

Course ID	TRAINING COURSE	TRAINING COURSE DESCRIPTION
1	MMIS Fundamentals	<p>The MMIS Fundamentals course provides MMIS Users with basic panel navigation skills and a description of the subsystem functions within the MMIS.</p> <p>The course will be delivered to DHS staff through the DHS Learning Center. The course is made up of a series of 30-40 minute modules that a user can select from a menu that is displayed on their workstation.</p> <p>Users will be guided through the subsystems within the OR MMIS and learn to use the basic inquiry and update functions of the system. Users will learn how to access help, review the OR MMIS Users Manual, and review the OR MMIS To Be Desk Level Business Processes document. The course modules will be designed so that any MMIS user can move through the course without the help of special audio techniques, or the need for a Interpreter for the Deaf. Users will be presented with review questions.</p> <p>** Note: The MMIS Fundamentals course is a self-paced course that is a prerequisite for all other training courses.</p>

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2	Benefit Plans and Assignment Plans	<p>The Benefit Plan and Assignment Plan course will provide DMAP, AMH, SPD, and other MMIS Users with the skills they need to define the sets of Medicaid covered services and other State sponsored services that will be offered and paid for using the OR MMIS. By defining Benefit Plans within the MMIS, the claims engine knows which procedures and services may be paid for when claims are submitted by providers. MMIS Users will learn how specific edits and audits within claims are driven by the criteria entered into the Benefit Plan panels.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Add a new Benefit Plan. • Add a new Assignment Plan. • Inquire on existing Benefit Plan or Assignment Plan data. • Maintain an existing Benefit Plan or Assignment Plan. • Add or change a benefit plan group type. • Set up the hierarchy that controls which benefit plan or assignment plan will be applied against a recipient's claims first, second, and so-on when a recipient is eligible and has been assigned to multiple plans. • Add or update Co-pay criteria in a Benefit Plan or Assignment plan. • Add and maintain reimbursement agreement criteria under a plan. • Add and maintain provider contract criteria under a plan. • Add or change a Benefit Classification. • Add or change a Benefit Type. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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3	HSC List	<p>The HSC List course will train MMIS Users how the automated HSC update process is managed within the MMIS once covered services have been determined. The course will also cover how staff with the proper system access permissions may make manual updates to the HSC list. Trainees will learn how to test and promote updates and how to verify that updates are in place.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Inquire on existing HSC list data. • Add a line to the HSC list once benefits have been determined and approved. • Add or change list guidelines. • Add or change list funding levels. • Add or change list rules. • Add or change exemption criteria. • Inquire against the HCS list to verify a service is covered. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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4	Updating Reference Data – Benefits & Claims	<p>The Updating Reference Data – Benefits & Claims course will train MMIS Users how to display and update reference tables used to manage Benefit Plans and Assignment Plans, and to update reference tables specific to claims processing. Automated reference table updates as well as manual updates that may be made to the tables will be presented.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Inquire on existing benefits reference data. • Inquire on existing claim reference data. • Verify the status and last update of the reference data. • Verify and update the following rates: <ul style="list-style-type: none"> ○ Hospice revenue rates. ○ Inpatient claim rates. ○ Outpatient claim rates. ○ Professional and Dental claim rates. ○ Rural Health Clinic, Federally Qualified Rural Health Clinic, and Tribal clinic claims rates. • Create and run mass updates to rates. • Update rate type data. • Update locality data. • Update Geographic region data. • Update patient liability data. • Update APC price and group data. • Update Diagnosis Related Group data. • Update patient liability data. • Generate new or update existing claims related reference data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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5	Incoming Claims, Adjustments, and Voids	<p>The Incoming Claims, Adjustments, and Voids course will orient claims processing MMIS Users to the panels they need to perform single claim adjustments, and mass adjustments to multiple claims.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Look-up a claim or a series of claims. • Verify the status of a claim. • View Service Alerts. • Special Claims Handling. • Process and verify single and mass adjustments. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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6	Claims Resolution	<p>The Claims Resolution course will provide claims processing and claims resolution MMIS Users with the skills they need to route claims that hit specific edits and audits to predetermined claim locations and to resolve those claims.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Maintain error disposition data. • Add or change claim resolution routing parameters. • Look-up a claim or a series of claims. • Verify the status of a claim. • Special batch claims processing. • Edit recycle processing. • Supervisory oversight of claims resolved by claims correction staff. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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9	Monitoring Claims Processing	<p>The Claims Monitoring course provides claims processing MMIS Users with a set of processes and reports that may be used to review a claims processing cycle. Claims processing includes: Encounter, Fee for Service (FFS), and Pharmacy claim types.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Look-up a claim transaction or a series of claim transactions. • Access pre-defined claims processing reports. • Generate DSS queries to help research claims. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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13	Managed Care Contracts	<p>The Managed Care Contracts Course will prepare managed care contract management MMIS Users to access the contract management panels needed to track Requests for Applications, establish a managed care contract in the MMIS, and set the initial rates for a contract.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Track Requests for Applications. • Inquire on existing contract data. • Set and maintain contract rates. • Track and verify contract dates. • Set up and monitor contract metrics data. • Monitor contract enrollment thresholds. • Track contract sanctions. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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14	DSS Reporting for the Ad Hoc & QA User	<p>The DSS Reporting for the Ad Hoc & QA User course will provide an overview of the Medicaid data warehouse and the Decision Support and Utilization Review system (DSSUR) to DHS staff that need to access claims, provider, recipient, and other data. The course is designed to help users learn how to use the reporting tool. Not all reports will be covered in the training course or exercises. Users can expect to see a sample of the DSSUR reports.</p> <p>DSSUR users will learn to perform the following:</p> <ul style="list-style-type: none"> • Identify and access the DSSUR data analysis tools including Business Objects, Mapinfo, and SPSS. • Identify and access the various DSSUR data marts. • Generate and run Ad-Hoc queries using the Business Objects query tool. • Store and maintain Ad-Hoc queries for future use. • Save and review query results. • Export query results to other tools for further analysis. • Access and run pre-defined reports. • Create and run targeted queries to identify service delivery patterns. • Extract data from the DSSUR for subsequent disease management analysis. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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15	DSS Reporting for the Power User	<p>The DSS Reporting for the Power User course will provide DSS users with an overview of the Medicaid data warehouse and the Decision Support System.</p> <p>DSSUR users will learn to perform the following:</p> <ul style="list-style-type: none"> • Generate complex SQL statements. • Combine SQL statements to generate queries. • Store and maintain SQL statements for later use. • Maintain Peer Group data. • Generate random data samples. • Monitor the quarterly data warehouse rebuild process. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>
16	DSSUR Maintenance	<p>The DSSUR Maintenance course will prepare specific DHS staff to maintain the table data that drives the Surveillance and Utilization review process.</p> <p>DSSUR users will learn to perform the following:</p> <ul style="list-style-type: none"> • Maintain Case Type table data. • Maintain Case Group table data. • Maintain Healthcare Measures table data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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17	ODM Incoming	<p>The ODM Incoming course will prepare ODM Batch Specialists, Keyers, and Verifiers, to recognize the existing and new forms that will be accepted and processed through the EDMS.</p> <p>EDMS users will learn to perform the following:</p> <ul style="list-style-type: none"> • Recognize updates to the Prepare and Image claim forms processes. • Recognize updates to the Prepare and image claim adjustments processes. • Recognize updates to the Prepare and image checks processes. • Prepare and image prior authorization forms. • Prepare and image correspondence. • Prepare and image provider enrollment forms. • Recognize updates made to the Completion New process. • Recognize updates to the Completion Verify processes. • Recognize updates to the Check Receipting Process. • Recognize updates to the EDMS reporting functions including new reports and changes to existing reports. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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18	Recipient Eligibility Data	<p>The Recipient Eligibility Data course will provide eligibility interface MMIS Users with the skills they need to verify source system eligibility data was delivered and that updates to the MMIS eligibility tables were successful.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Recipient Eligibility Data inquiry including review of current and historical eligibility data stored in the MMIS. • Review a recipients managed care enrollment status. • Review third party resource data, injury case tracking data, and effective dates. • Track a recipient's HIP/PHI status. • Review HIP/PHI payments made on behalf of a recipient. • Review a recipient's Medicare coverage. • Generating a temporary recipient ID card. • Generating permanent recipient ID card requests. • Manually update Recipient Eligibility Data per DHS business rules. • Review configurable Recipient Eligibility Data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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19	Managed Care Enrollment/Disenrollment	<p>The Managed Care Enrollment/Disenrollment course will prepare managed care MMIS Users to enroll recipients into managed care organizations and to maintain enrollment and disenrollment data.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Inquire on existing managed care enrollment data for a recipient. • Enroll a recipient into a Managed Care plan. • Maintain a recipient's managed care enrollment data. • Dis-enroll a recipient from a Managed care plan. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>
20	TPR Eligibility	<p>The Third Party Resource (TPR) Eligibility course will prepare Third Party Resource MMIS Users to use the TPR panels to manage TPR identification data submitted by DHS staff.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Identify and verify potential Third Party Resource coverage for a recipient, including the use of the HIPAA 270/271 Eligibility verification request and response transaction. • Add and change Health Insurance Premium payment data for a recipient. • Create and maintain TPL carrier and TPL employer data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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21	Account Payables	<p>The Accounts Payable course will prepare Financial MMIS Users to process provider payments, and track expenditures.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Create and track payouts such as non claim related payments, refunds, transportation expenses, and cost settlements. • Generate payout letters. • Create and track manual checks per DHS business rules. • Add and track stop payments. • Re-issue a check. • Void a check. • Monitor expenditures. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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22	Account Receivables	<p>The Account Receivables course will prepare Financial MMIS Users to track and process replacement checks and EFT transactions.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Set up and maintain accounts receivables transactions. • Set up auto recoupments. • Monitor automated accounts receivables. • Process mass updates to Accounts receivables. • Check receipting. • History only adjustments. • Set up and maintain liens and garnishments for providers and recipients. • Monitor recipient accounting. • Monitor accounts receivables. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>
23	Cost Settlements	<p>The Cost Settlements course will prepare Financial MMIS Users to enter and track cost settlement data in the MMIS.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Perform provider audits using DSSUR. • Generate and track cost settlements using Accounts Receivable set up and A/R tracking business processes. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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24	Estate Recovery	<p>The Estate Recovery Course will prepare Financial MMIS Users to set up and track estate recovery cases.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Determine when an estate recovery case is needed. • Create and track an estate recovery case. • Maintain an estate recovery case. • Close an estate recovery case. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>
25	Financial Cycle Scheduling	<p>The Financial Cycle Scheduling course will prepare Financial MMIS Users to access the MMIS financial panels to manage the claims payment and financial transaction processing cycle.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Configure the elements processed in the MMIS financial cycle including payers, claim types, and financial transactions. • Change the frequency and payment criteria for a financial cycle. • Set Fiscal Pend criteria. • Maintain Remittance Advice Banner Page data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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26	Financial Reporting	<p>The Financial Reporting course will prepare Financial MMIS Users to make corrections to provider 1099 data.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Reconcile Remittance Advice. • Review the panels and processes used to verify the CCRS and SFMA interfaces. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>
27	MAR Reporting	<p>The MAR course will provide Financial MMIS Users with the skills they need to access the MAR Reports functions, view predefined MAR reports, and use parameter driven queries to display and analyze data used to build the MAR reports.</p> <p>MAR users will learn to perform the following:</p> <ul style="list-style-type: none"> • Review pre-defined MAR reports. • Use report criteria to generate and review expenditure reports in MAR. • Use report criteria to generate and review long term care reports in MAR. • Use report criteria to generate and review operations reports in MAR. • Use report criteria to generate and review provider reports in MAR. • Use report criteria to generate and review recipient reports in MAR. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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28	Provider TPL Billing	<p>The Provider TPL Billing course will prepare TPR and Financial MMIS Users to process Third party recoveries collected from insurance carriers.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Track TPL accounts receivables. • Track and monitor post payment recoveries. • Set up and track manual TPL accounts receivables. • Review post payment recovery correspondence. • Process manual recovery receipts. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>
29	TPR Eligibility and Injury Case Tracking	<p>The TPR Eligibility and Injury Case Tracking Course will prepare TPR MMIS Users to set up and track injury cases.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Set up a TPL injury case. • Track a TPL injury case. • Process the injury diagnosis and Department of Motor Vehicles report. • Monitor TPL Receivables. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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33	Role Based Security	<p>The Role Based Security course will provide OIS and other designated system support staff with the skills they need to add and modify user login and password data.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Add a new user security role. • Maintain existing user security roles. • Maintain Web portal access security roles. • Establish user logins and passwords. • Reset user passwords. • Disable a user login and password. • Monitor failed user login attempts. • Access security reports. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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34	Member & Provider Call Center (CTMS)	<p>The Member & Provider Call Center Course will prepare Call Center MMIS Users to track incoming calls from recipients and providers. Users will learn the functions of the CTMS including Call Tracking, Issue Transfer, and High Priority Notes. The course includes instruction on accessing and tracking correspondence between DHS and recipients, and DHS and providers.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Inquire on an existing CTMS record or set of records. • Add a call record in CTMS. • Enter notes about a contact record that can help resolve an issue. • Transfer a contact record in CTMS to another staff member. • Update an existing CTMS record. • Supervisory monitoring of the CTMS data base. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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35	PBM	<p>The Pharmacy Benefits Management course will provide DHS PBM MMIS Users with the skills they need to oversee and monitor the PBM operations carried out by EDS.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Review drug file update reports. • Review PBM reports. • Oversee the drug State Maximum Allowable Cost (SMAC) price resolution processes. • Oversee updates to Drug Utilization Review (DUR) alerts. • Oversee DUR Board reporting processes. • Oversee the drug rebate processes. • Oversee pharmacy prior authorization processing. • Oversee Drug Utilization Review activities. • Inquire on Pharmacy claims. • Inquire on Pharmacy PAs including the Super PA. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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36	Maintaining Providers	<p>The Maintaining Providers course will enable provide enrollment MMIS Users to track and update provider enrollment data.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Inquire on an existing provider • Update provider credential data. • Update provider location data. • Update provider Web portal access permissions data. • Maintain a provider record including the provider's Tax Identification Number (TIN). • Generate and track provider 1099 corrections. • Track and maintain EFT transactions; including failed EFT transactions. • Review and update configurable provider data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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38	Provider Correspondence	<p>The Provider Correspondence course will prepare provider enrollment and provider relations MMIS Users to accept and track correspondence between providers and DHS.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Identify and track provider correspondence. • View provider enrollment forms. • Process returned mail. • Process Returned email. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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39	Provider Enrollment / Disenrollment	<p>The Provider Enrollment and Disenrollment course will prepare provider enrollment MMIS Users to enter and track provider enrollment applications.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Enroll a provider. • Re-enroll a provider. • Disenroll a provider. • Inactivate a provider. • Add a sanction for a fee for service or managed care provider. • Track and maintain provider sanctions. • Maintain a provider record including the provider's Tax Identification Number (TIN). • Track and maintain EFT transactions; including failed EFT transactions. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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40	Disease Case Management	<p>The Disease Case Management course will provide case managers and other MMIS Users with an overview of the Quality Assurance and Utilization Management functions in the MMIS.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Inquire on a recipient case. • Extract recipient and claims data using the DSSUR. • Track case management vendor activities. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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42	Fraud and Abuse	<p>The Fraud and Abuse course will prepare Quality Assurance and Utilization Management MMIS Users to use the DSS to run reports that show potential abuse of Medicaid services by recipients or providers.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Use the DSSUR functions to extract data for subsequent fraud and abuse analysis. • Run pre-defined targeted queries. • Update Explanation of Medical Benefits (EOMB) criteria. • Log EOMB response data. • Monitor provider and recipient activity and report potential fraud and abuse. • Add and maintain fraud investigation case data. • Generate audit letters. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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43	Plan of Care	<p>The Plan of Care course will prepare AMH and DMAP MMIS Users to establish a plan of care for a specific recipient. MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Add a new Plan of Care for a recipient or set of recipients. • Modify an existing Plan of Care. • Maintain Plan of Care effective dates. • Supervisory review and approval of a Plan of Care. • Inactivate a Plan of care. • Maintain Plan of Care configuration data. • View Plan of care notice letters in EDMS. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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44	Prior Authorization	<p>The Prior Authorization course will provide service authorization MMIS Users with the skills they need to generate and maintain service authorizations.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none">• Create and track a prior authorization.• Identify the services allowed on a PA.• Monitor the number of services applied to a PA.• Supervisory review and approval of a PA.• Update an existing PA.• Log a PA Appeal.• Maintain configurable PA data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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45	MMIS for the Local Office – Data Inquiry & Update	<p>This course will provide MMIS Users in the DHS Local Offices with an Introduction to the MMIS and training specific to the business functions they need to review recipient eligibility and managed care enrollment.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Recipient Eligibility Data inquiry including review of current and historical eligibility data stored in the MMIS. • Review a recipients managed care enrollment status. • Review third party resource data and effective dates. • Review a recipient’s Medicare coverage including Buy-in data. • Inquire on the status and remaining services under a prior authorization for a recipient. • Provider data inquiry including a providers location. • Claims data inquiry including administrative exam claims and whether a claim was paid or denied. • Generating a temporary recipient ID card. • Generating permanent recipient ID card requests. • Tracking, premiums billed to the recipient. • Reviewing requests for creditable coverage data • Recipient Correspondence Lookup. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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53	MMIS for the Local Office – SPD Plan of Care	<p>This course will prepare SPD staff to generate a new Plan of Care for a specific recipient, inquire on an existing Plan of Care, and maintain an existing Plan of Care as updates to the plan are needed.</p> <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>
55	MMIS for the Local Office – Account Payables	<p>The MMIS for the Local Office Account Payables course will prepare Financial staff in the Local Offices to process specific check processing and payable accounting transactions in the field. Appropriate field staff will learn to perform the following:</p> <ul style="list-style-type: none"> • Create and track emergency checks. • Create and track manual checks per DHS business rules. • Add and track stop payments. • Re-issue a check. • Void a check. • Monitor expenditures. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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56	<p>Non - Managed Care Contracts</p> <p>Note: This course was added as a result of DHS comments on V0.6 of the 10.2 Training Plan.</p>	<p>The Non - Managed Care Contracts Course will prepare contract management MMIS Users to access the contract management panels needed to track Requests for Applications, establish a non - managed care contract in the MMIS, and set the initial rates for a contract.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Track Requests for Applications. • Inquire on existing contract data. • Set and maintain contract rates. • Track and verify contract dates. • Set up and monitor contract metrics data. • Monitor contract expenditure thresholds. • Track contract sanctions. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>

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57	Buy-in BENDEX	<p>The Buy-in BENDEX course will prepare Third Party Resource MMIS Users to use eligibility and buy-in panels and reports to manage TPR data relative to Medicare.</p> <p>MMIS Users will learn to perform the following:</p> <ul style="list-style-type: none"> • Inquire on existing recipient data. • Monitor the processing of Federal BENDEX data and updates to Recipient Eligibility Data. • Monitor the processing of Federal Medicare Buy-in data and updates to Recipient Eligibility Data. • Monitor the processing of Federal Medicare Part D pharmacy benefit coverage data and updates to Recipient Eligibility Data. <p>Trainees will be presented with review questions, a brief quiz, and a course evaluation.</p>