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...
All County Welfare Directors

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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
<table>
<thead>
<tr>
<th>County</th>
<th>Name</th>
<th>Phone</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alameda (01)</td>
<td>Elizabeth Blankenship</td>
<td>(415) 268-2166</td>
<td>MEDS Network Coordinator, MEDS Security Coordinator</td>
</tr>
<tr>
<td>Alpine (02)</td>
<td>Bonnie Jepson</td>
<td>(916) 694-2235</td>
<td>MEDS Network Coordinator, MEDS Security Coordinator</td>
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<tr>
<td>Amador (03)</td>
<td>Catherine Hill</td>
<td>(209) 223-6550</td>
<td>MEDS Network Coordinator, MEDS Security Coordinator</td>
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<tr>
<td>Butte (04)</td>
<td>Arleta Convey</td>
<td>(916) 538-7771</td>
<td>MEDS Network Coordinator, MEDS Security Coordinator</td>
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<tr>
<td></td>
<td>Michelle Eaves</td>
<td>(916) 538-7772</td>
<td>MEDS Network Coordinator (Alt)</td>
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<td></td>
<td>Carole Vance</td>
<td>(916) 538-7751</td>
<td>MEDS Network Coordinator (Alt)</td>
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<tr>
<td>Calaveras (05)</td>
<td>Connie McLain</td>
<td>(209) 754-6440</td>
<td>MEDS Network Coordinator</td>
</tr>
<tr>
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<td>Sharon Miller</td>
<td>(209) 754-6448</td>
<td>MEDS Network Coordinator</td>
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<tr>
<td></td>
<td>Norma Rash</td>
<td>(209) 754-6449</td>
<td>MEDS Security Coordinator</td>
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<tr>
<td>Colusa (06)</td>
<td>Patricia Blucker</td>
<td>(916) 458-4985</td>
<td>MEDS Network Coordinator</td>
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</tbody>
</table>
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)

Rabs 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
PHONE (209) 582-3241 ext 2227
MEDS Network Coordinator
Lydia Sterrett
PHONE (209) 582-3241 ext 2239
MEDS Network Coordinator (Alt)

County: Lake (17)
Robert Howard
PHONE (707) 263-9311 ext
MEDS Network Coordinator
Raina Pickle
PHONE (707) 263-9311 ext
MEDS Network Coordinator (Alt)

County: Lassen (18)
Janice Kabor
PHONE (916) 257-8311 ext 170
MEDS Network Coordinator
Margaret Crosby
PHONE (916) 257-8311 ext 153
MEDS Network Coordinator (Alt)
Linda Heyland
PHONE (916) 257-8311 ext 171
MEDS Network Coordinator (Alt)

County: Los Angeles (19)
John Moran
Dep. of Public Social Services
PHONE (213) 940-2441 ext
19SECCIR
DPSS CASE COMPLAINT INQUIRY/REVIEW
PHONE (818) 572-5740
19SECRG1
DPSS DISTRICT 73
R. Silberman
PHONE (818) 500-3665
19SECRG2
DPSS DISTRICT 74
M. Maroney
PHONE (213) 727-4557
MEDS LOCATION SECURITY OFFICER
MEDS LOCATION SECURITY OFFICER
MEDS LOCATION SECURITY OFFICER
LISTING OF ALL COUNTIES
MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC106
DPSS CUDAHY 06
C. Woodyard
PHONE (213) 727-4557

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

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

19SEC140
DPSS NORWALK 40
S. Dehart
PHONE (213) 807-7821

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

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

19SEC202
DPSS GLENDALE 02
J. Piquette
PHONE (818) 500-3009

19SEC203
DPSS PASADENA 03
V. Sanders
PHONE (818) 500-3009

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

19SEC234
DPSS LANCASTER 34

MEDS LOCATION SECURITY OFFICER

MEDS LOCATION SECURITY OFFICER

MEDS LOCATION SECURITY OFFICER

MEDS LOCATION SECURITY OFFICER

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MEDS LOCATION SECURITY OFFICER

MEDS LOCATION SECURITY OFFICER
LISTING OF ALL COUNTIES
MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

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

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

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

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

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

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

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

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

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

19SEC370
DPSS METRO SPECIAL 70
M. Hamilton
PHONE (213) 744-5609
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<td>H. Whitaker</td>
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</tr>
<tr>
<td>PHONE (213) 418-2200</td>
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<td></td>
<td>D. McLaren</td>
<td></td>
</tr>
<tr>
<td>PHONE (213) 730-3206</td>
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<td>J. McClintion</td>
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<tr>
<td>PHONE (213) 586-7005</td>
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<td></td>
<td>J. Allen</td>
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<tr>
<td>PHONE (213) 603-8405</td>
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<td>C. Stewart</td>
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<tr>
<td>PHONE (213) 563-4158</td>
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<td>J. Everett</td>
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<tr>
<td>PHONE (213) 418-2518</td>
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<td></td>
<td>A. Ayala</td>
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<tr>
<td>PHONE (213) 575-7207</td>
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<td></td>
<td>A. O'Neil</td>
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<tr>
<td>PHONE (213) 727-4316</td>
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<td>V. Dudley</td>
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<tr>
<td>PHONE (213) 260-3503</td>
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<td></td>
<td>B. Corral</td>
<td></td>
</tr>
<tr>
<td>PHONE (818) 575-5514</td>
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LISTING OF ALL COUNTIES
MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Los Angeles (19) (Continued)

19SEC536
DPSS POMOMA 36
O. Caraway
PHONE (213) 865-5208

19SEC566
DPSS LINCOLN HEIGHTS 66
N. Racanelly
PHONE (213) 342-8143

County: Madera (20)

Beth King
PHONE (209) 675-7841

Jessie Hench
PHONE (209) 675-7848

County: Marin (21)

John Paul
PHONE (415) 499-7056

Evelyn McCaig
PHONE (415) 499-7090

County: Mariposa (22)

Carol Stephens
PHONE (209) 966-3609 ext

Diane Broomfield
PHONE (209) 966-3609 ext

County: Mendocino (23)

Pat Fellows
PHONE (707) 463-2437 ext 119

Lois Lee
PHONE (707) 463-2437 ext 124

Bonnie Reid
PHONE (707) 463-2437 ext 202

MEDS LOCATION SECURITY OFFICER
MEDS LOCATION SECURITY OFFICER
MEDS Network Coordinator
MEDS Network Coordinator (Alt)
MEDS Network Coordinator
MEDS Network Coordinator (Alt)
MEDS Network Coordinator
MEDS Network Coordinator (Alt)
MEDS Network Coordinator
MEDS Network Coordinator (Alt)
MEDS Security Coordinator
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 Coordinator

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)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Jow</td>
<td>Meds Network Coordinator</td>
<td>(415) 557-6152</td>
</tr>
<tr>
<td>Ralph Mistler, D001</td>
<td>Meds Security Coordinator</td>
<td>(415) 557-6535</td>
</tr>
<tr>
<td>Mae Smith</td>
<td>Meds Network Coordinator</td>
<td>(415) 557-6328</td>
</tr>
<tr>
<td>Mike Manalac, Q008</td>
<td>Meds Network Coordinator</td>
<td>(415) 558-1090</td>
</tr>
<tr>
<td>Tony Arturi</td>
<td>Meds Network Coordinator (Alt)</td>
<td>(415) 558-1157</td>
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**County: San Joaquin (39)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Donald H. Inamasu</td>
<td>Meds Network Coordinator (Alt)</td>
<td>(209) 944-3321</td>
</tr>
<tr>
<td>Debbie Lucas</td>
<td>Meds Network Coordinator</td>
<td>(209) 944-2916</td>
</tr>
<tr>
<td>Rex Park</td>
<td>Meds Security Coordinator</td>
<td>(209) 994-2917</td>
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**County: San Luis Obispo (40)**

<table>
<thead>
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<tr>
<td>Pauline Barnett</td>
<td>Meds Network Coordinator</td>
<td>(805) 549-4173</td>
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<tr>
<td>Helen Willis</td>
<td>Meds Security Coordinator</td>
<td>(805) 549-4174</td>
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**County: San Mateo (41)**

<table>
<thead>
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<tbody>
<tr>
<td>Gail Akam</td>
<td>Meds Network Coordinator</td>
<td>(415) 595-7534</td>
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<tr>
<td>Mary Coughlan</td>
<td>Meds Network Coordinator (Alt)</td>
<td>(415) 595-7568</td>
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</table>
LISTING OF ALL COUNTIES
MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Santa Barbara (42)

Jo Ann Daily
PHONE (805) 568-3375

Trish Faulkner
PHONE (805) 346-7106

Victor Salas
PHONE (805) 346-7150

County: Santa Clara (43)

Rochelle Winston
PHONE (408) 299-3766

Frances Rodriguez
PHONE (408) 299-2155

County: Santa Cruz (44)

Elizabeth Peterson
PHONE (408) -

Pat Whitehead
PHONE (408) 452-2412

Nancy Schipper
PHONE (408)

County: Shasta (45)

Betty Overton
PHONE (16) 225-5379

Janet Rush
PHONE (916) 246-5740

Loretta Webb
PHONE (916) 225-5508

MEDS Security Coordinator
MEDS Network Coordinator
MEDS Security Coordinator
MEDS Network Coordinator (Alt)
MEDS Security Coordinator
MEDS Network Coordinator
MEDS Security Coordinator (Alt)
MEDS Security Coordinator
LISTING OF ALL COUNTIES
MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Sierra (46)
Jane Hallman
PHONE (916) 289-3244

Donna May
PHONE (916) 993-1201

County: Siskiyou (47)
Kaye Caulkins
PHONE (916) 842-4471 ext

Judy Mainord
PHONE (916) 842-4471 ext

County: Solano (48)
Ingrid Buehrer
PHONE (707) 553-5391

Richard Robbins
PHONE (707) 553-5110

Ron Buehrer
PHONE (707) 553-5536

County: Sonoma (49)
Paul Rountree
PHONE (707) 527-2129

Virginia Tabor
PHONE (707) 527-2524

Marilyn Rountree
PHONE 9707) 527-2166

County: Stanislaus (50)
Pat Thomas
PHONE (209) 571-5622 ext

Laurell O'Neal
PHONE (209) 571-5622 ext

MEDS Network Coordinator

MEDS Network Coordinator

MEDS Network Coordinator (Alt)

MEDS Network Coordinator

MEDS Network Coordinator

MEDS Network Coordinator

MEDS Network Coordinator (Alt)

MEDS Security Coordinator

MEDS Network Coordinator

MEDS Network Coordinator (Alt)

MEDS Network Coordinator

MEDS Network Coordinator

MEDS Network Coordinator (Alt)
# Listing of All Counties

**Meds Network Coordinators**

**Meds Security Coordinators**

<table>
<thead>
<tr>
<th>County</th>
<th>Name</th>
<th>Phone</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sutter</td>
<td>Bonnie Addington</td>
<td>(916) 741-7230</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Jeannie Lyle</td>
<td>(916) 741-7230</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Myrnice Valentine</td>
<td>(916) 741-7230</td>
<td>57</td>
</tr>
<tr>
<td>Tehama</td>
<td>Jean Ramirez</td>
<td>(916) 527-1911</td>
<td></td>
</tr>
<tr>
<td>Trinity</td>
<td>Dawn Fagan</td>
<td>(916) 623-1272</td>
<td></td>
</tr>
<tr>
<td>Tulare</td>
<td>Mike McDaniel</td>
<td>(209) 733-6071</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Donna Klein</td>
<td>(209) 733-6127</td>
<td></td>
</tr>
<tr>
<td>Tuolumne</td>
<td>Carol Ostrom</td>
<td>(209) 533-5718</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barbara Applebee</td>
<td>(209) 533-5750</td>
<td></td>
</tr>
<tr>
<td>Ventura</td>
<td>Mary Vargas</td>
<td>(805) 652-7619</td>
<td></td>
</tr>
</tbody>
</table>
LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

**County: Yolo (57)**

Mary Broadwell  
PHONE (916) 661-2799

Pat Norwood  
PHONE (916) 661-2750

**County: Yuba (58)**

Konnie Lewin  
PHONE (916) 741-6273

Santie Williams  
PHONE (916) 741-6301

Cindy Carlson  
PHONE (916) 741-6268
PROCEDURES FOR OBTAINING EMC2 LOGONS

Only the EMC2 Administrator may add or delete a Mail ID (EMC2 logon). Requests to add or delete a 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.

---

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:

<table>
<thead>
<tr>
<th>Bulletin Board</th>
<th>Class</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMC2-HOTNEWS</td>
<td>A</td>
<td>MEDS Hot News Messages</td>
</tr>
<tr>
<td>EMC2HELP</td>
<td>A</td>
<td>EMC2 V1L3 HELP BULLETIN BOARD</td>
</tr>
<tr>
<td>L FORMS</td>
<td>A</td>
<td>EMC2 User's Forms</td>
</tr>
<tr>
<td>MAILING-LISTS</td>
<td>A</td>
<td>MEDS Public Mailing Lists</td>
</tr>
</tbody>
</table>

PKF 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**.

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

**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 FF4 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.

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

--- D

PKF 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.

```
Options: R-Read P-Print D-Delete C-Continue X-Export U-UseForm I-PC.Import
From 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. On the MEDS41 Form the TO:,  FROM:,  SUBJECT:, and DATE: are prefilled

TO: USER.REQUEST.MEDELIGS@LOCAL
FROM: MEDELIGS@LOCAL
SUBJECT: Request for MEDS Name and Password

2 September 1988

FUNCTION-----------TRANSACTION--------

1  2  3

CODE  PSWD  NAME  1234  34567890123456789012345678901

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 form:
   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:

====================================================================================================

====================================================================================================

TO: USER.REQUEST,MEDELIGS@LOCAL
FROM: MEDELIGS@LOCAL
SUBJECT: Request for MEDS Name and Password

2 September 1988
County 34

FUNCTION---------TRANSACTION--------

<table>
<thead>
<tr>
<th>CODE</th>
<th>PSWD</th>
<th>NAME</th>
<th>1234</th>
<th>34567890123456789012345678901</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>KP01</td>
<td>732XYZ</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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 TRANSACTIONS 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

C KD01 732XYZ XXX 34567890123456789012345678901

C KD01 732XYZ X X

KD05 733ABC XXX XXXX

Press PF4 to mail your request to MEDSECU, 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:**

<table>
<thead>
<tr>
<th>CODE</th>
<th>PSWD</th>
<th>NAME</th>
<th>FUNCTION</th>
<th>TRANSACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>KD01</td>
<td>732XYZ</td>
<td>1 1234</td>
<td>3 34567890</td>
</tr>
<tr>
<td>D</td>
<td>KD05</td>
<td>733ABC</td>
<td>1</td>
<td>3 34567890</td>
</tr>
</tbody>
</table>

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 submit 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 Administrator.
   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

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>FUNCTIONS</th>
<th>DESCRIPTION OF CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>Access (Inquiry)</td>
</tr>
<tr>
<td>2</td>
<td>U</td>
<td>Update</td>
</tr>
<tr>
<td>3</td>
<td>L</td>
<td>Limited Access (Political Cases)</td>
</tr>
<tr>
<td>4</td>
<td>S</td>
<td>Sensitive Services (Minor Consent Cases, Etc.)</td>
</tr>
</tbody>
</table>

MEDS SECURITY TRANSACTIONS DEFINITIONS

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>ACCESSIBLE TRANSACTIONS</th>
<th>PF KEYS USED (IF ANY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>INQUIRY INXR, INQN, INQW, MENU</td>
<td>PF12, PF21, PF22, PF23, PF24</td>
</tr>
<tr>
<td>4</td>
<td>EW45</td>
<td>PF9</td>
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<tr>
<td>5</td>
<td>EW05, EW20</td>
<td>PF1, PF4</td>
</tr>
<tr>
<td>6</td>
<td>EW10, EW30, EW31</td>
<td>PF2, PF6, NONE</td>
</tr>
<tr>
<td>7</td>
<td>EW40</td>
<td>PF8</td>
</tr>
<tr>
<td>8</td>
<td>EW25, EW35</td>
<td>PF5, PF7</td>
</tr>
<tr>
<td>9</td>
<td>EW55, EW60</td>
<td>NONE</td>
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<td>10</td>
<td>EW17, EW50</td>
<td>NONE</td>
</tr>
<tr>
<td>11</td>
<td>EW15, EW16</td>
<td>PF3, NONE</td>
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<tr>
<td>12</td>
<td>FX10</td>
<td>NONE</td>
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<tr>
<td>13</td>
<td>EW11</td>
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<tr>
<td>14</td>
<td>STATE USE ONLY</td>
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<td>16</td>
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<td>MEDS SECURITY TRANSACTIONS DEFINITIONS</td>
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<td>----------------------------------------</td>
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<td>17</td>
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<td>18</td>
<td>FX20, FX30</td>
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<td>19</td>
<td>TEST TRANSACTIONS</td>
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<td>23</td>
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<tr>
<td>24</td>
<td>STATE USE ONLY</td>
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<tr>
<td>25</td>
<td>IEVS (Known to Welfare)</td>
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<tr>
<td>26</td>
<td>IEVS (Income Screens)</td>
<td></td>
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<tr>
<td>27</td>
<td>IEVS (Update)</td>
<td></td>
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<tr>
<td>28</td>
<td>HAPD (Homeless Delete)</td>
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<tr>
<td>29</td>
<td>STATE USE ONLY</td>
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<tr>
<td>30</td>
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