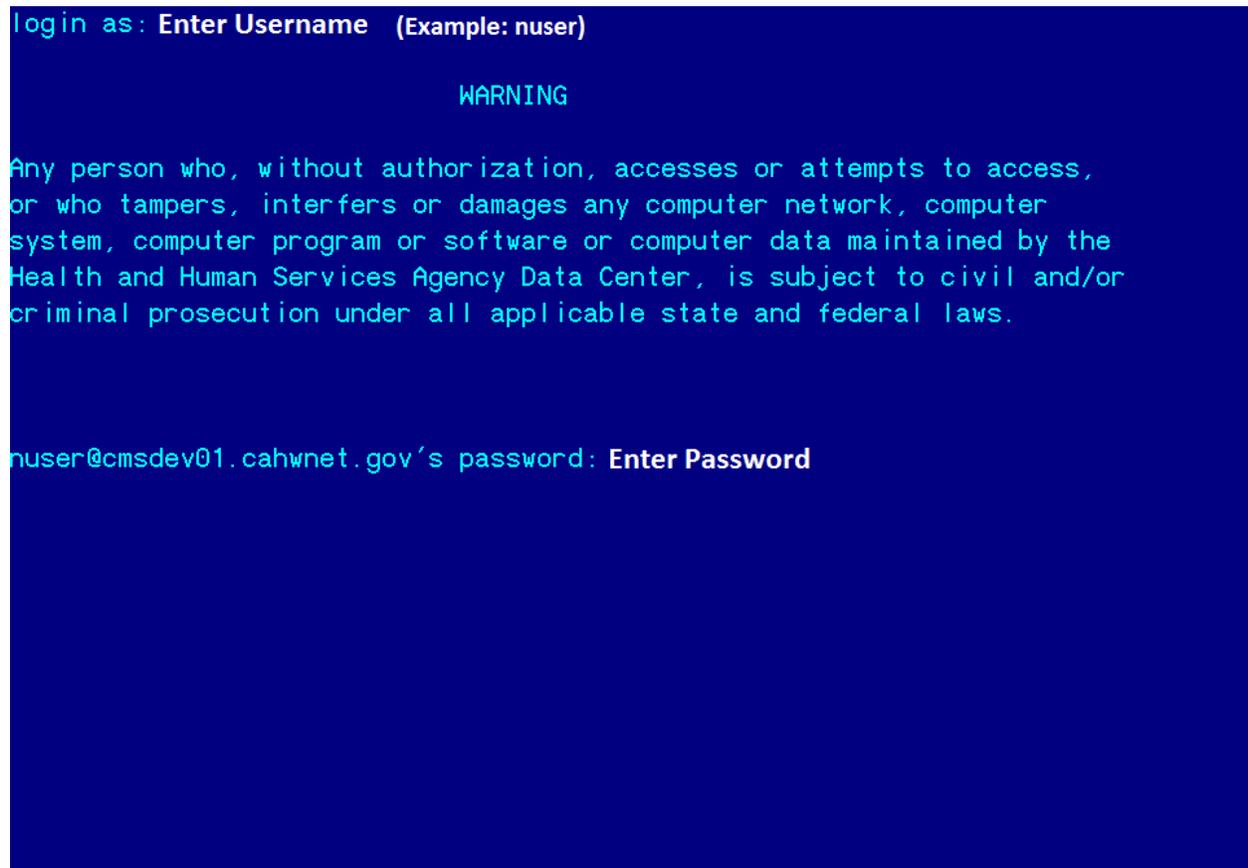


Figure 4-1, Login...

Step 5: Enter “cmsnet” in the “Enter an option” field.

```
State of California
Department of Health Services
Children's Medical Services Network (CMS Net)
-----
CMS Net/E47 Version 1.0
MEDS & STATEWIDE CLIENT INDEX FULL-SCREEN INTERFACE
-----

MAIN MENU

Option      Description
-----
cmsnet      Run the CMS Net Application.
logoff      Exit.

prt         Define output printer.  Current printer = U9717.
printtest   Print a test file to the defined printer.

Enter an option ==> cmsnet
```

Figure 4-2, Main Menu

Step 6: Hit "Quit"

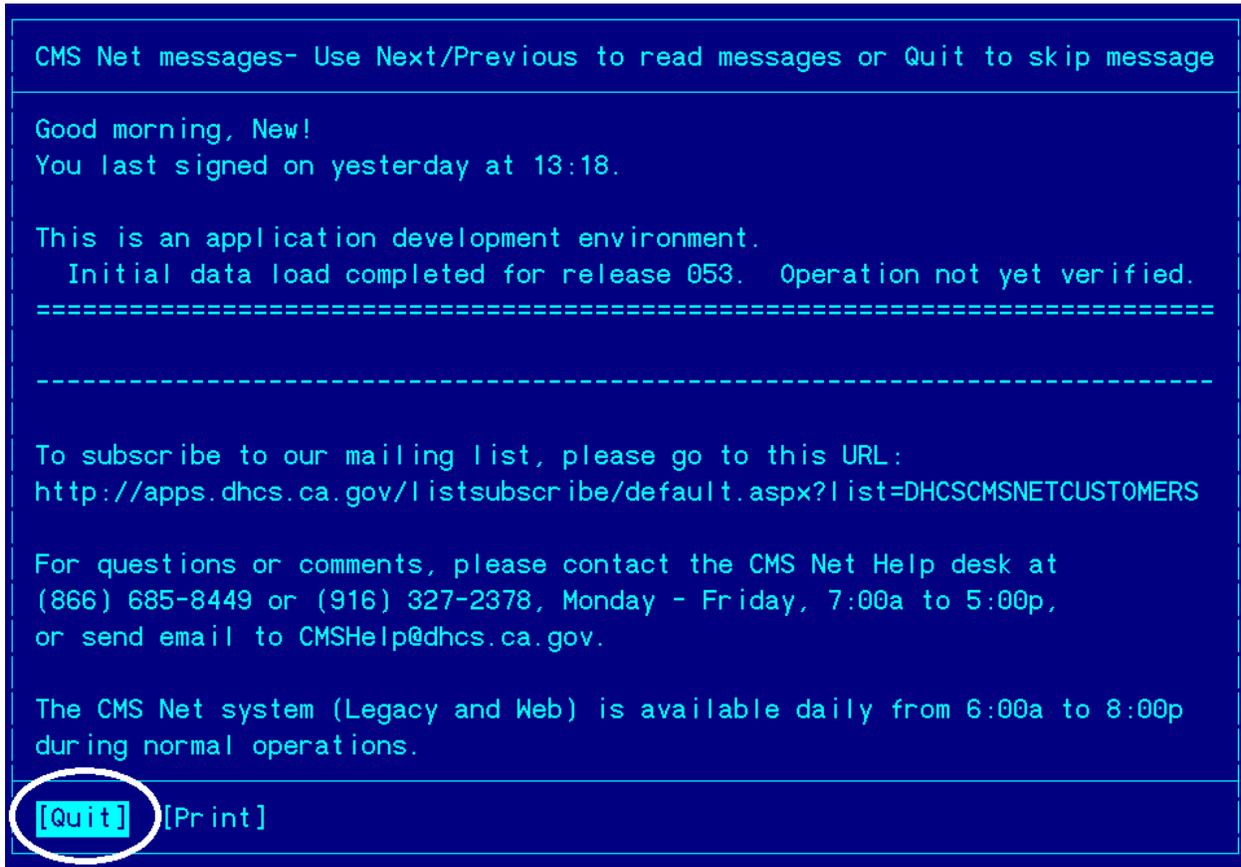


Figure 4-3, CMSNet Message - Quit

Step 7: System will take user to the “Core Application” screen.

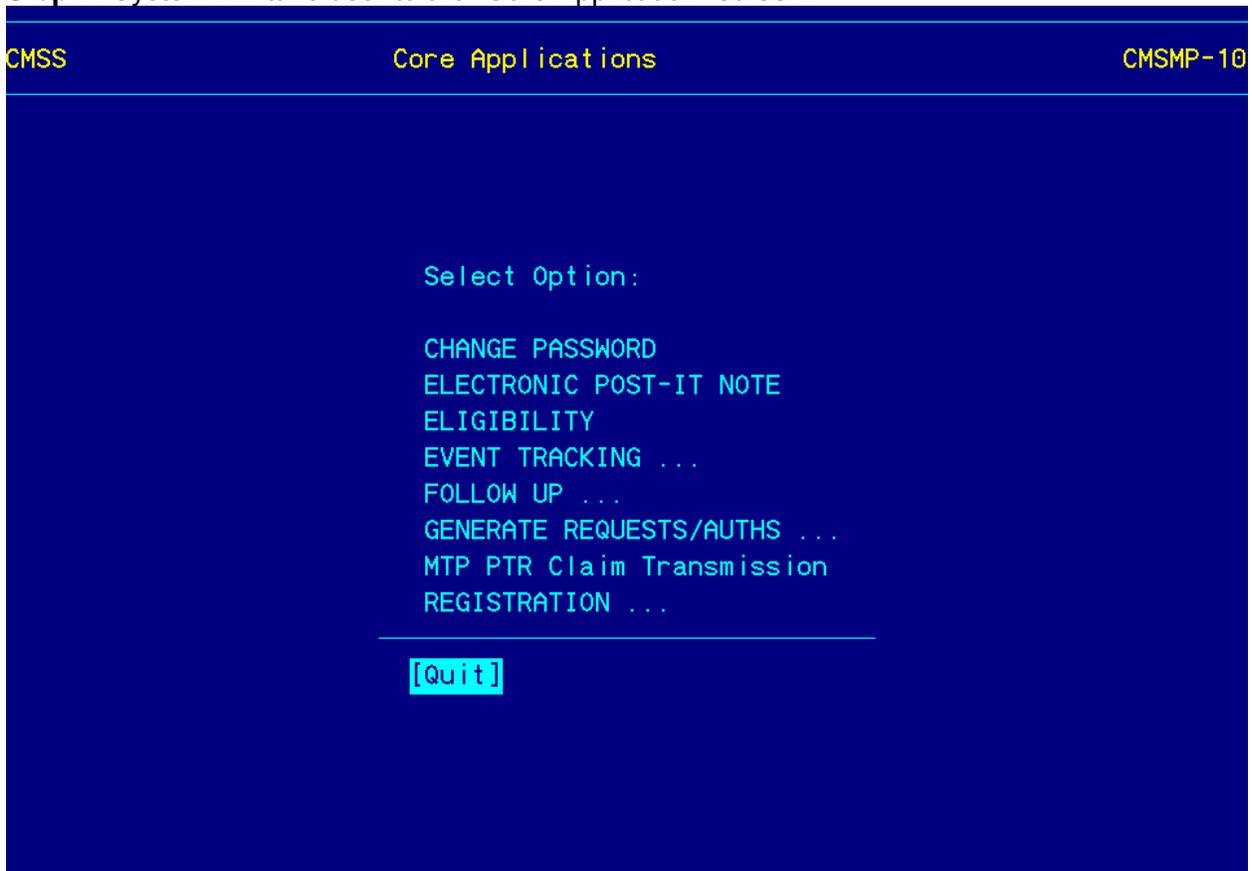


Figure 4-4, Core Applications

5 TEMPORARY PASSWORD

If you don't remember your password, a State/County System Admin may generate a temporary password for you. Enter the temporary password and log into the system.

5.1 How to Use Temporary Password

Steps:

Step 1: Enter your username in the 'Login as' field.

Step 2: Enter your password in the password field.

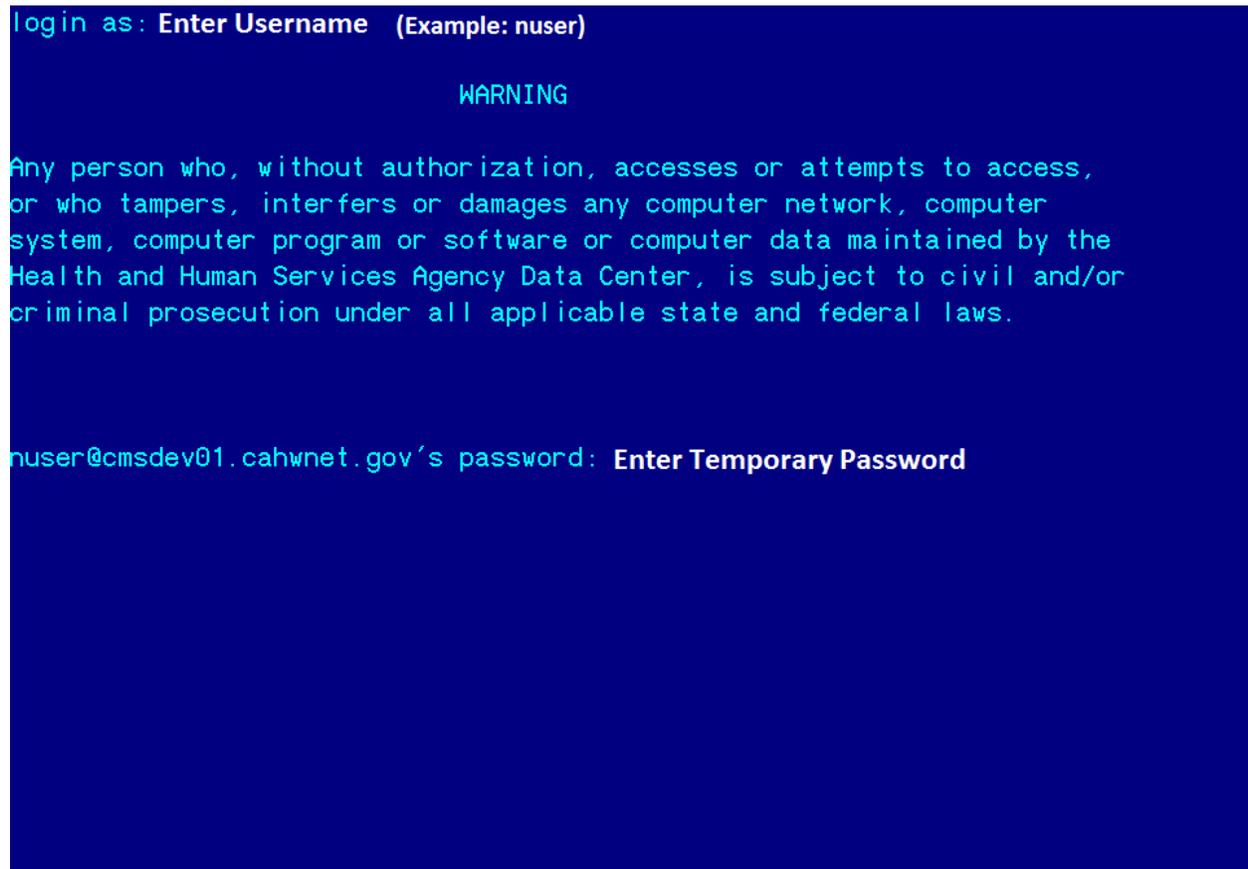


Figure 5-5, Temporary Password

Step 3: Enter "cmsnet" in the "Enter an option" field.

```
State of California
Department of Health Services
Children's Medical Services Network (CMS Net)
-----
CMS Net/E47 Version 1.0
MEDS & STATEWIDE CLIENT INDEX FULL-SCREEN INTERFACE
-----

MAIN MENU

Option      Description
-----
cmsnet      Run the CMS Net Application.
logoff      Exit.

prt         Define output printer.  Current printer = U9717.
printtest   Print a test file to the defined printer.

Enter an option ==> cmsnet
```

Figure 5-6, Main Menu

Step 4: Enter new password in the “Enter new password” field.

Step 5: Re-enter new password to confirm in the “Re-Enter new password” field.

CMSS RESET PASSWORD CMSLS-20

Your password will expire in 0 days.
Please enter a new password or CANCEL to enter a new password later.

Enter new password:

Re-Enter new password:

Figure 5-7, Reset Password

Step 6: Once user confirms the new password, system will display message *Please wait while your password is updated*, allow up to 30 seconds for this process to complete.

CMSS RESET PASSWORD CMSLS-20

Your password will expire in 0 days.

Please enter a new password or CANCEL to enter a new password later.

Enter new password:

Re-Enter new password:

Please wait while your password is updated.

Figure 5-8, Reset Password

Step 7: After the *Please wait while your password is updated* display, the *Your password has been changed. Don't forget! (?) Press Enter* Message will display.

Step 8: Press "Enter" key.

CMSS RESET PASSWORD CMSLS-20

Your password will expire in 0 days.
Please enter a new password or CANCEL to enter a new password later.

Enter new password:

Re-Enter new password:

Your password has been changed. Don't forget!
(?) Press Enter

Figure 5-9, Reset Password

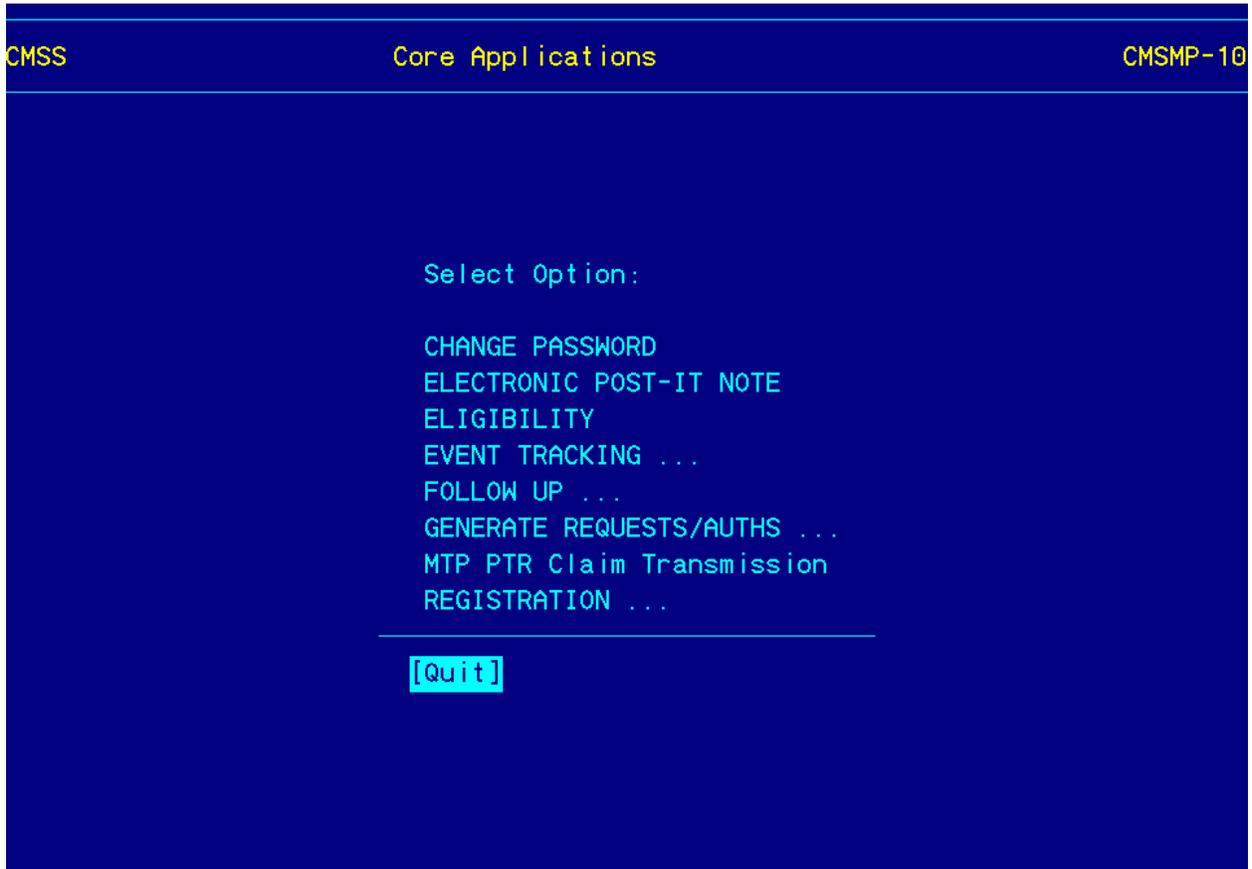


Figure 5-10, Core Applications

6 CMS NET PASSWORD STANDARDS:

PASSWORD STANDARDS:

- Password should be exactly 8 characters in length
- Password is case sensitive and must contain
 - At least one alphabetic uppercase letter (A - Z)
 - OR
 - one of the national characters (#, @, \$)
 - At least one alphabetic lowercase letter (a-z)
 - At least one number (0-9).
- Four consecutive characters from any part of your login as (username), first name, last name or middle name may not be used in your password.
- Previously used password should not be reused.

Additional Password Information:

- Users must change their passwords at least every 90 days.
- Users may change password at any time using the 'Change Password' option.
- Users are prohibited from using any of their prior passwords.
- User will receive a password expiration reminder beginning 10 days before the password expires.

7 CHANGE PASSWORD

User can change their password at any time using the “Change Password” option.

Step 1: Select “Change Password” option.

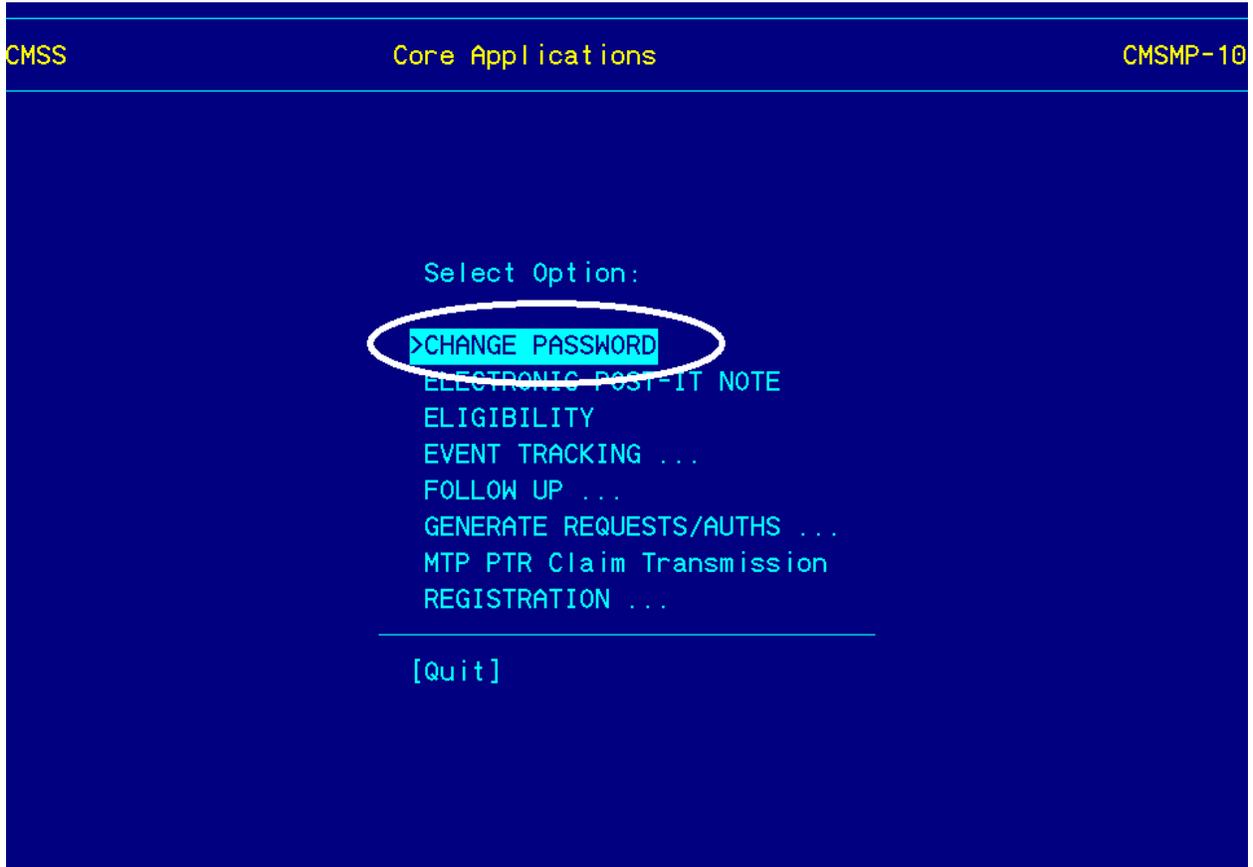


Figure 7-11, Core Applications

Step 2: Enter new password in the “Enter new password” field.

Step 3: Re-enter new password to confirm in the “Re-Enter new password” field.

CMSS RESET PASSWORD CMSLS-20

Your password will expire in 0 days.

Please enter a new password or CANCEL to enter a new password later.

Enter new password:

Enter New Password

Re-Enter new password:

Confirm New Password

Figure 7-12, Reset Password

Step 4: Once user confirms the new password, system will display message *Please wait while your password is updated*, allow up to 30 seconds for this process to complete.

Step 5: After the *Please wait while your password is updated* display, the *Your password has been changed. Don't forget! (?) Press Enter* Message will display.

Step 6: Press "Enter" key.

Step 7: System will take user to the "Core Application" screen.

Additional information:

If user enters the "Change Password" screen and do not wish to change their password, Shift <F2> key will allow the user to exit out of the screen as seen below.



Figure 7-13, Reset Password

8 LOGOUT

8.1 Logout from CMSNet Legacy

To logout off CMS Net Legacy:

Step 1: Select the “Quit” from the Core Application menu.

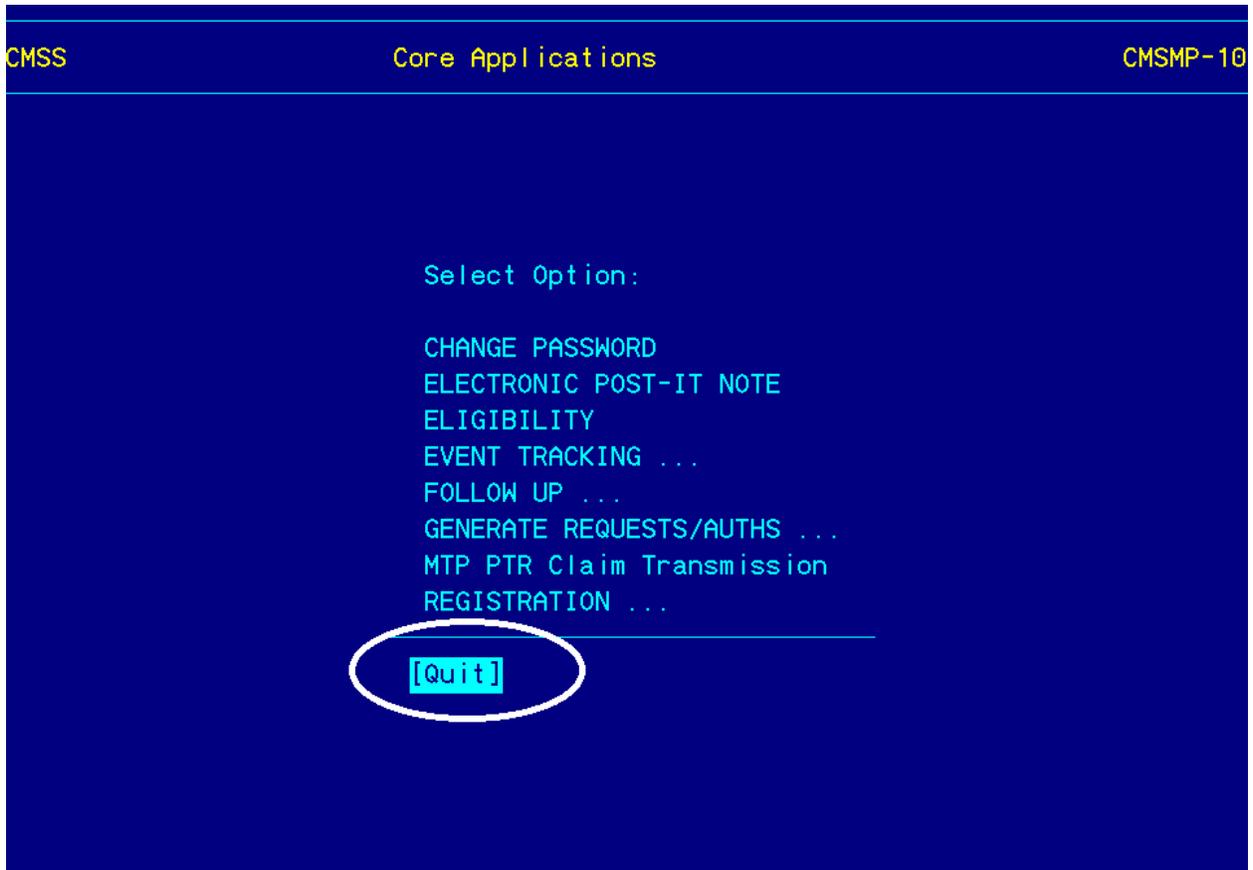


Figure 7-14, Core Applications

Step 2: Select the (?) Log off – I’m finished using CMS Net option.

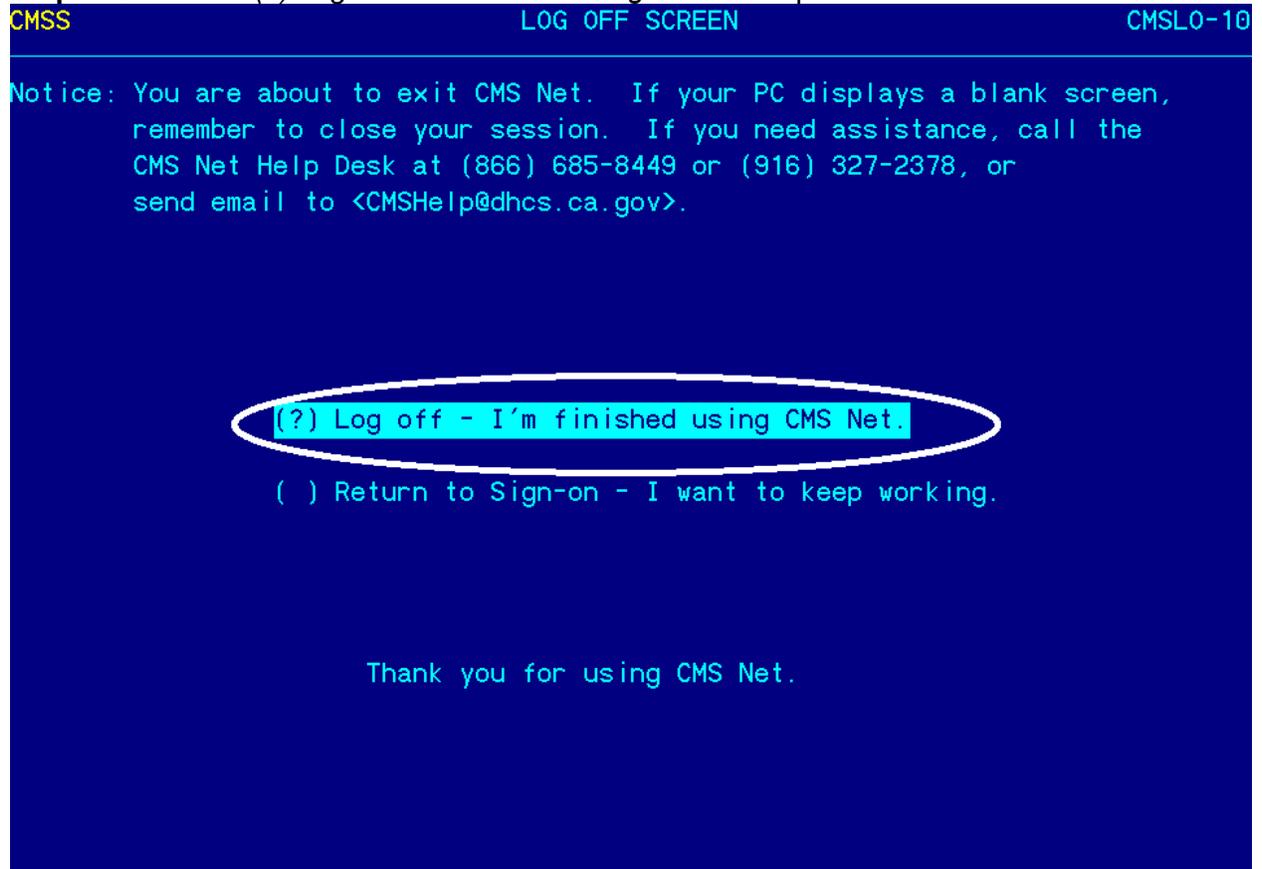


Figure 7-15, Log Off Screen

Step 3: System will close the session.

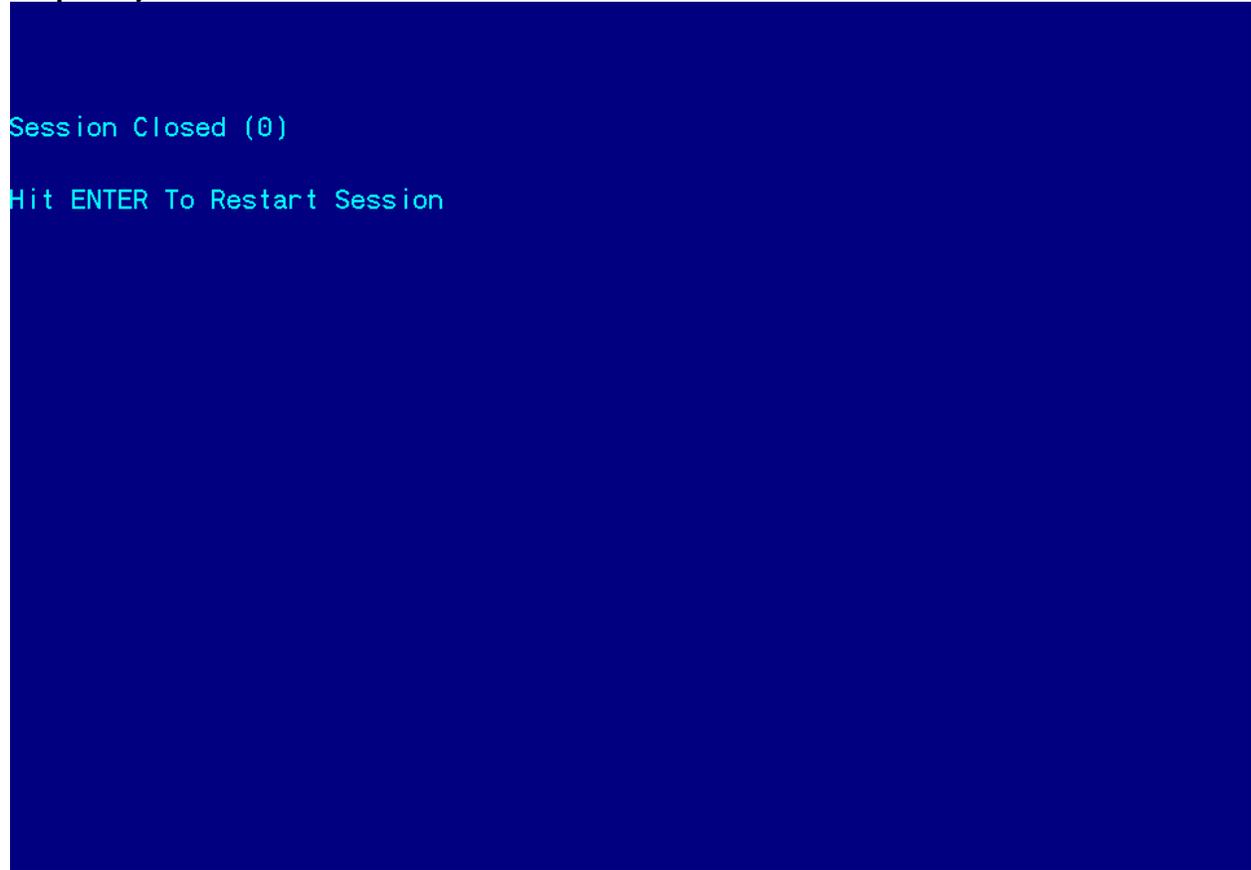


Figure 7-16, Session Closed

9 RETURN TO SIGN-ON

System will log the user off from each screen after a certain time of non-activity on that screen. It will eventually take user to the “LOG OFF SCREEN” as seen below.

Step 1: Select the option: (?) *Return to Sign-on – I want to keep working.*

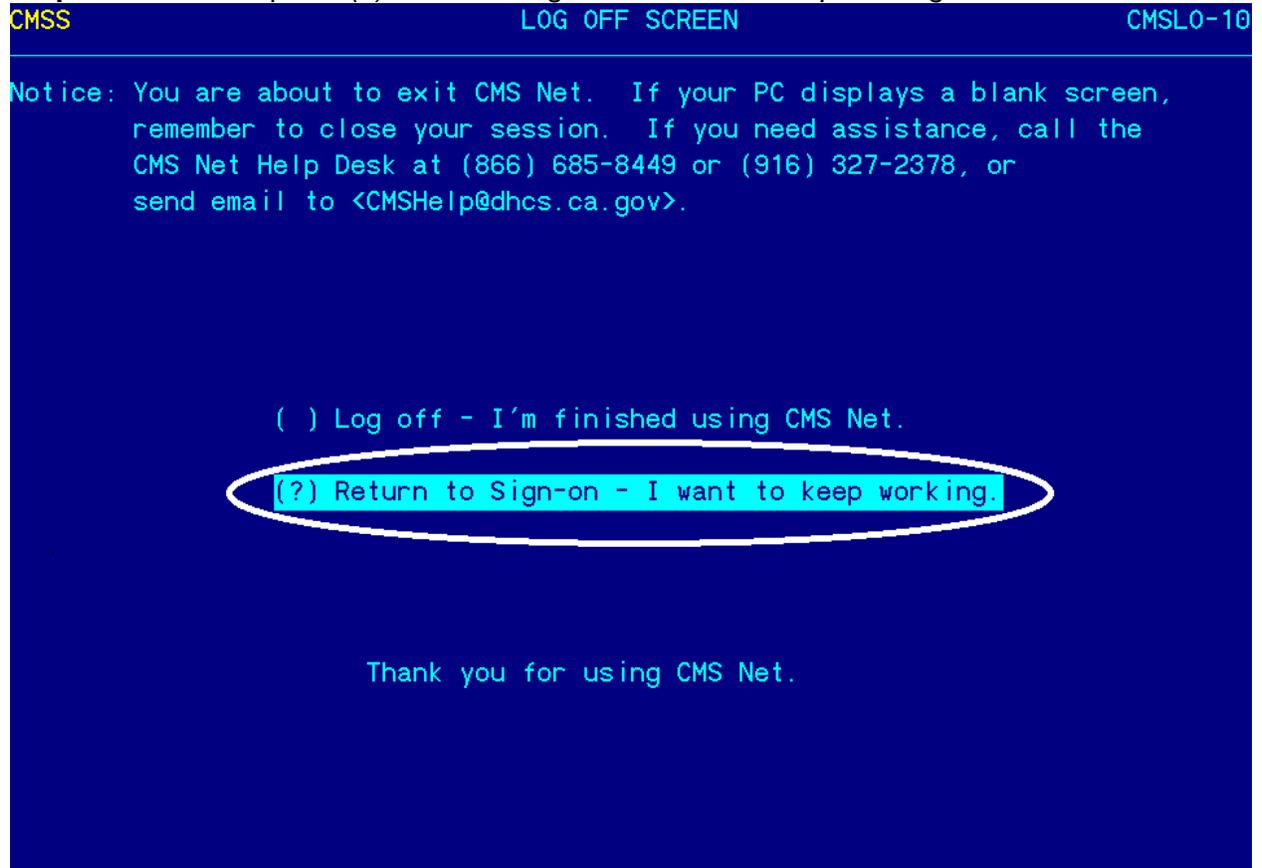


Figure 7-17, Log Off Screen

Step 2: Select "Quit" as seen below.

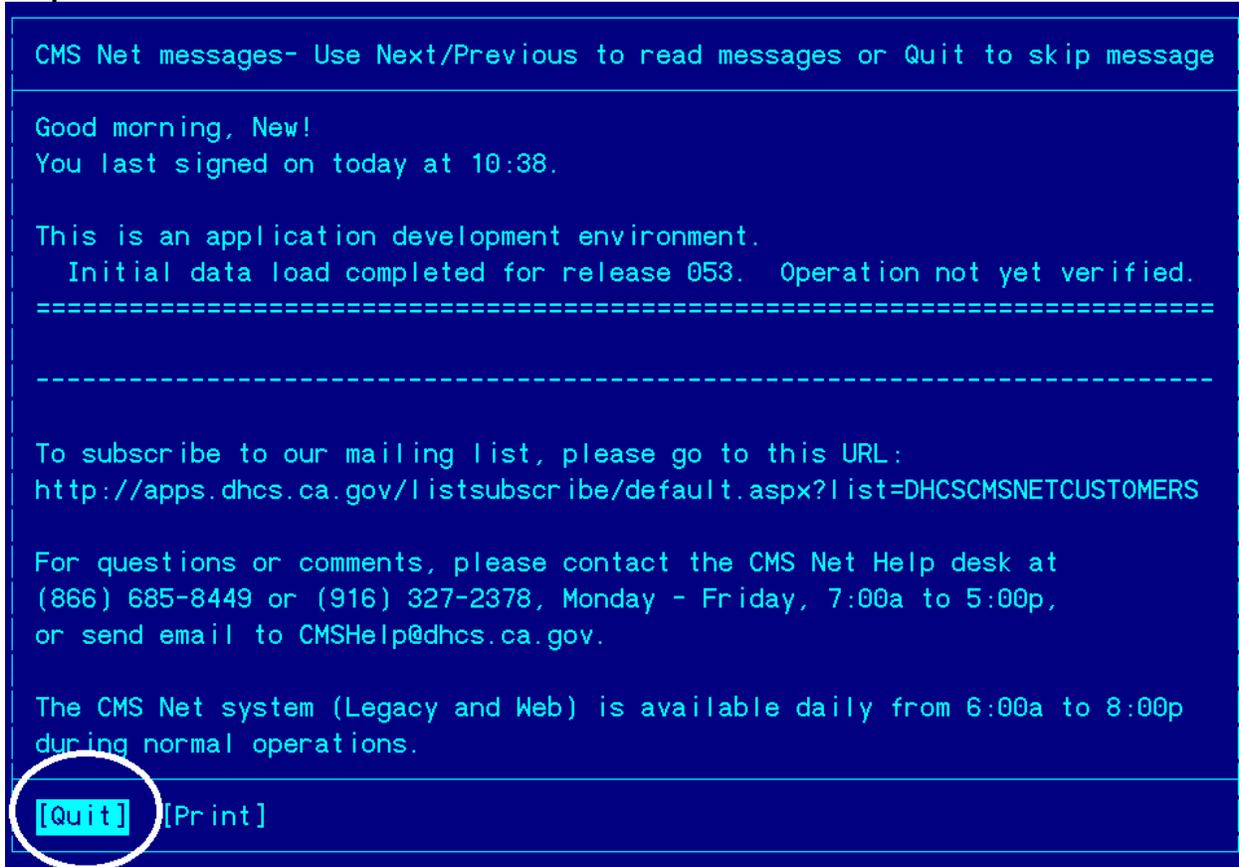


Figure 7-18, CMSNet Message - Quit

Step 3: System will take user to the “Core Application” screen.

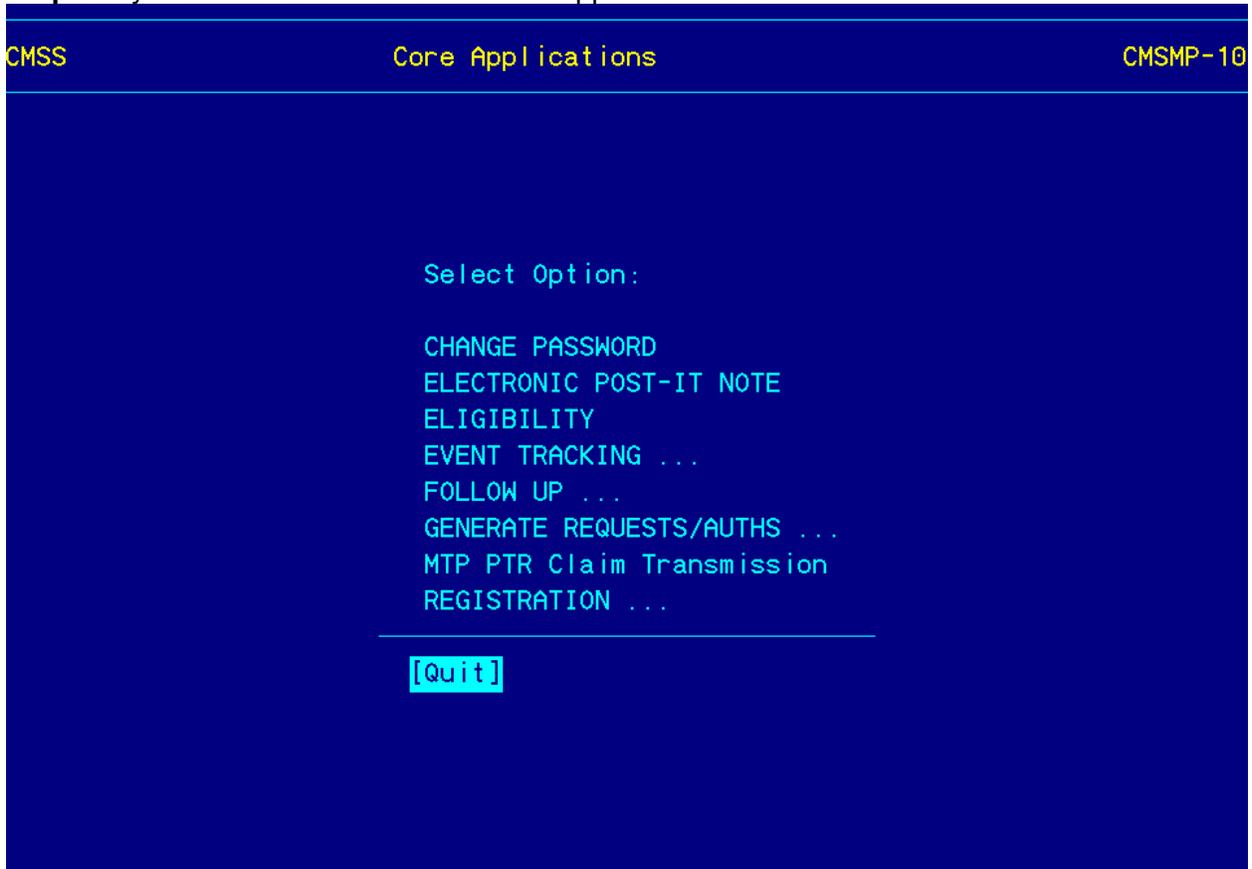


Figure 7-19, Core Applications