State of California—Health and Human Services Agency
Department of Health Services

California Department of Health Services

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Director

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September 10, 2003

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY ADMINISTRATIVE OFFICERS
ALL COUNTY MEDI-CAL PROGRAM SPECIALISTS/LIAISONS
ALL COUNTY MEDS COORDINATORS
ALL COUNTY HEALTH EXECUTIVES

Letter No.: 03-47

SUBJECT: CHILD HEALTH AND DISABILITY PREVENTION GATEWAY BUSINESS OBJECTS REPORTS INSTRUCTIONS FOR STATE INTRANET AND EXTRANET USERS

The purpose of this letter is to advise counties and staff of changes, effective July 1, 2003, in the Child Health and Disability Prevention (CHDP) Gateway program that will allow for the development of reports specific to the CHDP Gateway usage. This letter also defines the Business Objects project and the available reports for the pre-enrollment of qualified children for local County Social Services agencies, state staff and local CHDP programs.

Background

Assembly Bill 442 (Chapter 1161, Statutes of 2002) adopted Section 14011.7 of the Welfare and Institutions Code which requires the Department of Health Services (DHS) to develop a new single electronic application and to implement a pre-enrollment program into the Medi-Cal and Healthy Families programs commencing July 1, 2003. This pre-enrollment is being administered by DHS to provide temporary, full-scope, no-cost benefits to applicants under 19 years of age who meet specific income and residency requirements.

Overview

Business Objects software will be used to establish the reporting system that will enable state, county and CHDP staff to view CHDP Gateway reports via the DHS Intranet or Extranet. The reports produced by Business Objects will use data generated by the

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1501 CAPITOL AVENUE, MS 4607, P.O. BOX 942732, SACRAMENTO, CA 94234-7320
TELEPHONE: (916) 552-9430 FAX: (916) 552-9478
INTERNET ADDRESS: www.dhs.ca.gov

Fiscal Intermediary (Electronic Data Systems) from the Confidential Screening Form (DHS 4073) and the CHDP Gateway Provider Master File.

The following reports are now available on-line for local County Social Services agencies, state staff and local CHDP programs. There are ten types of reports available through the CHDP Gateway Intra/Extranet reporting site:

1. CHDP Gateway Program Provider Detail Report
2. CHDP Gateway Program Joint Application Requests Detail Report
3. CHDP Gateway Program Joint Application Requests Summary Report
4. CHDP Gateway Program Reminder Notice Detail Report
5. CHDP Gateway Program Reminder Notice Summary Report
6. CHDP Gateway Program Extended Eligibility Notice Detail Report
7. CHDP Gateway Program Extended Eligibility Notice Summary Report
8. CHDP Gateway Program Joint Application Requests Summary Report – Statewide
9. CHDP Gateway Program Reminder Notice Summary Report - Statewide
10. CHDP Gateway Program Extended Eligibility Notice Summary Report – Statewide

The DHS is currently developing ad hoc and trending/tracking reporting capabilities that will allow users to request and receive specific reports within a short turnaround period. These reports will be available on-line.

Security

DHS state staff will be able to view CHDP Gateway statewide data (all reports). State users can use existing DHS Intranet passwords already assigned to the CHDP reports, or they will be issued DHS Intranet passwords for the CHDP Gateway Reports. State staff must log-on from a DHS computer site.

County CHDP Gateway staff will be able to view data only within their county. Counties will not see reports that do not include a county sort. County users who request access will be issued Extranet passwords. They should be able to log-on from any computer that has nothing older than Windows 95 and Explorer 5.5.

Individuals wishing to request access and passwords must do so by contacting Ms. Erin Lynch via e-mail at elynch@dhs.ca.gov

If you have any questions about this program, please contact Ms. Lynch either by email at the address above or by telephone at (916) 552-9489.

Original signed by

Beth Fife, Chief
Medi-Cal Eligibility Branch