


# Lafayette Parish School System

## JCampus Medicaid Consent User Guide

The purpose of this guide is to describe how JCampus users with the correct access, in a Student's Master record, (I) uploads a signed/dated **Louisiana Parental Notice for One Time Consent** form and (II) checks the correct **Medicaid Consent** permission box.

**PLEASE NOTE:** This guide assumes that a parent/guardian's signed/dated **Louisiana Parental Notice for One Time Consent** form has been scanned and saved as a pdf file type on the user's computer (according to district standards).


### I. Upload a Signed/Dated **Louisiana Parental Notice for One Time Consent** Form


- While logged into JCampus, search/select: **Student -> Entry -> Student Master**.
- Search/Find the correct student by name and/or sidno. Confirm **Birth Date**.
- In upper right-hand corner of **Student Master** screen, click the **Action** dropdown arrow.
- Move mouse pointer over **Doc Archive** and click **Student** in the submenu.
- Double-click the **Medicaid Consent** folder.
- In upper left-hand corner, click the **Upload** button  :
- In the **Add Files to Medicaid Consent** window, do one of the following:
  - a) Drag the appropriate previously scanned **Parental Consent** pdf doc over the wording **Drop Files Here** in the dotted framed area. System is ready when dotted frame turns into solid border. Or
  - b) Click the **Choose Files** button, locate the appropriate previously scanned **Parental Consent** pdf doc, and double-click on it.
- Click **Start** and wait for Filename, Category, and green **Checkmark** to display.
- Click **Close** and wait while system is *Gathering Data*.
- In **Student Document Archive** window, double-click on newly uploaded pdf and confirm it's correct for this student.
- If correct for this student, **Close** "x" the **Student Document Archive** window.
- If not correct for this student, right-click on newly uploaded pdf, click Delete/OK, and try uploading again.

Student Document Archive [X]

[Home] [Grid] [List] Search

**Add Files to Medicaid Consent**


 **Drop Files Here**

 Choose Files

Filename :

Category :

✓

 Start Close

[Home] | Medicaid Consent

## II. Check the Correct **Medicaid Consent** Permission Box

- While on the same Student's Master record, click the **Permissions** tab in lower portion of the **Student Master** window.
- On the **Medicaid Consent** permission detail line:
  - a) Click in the **Year** cell and select appropriate school year from dropdown.
  - b) Click **Yes** if uploaded **Parental Consent** pdf doc states that Parent/Guardian consents. Click **No** if uploaded **Parental Consent** pdf doc states that Parent/Guardian does NOT consent.
- Click the **green** button under the **S** column.
- **Save** was successful if Create/Change User and/or Date cells change.

Year	Type ^	Permission Name	Yes	No	Comment	Create User	Create Date	Change User	Change Date	S
			<input type="checkbox"/>	<input type="checkbox"/>						
01 Student		Device Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Consent to device agreement					
01 Student		Video & Teleconference co...	<input type="checkbox"/>	<input type="checkbox"/>	Consent to allow Video & Teleconference					
01 Student		Bring Your Own Device	<input type="checkbox"/>	<input type="checkbox"/>	Consent to agreement to Bring Your Own Device					
<input type="text" value="01 Student"/>		Medicaid Consent	<input type="checkbox"/>	<input type="checkbox"/>	Consent to bill medicaid					<input type="button" value="S"/>

ographics	Address/Contact	Sports	Programs	IGP	SOD	<b>Permissions</b>	Log	Enroll History	504	Out of Zone	Attendance	Disc
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