

User Guide for My Inbox messages

CHAMPS will send many messages to all staff who have **LOCD-TECH Profile** assigned to them.

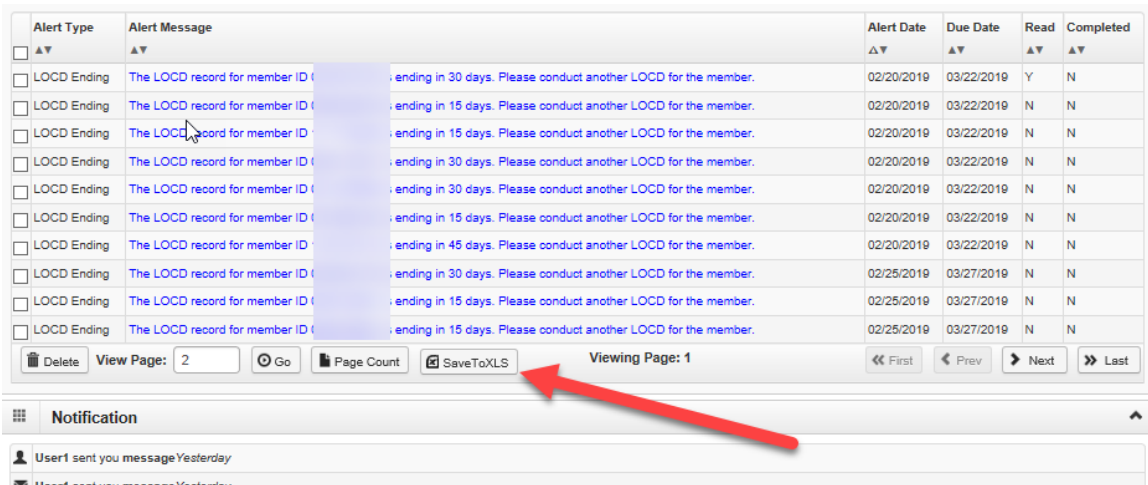
Some examples of message types sent are:

1. LOCD ending in 45 days
2. LOCD ending in 30 days
3. LOCD ending in 15 days
4. Passive redetermination was able to calculate an eligible door.
5. Passive redetermination was not able to calculate an eligible door.

MDHHS suggests that providers manage the hundreds of messages by exporting the information to Excel and then place filters on the data.

Here is step-by-step on how to do this:

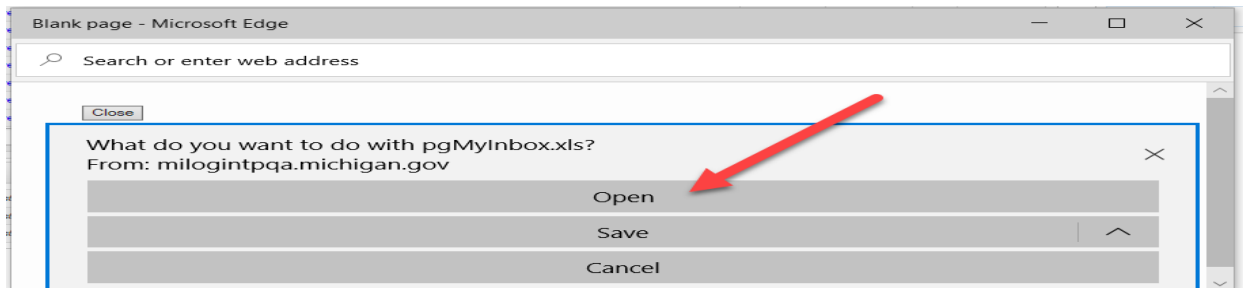
Step 1



Click on the SaveToXLS button pictured above.

Step 2

A message box will appear, click on the open button.



Step 3

CHAMPS will bring up the Excel list with all the messages.

	A	B	C	D	E	F	G	H
1	Alert Type	Alert Mess	Alert Date	Due Date	Read	Completed		
2	LOCD Enc	The LOCD	02/20/2019	03/22/2019	Y	N		
3	LOCD Enc	The LOCD	02/20/2019	03/22/2019	N	N		
4	LOCD Enc	The LOCD	02/20/2019	03/22/2019	N	N		
5	LOCD Enc	The LOCD	02/20/2019	03/22/2019	N	N		
6	LOCD Enc	The LOCD	02/20/2019	03/22/2019	N	N		
7	LOCD Enc	The LOCD	02/20/2019	03/22/2019	N	N		
8	LOCD Enc	The LOCD	02/20/2019	03/22/2019	N	N		
9	LOCD Enc	The LOCD	02/25/2019	03/27/2019	N	N		
0	LOCD Enc	The LOCD	02/25/2019	03/27/2019	N	N		
1	LOCD Enc	The LOCD	02/25/2019	03/27/2019	N	N		
2	LOCD Enc	The LOCD	02/25/2019	03/27/2019	N	N		
3	LOCD Enc	The LOCD	02/25/2019	03/27/2019	N	N		
4	LOCD Enc	The LOCD	02/25/2019	03/27/2019	N	N		
5	LOCD Enc	The LOCD	02/26/2019	03/28/2019	N	N		

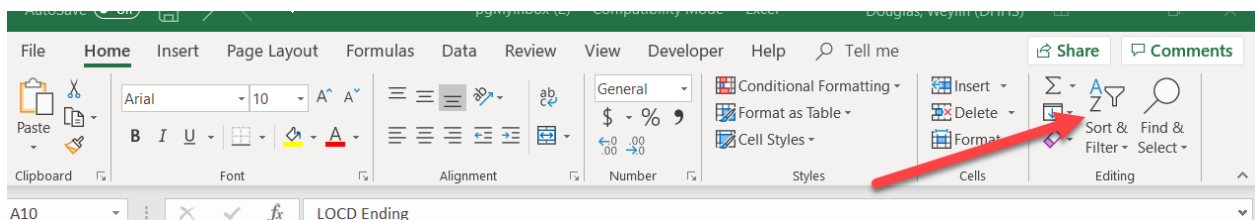
Step 4

You can expand the cell, so that all the text fills show, by double-clicking between the rows.

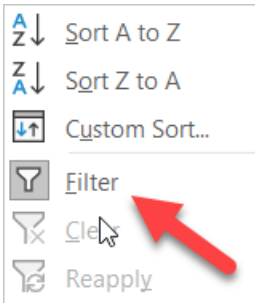
Step 5

You can add a filter to all the rows (**Note:** the filter feature may be different in a different location depending on which Excel version used)

- a. Click on the AZ Sort and Filter button



- b. Click on the Filter button

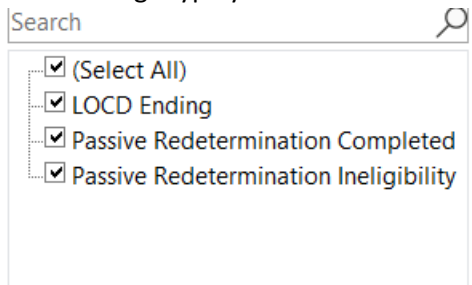


c. Click on the Column A filter drop down box

	A		B
1	Alert Type		Alert Message
2	LOCD Ending		The LOCD reco
3	LOCD Ending		The LOCD reco
4	LOCD Ending		The LOCD reco
5	LOCD Ending		The LOCD reco
6	LOCD Ending		The LOCD reco
7	LOCD Ending		The LOCD reco

A red arrow points to the filter dropdown arrow in the 'Alert Type' cell of the first row.

d. Select message type you wish to review



For example, if you chose Passive Redetermination Ineligibility, Excel will give you Door 87s that could not be determined passively.

	A	B
8	Passive Redetermination Ineligibility	Passive Redetermination was not able to establish LOCD eligibility for Member [REDACTED] and a face to face LOCD must be con