

Guidance ECRS 2016-01

Entering Unique Identifiers in Provider Accounts to First Name Effective Immediately

In order to pull the data from Therap for migration into the new Electronic Case Record System the following action must take place for each individual record existing within the provider account. This process will also need to occur for each new “admission” into the provider’s programs. The MCI number without leading zeros must be **entered in the first name field** within each provider’s Individual Data Form (IDF). The exact format must be first name, space with MCI # without leading zeros. (i.e. – Jeanette, 1687758)

By doing this, it will not impact your ability to search for an individual’s record, it will only impact the display of the individual’s name. This should not impact your ability to generate claims, but please let us know as soon as possible if something occurs.

1. Within the provider account click on the “Admin” tab.
2. Under the “Care” section to the right of “Individual” click on “List”
3. Click on the individual’s name on the list
4. Check to see that there is a Medicaid or MCI # listed on the IDF, If yes continue, if no make contact with your administrator to obtain the MCI #

Browser: <https://secure.therapervic...> Therap Se... Therap :: Individual Data

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Therap State Of Delaware - DDDS
Bob Goodhart, Quality Assurance Administrator Logout

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T-Notes
Add T-Note

Individual Data
Jeanette Allen (Admitted)
Form ID: IDF-DDDSDE-D834NSGGPWR5K
Admitted By: Bob Goodhart, Quality Assurance Administrator
Entered By: Bob Goodhart, Quality Assurance Administrator on 06/01/2015 11:06 AM

Identification Data [Jump to](#)

First Name	Jeanette	Last Name	Allen
Middle Name		Suffix	
SSN	080-50-3975	Birth Date	04/09/1955
Photo 1	<input type="text" value="NONE"/>	Photo 2	<input type="text" value="NONE"/>
Gender	Female	Goes By	
Medicaid Number	0001687758	ID Number	0001687758
ID Type	DE,DE,DDDS-MCI#	Additional ID Number	
Additional ID Type			
Admission Date	03/23/2007		
Race	Black/African American		
Ethnicity/Hispanic Origin			
Height	Feet Inch		
Weight Range	From lbs To lbs		
BMI			
Hair Color		Other	
Eye Color		Other	
Characteristics		Other	
Primary Oral Language		Other	
Primary Written Language		Other	
Interpreter Needed			
Religion		Other	
Individual's Time Zone	US/Eastern		
Living Arrangement	Family Home		

5. Scroll to the bottom of the IDF and "Edit Individual Data"

6. In the first name field of the IDF, place a comma after the first name then (1) space then enter the MCI number for the individual without leading zeros

The screenshot shows a web browser window with the URL <https://secure.therapervic...> and the page title "Therap :: Individual Data :: ...". The page header includes the "Therap" logo and "State Of Delaware - DDS" information. The main content area is titled "Individual Data" and shows details for "Jeanette Allen (Admitted)". A red arrow points to the "First Name" field, which contains the text "Jeanette, 1687758".

Identification Data

First Name: Jeanette, 1687758
Middle Name:
SSN: 080-50-3975
Photo 1: NONE
Photo 2: NONE
Gender: Female
Medicaid Number: 0001687758
ID Type: DE, DE, DDS-MCI#
Additional ID Type: - Please Select -
Race:

Available Items	Add all	Selected Items	Remove all
American Indian/Alaskan Native	+	Black/African American	-
Asian	+		
Asian Indian	+		
Chinese	+		
Declined	+		
Filipino	+		
Guamanian or chamorro	+		

Ethnicity/Hispanic Origin: - Please Select -
Height: - Please Select - Feet - Please Select - Inch
Weight Range: From lbs To lbs
Hair Color: - Please Select -
Eye Color: - Please Select -
Other:
Other:

- a. If the individual has been discharged

- i. Change alternate ID to (-Please Select-) and type "Discharged" in the field to the right

Individual Data
Aqeel, 690910 Abdul-Aleem (Discharged)
Form ID: IDF-DDDSDE-BCY4VKDQG82X3
Discharged By: Bob Goodhart, Quality Assurance Administrator
Entered By: Bob Goodhart, Quality Assurance Administrator on 10/30/2013 02:32 PM
Last Updated By: Bob Goodhart, Quality Assurance Administrator (State Of Delaware - Oversight Account) on 02/01/2016 01:18 PM

Identification Data

First Name: *	Aqeel, 690910	Last Name: *	Abdul-Aleem
Middle Name:		Suffix:	
SSN:	322-68-2639	Birth Date:	08/20/1978
Photo 1	NONE	Photo 1 Date:	
Photo 2	NONE	Photo 2 Date:	
Gender:	Please Select	Goes By:	
Medicaid Number:	690910	ID Number:	Discharged
ID Type:	- Please Select -	Additional ID Number:	
Additional ID Type:	- Please Select -		

Race:

Available Items	Add all	Selected Items	Remove all
American Indian/Alaskan Native	+		
Asian	+		
Asian Indian	+		
Black/African American	+		
Chinese	+		
Declined	+		
Filipino	+		

Ethnicity/Hispanic Origin: - Please Select -

Height: - Please Select - Feet - Please Select - Inch

Weight Range: From lbs To lbs

Hair Color: - Please Select - **Other:**

- b. If the individual is deceased

- i. Change alternate ID to (-Please Select-) and type "Deceased" (or "Deceased with month and year" if known) in the field to the right

The screenshot shows the 'Individual Data' form for Robert Ames (Deceased). The form is titled 'Individual Data' and includes the following fields:

- First Name:** Robert
- Middle Name:** (empty)
- SSN:** (empty)
- Photo 1:** NONE
- Photo 2:** NONE
- Gender:** Male
- Medicaid Number:** 0000268845
- ID Type:** - Please Select -
- Additional ID Type:** - Please Select -
- Race:** Black/African American
- Ethnicity/Hispanic Origin:** - Please Select -
- Height:** - Please Select - Feet - Please Select - Inch
- Weight Range:** From [] lbs To [] lbs
- Hair Color:** - Please Select -
- Eye Color:** - Please Select -
- Last Name:** Ames
- Suffix:** (empty)
- Birth Date:** 02/18/1957
- Photo 1 Date:** (empty)
- Photo 2 Date:** (empty)
- Expires By:** (empty)
- ID Number:** Deceased 0415
- Additional ID Number:** (empty)

Red arrows point to the 'ID Type' dropdown and the 'ID Number' field.

- c. If the individual shows as Delete, not further action is necessary

The screenshot shows a web browser window with the URL <https://secure.therapervic...> and the page title "Therap :: Individual Data". The user is logged in as "Bob Goodhart, Quality Assurance Administrator". The page displays the "Individual Data" for "Albert Abramski (Deleted)". A red arrow points to the "(Deleted)" status. Below this, the "Identification Data" section contains the following information:

First Name	Albert	Last Name	Abramski
Middle Name		Suffix	
SSN	222-34-5062	Birth Date	08/15/1949
Photo 1	<input type="text" value="NONE"/>	Photo 2	<input type="text" value="NONE"/>
Photo 1 Date:		Photo 2 Date:	
Gender	Male	Goes By	
Medicaid Number	0000243534	ID Number	0000243534
ID Type	DE,DE,DDDS-MCI#	Additional ID Number	
Additional ID Type			
Admission Date			
Date of Discharge	04/28/2015		
Race	White		
Ethnicity/Hispanic Origin			
Height	Feet Inch		
Weight Range	From lbs To lbs		
BMI			
Hair Color		Other	
Eye Color		Other	
Characteristics			
Primary Oral Language		Other	
Primary Written Language		Other	
Interpreter Needed			
Religion		Other	
Individual's Time Zone	US/Eastern		

7. Scroll to the bottom and click "Save"
8. Return to step 1 above, then click on the next name on the list to be changed

The result will be that the roster of names in the provider will now appear as below.

Individual List

Please Select Apply Filter Show All

All Num A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2,464 items found, displaying 1 to 15.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Last Name	First Name	ID Number	Action
Aaron	Grace, 2081568	0002081568	Program Enrollment
Abdul-Aleem	Aqeel, 690910	Discharged	Program Enrollment
Abrams	Allyson, 617384	0000617384	Program Enrollment
Abramski	Albert	0000243534	
Abrefa	Kojo, 1481048	Discharged	Program Enrollment
Adams	Cameron, 530276	0000530276	Program Enrollment
Adams	Dale, 1076469	1076469	Program Enrollment
Adams	Kellee, 579601	579601	Program Enrollment
Adams-Olsen	Andrew, 716169	0000716169	Program Enrollment
Adamson	John, 219443	Discharged	Program Enrollment
Adkins	Lyndon, 243596	243596	Program Enrollment
Adkison	Hakeem, 760706	0000760706	Program Enrollment
Aftab	Huma, 1436555	0001436555	Program Enrollment
Agyarko	Kwateng, 1852327	0001852327	Program Enrollment
Ahem	Alicia, 2851024	0002851024	Program Enrollment

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