

MEM CL- Updating Member Lock-in Providers in SSNI

Purpose:

To make updates to the Lock-in provider data in Social Services Number Information (SSNI) system.

Identification of Roles:

- **Lock-in (LI) Coordinator-** updates eligibility of member for enrollment in Lock-in Program into the SSNI system.

Performance Requirements:

NA

Path of Business Procedure:

Step 1: The LI Coordinator will log into SSNI by typing User ID tab

- a. Type user password – press Enter
- b. Type command 01 – press Enter
- c. Please note you must be authorized to access Lock-in for this procedure to apply

Step 2: Customer Information Control System (CICS) screen will appear – press Enter

Step 3: Screen will appear that says “Type a Transaction ID or Help” – press Enter

Step 4: Type in SSNI and press Enter

Step 5: A blank SSNI screen will appear.

Step 6: Type the member State Identification (SID) and press Enter

Step 7: Member’s eligibility will appear on the page to allow the addition or removal of Providers

Step 8: Select F1 to view the SSNI Selection menu

Step 9: Select F6 to view the Lock-in provider update page

- a. This is the page that the LI Coordinator will add new providers or remove providers

Step 10: To add or delete a provider the LI Coordinator will need to:

- a. Tab to the line of entry
- b. Type in the provider number
- c. Add month/year that it becomes effective
- d. Press enter to save the information entered

Step 11: Press Enter to save the information

Step 12: To select another member, select F1 and then press ENTER

- a. This will take you to another line to begin SID entry for another member

Forms/Reports:

NA

RFP References:

6.5.6.3

Interfaces:

SSNI

MMIS

C3

Data Warehouse

Attachments:

NA