



**Department of Health Care Services
Children's Medical Services Network**



CMS Net Web PEDI User Guide

CMS Net Web - PEDI User Guide

TABLE OF CONTENTS

1	List of Figures.....	4
2	Definitions, Abbreviations, & Acronyms	5
3	Introduction	6
3.1	Objectives	6
3.2	Who has access?.....	6
3.3	CMS Net PEDI Availability	6
3.4	Security Restrictions	6
3.5	Help Desk Assistance	7
4	Logging on the CMS Net PEDI	8
4.1	User ID.....	8
4.2	Password	8
4.3	Navigation Buttons	9
5	Reset Password.....	10
5.1	To reset your password:.....	10
5.2	Navigation Buttons	11
5.3	Navigation Buttons	12
6	CMS Net PEDI Welcome Page.....	13
7	Search - Client Page	14
7.1	Navigation Buttons	15
8	Client Listing Page	16
8.1	Client Listing Page	16
8.2	Navigation Buttons	17
9	Search Results – List of SARs	18
9.1	Client Information Header	18
9.2	Selecting a SAR.....	19
9.3	Navigation Buttons	20
10	View/Print SAR.....	21
10.1	Navigation Buttons.....	21
11	Search Results – List of Case Management Letters	22
11.1	Navigation Buttons.....	22

CMS Net Web - PEDI User Guide

12	View/Print Case Management NOA/Letters	23
13	Reports	25
13.1	HF/MCP Client Listing.....	26
13.2	Navigation Buttons.....	27
13.3	Daily Activity Report – SAR	28
13.4	Navigation Buttons.....	28
13.5	Daily Activity Report – Case Management.....	30
13.6	Navigation Buttons.....	30
13.7	Export SAF Report.....	32
13.8	Children's Medical Services - Service Authorization File layout.....	32
13.9	Navigation Buttons.....	33
13.10	Referral Report	34
13.11	Navigation Buttons.....	35
13.12	Search Letters	35
13.13	Run Report	35
14	Print.....	36
14.1	Navigation Buttons.....	37
15	My Profile - Change Password.....	38
15.1	Navigation Buttons.....	39
16	My Profile – User Profile	40
16.1	Navigation Buttons.....	40
17	Contact Us	41
18	Manual	42

CMS Net Web - PEDI User Guide

1 LIST OF FIGURES

Figure 4-1 - PEDI Login Screen	8
Figure 5-1 - PEDI Login.....	10
Figure 5-2 - Reset Password.....	10
Figure 5-3 - Choose New Password.....	11
Figure 6-1 - PEDI Welcome Page	13
Figure 7-1 - Search - Client Page.....	14
Figure 8-1 - Client Listing Page	16
Figure 9-1 - Client Information Header	18
Figure 10-1 - Print SAR	21
Figure 11-1 - Search Results - List of Letters.....	22
Figure 12-1 - Print Case Management Letters	23
Figure 13-1 - PEDI Reports.....	25
Figure 13-2 - HF/MCP Client Listing.....	26
Figure 13-3 - HF/MCP Report	27
Figure 13-4 - Daily Activity Report - SAR	28
Figure 13-5 - Daily Activity Report - SAR Listing.....	28
Figure 13-6 - Daily Activity Report - Case Management	30
Figure 13-7 - Daily Activity Report - Case Management Listing	31
Figure 13-8 - Export SAF Report.....	32
Figure 13-9 - Referral Report	34
Figure 13-10 - Search Letters	35
Figure 13-11 - Run Report	35
Figure 14-1 - Print	36
Figure 15-1 - Change Password	38
Figure 16-1 - My Profile.....	40
Figure 17-1 - Contact Us.....	41
Figure 18-1 - Manual	42

CMS Net Web - PEDI User Guide

2 DEFINITIONS, ABBREVIATIONS, & ACRONYMS

The following terms, abbreviations, and acronyms may be used in this document:

Term	Definition
CCS	California Children's Services
CIN	Client Identification Number
CMS	Children's Medical Services
CMS Net	CMS Case Management System
CMS Net Legacy	CMS Case Management System – Legacy Application
CMS Net Web	CMS Case Management System – Web Application
DHCS	Department of Health Care Services
GHPP	Genetically Handicapped Persons Program
HCP or HP	Health Care Plan
HFP or HF	Healthy Families Plan
HRIF	High Risk Infant Follow-up
ICD	Int'l Classification of Diseases (Diagnosis/Procedure Code)
Inappropriate Letter	A letter sent to the Provider/Managed Care Plan/HF informing them the referral is incomplete, inaccurate or needs more clarification.
MCP	Managed Care Plan
Medical Home	Client's designated primary care physician and/or the physician who provides a medical home.
MEDS	Medi-Cal Eligibility Data System
MTP	Medical Therapy Program
MTU	Medical Therapy Unit
NICU	Neonatal Intensive Care Unit
PEDI	Provider Electronic Data Interchange
NPI	National Provider Identifier
PMF	Provider Master File (Medi-Cal Provider list)
PSSN	Pseudo Social Security Number
Referral Type	Case or Service
Requestor	Any referral source other than a provider listed in the PMF (Non-PMF provider).
SAR	Service Authorization Request
SCC	Special Care Center
SSN	Social Security Number

3 INTRODUCTION

Children's Medical Services Network (CMS Net) Provider Electronic Data Interchange (PEDI), hereafter known as CMS Net PEDI is an on-line interface for approved Providers, Hospitals and Managed Care Plans to search for California Children Services (CCS) and Genetically Handicapped Persons Program (GHPP) Service Authorization Requests (SARs). SARs for all counties in the State of California are included. The CMS Net PEDI is accessed via a secure Department of Health Care Services (DHCS) website, and encompasses security measures for access.

Objectives

3.1 Objectives

CMS Net PEDI will allow you to:

- Determine if the CCS Independent County, Regional Office or GHPP has entered your Request for Service.
- Determine the status of your Request for Service (i.e. authorized, denied, modified, extended or cancelled).
- Print copies of SAR's, Notices of Action, or Denial letters.
- Search CCS and GHPP Client Eligibility and generate various Activity and Client Reports.

3.2 Who has access?

Only Providers, Hospitals, Healthy Families or Managed Care Plans that have signed the Security Agreement and Oath of Confidentiality and have been approved by the State Department of Health Care Services, Systems of Care Division. Each facility will be established as a unique Domain Provider when approved.

3.3 CMS Net PEDI Availability

CMS Net EDI is available to authorized users between the hours of 6:00 a.m. – 8:00 p.m. (7 days a week), excluding system update time frames.

3.4 Security Restrictions

Each person that accesses CMS Net PEDI must have a unique User ID and password assigned by the Systems of Care Division. Each person that accesses the CMS Net PEDI, in addition to individual activities performed on each patient record, are logged and tracked for audit purposes.

CMS Net Web - PEDI User Guide

3.5 Help Desk Assistance

The CMS Net Help Desk is available for assistance, Monday – Friday 7:00am to 5:00pm

By telephone:	866-685-8449 (Toll Free)
By e-mail:	CMShelp@dhcs.ca.gov

You may also click on the “Contact Us” link on the CMS Net PEDI website.

4 LOGGING ON THE CMS NET PEDI

Logging on to the CMS Net EDI application begins by accessing the internet on your personal computer. Internet Explorer V8+ is the suggested browser. The CMS Net PEDI is located at the secure website:

<https://cmsprovider.cahwnet.gov/PEDI/piplogin.jsp>.



Figure 4-1 - PEDI Login Screen

4.1 User ID

Type in the unique User ID as assigned. Tab down or click the Password Field.

4.2 Password

Type in the Password. **(Please note your password will expire every 90 days, if you fail to change it you must contact the CMS Net help desk to have it reset)**

Password rules:

- Password should be exactly 8 characters in length
 - Password is case sensitive and must contain

CMS Net Web - PEDI User Guide

- At least one alphabetic uppercase letter (A - Z) OR
- one of the national characters (#, @, \$)
- At least one alphabetic lowercase letter (a-z)
- At least one number (0-9).
- Four consecutive characters from any part of your login as (username), first name, last name or middle name may not be used in your password.

4.3 Navigation Buttons

4.3.1 Submit

Click on Submit button to execute, or click on Clear to clear the fields and reenter the User ID and password.

4.3.2 Clear

Click on Clear button to clear user entered data.

4.3.3 Reset Password

Click on Reset Password to reset your password using your secret questions and answer combination. Please see [Reset Password](#) for more details.

5 RESET PASSWORD

If you don't remember your password, you can reset it yourself if you have set up a [Secret Question and Answer on your profile](#).

Note: If you have not yet supplied a Secret Question and Answer, you will not be able to reset your password using this feature until you have done so. In this case, a message will appear instructing you to call the helpdesk.



Figure 5-1 - PEDI Login

5.1 To reset your password:

1. On the login screen, enter your User ID
2. Click Reset Password. You will see the following popup:

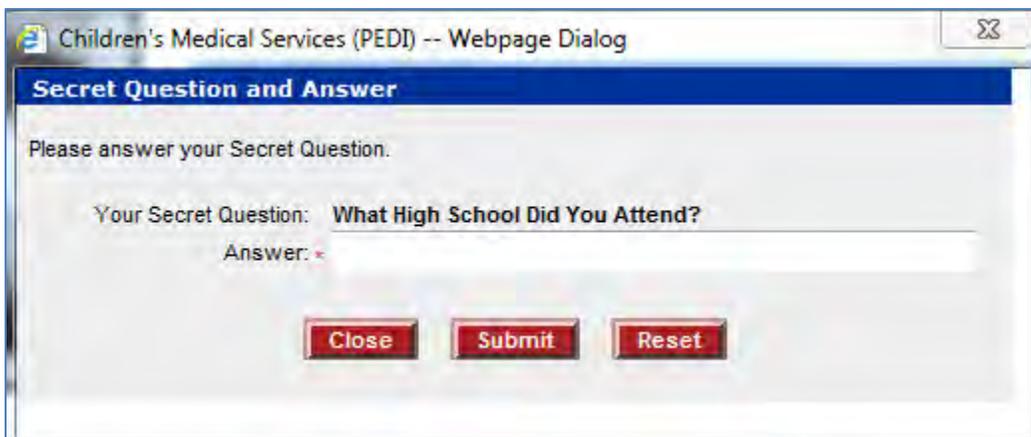


Figure 5-2 - Reset Password

CMS Net Web - PEDI User Guide

3. Enter the Answer that you set on your profile.

5.2 Navigation Buttons

5.2.1 Close

Click on Close button to close popup window.

5.2.2 Submit

Click on Submit button to reset password.

5.2.3 Reset

Click on Reset button to clear user entered data.

4. Click Submit. You will see the following screen:

New Password:

Confirm New Password:

Secret Question: What High School Did You Attend? ▼

Answer: TEST

Password Rules

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

Figure 5-3 - Choose New Password

5. Enter a new password in the New Password field.

6. Enter the new password in the Confirm New Password field.

7. You may change you Secret Question and Answer if you wish to do so.

5.3 Navigation Buttons

5.3.1 Submit

Click on Submit button to reset password.

5.3.2 Clear

Click on Reset button to clear user entered data.

6 CMS NET PEDI WELCOME PAGE

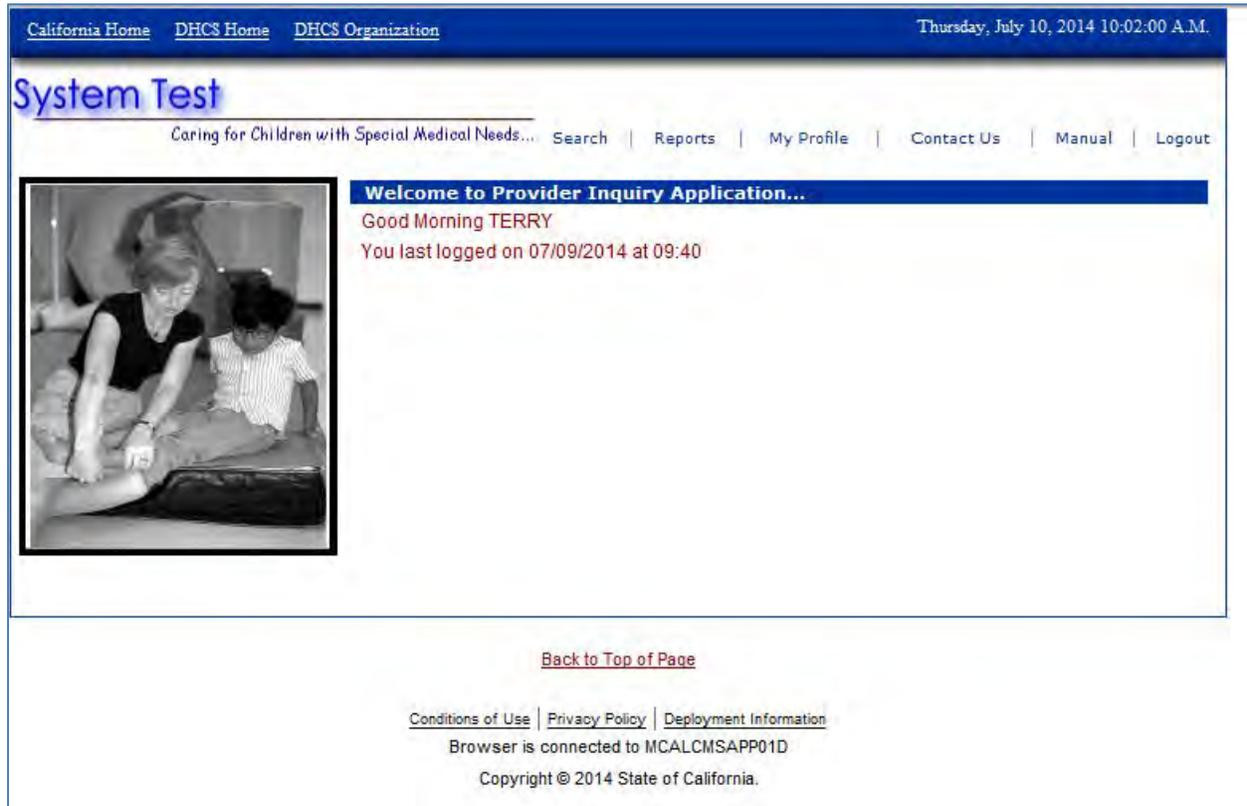


Figure 6-1 - PEDI Welcome Page

The Welcome page displays. From here you may select on the following hyperlinks:

- Search – Displays the Search-Client page to identify a specific CCS or GHPP patient.
- Reports – Displays the Report search page
- My Profile – Displays the Update Profile Page or Change Password Page
- Contact Us – Displays CMS Net Help Desk contact information
- Manual – Displays Links to the California Code of Regulations, Service Code Groupings, Medi-Cal Rates and Service Authorization File (SAF) layout
- Logout – Exits the CMS Net EDI and displays the Logon page

7 SEARCH - CLIENT PAGE

You can search using various methods; however, only one patient at a time may be searched. Type in the search criteria. Tab down or click each field you would like to enter.

Note: Case Number, CIN and SSN are mutually exclusive.

Search options include:

- Case Number only; or
- Client Index Number only (with or without the check digit); or
- Social Security Number only (no pseudos' allowed); or
- SAR Number
- Client Last Name (partial entry allowed); or
- Client First Name (partial entry allowed)
- Date of Birth; or
- Gender in combination with Client Name or Date of Birth only
- Service Authorization Request (SAR) or Case Management type actions (Notice of Action or Denial Letters)

The screenshot shows the 'Search - Client' interface. It features a blue header bar with the title 'Search - Client'. Below the header, there is a section titled 'Enter one of the following identifiers:'. This section contains several input fields: a dropdown menu for 'Domain', text boxes for 'Case Number', 'CIN', 'SSN', and 'SAR Number', text boxes for 'Client Last Name' and 'Client First Name' (both with '(Partial name allowed)' notes), a date picker for 'Date of Birth', a dropdown for 'Gender', and date pickers for 'Service Start Date' and 'Service End Date'. At the bottom left, there are two radio buttons: 'SAR' (which is selected) and 'Case Management'. To the right of these radio buttons, there is a large black arrow pointing left towards the 'Case Management' option, accompanied by the text: 'SAR and Case Management option buttons are only available for Medi-Cal Managed Care or Healthy Families Plans'. At the bottom right, there are two red buttons: 'Search' and 'Clear'.

Figure 7-1 - Search - Client Page

7.1 Navigation Buttons

7.1.1 Search

Click on the Search button to start a search. **Note:** If the patient is not affiliated to your PEDI Domain, the message “no record found” will display.

7.1.2 Clear

Click on Clear button to clear user entered data.

8 CLIENT LISTING PAGE

The Client Listing page allows you to select a specific patient to view Requests for Service and Client Eligibility information.

Case No.	Client Name	AKA	DOB	Gender	CIN	Reg	Med F/R	Pgrm End Date	Case Elig	County
10000008	Test, Regina		06/02/2014	F	32138193A2	Active	E E		9K	Yolo
10000015	Test, Roberta		06/02/2014	F	33914172A6	Active	E E		9K	Yolo

[Back](#)

1-2 out of 2 Matching Records

Figure 8-1 - Client Listing Page

View the Client Listing Results. If the patient you would like to access is displayed, click the Client Name Hyperlink to View the List of SARs

If more than 25 records are returned in your search, you need click on the Next Records hyperlink to view additional results. Click the Prev Records hyperlink to return a page.

8.1 Client Listing Page

The following is an explanation of data displayed on the Client Listing page.

Field	Contents
Case No	Displays CCS or GHPP Case Number assigned to the client..
Client Name	Displays the common name the patient is known by. Format is Patient
AKA Name	Determines if the name displayed in the Client Name field is: A = Alias Name B = Birth Name
DOB	Displays patients date of birth
Gender	Displays patients gender F = Female M = Male
CIN	Displays the Client Index Number (CIN) assigned to the CCS
Reg	Displays the current CCS registration status for the patient. Active, Closed, Denied, Transfer/Active, Reopen/Pending,
Med	Displays the current CCS medical eligibility determination for the patient. E = Eligible, I = Ineligible or Blank = not determined
F/R	Displays the current financial/residential eligibility status for the patient. E = Eligible, I = Ineligible or Blank = financial or residential not determined

CMS Net Web - PEDI User Guide

Pgrm End Date	Displays the current CCS program eligibility end date for the patient. (When the current financial eligibility determination will
Case Elig	Displays the CCS or GHPP specific Aid Code: <ul style="list-style-type: none">• 9K CCS• 9M MTP only• 9N M/C only• 9R HF - over fin elig• 9U HF - elig not complete• 9V PPCW elig + M/C only• 9W PPCW elig + CCS• 9J GHPP
County	Displays the legal county where the patient is registered

8.2 Navigation Buttons

8.2.1 [Back](#)

Click the Back button if you do not find your patient or wish to initiate a new search.

9 SEARCH RESULTS – LIST OF SARs

9.1 Client Information Header

The Client Information Header is displayed on various pages in CMS Net and provides a static view of details about a selected client. By default, only basic information is displayed when the header is minimized, but may be expanded by clicking on the plus sign (+) to view details.

Search Results - List of SARs for Regina Test ; Case Number: 10000008								
CLIENT INFORMATION								
Client Name:	Regina Test	Case Number:	10000008	Date of Birth:	06/02/2014			
Alias:		Client Elig Status:	9K	County	Yolo			
CIN	32138193A2	Medical Elig Status:	E	Program End Date:				
Reg Status:	Active	Financial Elig Status:	E	Residential Elig Status:	E			
Gender:	Female	Primary Diagnosis: 000.00 Undiagnosed Condition						
Secondary Diagnosis:								
Third Diagnosis:								
SAR Number	Provider Name	ProviderId	Provider Type	Status	Service Begin Date	Service End Date	Initial Auth Date	Last Updated Date
97080000090	U C DAVIS MEDICAL CENTER	1710918545	COMMUNITY HOSPITAL - OUTPATIENT DEPARTMENT	PENDING	07/08/2014	08/05/2014		07/07/2014
<input type="button" value="Back"/>								

Figure 9-1 - Client Information Header

9.1.1 Client Name

Client's full name or alias.

9.1.2 Case Number

Unique 7 digit number assigned to a case during registration. Legacy cases may be less than 7 digits long and case numbers may eventually be generated that are longer than 7 digits as the client base grows.

9.1.3 Date of Birth

Client's date of birth.

9.1.4 Alias

Previous names the selected client has used.

9.1.5 CIN

Currently assigned Client Identification Number, a unique identification number assigned by Medi-Cal.

CMS Net Web - PEDI User Guide

9.1.6 Client Elig Status

Current CCS aid code on case.

9.1.7 County

Legal County responsible for case management and authorization of services for client. May differ from Residence County in certain situations, such as fostered children.

9.1.8 Reg Status

Status the case is currently in. Case Statuses are: Active, Closed, Denied, Not Open, Pending, Reopen Pending

9.1.9 Medical Elig Status

Indicates client's CCS medical eligibility. Populated from Medical Eligibility screen in Eligibility. Medical Elig Statuses are: Eligible, Ineligible

9.1.10 Program End Date

End Date of current program eligibility period.

9.1.11 Gender

Indicates if the client is male, female, or the gender is not known.

9.1.12 Financial Elig Status

Indicates client's CCS financial eligibility. Populated from Financial Worksheet in Eligibility. Financial Elig Statuses are: Eligible, Ineligible, Pending

9.1.13 Residential Elig Status

Indicates client's CCS residential eligibility. Populated from Residential Worksheet in Eligibility. Residential Elig Statuses are: Eligible, Ineligible, Pending

9.1.14 Primary Diagnosis

The primary diagnosis for the client.

9.1.15 Secondary Diagnosis

The secondary diagnosis for the client, if any.

9.1.16 Third Diagnosis

The third diagnosis for the client, if any.

9.2 Selecting a SAR

Click the SAR Number hyperlink to view/print the SAR, NOA or Denial. The will display in a pop-up window for viewing/printing. Only one request may be selected at a time.

CMS Net Web - PEDI User Guide

If there are more than 25 records returned in your search, you will need to click on the Next Records hyperlink to view additional results. Click the Prev Records hyperlink to return a page.

The requests are filed in Service Begin Date Order, then by SAR Number.

9.3 Navigation Buttons

9.3.1 Back

Click the Back button to initiate a new search.

10 VIEW/PRINT SAR

After clicking the SAR Number hyperlink, a new window will open on top of the current web page with the SAR to print.

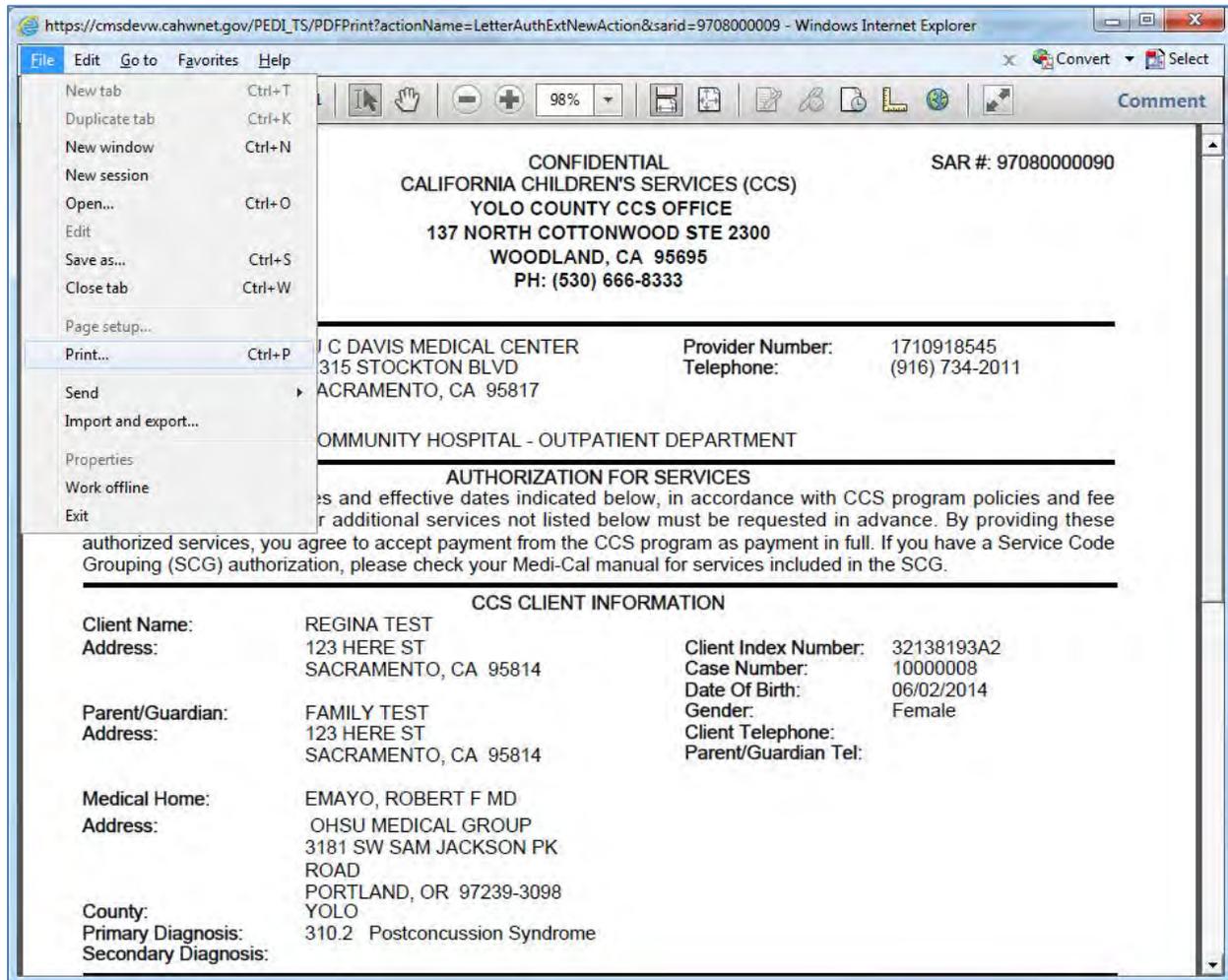


Figure 10-1 - Print SAR

To print a copy of the SAR or Denial Letter, click on File, then Print. You will print using your web browser to the default printer established on your computer.

10.1 Navigation Buttons

10.1.1 X

Click on the "X" or File then Close to close the pop-up window. The Search Results - List of SARs page continues to display to select another SAR to view/print.

11 SEARCH RESULTS – LIST OF CASE MANAGEMENT LETTERS

After selecting a patient, the Search Results – List of Letters page will display. This page allows you to select specific Notice of Action or Denial Letters to view, and/or print.



Figure 11-1 - Search Results - List of Letters

Click the Correspondence Description hyperlink to view/print the NOA or Denial letter.

If there are more than 25 records returned in your search, you will need to click on the Next Records hyperlink to view additional results. Click the Prev Records hyperlink to return a page.

The requests are filed in Service Begin Date Order, then by SAR Number. Only one request may be selected at a time.

11.1 Navigation Buttons

11.1.1 Back

Click the Back button if you do not find the SAR or wish to select another patient from the Client Listing Page.

CMS Net Web - PEDI User Guide

12 VIEW/PRINT CASE MANAGEMENT NOA/LETTERS

After clicking the Letter Number hyperlink, a new window will open on top of the current web page with the letter to print.

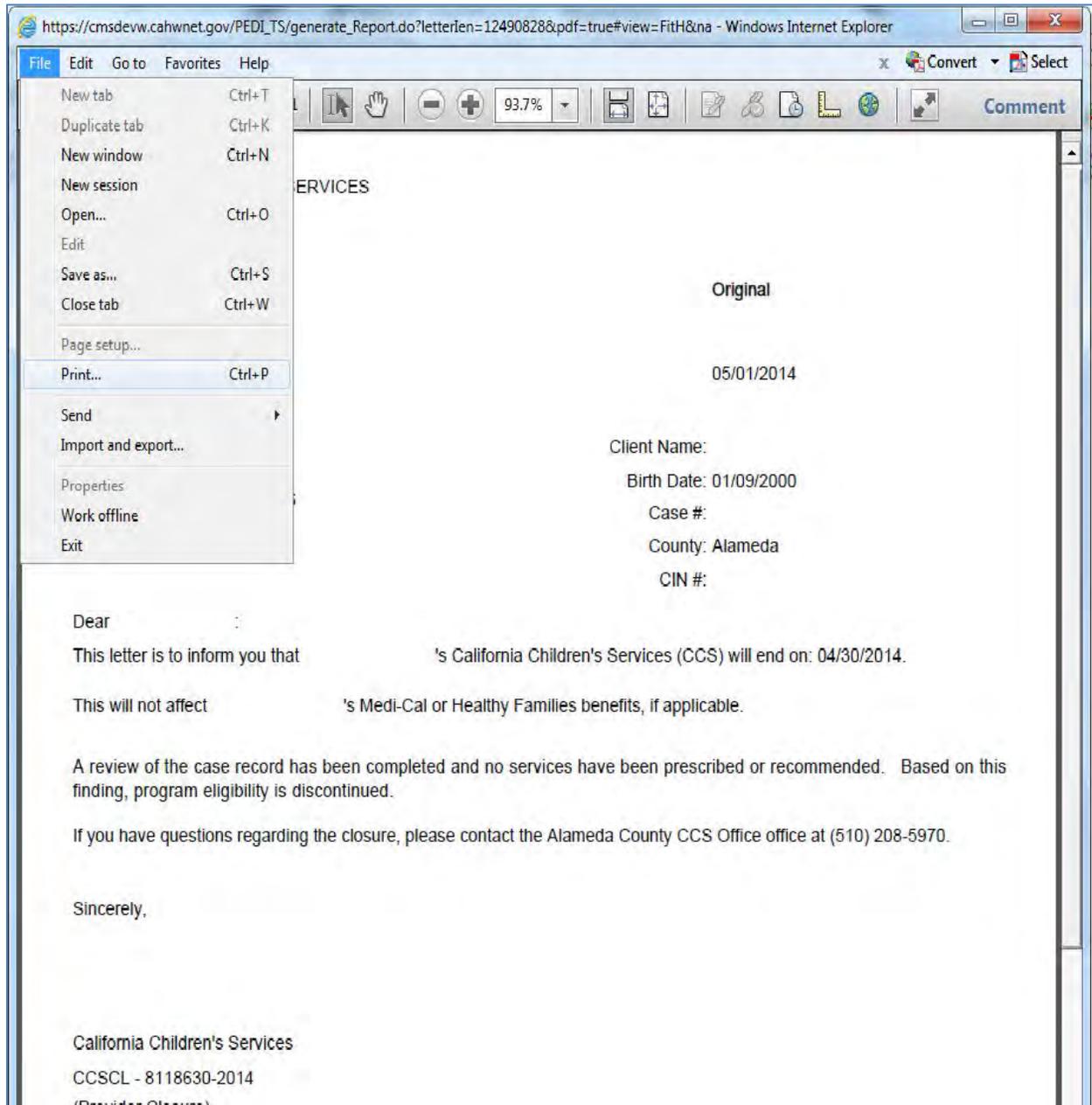


Figure 12-1 - Print Case Management Letters

To print a copy of the NOA or Denial Letter, click on File, then Print. You will print using your web browser to the default printer established on your computer.

CMS Net Web - PEDI User Guide

12.1.1 X

Click on the “X” or File then Close to close the pop-up window. The Search Results - List of SARs page continues to display to select another SAR to view/print.

13 REPORTS

There are six report types that may generated from the CMS Net PEDI for users.

- HF/MCP Client Listing (Available only to Plans) – Listing of all clients that are associated to the Plan
- Daily Activity-SAR report - Summary that allows you to view each SAR before Printing.
- Daily Activity-Case Mgmt report - Summary that allows you to view each Notice of Action or Denial Letter before Printing.
- Export SAF – Flat file of all SARs generated for the client (may be imported into DB or other sytem) Refer to the Manual link for the SAF layout.
- Referral Report – Lists the status of a case or service referral you sent to CCS, and also allows you to view any referral letter generated.
- Print Report generates all the SAR, NOA and Denial Letters for you to print according to your search criteria.



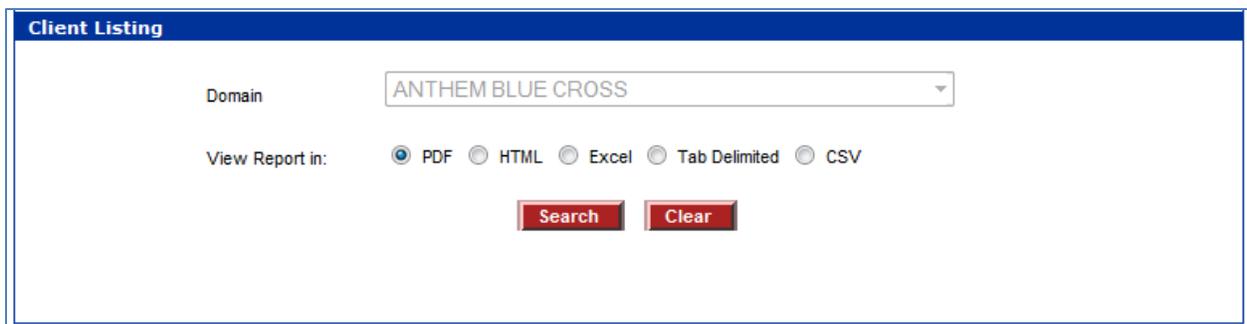
Figure 13-1 - PEDI Reports

CMS Net Web - PEDI User Guide

13.1 HF/MCP Client Listing

The HF/MCP Report is only accessible to Healthy Families and Medi-Cal Managed Care Plans. The data contained on the report is established in a Memorandum of Understanding (MOU) between Systems of Care Division and the Plans. Information displays on the HF/MCP report for actively enrolled clients in each plan up to 12 months from the termination date from the plan. The report is available in several formats:

- Portable Document Format (PDF)
- Hypertext Markup Language (HTML)
- Excel. **Note:** The Excel Report View is limited to 65,000 rows of data. If you receive the message “Reference is not valid” you will not be allowed to generate the Excel report. Please use the .CSV as an alternative.
- Tab Delimited
- Comma Separated Value (CSV)



The screenshot shows a web interface titled "Client Listing". It features a dropdown menu for "Domain" set to "ANTHEM BLUE CROSS". Below this, there are radio buttons for "View Report in:" with options: PDF (selected), HTML, Excel, Tab Delimited, and CSV. At the bottom of the form are two buttons: "Search" and "Clear".

Figure 13-2 - HF/MCP Client Listing

1. Click the HF/MCP Report selection from the Reports menu.
2. Click the option button to select the report format.

Depending on the format selected a PDF, HTML, Excel or CSV presentation will display. The PDF report is shown:

CMS Net Web - PEDI User Guide

CHILDREN'S MEDICAL SERVICES CCS Tracking List for Managed Care Plan Program ANTHEM BLUE CROSS					
Patient Name DOB/CCS/CIN	Primary DX/Secondary DX/ Other DX	Elig Status/ Elig Start Date	Reason Inelig/ Closed/Denied Date	Ref By/ Pri. Care Provider	Reg. Status/ DX Only
	344.9 Paralysis, Unspecified	9N 01/31/2003			Active No
	250.03 Diabetes Mellitus Without Mention of Complication, Type I [Juvenile Type], Uncontrolled	9N 04/03/2013			Active No
	556.9 Ulcerative Colitis, Unspecified	9N 03/15/2012	PATIENT REACHED 21 YEARS OF AGE 10/03/2012		Closed No
	343.9 Infantile Cerebral Palsy, Unspecified	9M 02/29/2012			Active No
	378.10 Exotropia, Unspecified	9N 08/30/2013			Active No

Figure 13-3 - HF/MCP Report

- To print the HF/MCP Report, click on File, then Print. You will print using your web browser to the default printer established on your computer.

13.2 Navigation Buttons

13.2.1 Search

Click on the Search button to start a search.

13.2.2 Clear

Click on Clear button to clear user entered data.

CMS Net Web - PEDI User Guide

13.3 Daily Activity Report – SAR

You can generate the report by entering a specific provider ID or for a specific county. The Start Date and End Date are the date of the ACTION, not the dates of service. Start Date, End Date and Status are required fields for a search.

Daily Activity Report - SAR

Required fields are marked in *

Domain ANTHEM BLUE CROSS

County
Alameda
Alpine
Amador
Butte

Start Date * 06/01/2014 End Date * 06/15/2014

Status * Authorized
Select
Authorized
Denied
Canceled
Pending

Sort By Provider Name

Search Clear

Figure 13-4 - Daily Activity Report - SAR

1. Click the Daily Activity - SAR Report from the Reports Menu
2. Type in the search criteria. Tab down or click each field you would like to enter. The Start Date and End Date must be 2 weeks or less.
3. Click the Search button to execute the Report Search, or Clear to modify the search criteria.
4. The Sort By field is an optional field used to modify how the report displays the sorting. Available selections are Provider Name, Client Name and Case Number

CALIFORNIA CHILDREN'S SERVICES (CCS) / GENETICALLY HANDICAPPED PERSONS PROGRAM (GHPP)

Daily Activity Report
Date:06/01/2014 - 06/15/2014

SAR Number	Provider Name	Provider Type	Client Name	Case Number	CII	DX	Status	Service Begin Dt	Service End Dt	Initial Auth Dt	Last Updated Dt
9	ABIDARI, JENNIFER M MD	PHYSICIAN				753.29,585.4	AUTHORIZED	06/03/2014	03/02/2015	06/11/2014	06/11/2014

Figure 13-5 - Daily Activity Report - SAR Listing

13.4 Navigation Buttons

13.4.1 Search

Click on the Search button to start a search.

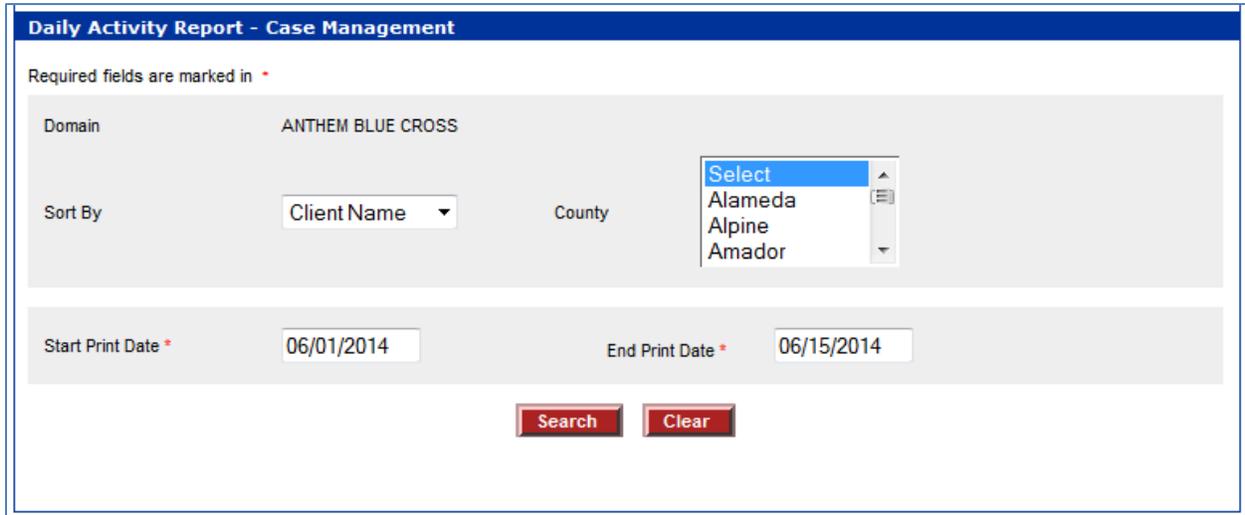
CMS Net Web - PEDI User Guide

13.4.2 Clear

Click on Clear button to clear user entered data.

13.5 Daily Activity Report – Case Management

You can generate the report by entering a specific client ID or for a specific county. The Start Print Date and End Print Date are required for the search.



The screenshot shows a web form titled "Daily Activity Report - Case Management". At the top, it states "Required fields are marked in *". The form contains the following fields and controls:

- Domain:** A text field containing "ANTHEM BLUE CROSS".
- Sort By:** A dropdown menu with "Client Name" selected.
- County:** A dropdown menu with "Select" at the top and "Alameda", "Alpine", and "Amador" listed below.
- Start Print Date *:** A text field containing "06/01/2014".
- End Print Date *:** A text field containing "06/15/2014".
- Buttons:** Two red buttons labeled "Search" and "Clear" are positioned at the bottom center.

Figure 13-6 - Daily Activity Report - Case Management

1. Click the Daily Activity – Case Management Report from the Reports Menu
2. Type in the search criteria. Tab down or click each field you would like to enter.
3. The Start Date and End Date must be 2 weeks or less.
4. Click the Search button to execute the Report Search, or Clear to modify the search criteria.

13.6 Navigation Buttons

13.6.1 Search

Click on the Search button to start a search.

13.6.2 Clear

Click on Clear button to clear user entered data.

13.6.3 Back

Click on the Back button to return to the previous screen.

CMS Net Web - PEDI User Guide

Search Results:					
County	Client Name	CIN #	Case #	Correspondence Description	PrintDt
Alameda				CCSCL Closure Letter #8233992-2014	06/11/2014 1:41 PM

[Back](#)

[Back to Top of Page](#)

[Conditions of Use](#) | [Privacy Policy](#) | [Deployment Information](#)

Browser is connected to MCALCMSAPP01D

Copyright © 2014 State of California.

Figure 13-7 - Daily Activity Report - Case Management Listing

13.7 Export SAF Report

The SAF report contains all of the authorized, cancelled, modified and denied SARs for the specified time period. The SAF file layout is also accessible on the Manual link.

Figure 13-8 - Export SAF Report

8. Select the SAF Begin Date and SAF End Date.
9. Click Run Report to generate the SAF report. Click on clear to modify the report criteria.

13.8 Children's Medical Services - Service Authorization File layout

Field	Start Position	End Position	Comments
SAR Number	1	11	
SAR Type	12	14	MED, DEN, SCC
SAR Status	15	15	A- Add (First time authorization) C- Cancel D- Deny U- CIN Update M- Modify (Extension, updates, etc.)
SAR Funding Category	16	16	
SAR Legal County	17	18	County code
Patient CIN	19	27	
Provider ID	28	37	
Service Begin Date	38	45	YYYYMMDD
Service End Date	46	53	YYYYMMDD
Number of days	54	56	
Service Code	57	75	Service code section starts here and may occur up to 60 times

CMS Net Web - PEDI User Guide

Modifiers	76	83	
Units Allowed	84	87	
Units Used	88	91	
Quantity	92	102	
Allowed Amount	103	111	

13.9 Navigation Buttons

13.9.1 Run Report

Click on the Run Report button to execute the search with the options chosen.

13.9.2 Clear

Click on Clear button to clear user entered data.

13.10 Referral Report

Pulls all referrals for a domain that meet the selected provider ID, county, date range, and referral status criteria.

The screenshot shows a web form titled "Referral Report". At the top, it says "Required fields are marked in *". The form has several sections: a "Domain" field with the value "ANTHEM BLUE CROSS"; a "County" dropdown menu with options "Alameda", "Alpine", "Amador", and "Butte"; "Begin Date *" and "To Date *" text input fields; a "Referral Status" dropdown menu with "Select" chosen; and a "Sort By" dropdown menu with "Provider Name" chosen. Below these fields are two radio buttons for "View Report in:" with "PDF" selected and "Excel" unselected. At the bottom are three red buttons: "Search Letters", "Run Report", and "Clear".

Figure 13-9 - Referral Report

1. Select Domain. For Providers, the Domain will be automatically selected.
2. Type the NPI or provider number of the provider or plan you want to report on. Click Find to verify provider ID can be used for your domain.
3. Select the legal county of the client in CMS Net.
4. Select Begin and End Date of the referral. Cannot be more than 31 days apart.
5. Select what referral status will be reported, or leave on "Select" to report on all statuses.
6. Sort the report by Provider Name or Client Name.
7. Click the radio button next to the format you want to view the report in.
PDF: Adobe Acrobat Excel: Microsoft Excel

CMS Net Web - PEDI User Guide

13.11 Navigation Buttons

13.11.1 Search Letters

Print Incomplete Referral letters for any clients matching the search criteria.

13.11.2 Run Report

Click on the Run Report button to execute the search with the options chosen.

13.11.3 Clear

Click on Clear button to clear user entered data.

13.12 Search Letters

County	Client Name	CIN #	Case #	Correspondence Description	PrintDt
Riverside	Taylor Peterson			C-80 Inappropriate Referral Letter #8232683-2014	06/11/2014 10:05 AM
Shasta	Dez Fryer			C-80 Inappropriate Referral Letter #8239854-2014	06/12/2014 4:14 PM

[Back](#)

Figure 13-10 - Search Letters

13.12.1 Back

Click on the Back button to return to the previous screen.

13.13 Run Report

CALIFORNIA CHILDREN'S SERVICES (CCS) GENETICALLY HANDICAPPED PERSONS PROGRAM (GHPP)						
Referral Report						
Domain Name : UC DAVIS MEDICAL CENTER						
Date Range : 06/01/2014 To 06/15/2014						
Referral #	Provider Name	Provider Type	Client Name	Referral Status	Referral Rec'd Dt.	Inapp Ref Letter Sent Reason
				Rejected as Inappropriate	06/01/2014	
				Rejected as Inappropriate	06/10/2014	
				Rejected as Inappropriate	06/02/2014	
				Rejected as Inappropriate	06/03/2014	
				Rejected as Inappropriate	06/03/2014	
				Rejected as Inappropriate	06/11/2014	
				Rejected as Inappropriate	06/09/2014	
				Rejected as Inappropriate	06/02/2014	
				Rejected as Inappropriate	06/02/2014	
				Rejected as Inappropriate	06/06/2014	
				Rejected as Inappropriate	06/09/2014	
				Rejected as Inappropriate	06/11/2014	
				Rejected as Inappropriate	06/03/2014	

Figure 13-11 - Run Report

14 PRINT

Prints all the SARs or Case Management correspondence generated between a specific date range.

Print Authorizations, Cancellations, Denials & Case Management NOAs Report

Required fields are marked in *

Domain ANTHEM BLUE CROSS

Print Criteria SAR

County Alameda
Alpine
Amador
Butte

Start Date * End Date *

Status * Select Sort By Select

Search Clear

Figure 14-1 - Print

1. Select Domain. For Providers, the Domain will be automatically selected.
2. Select Print Criteria. Choices are: SAR, Case Management or Both.
3. Select County.
4. Enter Start Date and End Date of the referral. Cannot be more than 31 days apart.
5. Select Status of the SARs you want to view. Choices are: Authorized, Denied or Cancelled.
6. Select Sort By is an optional field. You can choose to sort by Case Number.

14.1 Navigation Buttons

14.1.1 Search

Performs search based on matching search criteria.

14.1.2 Clear

Click on Clear button to clear user entered data.

15 MY PROFILE - CHANGE PASSWORD

You are required to change your PEDI password every 90 days. If you do not change it before the 90 days, it will be automatically terminated and you will need to contact the CMS Net help desk for assistance. Additionally, if your password has been compromised you may reset it.

Change Password

Please enter your current password, new password and verify your new password.

Current Password:

New Password:

Verify New Password:

Secret Question:

Answer:

Password Rules

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

Figure 15-1 - Change Password

1. Type your current password in the current Password field.
2. Enter a new password in the New Password field. Password criteria:
 - Password should be exactly 8 characters in length
 - Password is case sensitive and must contain
 - At least one alphabetic uppercase letter (A - Z)
 - OR
 - one of the national characters (#, @, \$)
 - At least one alphabetic lowercase letter (a-z)
 - At least one number (0-9).

CMS Net Web - PEDI User Guide

- Four consecutive characters from any part of your login as (username), first name, last name or middle name may not be used in your password.
3. Type your new password in the Verify New Password field.
 4. Select a Secret Question from the dropdown list. Choices are: Birth City?, What High School Did You Attend?, Mother's Maiden Name?, or What is Your Favorite Vacation Place?
 5. Enter the Answer to your Secret Question in this field.

Note: Supplying a Secret Question and Answer will allow a user to reset their own password if needed. See [Reset Password](#) section for more information on using this function.

15.1 Navigation Buttons

15.1.1 Submit

Saves user entered data.

15.1.2 Clear

Click on Clear button to clear user entered data.

If the two entered passwords do not match you will receive a message "Please confirm your password ". Reenter your new password and verify password again. If the two entered passwords match, you will receive a message "Password changed successfully".

16 MY PROFILE – USER PROFILE

The User Profile page allows you access to update your own your first name, last name, email address, contact phone number and extension. Keeping contact information up to date assists your PEDI liaison contact you as well as the CMS Net Help Desk.

The screenshot shows a web form titled "User Profile" with a blue header. Below the header, it says "Required fields are marked in *". The form contains the following fields:

- First Name *: TERRY
- Last Name *: PEDITEST
- Email *: TEST@TEST.COM
- Phone *: (454) 454 - 4545 Extension
- Secret Question *: What High School Did You Attend? (dropdown menu)
- Answer *: TEST

A red "Save" button is located at the bottom center of the form.

Figure 16-1 - My Profile

Note: All fields are required.

1. First Name – Enter or update the first name.
2. Last Name – Enter or update the last name.
3. Email – Enter or update the email address.
4. Phone – Enter or update the phone number.
5. Secret Question – Select the Secret Question from the Dropdown list. This will allow the user to reset their own password. See [Reset Password](#) section for more information. Choices are: Birth City?, What High School Did You Attend?, Mother’s Maiden Name?, or What is Your Favorite Vacation Place?
6. Answer – Enter or update the Answer.

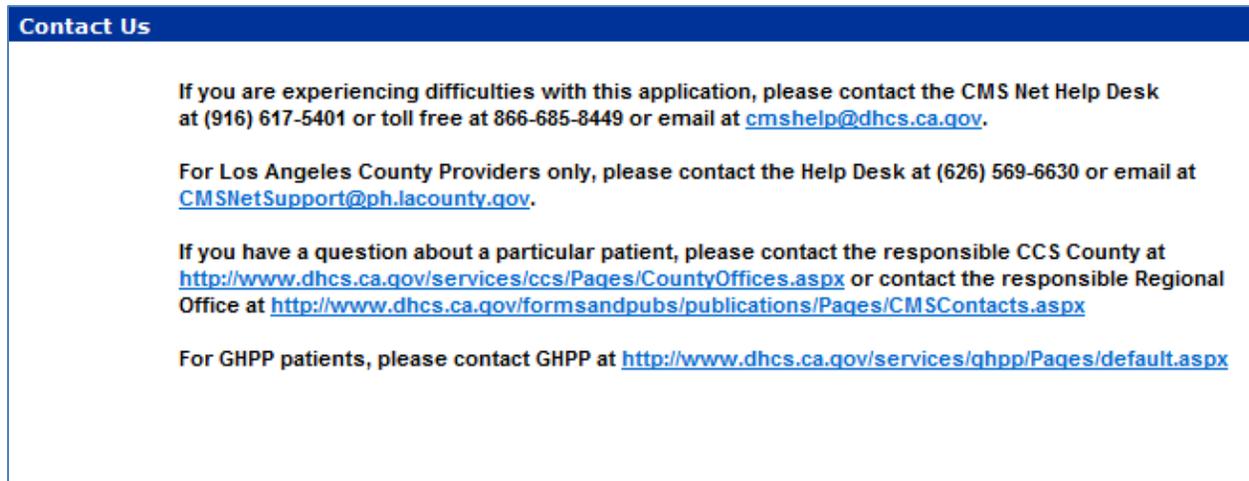
16.1 Navigation Buttons

16.1.1 Save

Saves user entered data.

17 CONTACT US

The Contact Us link contains information how to contact the CMS Net Help Desk for Password resets and technical assistance. Additionally, it contains the hyperlink to contact the CCS and or GHPP programs to follow-up regarding Service Authorization Requests where you see no activity or is missing.

The image shows a screenshot of a web page titled "Contact Us". The page has a blue header with the text "Contact Us" in white. Below the header, there are four paragraphs of text providing contact information. The first paragraph states: "If you are experiencing difficulties with this application, please contact the CMS Net Help Desk at (916) 617-5401 or toll free at 866-685-8449 or email at cmshelp@dhcs.ca.gov." The second paragraph states: "For Los Angeles County Providers only, please contact the Help Desk at (626) 569-6630 or email at CMSNetSupport@ph.lacounty.gov." The third paragraph states: "If you have a question about a particular patient, please contact the responsible CCS County at <http://www.dhcs.ca.gov/services/ccs/Pages/CountyOffices.aspx> or contact the responsible Regional Office at <http://www.dhcs.ca.gov/formsandpubs/publications/Pages/CMSContacts.aspx>". The fourth paragraph states: "For GHPP patients, please contact GHPP at <http://www.dhcs.ca.gov/services/ghpp/Pages/default.aspx>".

Contact Us

If you are experiencing difficulties with this application, please contact the CMS Net Help Desk at (916) 617-5401 or toll free at 866-685-8449 or email at cmshelp@dhcs.ca.gov.

For Los Angeles County Providers only, please contact the Help Desk at (626) 569-6630 or email at CMSNetSupport@ph.lacounty.gov.

If you have a question about a particular patient, please contact the responsible CCS County at <http://www.dhcs.ca.gov/services/ccs/Pages/CountyOffices.aspx> or contact the responsible Regional Office at <http://www.dhcs.ca.gov/formsandpubs/publications/Pages/CMSContacts.aspx>

For GHPP patients, please contact GHPP at <http://www.dhcs.ca.gov/services/ghpp/Pages/default.aspx>

Figure 17-1 - Contact Us

CMS Net Web - PEDI User Guide

18 MANUAL

The Manual link contains some of the most common questions related to the CMS Net PEDI. Click the link to view the manual. Additionally, there are menu selections to access:

- A link to the Paneled Provider List
- A link to the California Code of Regulations that dictate CCS Policy
- A link to the CCS/GHPP Service Code Groupings on the Medi-Cal Website
- A link to the Procedure Code Rates on the Medi-Cal Website
- A link to the Service Authorization File (SAF) layout

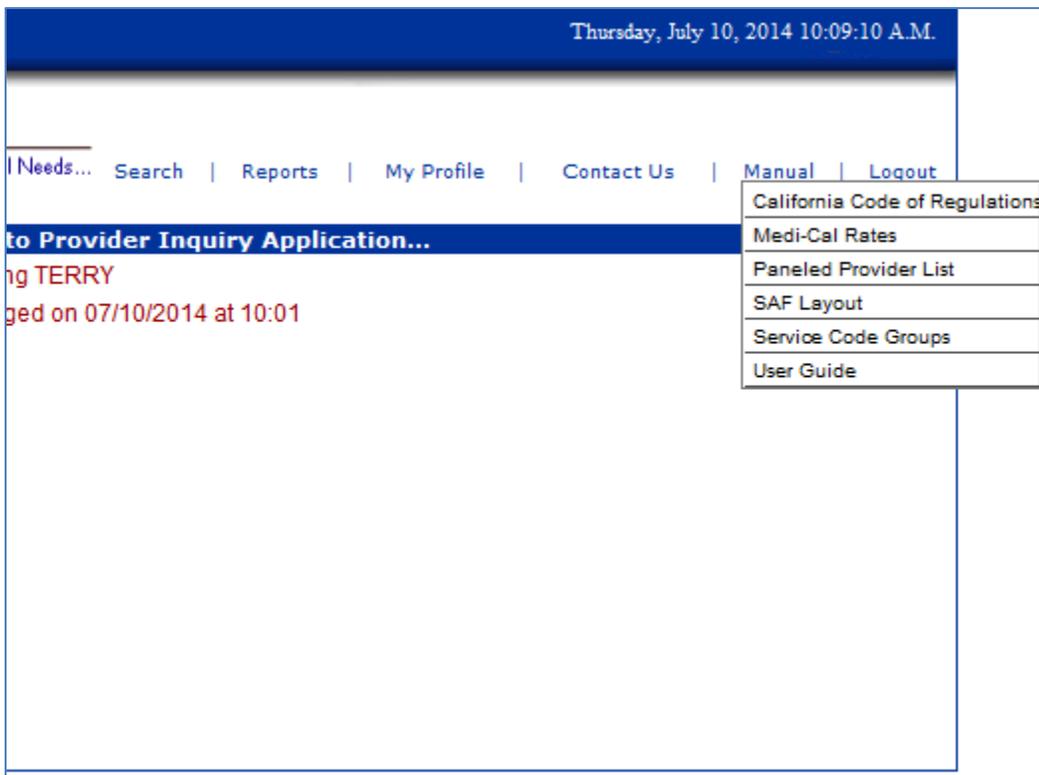


Figure 18-1 - Manual