



Argeo Paul Cellucci  
Governor

**Commonwealth of Massachusetts**  
*Executive Office of Health and Human Services*  
**Department of Transitional Assistance**  
*600 Washington Street • Boston MA 02111*

William D. O'Leary  
Secretary

Claire McIntire  
Commissioner

**Fax 98- 144**  
**Field Operations Memo 98-46**  
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**TO:** Transitional Assistance Office Staff  
**FROM:** Joyce Sampson, Assistant Commissioner for Field Operations  
**RE:** Access to MMIS

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**MMIS Changes**

The Division of Medical Assistance (DMA) has notified our Department that several changes have been made for logging on to MMIS. The "WU" option is being replaced by "MMIS at ITD". You will notice this new option now appears on your Gateway screen. Attached you will find new instructions for accessing "MMIS at ITD".

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**Questions**

If you have any systems-related questions please have your designee contact the Customer Service Center at (617) 348-5290.

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## INSTRUCTIONS FOR LOGGING ON TO MMIS AT ITD THROUGH THE ITD GATEWAY SCREEN

- ① From the "Welcome to the Commonwealth of Massachusetts" screen enter your mainframe User ID (see Figure #1). Hit Enter.
- ② On the next screen enter your Password (see Figure #2). Hit Enter.
- ③ Next, type in MMIS in the "Type Selection ID Name" field (see Figure #3). Hit Enter.
- ④ The sign-on for CICS/ESA screen appears. Type in your User ID and Gateway Password in the designated field (see Figure #4). **Please note that after entering your User ID it will be necessary to hit the Tab key twice to bring the cursor to the Password field.** Hit enter.
- ⑤ On the subsequent screen type in MM01 in the top left hand corner (see Figure #5). **Please note that the last two characters of MM01 are numeric.** Hit enter.
- ⑥ You should see the MMIS MAIN MENU (see Figure #6).

## INSTRUCTIONS FOR LOGGING OFF OF MMIS ITD

- ① From the MMIS MAIN MENU (see Figure #6) hit the F1 key.
- ② Enter CESF in the top left hand corner (see Figure #7). Hit Enter.
- ③ You will now be at the ITD Gateway Main Menu (see Figure #8). Hit the F3 key.
- ④ A pop-up window now appears. Type an X on the underscored line in front of the Exit option. (see Figure #9). Hit enter.
- ⑤ PC user will now be at the "Welcome to the Commonwealth of Massachusetts" screen (see Figure #1).
- ⑥ Now, click the X in the upper right hand corner of EXTRA to completely log off.

*For security reasons you should not just click the upper right X on the EXTRA screen until the above procedures have been completed.*



Figure #3

Actions		Options	Commands	Help
SVSELEN	ITD GATEWAY MAIN MENU		More: .	
TYPE SELECTION ID NAME: MMIS_____		Userid: WELXXX		
or TAB to selection and press ENTER.				
Session ID	Description	Type	Status	
- MMIS	MMIS AT ITD	Multi		
- MA21	MA-21 SYSTEM	Multi		
- MA21TR	MA-21 TRAINING SYSTEM	Multi		
- A	TSO	Multi		
- WA	EAS MENU	Multi		
- WB	PACES	Multi		
- WE	REVS	Pass		
- WU	MMIS 2	Pass		
- CICSTEST	TEST REGIONS	Multi		
- COMPT	COMPLETT	Multi		
Bulletins:				
Messages:				
Command ==>			BSYS/CIPB98A	
Enter F1=Help F3=Exit F5=Refresh F6=News F8=Fwd F9=Retrieve F10=Action				

Figure #4

Signon for CICS/ESA Release 4.1.0		APPLID CICSMMP
WELCOME TO CICS/ESA		
Type your userid and password, then press ENTER:		
Userid	WELXXX	Groupid . . .
Password	*****	
Language		
New Password		
DFHCE3520 Please type your userid.		
F3=Exit		

Figure #5

MM01

DFHCE3549 Sign-on is complete (Language ENU).

Figure #6

CMAM0900

MEDICAID MANAGEMENT INFORMATION SYSTEM  
MMIS MAIN MENU

09/15/98 10:04

SELECT	SUBSYSTEM	SELECT	SUBSYSTEM	SELECT	SUBSYSTEM
01	PROVIDER	21	RECIPIENT	41	PRIOR AUTHORIZATION
02	PRE-ADM-SCREEN	22	S/URS	42	TPL
03	REC DB INQUIRY	23	AUDIT TRAIL INQUIRY	43	REF-MSG TXT-MENU
04	REC CASE INQUIRY	24	CLAIMS UPDATE	44	REF RETRO PARMS
05	SUPPORT DATA	25	CLAIMS INQUIRY	45	RULES
06	REFERENCE MASTER	26	MARS	46	DRUG REBATE
07	HCPCS/MMPCS XREF	27	MANAGED CARE	47	CONTROL-D
		28	DMA SPECIAL REQUEST	50	FINANCE/ACCOUNTING

SELECT OPTION:

ENTER=PROCESS OPTION PF1=EXIT SYSTEM

Figure #7

CESF

END OF TRANSACTION

Figure #8

Actions		Options	Commands	Help
SVSELEN		ITD GATEWAY MAIN MENU		More: +
		Userid: WELXXX		
TYPE SELECTION ID NAME: _____				
or TAB to selection and press ENTER.				
Session ID	Description	Type	Status	
- MMIS	MMIS AT ITD	Multi		
- MA21	MA-21 SYSTEM	Multi		
- MA21TR	MA-21 TRAINING SYSTEM	Multi		
- A	TSO	Multi		
- WA	EAS MENU	Multi		
- WB	PACES	Multi		
- WE	REVS	Pass		
- WU	MMIS 2	Pass		
- CICSTEST	TEST REGIONS	Multi		
- COMPT	COMPLETT	Multi		
Bulletins:				
Messages:				
Command ==>				BSYS/CIPB98A
Enter F1=Help F3=Exit F5=Refresh F6=News F8=Pwd F9=Retrieve F10=Action				

**Figure #9**

Actions Options Commands Help

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SVSELEN ITD GATEWAY MAIN MENU More: \*

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Userid:WELXXX

TYPE SELECTION ID NAME: \_\_\_\_\_  
 or TAB to selection and press ENTER.

Session ID	Description	Type	Status
- MMIS	MMIS AT ITD	Multi	
- MA21	MA-21 SYSTEM	Multi	
- MA21TR	MA-21 TRAINING SYSTEM	Multi	
SEXTEN	Exit Menu	Multi	

Type a selection number or position the cursor on a line and press ENTER.

X 1. Exit (X)  
 2. Resume.

Command ==> \_\_\_\_\_ BSYS/CIPB98A  
 Enter F1=Help F12=Cancel F8=Fwd F9=Retrieve F10=Action