

Medicaid Information Technology System (MITS) TRAINING



Knowledge Base Article

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Overview

This document provides step-by-step instruction for accessing and utilizing the **Medicaid Information Technology System (MITS)**.

Logging into MITS

MITS Login Website:

1. Click, the following hyperlink to access the MITS: [MITS Login Website](#)

Note: Alternatively, you can type in the URL address:

<http://ww2.ohmits.com/prosecure/authtam/login>

2. Enter your **User ID**.

Important: Remember to use your State of Ohio User ID (SOUID) number and password, **not** your Novell ID letters.

3. Enter your **Password**.
4. Click, **Login**.

Note: You may have to sign in twice; this is normal.

Important: The “**Yes, I have read the agreement**” box must be checked each time you use MITS.

Ohio.gov Medicaid Information Technology System

Sign In
Medicaid Information Technology System

To sign in, please enter your User ID and Password

User ID:

Password:

Individuals knowingly or unknowingly accessing a computer or a computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.

In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately notify the site administrator.

Yes, I have read the agreement

Login

[Help: FAQ](#)
[Help: Reset Password?](#)
[Forgot Your User ID?](#)

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The **Landing Page** appears.

5. Click, **MMIS**.



Viewing Recipient Information

Searching for a Recipient

The **Welcome to Ohio MITS** screen appears.

1. Click, **Recipient**.



The following screen appears.

2. Click, **search**.



The **Recipient Search** screen appears.

Recipient ID is the field most often used to locate a child in agency custody or an adopted child. The Recipient ID is the Medicaid billing number ("Title IV-E number" in SACWIS).

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3. Enter the **Recipient ID**.

Note: It is not necessary to fill out all fields.

4. Click, **search**.

The screenshot shows the 'Recipient Search' form on the Ohio.gov Medicaid Information Technology System. The 'Recipient ID' field is highlighted with a red box. The 'search' button is also highlighted with a red box. Other fields include SSN, Last Name, First Name, Birth Date, Medicare ID, Case Number, Gender, and County. There are also checkboxes for 'Sounds-like' and 'Previous Name Search', and a 'Records' dropdown set to 20.

The **Recipient Information** screen appears.

Viewing the Benefit Plan

1. Click, **Benefit Plan (Recipient Maintenance grid)** to see if Medicaid eligibility has crossed over from SACWIS.

The screenshot shows the 'Recipient Information' screen on the Ohio.gov Medicaid Information Technology System. The 'Recipient Information' grid is visible, showing fields for Recipient ID, PHI Ind, Medicare ID, SSN, Gender, Birth Date, Age, Death Date, Race, Title, Name, Prev Name, Address, City, State, Zip, Phone, and Phone Type. The 'Benefit Plan' option is highlighted in the 'Recipient Maintenance' grid. Other options in the grid include Attachments, Base Information, Benefit Aid Category, Copay Exemption Dates, Link History, Miscellaneous Eligibility Indicator, and Recipient Case/Cat/Seq History.

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The screen expands to display **Benefit Plan** information.

Note: There are two (2) Medicaid eligibility spans:

- One opened 12/01/17 and has no end date (12/31/2299). The span is open and active because there is no end date.
- The older span closed 11/30/2017.

Benefit Plan	Status	Elig Reason	Effective Date	End Date	Date Added	Last Updated
Medicaid Schools	Valid	999	12/01/2017	12/31/2299	11/30/2017	11/30/2017
MRDD Targeted Case Mgmt	Valid	999	12/01/2017	12/31/2299	11/30/2017	11/30/2017
Alcohol and Drug Addiction Services	Valid	999	12/01/2017	12/31/2299	11/30/2017	11/30/2017
Ohio Mental health	Valid	999	12/01/2017	12/31/2299	11/30/2017	11/30/2017
Medicaid	Valid	999	12/01/2017	12/31/2299	11/30/2017	11/30/2017
Medicaid	Valid	999	09/01/2007	11/30/2017	11/30/2011	11/30/2017

Viewing Information about the Managed Care Plan

Once you know there is eligibility:

2. Click, **Managed Care (Recipient Maintenance grid)** to see information about the managed care plan.

Recipient Maintenance	Select area to add or modify below.	Prefs	Top
Recipient	Parent Liability	Recipient Assignment Plan	Recipient Case/Cat/Seq History
Managed Care	Recipient Comments	Recipient Copay Claims	Recipient Income
Medicare	Recipient Link Request	Recipient LTCF Payment Authorization	Recipient Multi Address
Previous Data	Recipient Other IDs	Recipient Restricted Coverage	Recipient Review
	Recipient Unlink Request	Redetermination Dates	Transportation Tracking
	Waiver Information		

Managed Care is now highlighted in the **Recipient Maintenance** grid, and, the “**Select area to add or modify below**” section reflects relevant options.

3. Click, **PMP Assignments**.

Recipient Maintenance	Select area to add or modify below.		
Recipient	MC Region History	MC Special Conditions	Nursing Facility Span
Managed Care	PMP Assignments	PMP Lockout	
Medicare			
Previous Data			

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The **PMP Assignments** grid expands.

- Click the line you wish to see. The relevant information will automatically populate.

MC Program	Effective Date	End Date	Status	PMP ID	Provider Panel ID	MC Region	Clerk ID
HMO, CFC	12/01/2017	12/31/2017	Active				
HMO, CFC	01/01/2017	01/31/2017	HISTORY				

The **PMP Assignments** screen appears.

Notice that “**History**” in MITS means closed. “**Active**” means open and billable.

- Click the line that has an **Active** status. The next screen will show the managed care plan.

The recipient has CareSource with an **Effective Date** of 02/01/2017 with no end date (12/31/2299).

MC Program	Effective Date	End Date	Status	PMP ID	Provider Panel ID	MC Region	Clerk ID
HMO, CFC	02/01/2017	12/31/2299	Active	0077193			BATCH
HMO, CFC	01/01/2017	01/31/2017	HISTORY				BATCH

If you need further assistance, please email: JFS_Medicaid_TA@jfs.ohio.gov.