

CORE - System Reports

Purpose:

Provides assurance that the System Reports known as Computer Output to Laser Disk (*COLD*) reports are released in a timely manner and Medicaid Management Information System (*MMIS*) reports are checked in accurately and distributed to the Iowa Medicaid Enterprise (*IME*) facility in a timely manner.

Identification of Roles:

System Analyst – Release COLD Report, check in MMIS reports/distribution.

Business Analyst – Release COLD Report, check in MMIS reports/distribution.

Performance Standards:

None

Path of Business Procedure:

For additional details on this procedure please refer to the reporting training manual. (Internal IME CORE document Restricted/Confidential)

Step 1: Daily Report Review

- a. OnBase
 - 1. Review COLD Report for errors and release. Please refer to the COLD report review process training manual.
- b. MMIS
 - 1. Review, log Reports from Print Center. Please refer to report distribution and tracking process training manual.

Step 2: Process Reports

- a. OnBase
 - 1. Commit COLD Reports. Please refer to COLD report review process training manual.
- b. MMIS
 - 1. Sort and prep Reports. Please refer to the report distribution and tracking process training manual.

Step 3: Report Distribution

- a. OnBase
 - 1. Not applicable (COLD reports are available via OnBase).
- b. MMIS

1. System Analyst and Business Analyst staff manually distributes reports throughout the IME facility to the appropriate recipients. Please refer to the report distribution and tracking process training manual.

Forms/Reports:

COLD Reports
MMIS Reports

RFP References:

5.2.2.10, 5.2.2.10.1, 5.2.2.10.3, 5.2.2.10.4, 5.2.2.10.4.1, 5.2.2.10.7, 5.2.2.11.7, 5.2.2.14.7

Interfaces:

OnBase
MMIS

Attachments:

None