STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

GEORGE DEUKMEJIAN, *Governor*

DEPARTMENT OF HEALTH SERVICES
714/744 P STREET
SACRAMENTO, CA 95814

February 22, 1989

Letter No.: 89-17

TO: All County Welfare Directors
All County MEDS Coordinators
All County MEDS Security Coordinators

SUBJECT: MEDS SECURITY COORDINATORS AND PASSWORD SECURITY

This is to provide the Medi-Cal Eligibility Data Systems (MEDS) Network Coordinators and MEDS Security Coordinators in each county welfare department with the necessary guidelines to follow when issuing and maintaining MEDS Network security passwords and user identification (ID) codes.

The State Department of Health Services (SDHS) has established a State MEDS Security Coordinator in the Data Systems Branch (DSB), and a MEDS Security Liaison in the Medi-Cal Eligibility Branch (MEB). The State MEDS Security Coordinator is responsible for updating and maintaining the MEDS Network security tables. The State MEDS Security Liaison is available to assist counties with MEDS Network security questions and problems.

Counties have the responsibility to ensure that the necessary security measures for MEDS Network operation are established and maintained. Each county controls the assignment of passwords and designates the operational security level (access, update, etc.) for their county personnel.

Each county has an assigned county MEDS Coordinator to oversee the day-to-day operations and maintain network security. It is recommended, wherever possible, that separate MEDS Security Coordinator/s be appointed to assist in maintaining/monitoring the various security functions. Attachment 1 is a listing of the county's MEDS Network Coordinators and MEDS Security Coordinators currently known to the State MEDS Security Coordinator.

With the implementation of our current electronic mail system, Electronic Mail Communication Center (Emc2), it was determined that because of its speed, ease of operation, reliability and the nature of its security, it would become the mechanism used to transmit the MEDS password security data between the counties and State. Counties are requested to notify the State via "Emc2 Mail ID Request Form" whenever a MEDS Network Coordinator or MEDS Security Coordinator is changed. Attachment 2, PROCEDURES FOR OBTAINING EMC2 LOGONS, explains how to obtain, complete, and transmit an "Emc2 Mail ID Request Form."

Emc2 access is also required for completion of the "Request for MEDS Name and Password" (MEDS41 form), the document used to transmit MEDS password information between the counties and State Attachment 3, "MEDS SECURITY PROCEDURES FOR ELECTRONIC TRANSMISSION OF MEDS41 FORM," contains instructions

on how to obtain, complete, and transmit the MEDS41 form. Only MEDS41 forms forwarded by a designated county MEDS Security Coordinator or county MEDS Coordinator via Emc2 will be processed by the State MEDS Coordinator. MEDS41 forms will be processed every Wednesday morning.

To facilitate the coordination of MEDS security, each county MEDS Coordinator and MEDS Security Coordinator has been defined to Emc2 as shown in this example:

38CRDNT is the San Francisco MEDS Coordinator
38SECUR is the San Francisco MEDS Security Coordinator

If a person is both a county MEDS Coordinator and county MEDS Security Coordinator, they will use ##CRDNT (## would be their county number) as their Emc2 logon.

Attachment 4, identifies the various security functions and transactions to be used on the MEDS41 form when requesting MEDS access.

If you have any questions, please feel free to contact Al Brinsfield of my staff at (916) 324-7977.

Sincerely,

Original signed by

Frank S. Martucci, Chief
Medi-Cal Eligibility Branch

cc: MEDS Liaisons
IEVS Liaisons

Expiration Date: January 31, 1990

 December 15, 1988

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Alameda (01)

Elizabeth Blankenship — MEDS Network Coordinator
PHONE (415) 268-2166 — MEDS Security Coordinator

County: Alpine (02)

Bonnie Jepson — MEDS Network Coordinator
PHONE (916) 694-2235 — MEDS Security Coordinator

County: Amador (03)

Catherine Hill — MEDS Network Coordinator
PHONE (209) 223-6550 — MEDS Security Coordinator

County: Butte (04)

Arleta Convey — MEDS Network Coordinator
PHONE (916) 538-7771 — MEDS Security Coordinator

Michelle Eaves — MEDS Network Coordinator (Alt)
PHONE (916) 538-7772

Carole Vance — MEDS Network Coordinator (Alt)
PHONE (916) 538-7751

County: Calaveras (05)

Connie McLain — MEDS Network Coordinator
PHONE (209) 754-6440

Sharon Miller — MEDS Network Coordinator
PHONE (209) 754-6448

Norma Rash — MEDS Security Coordinator
PHONE (209) 754-6449

County: Colusa (06)

Patricia Blucker — MEDS Network Coordinator
PHONE (916) 458-4985

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Contra Costa (07)

Mike Flowers PHONE (415) 671-5159	MEDS Network Coordinator MEDS Security Coordinator

County: Del Norte (08)

Jeannine Galatioto PHONE (707) 464-3191	MEDS Network Coordinator
Janet Turner PHONE (707) 464-3191	MEDS Network Coordinator (Alt)
Mary Toolas PHONE (707) 464-3191	MEDS Network Coordinator (Alt)
Rogena Hammer PHONE (707) 464-3191 ext	MEDS Security Coordinator

County: El Dorado (09)

Ray Grammer, Deputy Director PHONE (916) 626-2470	MEDS Network Coordinator
Georgia Gresham PHONE (916) 626-2495	MEDS Security Coordinator
Lorayne Arts PHONE (916) 621-6316	MEDS Network Coordinator (Alt)

County: Fresno (10)

Johnie Belford PHONE (209) 453-6763	MEDS Network Coordinator

County: Glenn (11)

Babs McGeoghegan PHONE (916) 934-7714	MEDS Network Coordinator (Alt)

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Humboldt (12)

Lindsey McWilliams PHONE (707) 445-6002	MEDS Network Coordinator
Lorraine Davey PHONE (707) 445-6027	MEDS Network Coordinator (Alt)
Ellie Knapp PHONE (707) 445-6060	MEDS Security Coordinator
Joseph Ormond PHONE (707) 445-6024	MEDS Network Coordinator

County: Imperial (13)

Gloria Hernandez PHONE (619) 353-1400	MEDS Network Coordinator MEDS Security Coordinator

County: Inyo (14)

Darlene Landis PHONE (619) 878-2211 ext	MEDS Network Coordinator MEDS Security Coordinator
Tamara Joseph PHONE (619) 878-2411 ext 2300	MEDS Network Coordinator (Alt)

County: Kern(15)

Robert Johnston PHONE (805) 321-3542	MEDS Security Coordinator
Liz Davis PHONE (805) 321-3540	MEDS Network Coordinator
Patsy Kisor PHONE (805) 321-3257	MEDS Network Coordinator
Linda Hylton PHONE (805) 321-3234	MEDS Network Coordinator (Alt)

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Kings (16)

Lupe Macias — MEDS Network Coordinator
PHONE (209) 582-3241 ext 2227

Lydia Sterrett — MEDS Network Coordinator (Alt)
PHONE (209) 582-3241 ext 2239

County: Lake (17)

Robert Howard — MEDS Network Coordinator
PHONE (707) 263-9311 ext — MEDS Security Coordinator

Ralna Pickle — MEDS Network Coordinator (Alt)
PHONE (707) 263-9311 ext

County: Lassen (18)

Janice Kaber — MEDS Network Coordinator
PHONE (916) 257-8311 ext 170 — MEDS Security Coordinator

Margaret Crosby — MEDS Network Coordinator (Alt)
PHONE (916) 257-8311 ext 153

Linda Heyland — MEDS Network Coordinator (Alt)
PHONE (916) 257-8311 ext 171

County: Los Angeles (19)

John Moran — MEDS Network Coordinator
Dept. of Public Social Services — MEDS Security Coordinator
PHONE (213) 940-2441 ext

19SECCIR — MEDS LOCATION SECURITY OFFICER
DPSS CASE COMPLAINT INQUIRY/REVIEW

PHONE (818) 572-5740

19SECRG1 — MEDS LOCATION SECURITY OFFICER
DPSS DISTRICT 73
R. Silberman
PHONE (818) 500-3665

19SECRG2 — MEDS LOCATION SECURITY OFFICER
DPSS DISTRICT 74
M. Maroney
PHONE (213) 727-4557

December 15, 1988

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC106 MEDS LOCATION SECURITY OFFICER
DPSS CUDAHY 06
C. Woodyard
PHONE (213) 727-4557

19SEC107 MEDS LOCATION SECURITY OFFICER
DPSS LONG BEACH SPECIAL 07
M. L'HOMME
PHONE (213) 599-9523

19SEC131 MEDS LOCATION SECURITY OFFICER
DPSS LONG BEACH FAMILY 31
S. Selmanson
PHONE (213) 599-9124

19SEC140 MEDS LOCATION SECURITY OFFICER
DPSS NORWALK 40
S. Dehart
PHONE (213) 807-7821

19SEC162 MEDS LOCATION SECURITY OFFICER
DPSS PARAMOUNT 62/63
B. Duplessis
PHONE (213) 599-9630

19SEC190 MEDS LOCATION SECURITY OFFICER
DPSS HARBOR 90/91
A. Hattley
PHONE (213) 491-6411

19SEC202 MEDS LOCATION SECURITY OFFICER
DPSS GLENDALE 02
J. Piquette
PHONE (818) 500-3009

19SEC203 MEDS LOCATION SECURITY OFFICER
DPSS PASADENA 03
V. Sanders
PHONE (818) 500-3009

19SEC211 MEDS LOCATION SECURITY OFFICER
DPSS EAST VALLEY 11
W. Grabe
PHONE (818) 901-4107

19SEC234 MEDS LOCATION SECURITY OFFICER
DPSS LANCASTER 34

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC280 MEDS LOCATION SECURITY OFFICER
DPSS MEDICAL LTC 80
G. Ragazzi
PHONE (818) 308-5100

19SEC282 MEDS LOCATION SECURITY OFFICER
DPSS WEST VALLEY 82/32/51
M. Cohen
PHONE (818) 709-2259

19SEC309 MEDS LOCATION SECURITY OFFICER
DPSS WEST L.A. 09
C. Hendrickson
PHONE (213) 312-5107

19SEC310 MEDS LOCATION SECURITY OFFICER
DPSS ECHO PARK 10
S. Gant
PHONE (213) 738-4303

19SEC313 MEDS LOCATION SECURITY OFFICER
DPSS METRO FAMILY 13
J. Delgado
PHONE (213) 744-5619

19SEC314 MEDS LOCATION SECURITY OFFICER
DPSS CIVIC CENTER 14
T. Trujillo
PHONE (213) 974-0203

19SEC338 MEDS LOCATION SECURITY OFFICER
DPSS METRO NORTH 38
R. D'Agostino
PHONE (213) 738-3708

19SEC342 MEDS LOCATION SECURITY OFFICER
DPSS PRIVATE HOSPS 42
P. Cohen
PHONE (213) 738-3375

19SEC360 MEDS LOCATION SECURITY OFFICER
DPSS RANCHO PARK 60
L. McKnight
PHONE (213) 312-6945

19SEC370 MEDS LOCATION SECURITY OFFICER
DPSS METRO SPECIAL 70
M. Hamilton
PHONE (213) 744-5609

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC408 MEDS LOCATION SECURITY OFFICER
DPSS SOUTHWEST SPECIAL 08
H. Whitaker
PHONE (213) 418-2200

19SEC412 MEDS LOCATION SECURITY OFFICER
DPSS EXPO PARK 12
D. McLain
PHONE (213) 730-3206

19SEC417 MEDS LOCATION SECURITY OFFICER
DPSS FLORENCE 17
J. McClinton
PHONE (213) 586-7005

19SEC426 MEDS LOCATION SECURITY OFFICER
DPSS COMPTON 26
J. Allen
PHONE (213) 603-8405

19SEC427 MEDS LOCATION SECURITY OFFICER
DPSS SOUTH CENTRAL 27
C. Stewart
PHONE (213) 563-4158

19SEC483 MEDS LOCATION SECURITY OFFICER
DPSS SOUTHWEST FAMILY 83
J. Everett
PHONE (213) 418-2518

19SEC504 MEDS LOCATION SECURITY OFFICER
DPSS EL MONTE 04
A. Ayala
PHONE (213) 575-7207

19SEC505 MEDS LOCATION SECURITY OFFICER
DPSS BELVEDERE 05
A. O'Neil
PHONE (213) 727-4316

19SEC515 MEDS LOCATION SECURITY OFFICER
DPSS METRO EAST 15
V. Dudley
PHONE (213) 260-3503

19SEC520 MEDS LOCATION SECURITY OFFICER
DPSS SAN GABRIEL VALLEY 20
B. Corral
PHONE (818) 575-5514

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC536 — MEDS LOCATION SECURITY OFFICER
DPSS POMOMA 36
O. Caraway
PHONE (213) 865-5208

19SEC566 — MEDS LOCATION SECURITY OFFICER
DPSS LINCOLN HEIGHTS 66
N. Racanelly
PHONE (213) 342-8143

County: Madera (20)

Beth King — MEDS Network Coordinator
PHONE (209) 675-7841

Jessie Hench — MEDS Network Coordinator (Alt)
PHONE (209) 675-7848

County: Marin (21)

John Paul — MEDS Network Coordinator
PHONE (415) 499-7056

Evelyn McCaig — MEDS Network Coordinator (Alt)
PHONE (415) 499-7090

County: Mariposa (22)

Carol Stephens — MEDS Network Coordinator
PHONE (209) 966-3609 ext

Diane Broomfield — MEDS Network Coordinator (Alt)
PHONE (209) 966-3609 ext

County: Mendocino (23)

Pat Fellows — MEDS Network Coordinator
PHONE (707) 463-2437 ext 119

Lois Lee — MEDS Network Coordinator (Alt)
PHONE (707) 463-2437 ext 124

Bonnie Reid — MEDS Security Coordinator
PHONE (707) 463-2437 ext 202

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Merced (24)

Gary Chism PHONE (209) 385-3000 ext 5455	MEDS Network Coordinator MEDS Security Coordinator

County: Modoc (25)

Hal Maycroft PHONE (916) 233-3939	MEDS Network Coordinator

County: Mono (26)

Marilyn Berg, Director PHONE (916) 932-7292	Welfare Director MEDS Network Coordinator MEDS Security Coordinator

County: Monterey (27)

Barbara Dickinson PHONE (408) 755-4430	MEDS Network Coordinator
Loma Livernois PHONE (408) 755-4400	MEDS Network Coordinator (Alt)
Gerald Greenwell PHONE (408) 755-4415	MEDS Network Coordinator (Alt)

County: Napa (28)

Joy Schaney PHONE (707) 253-4600	MEDS Network Coordinator
John Zimmerman PHONE (707) 253-4735	MEDS Network Coordinator (Alt)

County: Nevada (29)

Marion Linden PHONE (916) 265-1340 ext 664	MEDS Network Coordinator MEDS Security Coordinator
Penny James PHONE (916) 265-1340 ext 65	MEDS Network Coordinator (Alt)

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS and MEDS SECURITY COORDINATORS

County: Orange (30)

Linda Monroe PHONE (714) 568-4154	MEDS Network Coordinator
Richard Hawkins, EDP Coordinator PHONE (714) 834-8452	MEDS Network Coordinator (Alt)
Barry Bonin, EDP Coordinator PHONE (714) 834-5934	MEDS Network Coordinator (Alt)
Connie Stannard, EDP Coordinator PHONE (714) 834-5934	MEDS Network Coordinator (Alt)
Vivian Worcester, EDP Coordinator PHONE (714) 834-8940	MEDS Network Coordinator (Alt)
Karl Kramp, Systems Analyst PHONE (714) 834-3159	MEDS Security Coordinator

County: Placer (31)

Beverly McDaniel PHONE (916) 823-4801	MEDS Network Coordinator (Alt)
Barbara Riley PHONE (916) 823-4481	MEDS Security Coordniator
Judy Kleckner PHONE (916) 823-4503	MEDS Network Coordinator (Alt)

County: Plumas (32)

Betty Cortez PHONE (916) 283-2250 ext	MEDS Security Coordinator
Susan Rhodes PHONE (916) 283-2250 ext	MEDS Network Coordinator
Phyllis Dodson PHONE (916) 283-2250 ext	MEDS Network Coordinator
Randy Schwartz PHONE (916) 283-2250 ext	MEDS Network Coordinator (Alt)

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Riverside (33)

Dale Buckingham PHONE (714) 369-0920 ext 219	MEDS Network Coordinator MEDS Security Coordinator
Gail Thomas PHONE (714) 369-0920 ext 225	MEDS Network Coordinator (Alt)

County: Sacramento (34)

Paul Trisler PHONE (916) 440-7751 ext	MEDS Network Coordinator
Rod Nystrom PHONE (916) 440-7751 ext	MEDS Network Coordinator (Alt) MEDS Security Coordinator

County: San Benito (35)

Mary Ann Whites PHONE (408) 637-5336	MEDS Network Coordinator

County: San Bernardino (36)

Stevie Leppard PHONE (714) 387-4741	MEDS Network Coordinator
Judy DeWitt PHONE (714) 387-7082	MEDS Security Coordinator

County: San Diego (37)

Diana Smith PHONE (619) 531- 4747	MEDS Network Coordinator MEDS Security Coordinator
Linda Joerden PHONE (619) 531-4746	MEDS Network Coordinator (Alt) MEDS Security Coordinator
Dottie Ingalls PHONE (619) 531-4747	MEDS Network Coordinator (Alt) MEDS Security Coordinator (Alt)

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS and MEDS SECURITY COORDINATORS

County: San Francisco (38)

Brenda Jow, S001 PHONE (415) 557-6152	MEDS Network Coordinator
Ralph Mistler, D001 PHONE (415) 557-6535	MEDS Security Coordinator
Mae Smith M201 PHONE (415) 557-6328	MEDS Network Coordinator
Mike Manalac, Q008 PHONE (415) 558-1090	MEDS Network Coordinator
Tony Arturi PHONE (415) 558-1157	MEDS Network Coordinator (Alt)

County: San Joaquin (39)

Donald H. Inamasu PHONE (209) 944-3321	MEDS Network Coordinator (Alt)
Debbie Lucas PHONE (209) 944-2916	MEDS Network Coordinator
Rex Park PHONE (209) 994-2917	MEDS Network Coordinator (Alt) MEDS Security Coordinator

County: San Luis Obispo (40)

Pauline Barnett PHONE (805) 549-4173	MEDS Network Coordinator MEDS Security Coordinator
Helen Willis PHONE (805) 549-4174	MEDS Network Coordinator (Alt)

County: San Mateo (41)

Gail Akam PHONE (415) 595-7534	MEDS Network Coordinator MEDS Security Coordinator
Mary Coughlan PHONE (415) 595-7568	MEDS Network Coordinator (Alt)

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LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Santa Barbara (42)

Jo Ann Daily
PHONE (805) 568-3375 — MEDS Security Coordinator

Trish Faulkner
PHONE (805) 346-7106 — MEDS Network Coordinator

Victor Salas
PHONE (805) 346-7150 — MEDS Security Coordintor

County: Santa Clara (43)

Rochelle Winston
PHONE (408) 299-3766 — MEDS Network Coordinator
MEDS Security Coordinator (Alt)

Frances Rodriquez
PHONE (408) 299-2155 — MEDS Security Coordinator

County: Santa Cruz (44)

Elizabeth Peterson
PHONE (408) - — MEDS Network Coordinator

Pat Whitehead
PHONE (408) 452-2412 — MEDS Security Coordinator

Nancy Schipper
PHONE (408) — MEDS Network Coordinator

County: Shasta (45)

Betty Overton
PHONE (16) 225-5379 — MEDS Network Coordinator

Janet Rush
PHONE (916) 246-5740 — MEDS Network Coordinator (Alt)

Loretta Webb
PHONE (916) 225-5508 — MEDS Security Coordinator

December 15, 1988

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Sierra (46)

Jane Hallman — MEDS Network Coordinator
PHONE (916) 289-3244

Donna May — MEDS Network Coordinator
PHONE (916) 993-1201

County: Siskiyou (47)

Kaye Caulkins — MEDS Network Coordinator (Alt)
PHONE (916) 842-4471 ext

Judy Mainord — MEDS Network Coordinator
PHONE (916) 842-4471 ext

County: Solano (48)

Ingrid Buehrer — MEDS Security Coordinator
PHONE (707) 553-5391

Richard Robbins — MEDS Network Coordinator
PHONE (707) 553-5110

Ron Buehrer — MEDS Network Coordinator (Alt)
PHONE (707) 553-5536

County: Sonoma (49)

Paul Rountree — MEDS Security Coordinator
PHONE (707) 527-2129 Delete

Nancy Crowe
Virginia Tabor — MEDS Network Coordinator
PHONE (707) 527-~~2524~~ 2269 Delete

Marilyn Roundtree — MEDS Network Coordinato ~~(Alt)~~
PHONE 9707) 527-2166

County: Stanislaus (50)

Pat Thomas — MEDS Network Coordinator
PHONE (209) 571-5622 ext

Laurell O'Neal — MEDS Network Coordinator (Alt)
PHONE (209) 571-5622 ext

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Sutter (51)

Bonnie Addington PHONE (916) 741-7230 ext 23	MEDS Network Coordinator MEDS Security Coordinator
Jeannie Lyle PHONE (916) 741-7230 ext 23	MEDS Network Coordinator
Myrnice Valentine PHONE (916) 741-7230 ext 57	MEDS Security Coordinator

County: Tehama (52)

Jean Ramirez PHONE (916) 527-1911	MEDS Network Coordinator MEDS Security Coordinator

County: Trinity (53)

Dawn Fagan PHONE (916) 623-1272	MEDS Network Coordinator MEDS Security Coordinator

County: Tulare (54)

Mike McDaniel PHONE (209) 733-6071	MEDS Network Coordinator
Donna Klein PHONE (209) 733-6127	MEDS Network Coordinator(Alt)

County: Tuolumne (55)

Carol Ostrom PHONE (209) 533-5718	MEDS Network Coordinator MEDS Security
Barbara Applebee PHONE (209) 533-5750	MEDS Network Coordinator (Alt)

County: Ventura (56)

Mary Vargas PHONE (805) 652-7619	MEDS Network Coordinator MEDS Security Coordinator

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Yolo (57)

Mary Broadwell PHONE (916) 661-2799	MEDS Network Coordinator MEDS Security Coordinator
Pat Norwood PHONE (916) 661-2750	MEDS Network Coordinator

County: Yuba (58)

Konnie Lewin PHONE (916) 741-6273	MEDS Network Coordinator MEDS Security Coordinator
Santie Williams PHONE (916) 741-6301	MEDS Network Coordinator
Cindy Carlson PHONE (916) 741-6268	MEDS Network Coordinator (Alt)

PROCEDURES FOR OBTAINING EMC2 LOGONS

Only the Emc2 Administrator may add or delete a Mail ID (Emc2 logon). Requests to add or delete an Mail ID are sent to the Emc2 Administrator via an Emc2 Mail ID Request Form. The Emc2 Mail ID Request Form can be accessed from the FORMS Bulletin Board.

1. The county MEDS Coordinator and/or county MEDS Security Coordinator may request additional EMC2 logons for their county by following these procedures.

2. At the EMC2 USER MENU, select option D, LOOK AT BULLETIN BOARDS.

```
=====================================================================

======================  Emc2 User Menu  ==============================
===
===   Your options are:
===
===              A  Quickmail -- write a letter and mail it.
===              B  Look at Inbasket.
===              C  Look at Outbasket.
===              D  Look at Bulletin Boards.
===              E  Compose mail with editor.
===              F  Mail a composed letter.
===              G  List Mail IDs.
===              H  Look at File Folders.
===              J  Create/Delete mailing list or Bulletin Board.
===              K  Calendar Menu.
===              X  Export from a Personal Computer.
===
=====================================================================
      Please enter the letter next to the option you wish to select.

                    ---> D
PFK 1=Help 2=Exit-from-Emc2  3=Exit-to-previous-screen
=====================================================================
```

3. On the list of Bulletin Boards type an L next to FORMS

as shown:

```
==========================================================================
===    Option:  L-List mail for Bboard            Search ID:  EMC2-HOTNEW
===
===    Bulletin Board      Class       Comment
===    EMC2-HOTNEWS          A    MEDS Hot News Messages
===    EMC2HELP              A    EMC2 V1L3 HELP BULLETIN BOARD
===  L FORMS                 A    Emc2 User's Forms
===    MAILING-LISTS         A    MEDS Public Mailing Lists
===
===
===
===
===
===
===
===
===
===
==========================================================================

PFK 1=Help  2=Exit-from-Emc2  3=Return-to-Menu  7=Backward 8=Forward
==========================================================================
```

4. The Mail to FORMS Screen will appear.

5. Type an U on the line showing Emc2 Mail ID Request Form and press the ENTER key to bring up a copy of the MEDS41.

```
=================================================================================

=================================== Mail to  FORMS                          ===
===   Options:     R-Read    P-Print    D-Delete    C-Continue    X-Export
===                                                 U-UseForm     I-PC.Import
===
===   From----------------- --Date-- Flag  Subject---------------------
=== U FORMSADM              08/08/88   +    Emc2 Mail ID Request Form
===   FORMSADM              08/04/88   +    SENT Form
===   FORMSADM              08/04/88   +    RECEIVED Form
===   FORMSADM              08/04/88   +    OHCMC5 Form
===   FORMSADM              08/04/88   +    MEDS32 Form
===   FORMSADM              08/04/88   +    Claim Detail Report Form
===   FORMSADM              08/02/88   +    MEDS53 Form
===   FORMSADM              08/02/88   +    MEDS70 Form
===   FORMSADM              08/02/88   +    MEDS52 Form
===   FORMSADM              08/02/88   +    MEDS42 Form
===   FORMSADM              07/02/88   +    MEDS41 Form
===
===
===
===
===
=================================================================================

PFK  1=Help  2-Exit-from-Emc2  3=Return-to-Menu  7=Backward  8=Forward
=================================================================================
```

6. Emc2 MAIL ID REQUEST FORM SCREEN the TO:, FROM:, SUBJECT:, and DATE: are prefilled

```
Emc2 MAIL ID REQUEST FORM SCREEN
 ==================================================================

 ==================== EMC2 FORM:   Emc2 Mail ID Request Form          ===
 === TO:  user.request,HS.DSB.INA.KOHN@LOCAL
 === FROM:  Your Emc2 Mail ID
 === SUBJECT:  Emc2 Mail ID Create/Delete Request
 ===
 ===   15 August 1988        Nature of Request: Create ___  Delete ___
 ===
 ===  Emc2 Mail ID Requested:  ____________________   Alias: ________
 ===
 ===  Mail ID Title:  ___________________________________
 ===                  ___________________________________
 ===
 ===  Printer ID  ____
 ===
 ===  Press PF Key 4 to mail your request to MEDSECUR, MEDELIGS, and
 ===  yourself!
 ==================================================================
 PFK    3=Return  4=Mail  7=Backward  8=Forward  9=Notify
 ==================================================================
```

7. Emc2 MAIL ID REQUEST FORM may only be used to create (add) or delete an Emc2 Mail ID. The screen is fairly self-explanatory. Alias is like a nickname. The alias maybe be used to logon and for sending mail.

8 After the Emc2 MAIL ID REQUEST FORM is filled in, press the PF4 key to mail the form to MEDSECUR, MEDELIGS and yourself.

```
Emc2 MAIL ID REQUEST FORM SCREEN
 ==================================================================

 ==================== EMC2 FORM:   Emc2 Mail ID Request Form          ===
 === TO:  user.request,HS.DSB.INA.KOHN@LOCAL
 === FROM:  Your Emc2 Mail ID
 === SUBJECT:  Emc2 Mail ID Create/Delete Request
 ===
 ===   15 August 1988        Nature of Request: Create ___  Delete ___
 ===
 ===  Emc2 Mail ID Requested:  ____________________   Alias: ________
 ===
 ===  Mail ID Title:  ___________________________________
 ===                  ___________________________________
 ===
 ===  Printer ID  ____
 ===
 ===  Press PF Key 4 to mail your request to MEDSECUR, MEDELIGS, and
 ===  yourself!
 ==================================================================
 PFK    3=Return  4=Mail  7=Backward  8=Forward  9=Notify
 ==================================================================
```

MEDS SECURITY PROCEDURES FOR

ELECTRONIC TRANSMISSION OF MEDS41 FORM

1. The county MEDS Security Coordinator will logon to EMC2 and go to the EMC2 USER MENU.

2. At the EMC2 USER MENU, select option D, LOOK AT BULLETIN BOARDS.

```
=====================================================================

=====================  Emc2 User Menu  ==============================
===
===   Your options are:
===
===              A  Quickmail -- write a letter and mail it.
===              B  Look at Inbasket.
===              C  Look at Outbasket.
===              D  Look at Bulletin Boards.
===              E  Compose mail with editor.
===              F  Mail a composed letter.
===              G  List Mail IDs.
===              H  Look at File Folders.
===              J  Create/Delete mailing list or Bulletin Board.
===              K  Calendar Menu.
===              X  Export from a Personal Computer.
===
=====================================================================

      Please enter the letter next to the option you wish to select.

                    ---> D

PFK 1=Help 2=Exit-from-Emc2  3=Exit-to-previous-screen
=====================================================================
```

3. On the list of Bulletin Boards type an L next to FORMS as shown:

```
=================================================================
===    Option:  L-List mail for Bboard          Search ID:  EMC2-HOTNEW
===
===    Bulletin Board      Class      Comment
===    EMC2-HOTNEWS          A    MEDS Hot News Messages
===    EMC2HELP              A    EMC2 V1L3 HELP BULLETIN BOARD
===  L FORMS                 A    Emc2 User's Forms
===    MAILING-LISTS         A    MEDS Public Mailing Lists
===
===
===
===
===
===
===
===
=================================================================

PFK 1=Help  2=Exit-from-Emc2  3=Return-to-Menu  7=Backward 8=Forward
=================================================================
```

4. The Mail to FORMS Screen will appear.

5. Type an U on the line showing MEDS41 Form and press the ENTER key to bring up a copy of the MEDS41.

```
=================================================================

=================================== Mail to  FORMS              ===
===   Options:    R-Read   P-Print   D-Delete   C-Continue   X-Export
===                                             U-UseForm    I-PC.Import
===   From---------------- --Date-- Flag  Subject---------------------
===   FORMSADM              08/08/88   +   Emc2 Mail ID Request Form
===   FORMSADM              08/04/88   +   SENT Form
===   FORMSADM              08/04/88   +   RECEIVED Form
===   FORMSADM              08/04/88   +   OHCMC5 Form
===   FORMSADM              08/04/88   +   MEDS32 Form
===   FORMSADM              08/04/88   +   Claim Detail Report Form
===   FORMSADM              08/02/88   +   MEDS53 Form
===   FORMSADM              08/02/88   +   MEDS70 Form
===   FORMSADM              08/02/88   +   MEDS52 Form
===   FORMSADM              08/02/88   +   MEDS42 Form
=== U FORMSADM              07/02/88   +   MEDS41 Form
===
===
===
=================================================================

PFK  1=Help  2-Exit-from-Emc2  3=Return-to-Menu  7=Backward  8=Forward
=================================================================
```

6. On the MEDS41 Form the TO:, FROM:, SUBJECT:, and DATE: are prefilled

```
=====================================================================
=============================EMC2 FORM:  MEDS41 Form      ==============
===  TO:  USER.REQUEST,MEDELIGS@LOCAL
===  FROM:  MEDELIGS@LOCAL
===  SUBJECT:  Request for MEDS Name and Password
===
===    2 September 1988
===    County __                    FUNCTION----------TRANSACTION--------
===                                                 1         2         3
===   CODE  PSWD          NAME        1234  345678901234567890123456789 01
===    __   ____   ________________   ____  ____________________________
===    __   ____   ________________   ____  ____________________________
===    __   ____   ________________   ____  ____________________________
===    __   ____   ________________   ____  ____________________________
===    __   ____   ________________   ____  ____________________________
===    __   ____   ________________   ____  ____________________________
===    __   ____   ________________   ____  ____________________________
===    Press PF4 to mail your request to MEDSECUR, MEDELIGS and yourself
===
=====================================================================

PFK      3=Return  4=Mail   7=Backward  8=Forward   9=Notify
=====================================================================
```

a. County __ = Type in your county code.

b. CODE = There are three CODES you may use on the MEDS41 from:

A = Add

C = Change

D = Delete

(1). To ADD a logon:

(a). Type a letter "A" under CODE.

(b). Under PSWD type in the four alpha/numerics of your county's password.

(c). Under NAME type in a name for the user, up to 20 alpha/numerics.

(d). Place an "X" under desired FUNCTIONS, Attachment 2 has a list of FUNCTIONS.

(e). Place an "X" under desired TRANSACTIONS, Attachment 2 has a list of TRANSACTIONS.

EXAMPLE OF ADDING A NEW MEDS LOGON:

```
=====================================================================

============================EMC2 FORM:  MEDS41 Form      ==============
===  TO:  USER.REQUEST,MEDELIGS@LOCAL
===  FROM:  MEDELIGS@LOCAL
===  SUBJECT:  Request for MEDS Name and Password
===
===    2 September 1988
===    County  34                    FUNCTION----------TRANSACTION--------
===                                                  1         2         3
===   CODE  PSWD          NAME        1234  345678901234567890123456789 01
===    A    KD01   732XYZ             X     X
===    __   ____   ______________     ____  ______________________________
===    __   ____   ______________     ____  ______________________________
===    __   ____   ______________     ____  ______________________________
===    __   ____   ______________     ____  ______________________________
===    __   ____   ______________     ____  ______________________________
===    __   ____   ______________     ____  ______________________________
===    Press PF4 to mail your request to MEDSECUR, MEDELIGS and yourself
===
=====================================================================

PFK      3=Return  4=Mail   7=Backward  8=Forward   9=Notify
=====================================================================
```

(2). To CHANGE a logon password and/or name, functions and/or transactions use two lines on the MEDS41:

(a). Type a letter "C" under CODE.

(b). Type current PSWD and NAME, and current FUNCTIONS and TRANSACTIONS on the first line.

(c). Leave the CODE field blank on the second line, leave the PSWD and NAME field blank on the second line if not making changes to PSWD and NAME.

(d). Enter current FUNCTIONS and TRANSACTIONS plus new FUNCTIONS and TRANACTIONS on second line.

EXAMPLE OF CHANGING A MEDS LOGON:

```
==========================================================================

============================EMC2 FORM:  MEDS41 Form       ==============
===  TO:  USER.REQUEST,MEDELIGS@LOCAL
===  FROM:  MEDELIGS@LOCAL
===  SUBJECT:  Request for MEDS Name and Password
===
===    2 September 1988
===    County  34                    FUNCTION----------TRANSACTION--------
===                                                  1         2         3
===   CODE  PSWD          NAME        1234  345678901234567890123456789 01
===    C    KD01   732XYZ             X     X
===    __   ____   ______________     XXX   XXX                    XX
===    C    KD01   732XYZ             X     X
===    __   KD05   733ABC             XXXX  XXXXX
===    __   ____   ______________     ____  ______________________________
===    __   ____   ______________     ____  ______________________________
===    __   ____   ______________     ____  ______________________________
===    Press PF4 ro mail your request to MEDSECUR, MEDELIGS and yourself
===
==========================================================================

PFK      3=Return  4=Mail   7=Backward  8=Forward   9=Notify
==========================================================================
```

(3). To DELETE a logon:

(a). Type a letter "D" under CODE.

(b). Type current PSWD and NAME field.

EXAMPLE OF DELETING A MEDS LOGON:

```
=========================================================================

============================EMC2 FORM:  MEDS41 Form      ==============
===  TO:  USER.REQUEST,MEDELIGS@LOCAL
===  FROM:  MEDELIGS@LOCAL
===  SUBJECT:  Request for MEDS Name and Password
===
===    2 September 1988
===    County  34                    FUNCTION----------TRANSACTION--------
===                                                  1         2         3
===   CODE  PSWD          NAME        1234  345678901234567890123456789 01
===    D    KD01   732XYZ              ____  ____________________________
===    D    KD05   733ABC              ____  ____________________________
===    __   ____   ____________        ____  ____________________________
===    __   ____   ____________        ____  ____________________________
===    __   ____   ____________        ____  ____________________________
===    __   ____   ____________        ____  ____________________________
===    Press PF4 to mail your request to MEDSECUR, MEDELIGS and yourself
===
=========================================================================

PFK      3=Return  4=Mail   7=Backward  8=Forward   9=Notify
=========================================================================
```

7. You may subumit all three codes on the same MEDS41 form.

8. After you have filled in the MEDS41 form, press PF4 key to mail.
   EMC2 will automatically mail a copy of the form to:
   MEDSECUR - The State MEDS Security Adminstrator.
   MEDELIGS - The State MEB/MEDS Security Liaison.
   Your EMC2 Logon - A copy for your files.

MEDS SECURITY FUNCTIONS AND TRANSACTIONS FOR USE ON THE MEDS41 FORM

MEDS SECURITY FUNCTION DEFINITIONS

LEVEL	FUNCTIONS	DESCRIPTION OF CODE
1	A	Access (Inquiry)
2	U	Update
3	L	Limited Access (Political Cases)
4	S	Sensitive Services (Minor Consent Cases, Etc.)

MEDS SECURITY TRANSACTIONS DEFINITIONS

LEVEL	ACCESSIBLE TRANSACTIONS	PF KEYS USED (IF ANY)
3	INQUIRY INXR, INQN, INQW, MENU	PF12 PF21, PF22, PF23, PF24
4	EW45	PF9
5	EW05, EW20	PF1, PF4
6	EW10, EW30, EW31	PF2, PF6, NONE
7	EW40	PF8
8	EW25, EW35	PF5, PF7
9	EW55, EW60	NONE
10	EW17, EW50	NONE
11	EW15, EW16	PF3, NONE
12	FX10	NONE
13	EW11	NONE
14	STATE USE ONLY	NONE
15	STATE USE ONLY	NONE
16	STATE USE ONLY	NONE

MEDS SECURITY TRANSACTIONS DEFINITIONS

17	STATE USE ONLY	NONE
18	FX20, FX30	NONE
19	TEST TRANSACTIONS	NONE
20	STATE USE ONLY	NONE
21	STATE USE ONLY	NONE
22	STATE USE ONLY	NONE
23	STATE USE ONLY	NONE
24	STATE USE ONLY	NONE
25	IEVS (Known to Welfare)	NONE
26	IEVS (Income Screens)	NONE
27	IEVS (Update)	NONE
28	HAPD (Homeless Delete)	NONE
29	STATE USE ONLY	NONE
30	STATE USE ONLY	NONE
31	STATE USE ONLY	NONE
32	STATE USE ONLY	NONE
33	STATE USE ONLY	NONE
34	STATE USE ONLY	NONE
35	STATE USE ONLY	NONE
36	STATE USE ONLY	NONE
37	STATE USE ONLY	NONE
38	STATE USE ONLY	NONE
39	STATE USE ONLY	NONE
40	STATE USE ONLY	NONE
41	STATE USE ONLY	NONE
42	STATE USE ONLY	NONE