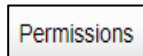


# Jefferson Parish Medicaid Consent Posting

## Entering Medicaid Consent Permissions: Single Student at a Time

1. In Student Master, locate the student using the “**Find**” button or “**Search**” box.

2. Click on the “**Permissions**” tab at bottom.



3. Click in the first row “**Permission Name**” cell. Select “**Medicaid Consent**”.

4. Select either “**Yes**” or “**No**”.

a. “**Yes**” for Medicaid Consent given.

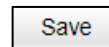
b. “**No**” for Medicaid Consent refused.

D	Year	Type	Permission Name	Yes	No	Comment
		01 Student	Medicaid Consent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Click Permission Name cell.  
Select "Medicaid Consent".  
Select either "Yes" or "No"

5. If a note about the permission is needed, click in the “**Comment**” cell and type in a very short note.

6. Click the “**Save**” button at the bottom to store the information.



7. “**Find**” or “**Search**” for next student and repeat.

a. **Note:** You don’t have to go back to the Demographic tab to “**Find**” or “**Search**” for the next student. Just stay on the “**Permissions**” tab to work faster.

## Entering Medicaid Consent Permissions: Multiple Students at a Time

1. In the navigation area on the left, go to **Student Master > Loaders > Custom Permissions Loader**

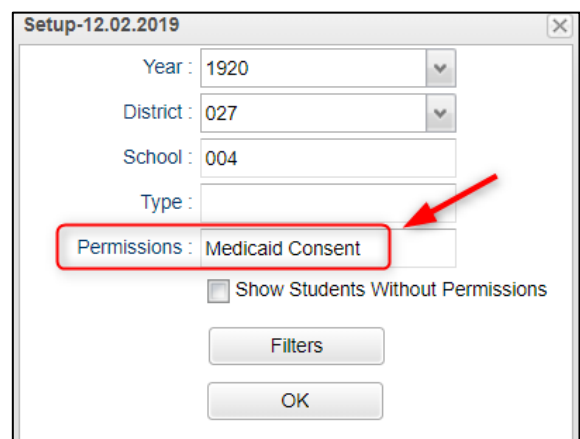
**OR**

In the upper left “**Search**” box, enter “**Custom Permission**” and select “**Custom Permissions Loader**”.

2. At the setup box, verify **Year** and **School**.

a. Click in the **Permissions** field and select “**Medicaid Consent**”.

b. Click **OK** button.

A dialog box titled "Setup-12.02.2019" with a close button (X) in the top right corner. It contains several input fields: "Year" with a dropdown menu showing "1920", "District" with a dropdown menu showing "027", "School" with a text field showing "004", and "Type" with an empty text field. Below these is a "Permissions" field with a dropdown menu showing "Medicaid Consent", which is highlighted with a red box and a red arrow. At the bottom, there is a checkbox labeled "Show Students Without Permissions" which is unchecked, and two buttons: "Filters" and "OK".

3. If any students have already been marked with a permission, they will show on screen.

4. Group the paper responses received by “**Yes**” and “**No**”.

5. Process any “Yes” responses:

- a. Click the “**Mass**” button at the bottom. On the next screen, click the “**Students**” field.
- b. Select the students who have a “**Yes**” response, then click **Ok** to close the student select box.
- c. Tap the “**Next**” button at bottom.

Choose Students to Mass Post

Year : 1920  
District : 027  
School : 004

Student Specific Filters

Grade :  
Gender :  
Ethnic :  
Special Codes :  
Programs :  
Clubs :  
Sports :

Sped :  All  Sped Only  Non Sped  
504 :  All  504 Only  Non 504

Students : 4,5089873,5049997,7009895,7049901,7049899,5088097,5089819,6049920

Tap the "Students" field and select the students who responded.

Next

Setup Print Help **Mass**

- d. Click “**Type**” and select “**01 Student**”. Click “**Permissions**” field and select “**Medicaid Consent**”. Click “**Value**” and select “**Y**” for “Yes”.
- e. Click the “**Post**” button.

Select Code to Post

Type : 01  
Permissions : Medicaid Consent  
Value : Y

Prev Post

- f. At the confirmation box, click “**Yes**”.
- g. The students who have just been posted with a “**Y**” will now appear on the screen listing.

Next page, please.....

6. Process any “No” responses:

- a. Click the “**Mass**” button. Tap the “**Students**” field.
- b. Select the students who have a “**No**” response, then click **Ok**.
- c. Tap the **Next** button at bottom.

Choose Students to Mass Post

Year : 1920  
District : 027  
School : 004

Student Specific Filters

Grade :  
Gender :  
Ethnic :  
Special Codes :  
Programs :  
Clubs :  
Sports :

Sped :  All  Sped Only  Non Sped  
504 :  All  504 Only  Non 504

Students : 4,5089873,5049997,7009895,7049901,7049899,5088097,5089819,6049920

Tap the "Students" field and select the students who responded.

Next

Setup Print Help Mass

- d. Click “**Type**” and select “**Student**”. Click “**Permissions**” field and select “**Medicaid Consent**”. Click “**Value**” and select “**N**” for “**No**”.
- e. Click the “**Post**” button.

Select Code to Post

Type : 01  
Permissions : Medicaid Consent  
Value : N

Prev Post

- f. At the confirmation box, click “**Yes**”.
- g. The students who have just been posted with a “**N**” permission will now be added to the screen listing.