

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

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

December 15, 1988

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORSCounty: Alameda (01)Elizabeth Blankenship
PHONE (415) 268-2166MEDS Network Coordinator
MEDS Security CoordinatorCounty: Alpine (02)Bonnie Jepson
PHONE (916) 694-2235MEDS Network Coordinator
MEDS Security CoordinatorCounty: Amador (03)Catherine Hill
PHONE (209) 223-6550MEDS Network Coordinator
MEDS Security CoordinatorCounty: Butte (04)Arleta Convey
PHONE (916) 538-7771MEDS Network Coordinator
MEDS Security CoordinatorMichelle Eaves
PHONE (916) 538-7772

MEDS Network Coordinator (Alt)

Carole Vance
PHONE (916) 538-7751

MEDS Network Coordinator (Alt)

County: Calaveras (05)Connie McLain
PHONE (209) 754-6440

MEDS Network Coordinator

Sharon Miller
PHONE (209) 754-6448

MEDS Network Coordinator

Norma Rash
PHONE (209) 754-6449

MEDS Security Coordinator

County: Colusa (06)Patricia Blucker
PHONE (916) 458-4985

MEDS Network Coordinator

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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)

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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)

December 15, 1988

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
MEDS Security Coordinator

Ralna Pickle
PHONE (707) 263-9311 ext

MEDS Network Coordinator (Alt)

County: Lassen (18)

Janice Kaber
PHONE (916) 257-8311 ext 170

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

MEDS Network Coordinator
MEDS Security Coordinator

19SECCIR
DPSS CASE COMPLAINT INQUIRY/REVIEW

MEDS LOCATION SECURITY OFFICER

PHONE (818) 572-5740

19SECRG1
DPSS DISTRICT 73
R. Silberman
PHONE (818) 500-3665

MEDS LOCATION SECURITY OFFICER

19SECRG2
DPSS DISTRICT 74
M. Maroney
PHONE (213) 727-4557

MEDS LOCATION SECURITY OFFICER

December 15, 1988

LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORSCounty: 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

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LISTING OF ALL COUNTIES

MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORSCounty: Los Angeles (19) (Continued)

19SEC280 DPSS MEDICAL LTC 80 G. Ragazzi PHONE (818) 308-5100	MEDS LOCATION SECURITY OFFICER
19SEC282 DPSS WEST VALLEY 82/32/51 M. Cohen PHONE (818) 709-2259	MEDS LOCATION SECURITY OFFICER
19SEC309 DPSS WEST L.A. 09 C. Hendrickson PHONE (213) 312-5107	MEDS LOCATION SECURITY OFFICER
19SEC310 DPSS ECHO PARK 10 S. Gant PHONE (213) 738-4303	MEDS LOCATION SECURITY OFFICER
19SEC313 DPSS METRO FAMILY 13 J. Delgado PHONE (213) 744-5619	MEDS LOCATION SECURITY OFFICER
19SEC314 DPSS CIVIC CENTER 14 T. Trujillo PHONE (213) 974-0203	MEDS LOCATION SECURITY OFFICER
19SEC338 DPSS METRO NORTH 38 R. D'Agostino PHONE (213) 738-3708	MEDS LOCATION SECURITY OFFICER
19SEC342 DPSS PRIVATE HOSPS 42 P. Cohen PHONE (213) 738-3375	MEDS LOCATION SECURITY OFFICER
19SEC360 DPSS RANCHO PARK 60 L. McKnight PHONE (213) 312-6945	MEDS LOCATION SECURITY OFFICER
19SEC370 DPSS METRO SPECIAL 70 M. Hamilton PHONE (213) 744-5609	MEDS LOCATION SECURITY OFFICER

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MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORSCounty: Los Angeles (19) (Continued)

19SEC408 DPSS SOUTHWEST SPECIAL 08 H. Whitaker PHONE (213) 418-2200	MEDS LOCATION SECURITY OFFICER
19SEC412 DPSS EXPO PARK 12 D. McLain PHONE (213) 730-3206	MEDS LOCATION SECURITY OFFICER
19SEC417 DPSS FLORENCE 17 J. McClinton PHONE (213) 586-7005	MEDS LOCATION SECURITY OFFICER
19SEC426 DPSS COMPTON 26 J. Allen PHONE (213) 603-8405	MEDS LOCATION SECURITY OFFICER
19SEC427 DPSS SOUTH CENTRAL 27 C. Stewart PHONE (213) 563-4158	MEDS LOCATION SECURITY OFFICER
19SEC483 DPSS SOUTHWEST FAMILY 83 J. Everett PHONE (213) 418-2518	MEDS LOCATION SECURITY OFFICER
19SEC504 DPSS EL MONTE 04 A. Ayala PHONE (213) 575-7207	MEDS LOCATION SECURITY OFFICER
19SEC505 DPSS BELVEDERE 05 A. O'Neil PHONE (213) 727-4316	MEDS LOCATION SECURITY OFFICER
19SEC515 DPSS METRO EAST 15 V. Dudley PHONE (213) 260-3503	MEDS LOCATION SECURITY OFFICER
19SEC520 DPSS SAN GABRIEL VALLEY 20 B. Corral PHONE (818) 575-5514	MEDS LOCATION SECURITY OFFICER

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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	

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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)

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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)

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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 Coordinitor

County: Santa Clara (43)

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

Frances Rodriguez
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

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LISTING OF ALL COUNTIES
MEDS NETWORK COORDINATORS
and
MEDS SECURITY COORDINATORS

County: Sierra (46)

Jane Hallman
PHONE (916) 289-3244

MEDS Network Coordinator

Donna May
PHONE (916) 993-1201

MEDS Network Coordinator

County: Siskiyou (47)

Kaye Caulkins
PHONE (916) 842-4471 ext

MEDS Network Coordinator (Alt)

Judy Mainord
PHONE (916) 842-4471 ext

MEDS Network Coordinator

County: Solano (48)

Ingrid Buehrer
PHONE (707) 553-5391

MEDS Security Coordinator

Richard Robbins
PHONE (707) 553-5110

MEDS Network Coordinator

Ron Buehrer
PHONE (707) 553-5536

MEDS Network Coordinator (Alt)

County: Sonoma (49)

Paul Rountree
PHONE (707) 527-2129

MEDS Security Coordinator

Nancy Crowe
Virginia Tabor
PHONE (707) 527-2524
2269

MEDS Network Coordinator

Marilyn Roundtree
PHONE 9707) 527-2166

MEDS Network Coordinator ~~(Alt)~~

County: Stanislaus (50)

Pat Thomas
PHONE (209) 571-5622 ext

MEDS Network Coordinator

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

MEDS Network Coordinator (Alt)

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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

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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 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 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
==
==  CODE  PSWD      NAME      1234  34567890123456789012345678901
==  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 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
==
== CODE PSWD NAME 1234 34567890123456789012345678901
== C KD01 732XYZ X X
== XXX XXX XX
== C KD01 732XYZ X X
== KD05 733ABC XXXX XXXXX
==
== Press PF4 to 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
===
===
===  CODE  PSWD      NAME      1234  34567890123456789012345678901
===  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 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

<u>LEVEL</u>	<u>FUNCTIONS</u>	<u>DESCRIPTION OF CODE</u>
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

<u>LEVEL</u>	<u>ACCESSIBLE TRANSACTIONS</u>	<u>PF KEYS USED (IF ANY)</u>
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