Purpose

Beginning March 2020 LDH will no longer make the Medicaid eligibility file available on an ftp. The new SER Medicaid Importer will allow school districts to submit a batch of students to Special Education Reporting System (SER) to determine Medicaid eligibility and obtain a student's Medicaid ID. This feature in SER allows for school districts to match their students to the Medicaid file in a secure manner without any student PII being seen or stored by LDOE.

Input File

The input file is an .xls file with specific file name and column headings as follows:

- The file should be created with columns: SSN, First Name, Last Name, DOB, Zip, Local ID, and LASID. (As shown in image below).
- The file should be in .xls format.
- The maximum file size is 15 MB.
- The filename should follow the following format.
    - XXXXXXXX_LEA.xls (example: MedicaidImport_006.xls)
- There should be only one sheet in the file and the sheet name should be Sheet 1.
- Any enrolled student may be included in the file to determine Medicaid eligibility. Students do not have to be in SER to be included in the file and checked for matches.
- The blue fields below are used for matching. Four of the five blue fields must be an exact match to the Medicaid file in order for this process to return a match and Medicaid ID for a student. This will allow school districts to match students who they do not have an SSN for.
- The white fields are optional fields used only to help you identify students in your local system. The column headings must be there for your file to run, but you do not have to populate these columns.

SSN	First Name	Last Name	DOB	Zip	LocalID	LASID
9 digit SSN	Full First Name	Full Last Name	MM/DD/YYYY	5 digit zip	9 or less digit local ID	10 digit LASID

Input File Template Example
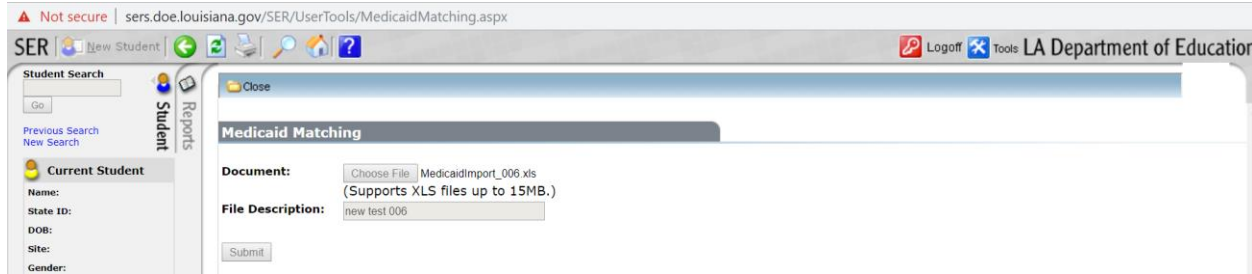
Accessing SER
Contact your local security coordinator to request access to the Medicaid Matching feature. The name of the security role is *SMI_Medicaid_Importer* in the SER system.

Accessing Matching Function
Click on the blue *Tools* button at the top right of the screen then *Related Services/MedicaidMatching.*

Uploading the File
Click *Choose File* and select your file from your file browser. Give the file a description then click *Submit.*

Accessing Match Results
Once the file has finished processing the export file will be available. The file name will be *MedicaidMatchingExport_Rundate_runtime.xls.* If you click on the file it will download for you. The file will include all students in the input file with an extra column for Medicaid ID. If the Medicaid ID field is populated for a student the system found a Medicaid record for the student. If the Medicaid ID field is null for a student the system did not find a Medicaid record for the student.

Frequency
A new Medicaid file is loaded into SER on the first Monday of each month. You may begin uploading files on the first Tuesday of each month and your files will match against the most recent file. You should not run your first file until March 3, 2020.

More Information
See the Excel template and FAQs posted on the INSIGHT Coordinator Portal under New Documents.