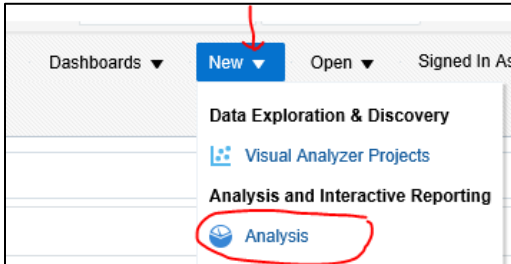


Creating a Roster Report in Medicaid Data Warehouse (MDW)

Steps:

1. Log into MDW, and go to Reports/OBIEE
2. In the report screen, click on New, and select Analysis



3. From the Subject Areas, select the following tables:

Member (MMIS Member)

>*MMIS Member*

Trans Dist

Mbr ID

Mbr Name

Mbr Birth Dt

Mbr Sex Cd

Mbr Ethnic Cd

Lang Read Cd

Lang Written Cd

Lang Spoken Cd

Next Recert Dt

Member (MMIS Member)

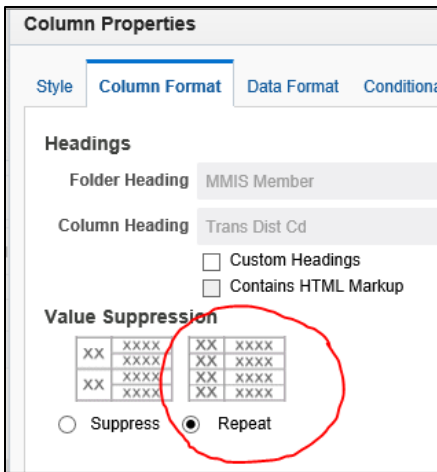
>*MMIS Member Subordinates*

>*Member Case*

Case Num

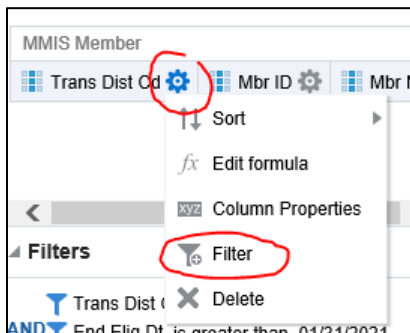
Mbr Case Name
Local CW
Mbr Lvl Res Addr Line 1
Mbr Lvl Res Addr Line 2
Mbr Lvl Res Addr City
Mbr Lvl Res Addr ST
Mbr Lvl Res Addr Postal Cd
Mbr Lvl Res Tele Num
Latest Trans Ind
>*Member Eligibility*
Beg Elig Dt
End Elig Dt
Mbr Aid Catg Cd
Mbr Catg Cd
Mbr COE Status Cd
Mbr Covg Cd
Mbr Mcaid Reimbursement Cd
Latest Trans Ind
>*Member Managed Care (Incl Provider Details)*
MC Beg Dt
MC End Dt
Prov ID
SOB Pkg Cd
MC Enr Rsn Cd
Rcd Exists in Src Ind

4. Click on the gear icon for each field. In Column Format, select “Repeat” under Value Suppression if you would like row-by-row data. Otherwise, the report will have like values grouped (e.g., The entire report will be grouped under one District value, and it will be difficult to separate out the report if you generally split it up.)



5. Set your Filters.

I find the easiest way to do this is to click on the gear icon on each of the elements for which you want to add a filter.



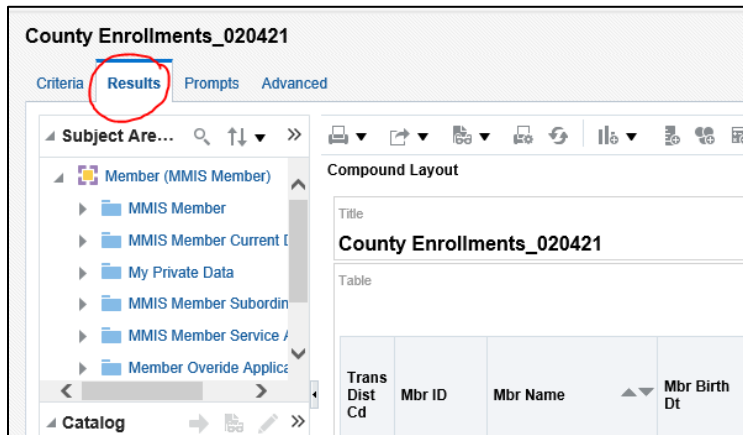
Set the following filters:

- Trans Dist Cd is equal to/is in XX, where XX is your district code
- End Elig Dt is greater than MM/DD/YYYY, where the date is the cutoff for whom you want active members. I usually use the end of the last month, but you can enter the Medicaid pull-down date, or any other date you choose
- MC End Dt is equal to/is in 12/31/9999

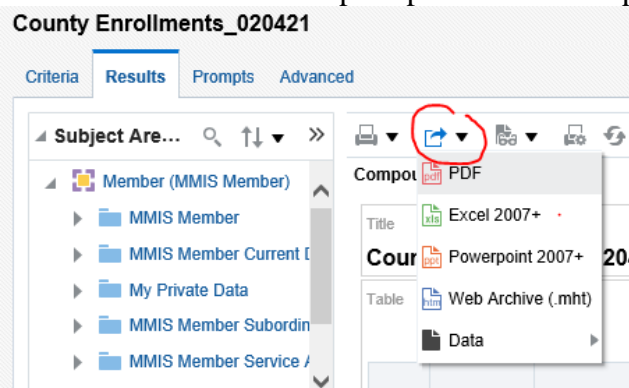
- Prov ID is not null
- Rcd Exists in Src Ind is equal to/is in Y
- Last Trans Ind is equal to/is in Y (from the Member Case table)
- Last Trans Ind is equal to/is in Y (from the Member Eligibility table)

6. Save the report

7. Click on the Results tab to run it



8. To export the report to a different format like text, Excel, or PDF, click on the arrow icon next to the print icon at the top of the screen. Follow the prompts to save the report.

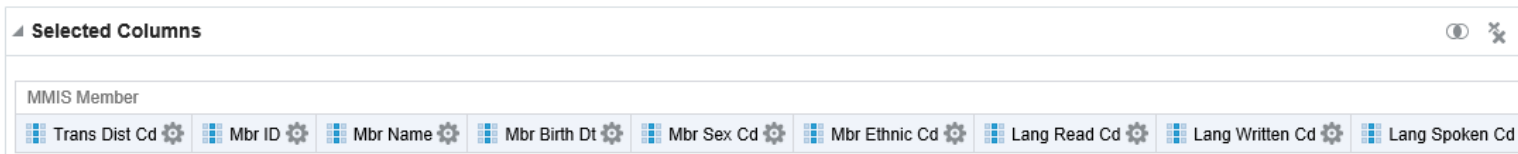


- Once the report is saved, it can be used again. Instead of going to New>Analysis in the OBIEE screen, go to Open. It should be saved in your Recent Reports. Open it from there, go back to the Criteria tab, and change any necessary information in the filters. For instance, each month you would have to change the End Elig Dt to update the data.

Screenshots from the Criteria tab may be found below.

These include report fields as you scroll from left to right in the report criteria. Because there are so many fields, they had to be broken out to display them here. You can customize these fields as needed, removing fields that are not necessary, or adding others from the tables noted throughout.

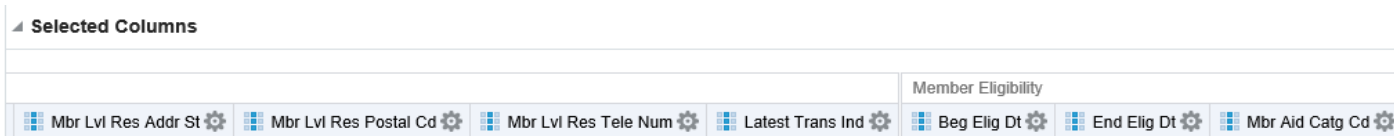
Selected Columns, 1 (These begin in the MMIS Member Table)



Selected Columns, 2 (Next Recert Dt is still found in the MMIS Member Table, continued from above)



Selected Columns, 3 (Continued from above in the Member Case Table)



Selected Columns, 4 (Continuing in the Member Eligibility Table)

Selected Columns

Mbr Catg Cd	Mbr COE Status Cd	Mbr Mcaid Cov Cd	Mbr Mcaid Reimbursement Cd	Latest Trans Ind
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Selected Columns, 5 (Last, fields in the Member Managed Care (Incl Provider Details) Table)

Member Managed Care (Incl Provider Details)

MC Beg Dt	MC End Dt	Prov ID	SOB Pkg Cd	MC Enr Rsn Cd	Rcd Exists In Src Ind
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Screenshot of Filter Criteria

Filters

- Trans Dist Cd is equal to / is in 12
- AND End Elig Dt is greater than 01/31/2021
- AND MC End Dt is equal to / is in 12/31/9999
- AND Prov ID is not null
- AND Rcd Exists In Src Ind is equal to / is in Y
- AND Latest Trans Ind is equal to / is in Y
- AND Latest Trans Ind is equal to / is in Y

I chose the end of last month as the Eligibility End Date cut-off for running this, but you can change the date as necessary. Similarly, you would use the district code for your district to pull your enrolled clients.