

***Department of Health and
Human Services***

***Centers for Medicare &
Medicaid Services***

***American Recovery and
Reinvestment Act:
Development of a
Medicaid/CHIP Environmental
Scanning and Program
Characteristics (ESPC) Database***

***ESPC Database Version 3.0:
User Guide***

Contract Number:

HHSM-500-2006-000071

Order Number:

HHSM-500-T0003

September 30, 2013

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1. BACKGROUND AND PURPOSE

Medicaid provides health coverage for certain groups of low-income individuals, including families with children, foster children, the aged, and the disabled. The Children's Health Insurance Program (CHIP) provides health coverage for uninsured children in families whose incomes are too high to qualify for Medicaid but too low to afford private health insurance. Both programs are jointly funded by Federal and State governments and are administered by the States. Within broad Federal guidelines, each State determines the design of its programs, eligibility groups, benefit packages, payment levels for coverage, and administration and operating procedures. Further information on the Medicaid program can be found in the *Medicaid At-a-Glance* publication from the Centers for Medicare & Medicaid Services (CMS), available at <https://www.cms.gov/MedicaidGenInfo/Downloads/MedicaidAtAGlance2005.pdf>.

As a result of the flexibility given to States, the features of the Medicaid and CHIP programs vary considerably from State to State. Considerable variation across States' health system characteristics and environmental factors also affects enrollment, utilization, and payments in the Medicaid and CHIP programs. However, no single source captures data on all of these factors. These data are needed to support research and policy analysis in Medicaid and CHIP.

The Environmental Scanning and Program Characteristics (ESPC) Database includes an array of Medicaid and CHIP program characteristics and contextual variables for each of the 50 States and the District of Columbia. The ESPC Database includes data from 2005 to the latest date available in early 2013.

Variables in the ESPC Database can be linked to CMS' Medicaid Analytic eXtract (MAX) file for use in comparative effectiveness research, policy studies, and program evaluations. The database can also serve as a tool to help meet the increased need for cross-State analysis stemming from the implementation of health reform. Information on the MAX file can be found at http://www.cms.gov/MedicaidDataSourcesGenInfo/07_MAXGeneralInformation.asp.

Variables in the ESPC Database are derived from a number of different sources, which are listed in **Appendix A**. The database predominantly houses information on Medicaid and CHIP program characteristics, but it also includes data on selected environmental factors that are frequently used in combination with State program characteristics. Program characteristics include data elements such as eligibility criteria, the presence of waiver programs, benefit coverage, reimbursement levels, and enrollment and expenditures reflected in both aggregate totals and by various characteristics, such as population (e.g., adult, child, disabled, aged, foster care children, dually eligible beneficiaries), delivery system (e.g., fee-for-service [FFS], comprehensive managed care, primary care case management [PCCM]), benefit coverage (full or restricted), and type of service. Environmental factors include health indicators, the population's socioeconomic status and health insurance coverage, and various indicators of health care system capacity.

Other important environmental factors can be easily found in the Area Resource File (<http://arf.hrsa.gov>) and other public sources and therefore are not included in the ESPC Database. For example, the U.S. Department of Health and Human Services' new Health Data Interactive (HDI) is a compendium of a broad range of public health indicators cross-tabulated by a set of common variables, including State. It can be found at <http://www.cdc.gov/nchs/hdi.htm>.

The ESPC Database was developed in Microsoft Access and incorporates documentation on each variable, including data source, relevant time periods, and other related information. The database user interface serves two main purposes: (1) it allows the user to search and select variables related to Medicaid and CHIP program and environmental factors; and (2) it allows the user to export data from the database and save the data in files that can be linked to MAX data or other data sources.

2. USING THE DATABASE INTERFACE

The ESPC Database interface allows the user to search and select variables of interest. After variables are selected, the user can export data to an Excel file or a tab-delimited text file for loading the data into statistical analysis software, such as SAS, STATA, and SPSS. Users are guided through the variable selection and data export processes by a series of forms (screens). The following sections provide instructions on how to use each of the forms in the ESPC Database interface. On most forms, instructions also can be accessed by clicking on a “Help” button (or typing “h”).

2.1 Main Switchboard

The ESPC Database opens to a Welcome page, shown in **Exhibit 1**. Depending on the version of Microsoft Access that is being run, the user may see a security warning that certain content in the database has been disabled. To use the database, click on the “Options” button next to the security warning, then click on “Enable this content,” and then click “OK.” The user will be returned to the Welcome page. Clicking the “Begin” button (or typing “b”) on the Welcome page takes you to an Introduction screen. To access the main switchboard of the database interface, click on the “ESPC Database” button at the bottom of the Introduction screen (or type “d”).

The main switchboard, shown in **Exhibit 2**, includes five selection buttons: Search Variables, Select Variables from List, Select States and Dates, Export Data to File, and Supporting Information on Data Sources. Clicking the “Exit” button (or typing “x”) closes the database.

Each operation has an associated form on which the user chooses options for carrying out the operation. Selecting the operation will take you to the appropriate form. The “Search Variables” button opens up a form that allows you to choose various criteria to search for variables. The “Select Variables from List” button takes you to a list of all ESPC Database variables in a table format, from which you can view information on and select variables. The “Select States and Dates” button opens up a form from which you can select the States and time periods for which you would like to export data. The “Export Data to File” button takes you to a form that allows you to pull the data for selected variables from the database, export the data, and save the data in a user-defined destination and filename. Finally, the “Supporting Information on Data Sources” button provides details on data sources and supporting documents for the data included in the database.

The following sections provide step-by-step descriptions of how to use these forms.

Exhibit 1. Welcome page of the ESPC Database user interface

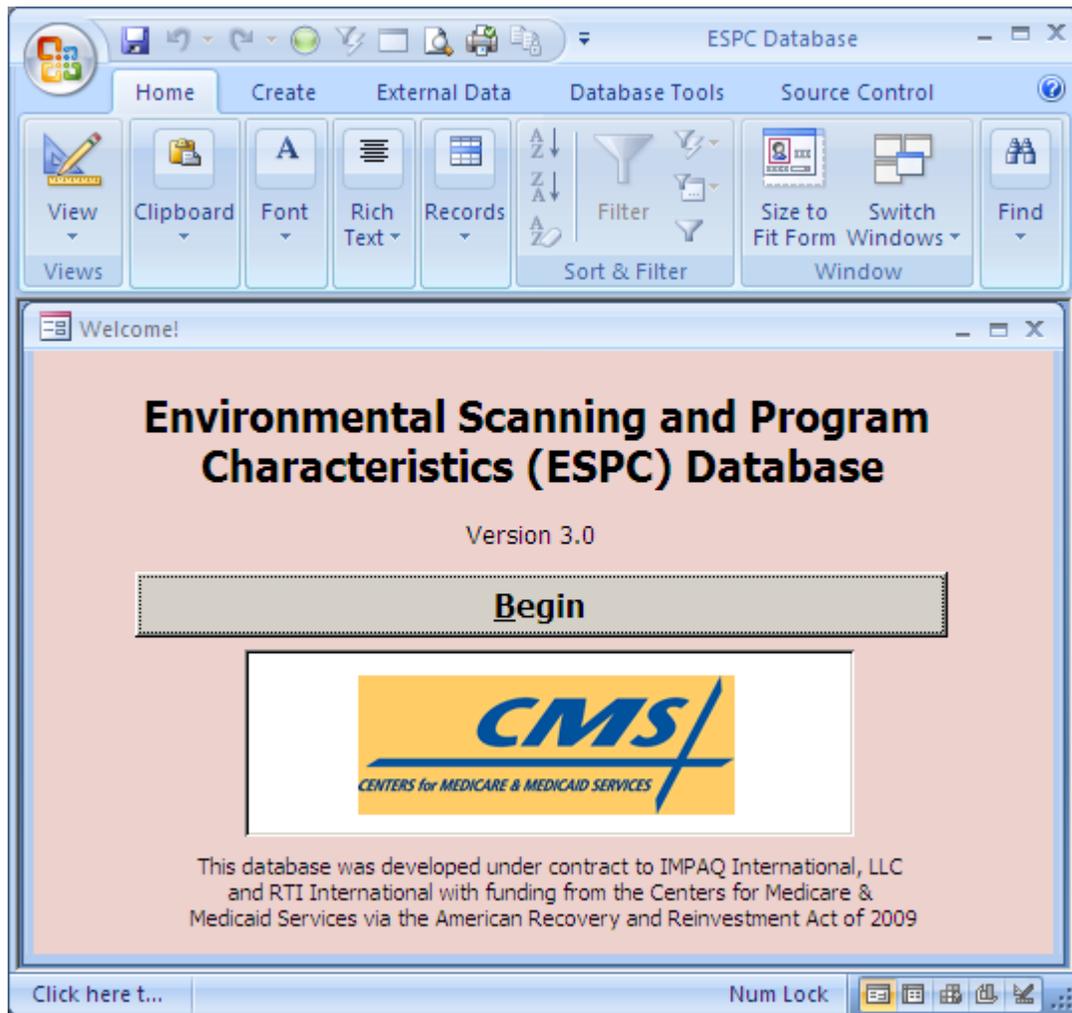
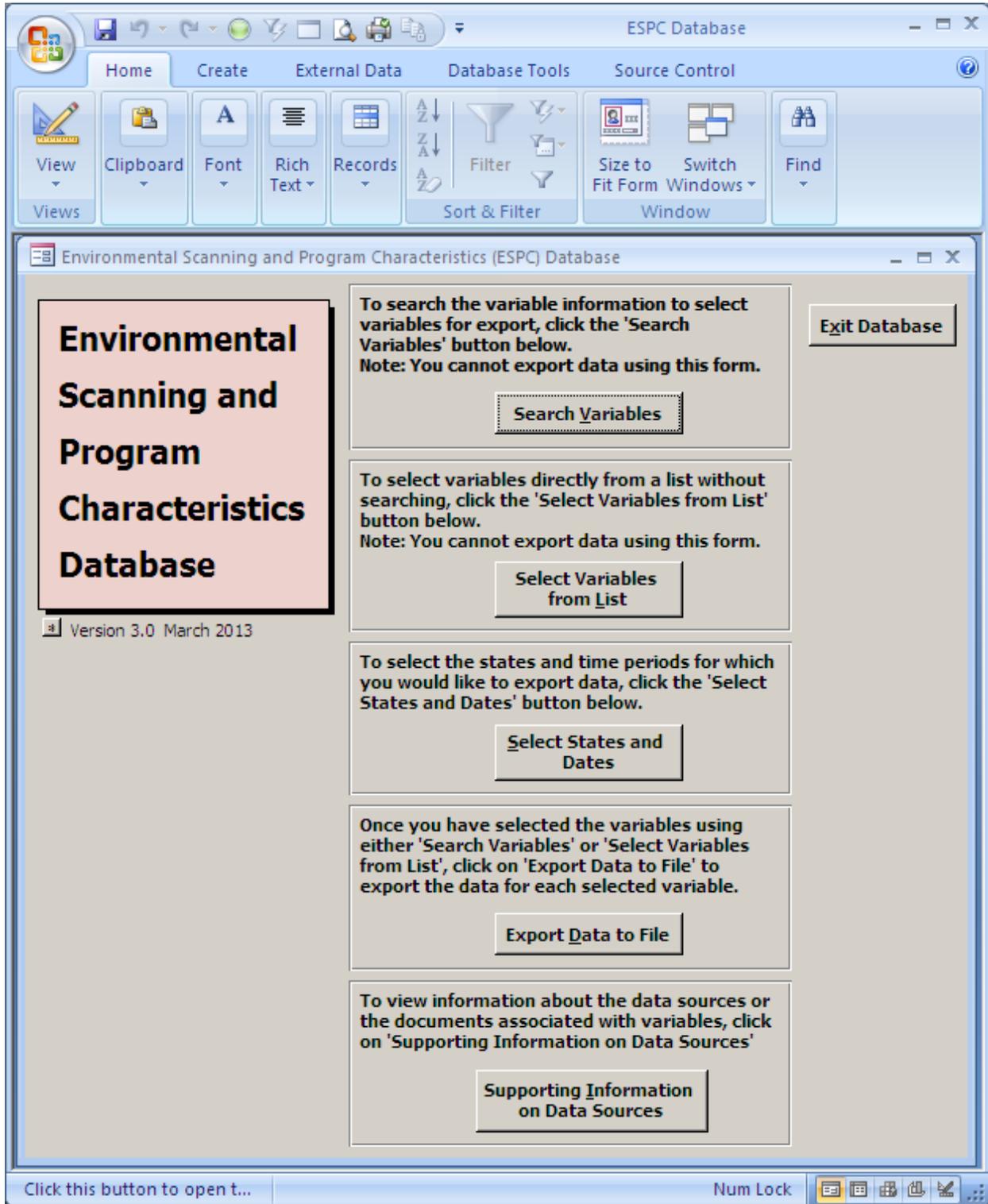


Exhibit 2. Main switchboard of the ESPC Database interface



2.2 ESPC Variable Search Form

Clicking the “Search Variables” button (or typing “v”) on the main switchboard page takes the user to the Variable Search form, as shown in **Exhibit 3**. This form contains several buttons that allow you to input criteria for searching the database variables. Instructions for using the Variable Search form can be accessed from this form by clicking on the “Help” button (or typing “h”). Clicking the “Close” button (or typing “c”) on this form returns you to the main switchboard.

Exhibit 3. Variable Search form

The screenshot shows a web browser window titled "ESPC Database" with a menu bar (Home, Create, External Data, Database Tools, Source Control) and a toolbar (View, Clipboard, Font, Rich Text, Records, Filter, Sort & Filter, Size to Fit Form, Switch Windows, Find). The main content area is titled "ESPC Variable Search Form" and contains the following elements:

- Instructions:**
 - Select/enter criteria below. All search criteria are optional and are logically separated by 'AND'. All variables will be viewed if no criteria are entered.
 - Click either the 'Full Variable Info' or 'Variable List' button to view information on variables meeting the criteria.
 - Select Variables to export using the Variable Information or Variable List forms.
- Search Criteria:**
 - Environmental/Program Factors: [Dropdown] (limited by topic area and/or subtopic area if chosen)
 - Topic Area: [Dropdown] (limited by subtopic area and/or factor type if chosen)
 - Subtopic Area: [Dropdown] (limited by topic area and/or factor type if chosen)
 - Data Source: [Dropdown]
 - Population/Eligibility Group: [Dropdown]
 - Service: [Dropdown]
- Buttons:** Close, Help, Proceed to Select States and Dates, Clear Search Criteria, Topic/Subtopic Logic Document.
- Keyword Search:** *The first phrase entered in the search box will be connected to the criteria above (if selected) with 'AND'. Subsequent terms separated by semicolons will be joined using the selected Boolean operator. [Text Input] [AND/OR/NOT Dropdown] (exact string match; separate by semicolons to search for multiple at once, also select AND/OR/NOT) [Keyword Index Button]
- Advanced Search:** OR View Selected Variables Only (no other criteria apply if this is checked) [Clear Selected Variables Button]
- Find Variables:** [Full Variable Info Button] [Variable List Button]
- Print/Export:** To Print or Export information on variables identified using the criteria above, click on 'Variable Metadata Reports'. [Variable Metadata Reports Button]

2.2.1 Selecting Search Criteria

Search criteria can be chosen from a series of drop-down boxes. Each of the search criteria is optional. If no criteria are chosen, information on all variables in the ESPC Database will be displayed. Search fields are logically connected by “AND,” so the search becomes more restricted as criteria are added. A user who does not want to use a particular criterion can select “Do Not Use This Criterion” from the drop-down list. This will return a blank box. Alternatively, the user can delete the text, if any, in the box. In both cases, the variable search will not be limited by this criterion.

Available selections in the drop-down boxes for the first three search fields (Environment/Program Factors, Topic Area, and Subtopic Area) are dependent on one another. For example, choosing “environmental” in the first box will limit the available choices in the Topic Area box to those topics falling within the environmental category plus “Do Not Use This Criterion.” The dependency is bidirectional: choosing “Benefits” as a Topic Area will limit the Environmental/Program Factors drop-down box to the program options (i.e., “CHIP,” “Medicaid,” “Medicaid & CHIP,” “Medicaid expansion CHIP,” and “Stand-alone CHIP”) and “Do Not Use This Criterion”; the option “Environmental” is not available.

Drop-down boxes are provided for six categories of search criteria:

1. Environmental/Program Factors: This drop-down box allows the user to search only variables that represent environmental factors or only variables that represent Medicaid and/or CHIP program characteristics. The “Medicaid & CHIP” option will give you variables for the combined program (e.g., the participation rate of children in public coverage, the maximum income eligibility limit for children in public coverage, where public coverage is either Medicaid or CHIP).
2. Topic Area: All variables are assigned a topic area. Topic areas include major dimensions of public health insurance programs (e.g., benefits, eligibility, enrollment, expenditures) or the health care environment (e.g., population demographics, health status, insurance coverage, the supply of health care facilities and personnel). A list of topic areas for environmental factors and each program option is in **Appendix B**.
3. Subtopic Area: All variables are also assigned a subtopic area. Subtopics indicate the specific types of variables available in the database and their stratifications (e.g., copayment amounts by type of service, enrollment counts by eligibility group). A list of subtopic areas for environmental factors and each program option is in **Appendix B**.
4. Data Source: This drop-down box allows the user to select variables from a single source.
5. Population/Eligibility Group: This drop-down box allows the user to search only variables relevant to a particular population or eligibility group. A list of eligibility groups is in **Appendix C**.

6. Service: This drop-down box allows the user to search only variables relevant to a particular Medicaid service. A list of services included in the database is in **Appendix D**.

All variables are assigned a single value for each search category. However, some variables logically fit under multiple categories. Therefore, the user may need to try different combinations of search categories to ensure that the desired variables are not in the database. Furthermore, variables related to specific managed care, premium assistance, and waiver programs have been handled separately. If you want to search for a variable related to specific programs under these categories, you need to select it a topic first and then select the subtopic of interest. For example if you want to find total enrollment in managed care in a State, you would select “Enrollment” in the Topic Area box and “Total count by delivery system” in the Subtopic Area box. However, if you want to find the number of enrollees in commercial HMOs in the State, you would select “Managed care” in the Topic Area box and “Enrollment count by program type” in the Subtopic Area box.

To conduct a subsequent search using different search criteria, the user should click the button “Clear Search Criteria” (or type “l,” a lowercase letter L) on the Variable Search form to reset all search criteria to blanks. Note that previously selected variables remain selected unless you click the “Clear Selected Variables” button (or type “s”) to clear them. Variables selected during a previous session also will remain selected unless they are cleared during either the previous session or the current session.

As an alternative or in addition to using the search drop-down boxes, the user can enter text in the “Description/Keyword Containing” box. This criterion will search the variable description and keyword fields for variables with a variable description or keyword containing a string that is an exact match to the text entered in the box. For example, if “Medicaid eligibles” is entered, only those variables with a description that includes this exact sequence will be found. The first term entered into the box will be connected to the criteria selected from the six drop-down boxes with an “AND.” Subsequent terms separated by semicolons will be joined using the selected Boolean operator “AND,” “OR,” or “AND NOT.”

To improve the search function, certain keywords have been linked to other keywords for some variables in the database. The linked keywords are terms that may be used synonymously by different data sources. For example, variables capturing counts of enrollees have the following as linked keywords: enrollees, eligibles, beneficiaries, beneficiary, enrollment, recipients. If the search text is an exact match for one of the linked keywords, all variables with any of the linked keywords will be found even if that string is not part of the variable description. Clicking on the “Keyword Index” button (or typing “i”) opens a box with a glossary of linked keywords used in the database.

2.2.2 Displaying Information on Variables

After selecting the search criteria, the user clicks one of two buttons to display information on variables meeting the criteria. Clicking the “Full Variable Info.” button or hitting Alt+F opens a form that provides complete information on each variable. This includes variable name,

variable description, keywords, data type (text or numeric), data units, data source, program type or environmental variable, topic area, subtopic area, eligibility group, service type, data availability, data periodicity, comments on the variable, and supporting documents associated with the variable. If there are any supporting documents for the variables, you can double-click the “Associated Document” box (or click in the box and hit Ctrl+Enter) to display the complete document in PDF format. The document can be closed either by clicking the “X” in the upper right corner of the document or hitting Ctrl+Q. If you click in the box when there is no supporting document for the variable, an error message will appear. This can be closed by clicking on the “OK” button or the “X” in the upper right corner of the message box.

Under the full variable information option, the associated information for each matching variable is displayed on a separate page. The user can move between the pages by clicking on the “Forward” button (or typing “f”) or the “Back” button (or typing “b”). Arrow buttons in the lower left corner can also be used to scroll through the variables. Information on the ESPC Variable Information form can be accessed by clicking on the “Help” button (or typing “h”). **Exhibit 4** shows the full variable information for one variable. To select a variable for export in a later step, click on the small box in the “Check box below to select for export” button. After navigating through the variables, you can click the “Close” button (or type “c”) to close this form and return to the Variable Search form (**Exhibit 3**).

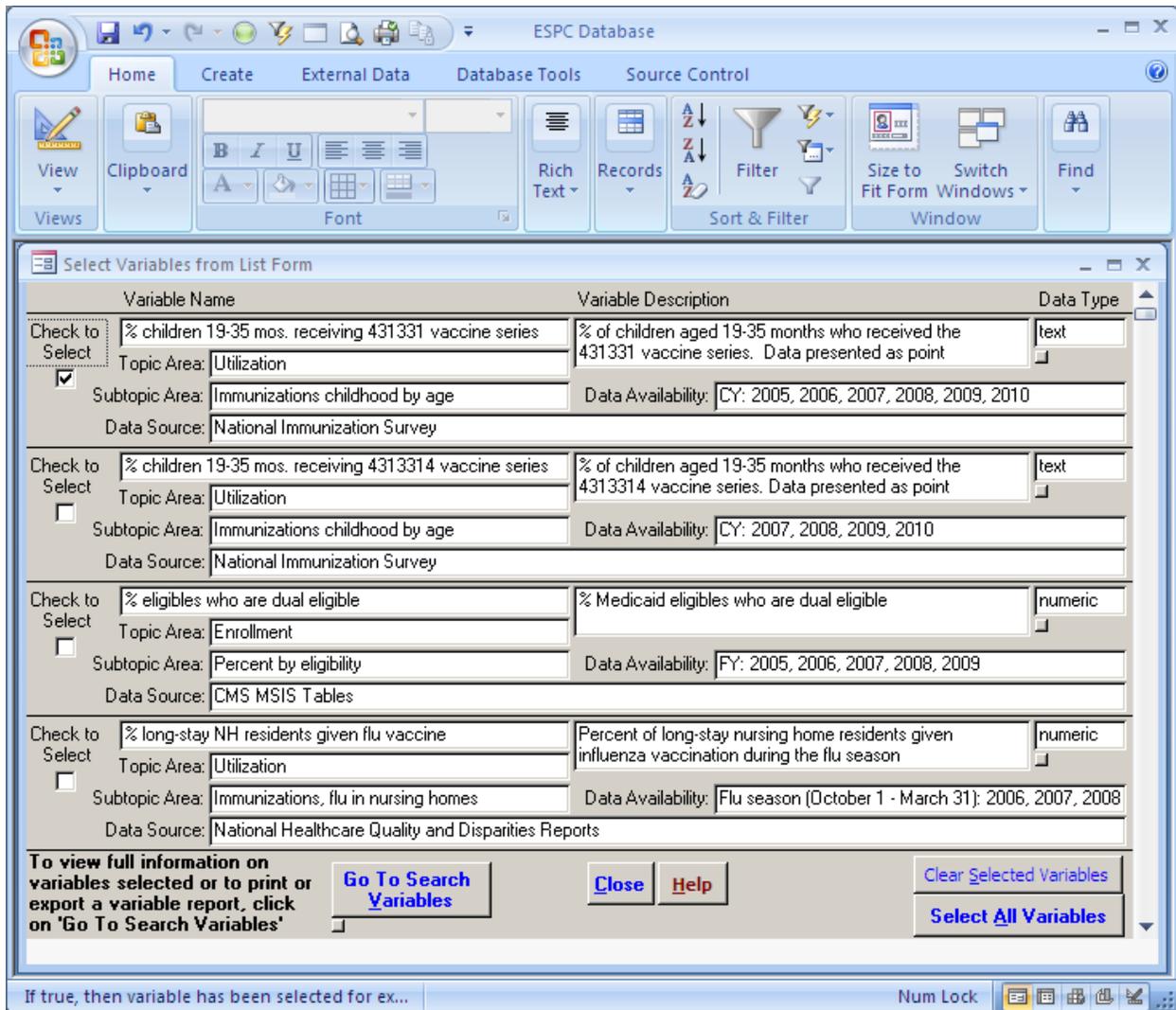
Exhibit 4. Full Variable Information form

The screenshot displays the 'ESPC Variable Information Form' within the 'ESPC Database' application. The form contains the following fields and controls:

- Variable Name:** % eligibles who are dual eligible
- Variable Description:** % Medicaid eligibles who are dual eligible
- Keywords:** (Empty text box)
- Variable Type:** Medicaid | **Data Type:** numeric | **Units:** Percent
- Data Source Name:** CMS MSIS Tables
- Eligibility Group:** Dual eligible
- Service Name:** Not applicable
- Topic Area:** Enrollment
- Subtopic Area:** Percent by eligibility
- Data Availability:** FY: 2005, 2006, 2007, 2008, 2009
- Data Periodicity:** annual
- Variable Comments:** (Large empty text area)
- Navigation:** Back, Forward, Close, Help buttons.
- Export Selection:** A checkbox labeled 'Check box below to select for export' is checked.
- Date Range:** Earliest Data Date: 10/1/04, Latest Data Date: 9/30/09
- Associated Document:** A box with instructions: 'Associated Document -- double click or Control + Enter to open. Control + Q to close document.'
- Status Bar:** Record: 1 of 59, Filtered, Search, Num Lock.

A second option for displaying information on variables meeting the search criteria is clicking the “Variable List” button (or hitting Alt+V), which opens a form that lists all of the variables that match a search (**Exhibit 5**). This form shows the variable name, variable description, data type, topic area, subtopic area, time periods of data availability, and data source. The user can click on a box to the left of each variable to select it for export in a later step. To select all variables in the list for future export, click on the “Select All Variables” button (or type “a”). Clicking on the “Clear Selected Variables” button (or typing “s”) will clear all selected variables. After reviewing the list, you can return to the Variable Search form either by closing the Variable List form (by clicking on the “Close” button or typing “c”) or by clicking on the “Go to Search Variables” button (or typing “v”). Instructions for using the Select Variables from List form can be accessed from this form by clicking on the “Help” button (or typing “h”).

Exhibit 5. Select Variables from List form



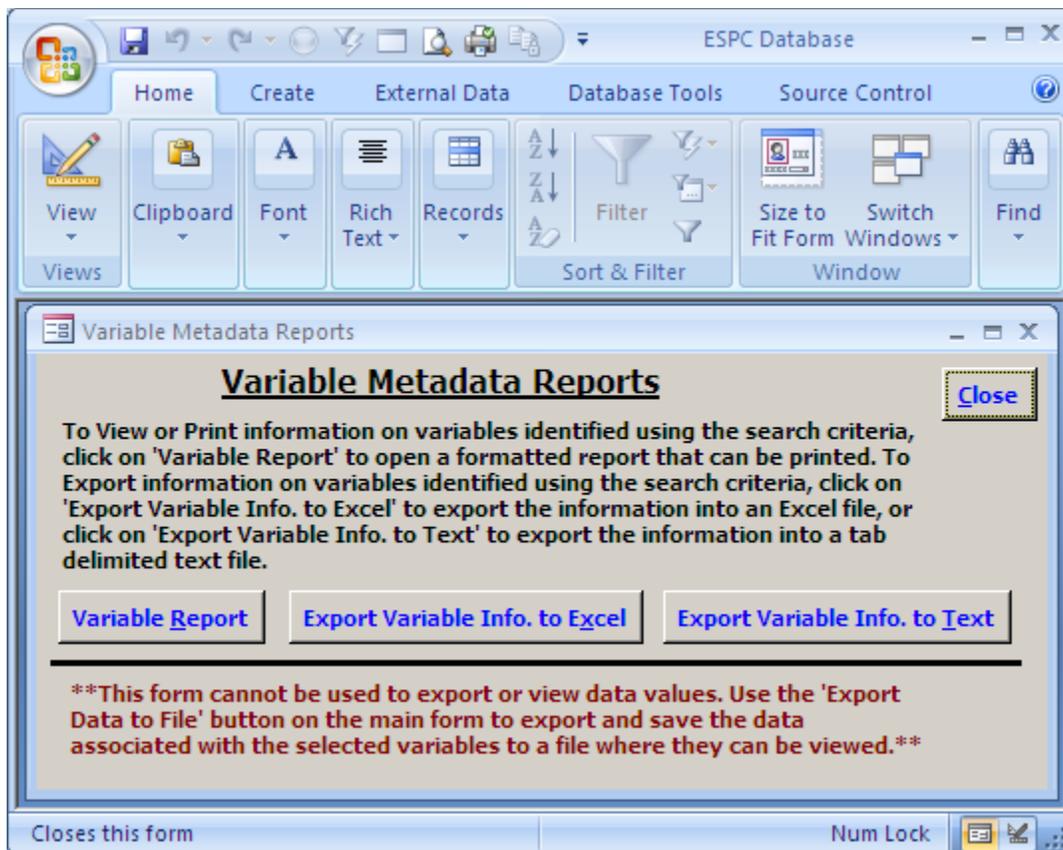
After conducting a search and selecting variables, the user can view information on all selected variables by checking the box next to “View Selected Variables Only” and then clicking either the “Full Variable Info.” button (or typing “f”) or the “Variable List” button (or typing “v”). Only variables that have been selected will be shown, and any search criteria currently showing in the boxes will not be applied.

2.2.3 Printing and Exporting Variable Metadata

Clicking on the “Variable Metadata Reports” button (or typing “r”) on the Variable Search form opens up the Variable Metadata Reports form (**Exhibit 6**). From this form, the user can create and view a printable, formatted report with information on variables that have been identified through a search or selected for later export. This is done by clicking the Variable Report button (or typing “r”) on the form.

Alternatively, the user can export the variable metadata to either an Excel or text file. The information in this report can be exported to an Excel file by clicking on the “Export Variable Info. to Excel” button (or typing “x”). It can also be exported to a tab-delimited text file by clicking on the “Export Variable Info. to Text” button (or typing “t”). Note that this report includes only variable information, not data values. To view data values, you must first pull the data in the ESPC Data Extraction Tool form described in **Section 2.5**.

Exhibit 6. Variable Metadata Reports form



2.3 ESPC Select Variables From List Form

Another way to select variables is to click on the “Select Variables from List” button (or type “l,” a lowercase letter L) from the main switchboard, as shown in **Exhibit 2**. This will open a form that lists all of the variables in the database. This form is identical to the form returned by the “Variable List” button on the Variable Search form (**Exhibit 5**), except that it includes all variables in the ESPC Database, not just those that match search criteria. Instructions for using the Select Variables from List Form can be accessed from this form by clicking on the “Help” button (or typing “h”).

The form shows the variable name, variable description, data type, topic area, subtopic area, time periods of data availability, and data source. The form also includes a column with check boxes that allows the user to select variables for export by clicking on the corresponding boxes. To select all variables in the ESPC Database for future export, click on the “Select All Variables” button (or type “a”). Note that any variable selected through a previous search or during a previous session will remain selected until you deselect the variable or clear all selected variables by clicking on the “Clear Selected Variables” button (or typing “s”).

To view full information on the variables selected or to create a printable, formatted report with variable metadata that can also be exported to an Excel or text file, click on the “Go to Search Variables” button (or type “v”) and follow the procedures for these steps described for the Variable Search form. Otherwise, click the “Close” button (or type “c”) to return to the main switchboard.

2.4 Select States and Dates for Data Export Form

After variables are selected through either of the processes described above, the user can select the States and time periods for which to export data. Clicking the “Select States and Dates” button (or typing “s”) in the main switchboard page (**Exhibit 2**) takes you to the “Select States and Dates for Data Export” form, shown in **Exhibit 7**. This form takes the user through two steps to select the States and time periods for exporting data.

Exhibit 7. Select States and Dates for Data Export form

The screenshot shows the 'Select States and Dates for Data Export' form within the ESPC Database application. The form is titled 'Select States and Dates for Data Export' and contains the following elements:

- Instructions:** 'Follow the steps below to select the states and time periods for which you would like to export data. *Optional step'.
- Step 1:** '1. On the right, select the states for which you wish to export data or click 'Select All States'.' Below this are buttons for 'Select All States' and 'Clear All Selected States'.
- Step 2:** '*2. Enter the date range for which you wish to export data. No dates entered indicates that all data for the selected states will be exported.' Below this are input fields for 'Including dates from:' (1/1/05) and 'to:' (12/31/10), along with buttons for 'Variable Date Info.' and 'Clear Dates'.
- State Selection:** A list titled 'Selected States for Export' with the following states and checkboxes: Alaska, Alabama, Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Delaware, and Florida. Each state has a checked checkbox and a small square box to its right.
- Navigation:** Buttons for 'Close', 'Help', 'Proceed to Export Data to File', and 'Return to Search Variables'.
- Footer:** 'Closes this form' and 'Num Lock'.

Step 1. Select States: This step is required to export data. The user must select the States for which data will be exported from a list on the right side of the form. You can select individual States by clicking in the box to the right of the State name. A check mark

will appear in the box. Clicking the “Select All States” button (or typing “s”) allows you to export data for all 50 States and the District of Columbia. Clicking the “Clear All Selected States” button (or typing “l,” a lowercase letter L) clears all States that have been selected. An individual State that has been selected can be cleared by clicking in the box to the right of the State name, which will remove the check mark.

Step 2. Date range: On the screen, this step is marked with an asterisk to indicate that it is optional. In this step, the user can enter a date range to limit the time period for which data will be exported. Records in the ESPC Database are assigned a begin date and an end date to represent the time period for the data. If this step is chosen, you must enter a “from date” and a “to date.” Dates are entered in the format MM/DD/YY. Data that are reported for a time period that overlaps all or in part with the date range specified will be selected. A small number of records in the ESPC Database are missing a begin date or an end date. Records that have a missing end date will be pulled if the begin date predates or falls within the date selection criteria. Similarly, records that are missing a begin date will be pulled if the end date falls within or after the date selection criteria. If no dates are entered, data for all time periods in the ESPC Database will be exported. You can clear dates that have been entered by clicking the “Clear Dates” button (or typing “d”).

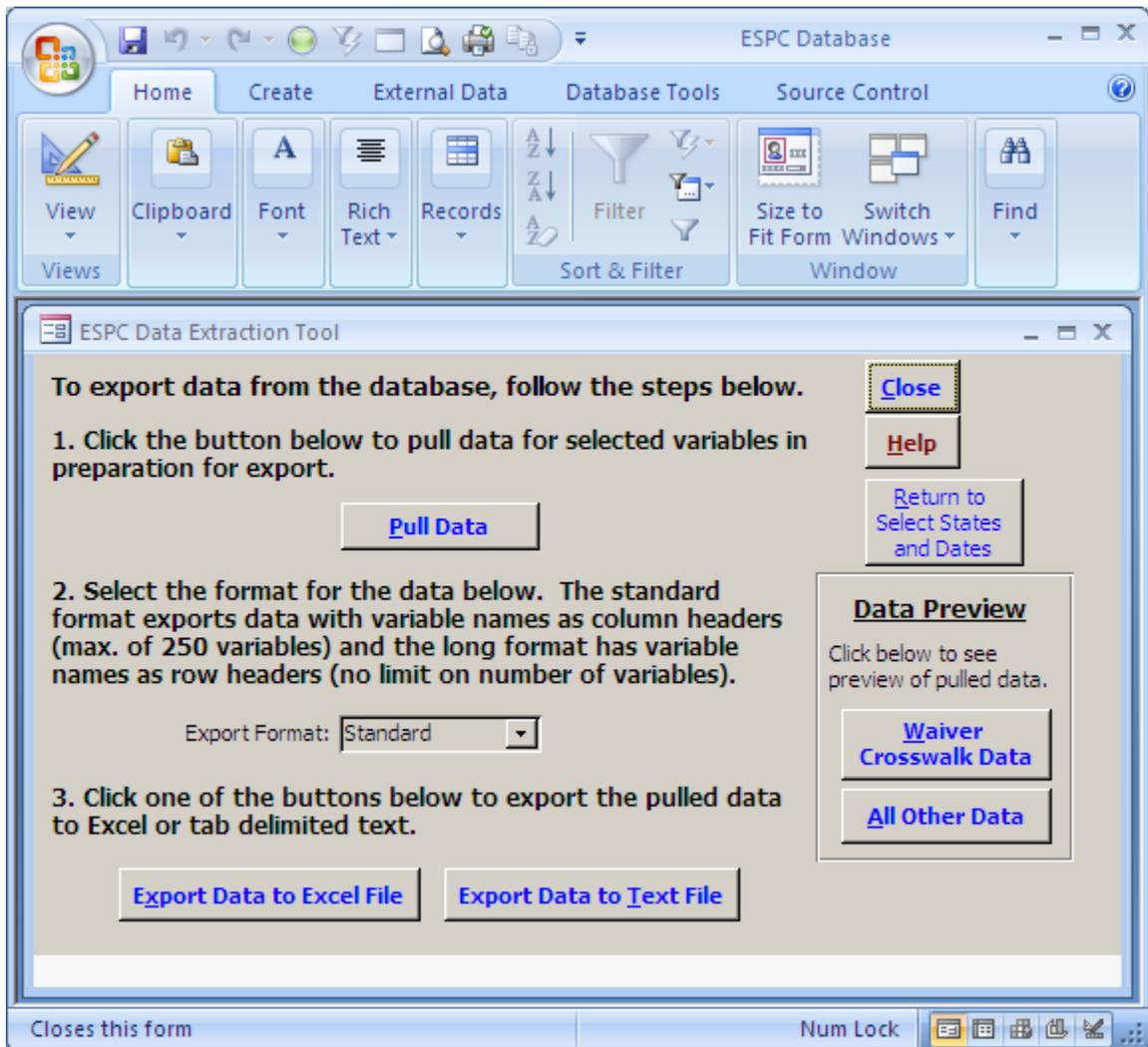
Reporting time periods for all variables in the database can be displayed by clicking on the “Variable Date Info.” button (or typing “v”) on the Select States and Dates for Data Export form. Reporting time periods for selected variables can be displayed by clicking either the full variable information or variable list options on the Variable Search form.

Instructions for using the Select States and Dates for Data Export form can be accessed from this form by clicking on the “Help” button (or typing “h”). Clicking the “Close” button returns the user to the main switchboard.

2.5 ESPC Data Extraction Tool Form

After variables are selected, the user can export data for the selected variables to an Excel file or a tab-delimited text file, allowing the data to be loaded into statistical analysis software, such as SAS, STATA, or SPSS. Clicking the “Export Data to File” button (or typing “d”) from the main switchboard (**Exhibit 2**) takes you to the “ESPC Data Extraction Tool” form, shown in **Exhibit 8**. This form takes you through three steps to export the data; asks you to double-check variable, State, and time period selections; and allows you to preview the data. Instructions for using the ESPC Data Extraction Tool form can be accessed from this form by clicking on the “Help” button (or typing “h”) Clicking the “Close” button (or typing “c”) returns you to the main switchboard.

Exhibit 8. Data Extraction Tool form



The three data export steps are as follows.

- Step 1. Pull data. Clicking on the "Pull Data" button (or typing "p") extracts the data from the database for the selected variables. A screen will appear asking the user to review the date, variable, and State selections (**Exhibit 9**). If no dates have been selected (i.e., you have elected to export data for all time periods in the ESPC Database), the boxes for the "from date" and "to date" will be empty. If the selections are not correct, click the "Cancel the Export" button (or types "c"). A message box saying "Pull Data has been cancelled by user" will appear. Click the "OK" button to close the message box and return to the ESPC Data Extraction Tool form. Clicking on the "Close" button or (typing "c") returns you to the main switchboard from which the forms to select variables, States, and dates can be accessed. If the selections are correct, click the "OK—Continue" button (or type the letter "o") to continue with the export. A "Table Filled"

message box will appear when the process is completed and the data are ready to be exported. Depending on the number of variables selected, it may take some time for the message box to appear. Once the message box has appeared, click the “OK” button to close the message box and return to the ESPC Data Extraction Tool form to continue the data export.

Exhibit 9. Selections for Review form

Please review the Date, Variable, and State Selections

Including dates from: to:

Variables Selected:	States Selected:																														
<table border="1"> <thead> <tr> <th>Variables for Export</th> <th></th> </tr> </thead> <tbody> <tr> <td>Eligibles - No. with BOE adult</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Enrollees - No. adult FFS</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Variables for Export		Eligibles - No. with BOE adult	<input type="checkbox"/>	Enrollees - No. adult FFS	<input type="checkbox"/>	<table border="1"> <thead> <tr> <th>States for Export</th> <th></th> </tr> </thead> <tbody> <tr><td>Alabama</td><td><input type="checkbox"/></td></tr> <tr><td>Alaska</td><td><input type="checkbox"/></td></tr> <tr><td>Arizona</td><td><input type="checkbox"/></td></tr> <tr><td>Arkansas</td><td><input type="checkbox"/></td></tr> <tr><td>California</td><td><input type="checkbox"/></td></tr> <tr><td>Colorado</td><td><input type="checkbox"/></td></tr> <tr><td>Connecticut</td><td><input type="checkbox"/></td></tr> <tr><td>Delaware</td><td><input type="checkbox"/></td></tr> <tr><td>District of Columbia</td><td><input type="checkbox"/></td></tr> <tr><td>Florida</td><td><input type="checkbox"/></td></tr> <tr><td>Georgia</td><td><input type="checkbox"/></td></tr> </tbody> </table>	States for Export		Alabama	<input type="checkbox"/>	Alaska	<input type="checkbox"/>	Arizona	<input type="checkbox"/>	Arkansas	<input type="checkbox"/>	California	<input type="checkbox"/>	Colorado	<input type="checkbox"/>	Connecticut	<input type="checkbox"/>	Delaware	<input type="checkbox"/>	District of Columbia	<input type="checkbox"/>	Florida	<input type="checkbox"/>	Georgia	<input type="checkbox"/>
Variables for Export																															
Eligibles - No. with BOE adult	<input type="checkbox"/>																														
Enrollees - No. adult FFS	<input type="checkbox"/>																														
States for Export																															
Alabama	<input type="checkbox"/>																														
Alaska	<input type="checkbox"/>																														
Arizona	<input type="checkbox"/>																														
Arkansas	<input type="checkbox"/>																														
California	<input type="checkbox"/>																														
Colorado	<input type="checkbox"/>																														
Connecticut	<input type="checkbox"/>																														
Delaware	<input type="checkbox"/>																														
District of Columbia	<input type="checkbox"/>																														
Florida	<input type="checkbox"/>																														
Georgia	<input type="checkbox"/>																														

The selections are correct:

The selections are not correct:

Step 2. Select the format for the data. From a drop-down box, the user must select the format for exporting data. The Standard format produces a dataset in which all variables for the same State and time period are combined in a single row, with the variable names as column headers. If the Standard format option is selected, a maximum of 250 variables can be exported. An error message will appear if the limit is exceeded. You must then reduce the number of variables selected for export or choose the Long data format. The Long format option produces a dataset in which each unique combination of variable name, State, and time period is a separate row. There is no limit on the number of variables that can be exported using the Long format option.

Step 3. Export the data. The user must choose to export data either to an Excel file or to a tab-delimited text file. After you select either the “Export Data to Excel File” button (or type “x”) or the “Export Data to Text File” button (or type “t”), a “Save File” window will open to allow you to save the file to a designated folder and enter a file name. The first time a data file is saved, you are taken to the root “C” drive, from which you can navigate to the desired directory in which to save the file. After this, the default file directory will be the most recent directory to which you have chosen to export a file. After you click on the “Save” button, a message showing “Data Exported” will appear to inform you that the file has been saved and the export process is completed. Once the message box has appeared, click the “OK” button to close the message box and return to the ESPC Data Extraction Tool form. The data export is now complete and you can click the “Close” button or type “c” to return to the main switchboard.

After pulling the data but before exporting it, the user can preview the data by clicking on one of the buttons in the Data Preview box. Clicking the “All Other Data” button (or typing “n”) should be used for all variables, except the two variables from the Mathematica Waiver Crosswalk—the managed care waiver type and number. These two variables require extra columns to define each value (MAX Waiver Type, MAX Waiver ID, Program Began, and Program End), and therefore, the format of the data exported is different for these two variables. To preview these two variables, click on the “Waiver Crosswalk Data” button or type “w.” Variables may be viewed in either Standard or Long format, depending on the option chosen in Step 2.

Exhibits 10 and **11** show an example of an Excel-formatted data file in the Standard format. The file contains two worksheets. The first worksheet (**Exhibit 10**) contains the exported data; the second (**Exhibit 11**) contains the variable list and associated variable information from the database.

Exhibit 10. Example of exported data in Excel, Standard format

	A	B	C	D	E	F	G	H	I	J	K
	Location_Name	Program_Name	Time_Period	Date_Began	Date_End	Eligibles - No. with BOE adult	Enrollees - No. adult FFS				
1	Alabama	Medicaid	CY 2005	1/1/05	12/31/05		76586				
2	Alabama	Medicaid	CY 2006	1/1/06	12/31/06		74022				
3	Alabama	Medicaid	CY 2007	1/1/07	12/31/07		69137				
4	Alabama	Medicaid	CY 2008	1/1/08	12/31/08		70039				
5	Alabama	Medicaid	CY 2009	1/1/09	12/31/09		77355				
6	Alabama	Medicaid	FY 2005	10/1/04	9/30/05	183777					
7	Alabama	Medicaid	FY 2006	10/1/05	9/30/06	213237					
8	Alabama	Medicaid	FY 2007	10/1/06	9/30/07	161637					
9	Alabama	Medicaid	FY 2008	10/1/07	9/30/08	146970					
10	Alabama	Medicaid	FY 2009	10/1/08	9/30/09	159609					
11	Alaska	Medicaid	CY 2005	1/1/05	12/31/05		28233				
12	Alaska	Medicaid	CY 2006	1/1/06	12/31/06		28264				
13	Alaska	Medicaid	CY 2007	1/1/07	12/31/07		26486				
14	Alaska	Medicaid	CY 2008	1/1/08	12/31/08		27239				
15	Alaska	Medicaid	CY 2009	1/1/09	12/31/09		28825				
16	Alaska	Medicaid	FY 2005	10/1/04	9/30/05	28255					
17	Alaska	Medicaid	FY 2006	10/1/05	9/30/06	28862					
18	Alaska	Medicaid	FY 2007	10/1/06	9/30/07	27359					
19	Alaska	Medicaid	FY 2008	10/1/07	9/30/08	26629					
20	Alaska	Medicaid	FY 2009	10/1/08	9/30/09	28317					
21	Arizona	Medicaid	CY 2005	1/1/05	12/31/05		52049				
22	Arizona	Medicaid	CY 2006	1/1/06	12/31/06		51663				
23	Arizona	Medicaid	CY 2007	1/1/07	12/31/07		51801				
24	Arizona	Medicaid	CY 2008	1/1/08	12/31/08		54371				
25	Arizona	Medicaid	CY 2009	1/1/09	12/31/09		69988				
26	Arizona	Medicaid	FY 2005	10/1/04	9/30/05	575811					
27	Arizona	Medicaid	FY 2006	10/1/05	9/30/06	574472					
28	Arizona	Medicaid	FY 2007	10/1/06	9/30/07	564285					
29	Arizona	Medicaid	FY 2008	10/1/07	9/30/08	609237					
30	Arizona	Medicaid	FY 2009	10/1/08	9/30/09	711270					
31	Arkansas	Medicaid	CY 2005	1/1/05	12/31/05		82908				
32	Arkansas	Medicaid	CY 2006	1/1/06	12/31/06		68893				

Exhibit 11. Example of variable information in Excel for the exported data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Variable Name	Variable Description	Variable Type	Variable Units	Data Type	Source Name	Eligibility Group	Service Name	Topic Area	Subtopic Area	Availability	Periodicity	Variable Comments	Earliest Data Date	Latest Data Date
1	Eligibles - No. with BOE adult	# Medicaid eligibles with basis of eligibility (BOE) adult	Medicaid	Number	numeric	CMS MSIS Tables Mathematica MAX	Adult	Not applicable	Enrollment	Count by eligibility	FY: 2005, 2006, 2007, 2008, 2009	Annual		10/1/04	9/30/09
2	Enrollees - No. adult FFS	# Adult fee-for-service (FFS)	Medicaid	Number	numeric	Validation Tables	Adult	Not applicable	Enrollment	FFS count by eligibility	CY: 2005, 2006, 2007, 2008, 2009	annual	FFS INFORMATION	1/1/05	12/31/09
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

Exhibit 12 shows an example of an Excel data file with data exported in the Long format. The variable information in the second worksheet is identical to that shown in **Exhibit 11**.

Exhibit 12. Example of exported data in Excel, Long format

	A	B	C	D	E	F	G	H	I	J	K
1	Program_Name	Location_Name	Variable_Name	Time_Period	Date_Began	Date_End	Value	Comment			
2	Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	28255				
3	Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	28862				
4	Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	27359				
5	Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	26629				
6	Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2009	10/1/08	9/30/09	28317				
7	Medicaid	Alaska	Enrollees - No. adult FFS	CY 2005	1/1/05	12/31/05	28233				
8	Medicaid	Alaska	Enrollees - No. adult FFS	CY 2006	1/1/06	12/31/06	28264				
9	Medicaid	Alaska	Enrollees - No. adult FFS	CY 2007	1/1/07	12/31/07	26486				
10	Medicaid	Alaska	Enrollees - No. adult FFS	CY 2008	1/1/08	12/31/08	27239				
11	Medicaid	Alaska	Enrollees - No. adult FFS	CY 2009	1/1/09	12/31/09	28825				
12	Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	183777				
13	Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	213237				
14	Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	161637				
15	Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	146970				
16	Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2009	10/1/08	9/30/09	159609				
17	Medicaid	Alabama	Enrollees - No. adult FFS	CY 2005	1/1/05	12/31/05	76586				
18	Medicaid	Alabama	Enrollees - No. adult FFS	CY 2006	1/1/06	12/31/06	74022				
19	Medicaid	Alabama	Enrollees - No. adult FFS	CY 2007	1/1/07	12/31/07	69137				
20	Medicaid	Alabama	Enrollees - No. adult FFS	CY 2008	1/1/08	12/31/08	70039				
21	Medicaid	Alabama	Enrollees - No. adult FFS	CY 2009	1/1/09	12/31/09	77355				
22	Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	175669				
23	Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	168848				
24	Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	136917				
25	Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	123924				

Because the text format does not have multiple worksheets like the Excel file, the variable information is saved in a different file with “_variables” appended to the end of the file name. **Exhibit 13** shows an example of a text-formatted data file in the Standard format, and **Exhibit 14** shows the variable information exported for the text file. **Exhibit 15** shows an example of a text-formatted data file with data exported in the Long format.

The fields associated with data for Medicaid waiver crosswalk variables are somewhat different from the fields for other variables in the ESPC Database. To accommodate this difference, if both Medicaid waiver crosswalk variables and other variables are selected, the exported data for waiver crosswalk variables will be in a separate worksheet in the Excel-formatted data file and the file will contain three worksheets rather than two. Three files will be created if the text format is selected, with a separate file for the waiver crosswalk variables.

Exhibit 13. Example of exported data in text file, Standard format

Location_Name	Program_Name	Time_Period	Date_Began	Date_End	Eligibles - No., with BOE adult	Enrollees - No., adult FFS
Alabama	Medicaid	CY 2005	1/1/05	12/31/05	76586	
Alabama	Medicaid	CY 2006	1/1/06	12/31/06	74022	
Alabama	Medicaid	CY 2007	1/1/07	12/31/07	69137	
Alabama	Medicaid	CY 2008	1/1/08	12/31/08	70039	
Alabama	Medicaid	CY 2009	1/1/09	12/31/09	77355	
Alabama	Medicaid	FY 2005	10/1/04	9/30/05	183777	
Alabama	Medicaid	FY 2006	10/1/05	9/30/06	213237	
Alabama	Medicaid	FY 2007	10/1/06	9/30/07	161637	
Alabama	Medicaid	FY 2008	10/1/07	9/30/08	146970	
Alabama	Medicaid	FY 2009	10/1/08	9/30/09	159609	
Alaska	Medicaid	CY 2005	1/1/05	12/31/05	28233	
Alaska	Medicaid	CY 2006	1/1/06	12/31/06	28264	
Alaska	Medicaid	CY 2007	1/1/07	12/31/07	26486	
Alaska	Medicaid	CY 2008	1/1/08	12/31/08	27239	
Alaska	Medicaid	CY 2009	1/1/09	12/31/09	28825	
Alaska	Medicaid	FY 2005	10/1/04	9/30/05	28255	
Alaska	Medicaid	FY 2006	10/1/05	9/30/06	28862	
Alaska	Medicaid	FY 2007	10/1/06	9/30/07	27359	
Alaska	Medicaid	FY 2008	10/1/07	9/30/08	26629	
Alaska	Medicaid	FY 2009	10/1/08	9/30/09	28317	
Arizona	Medicaid	CY 2005	1/1/05	12/31/05	52049	
Arizona	Medicaid	CY 2006	1/1/06	12/31/06	51663	
Arizona	Medicaid	CY 2007	1/1/07	12/31/07	51801	
Arizona	Medicaid	CY 2008	1/1/08	12/31/08	54371	
Arizona	Medicaid	CY 2009	1/1/09	12/31/09	69988	
Arizona	Medicaid	FY 2005	10/1/04	9/30/05	575811	
Arizona	Medicaid	FY 2006	10/1/05	9/30/06	574472	
Arizona	Medicaid	FY 2007	10/1/06	9/30/07	564285	
Arizona	Medicaid	FY 2008	10/1/07	9/30/08	609237	
Arizona	Medicaid	FY 2009	10/1/08	9/30/09	711270	
Arkansas	Medicaid	CY 2005	1/1/05	12/31/05	82908	
Arkansas	Medicaid	CY 2006	1/1/06	12/31/06	68893	
Arkansas	Medicaid	CY 2007	1/1/07	12/31/07	57410	
Arkansas	Medicaid	CY 2008	1/1/08	12/31/08	53175	
Arkansas	Medicaid	CY 2009	1/1/09	12/31/09	50672	
Arkansas	Medicaid	FY 2005	10/1/04	9/30/05	175669	
Arkansas	Medicaid	FY 2006	10/1/05	9/30/06	168848	
Arkansas	Medicaid	FY 2007	10/1/06	9/30/07	136917	
Arkansas	Medicaid	FY 2008	10/1/07	9/30/08	123924	
Arkansas	Medicaid	FY 2009	10/1/08	9/30/09	115275	
California	Medicaid	CY 2005	1/1/05	12/31/05	376124	
California	Medicaid	CY 2006	1/1/06	12/31/06	370205	

Exhibit 14. Example of variable information in text file for the exported data

Variable_Name	Variable_Description	Variable_Units	Variable_Type	Data_Type	Source_Name	Eligibility_Group
Latest_Data_Date						
Eligibles - No. with BOE adult	# Medicaid eligibles with basis of eligibility (BOE) adult	Number	Mathematica			
numeric CMS MSIS Tables Adult	Not applicable Enrollment	Count by eligibility	FY: 2005, 2006, 2007, 2008, 2009			
Annual	10/1/2004 0:00:00	9/30/2009 0:00:00				
Enrollees - No. adult FFS	Enrollees - # Adult fee-for-service (FFS)	Number	Mathematica			
MAX Validation Tables Adult	Not applicable Enrollment	FFS count by eligibility	CY: 2005, 2006, 2007, 2008, 2009			
annual	FFS INFORMATION FOR TOTAL MEDICAID ENROLLEES (excludes people ever enrolled in HMO/HIOs, with missing eligibility information, S-SCHIP only, FP Only, Aliens with only restricted benefits, duals with restricted benefits only, and prescription drug only enrollees) ---- NOTE: S-SCHIP only, FP Only, duals with restricted benefits, and Aliens with restricted benefits were NOT excluded prior to 2001. Prescription drug only enrollees were NOT excluded prior to 2003.- For the 2008 data, ME was unable to accurately report its IP/LT/OT claims as it did not have a fully functional MMIS. The MAX 2008 files only contain the RX and eligibility information.- For the 2008 data, MA was unable to accurately report its claims as it did not have a fully functional MMIS. The MAX 2008 files only contain claims adjudicated through Q2 FY2009.- For the 2008 data, UT was unable to report all of its claims by the prescribed deadline. The MAX 2008 files only contain claims adjudicated through Q1 FY2009.- For the 2008 data, WI was unable to report all of its claims by the prescribed deadline. The MAX 2008 files only contain claims adjudicated through Q3 FY2009.	1/1/2005 0:00:00	12/31/2009 0:00:00			

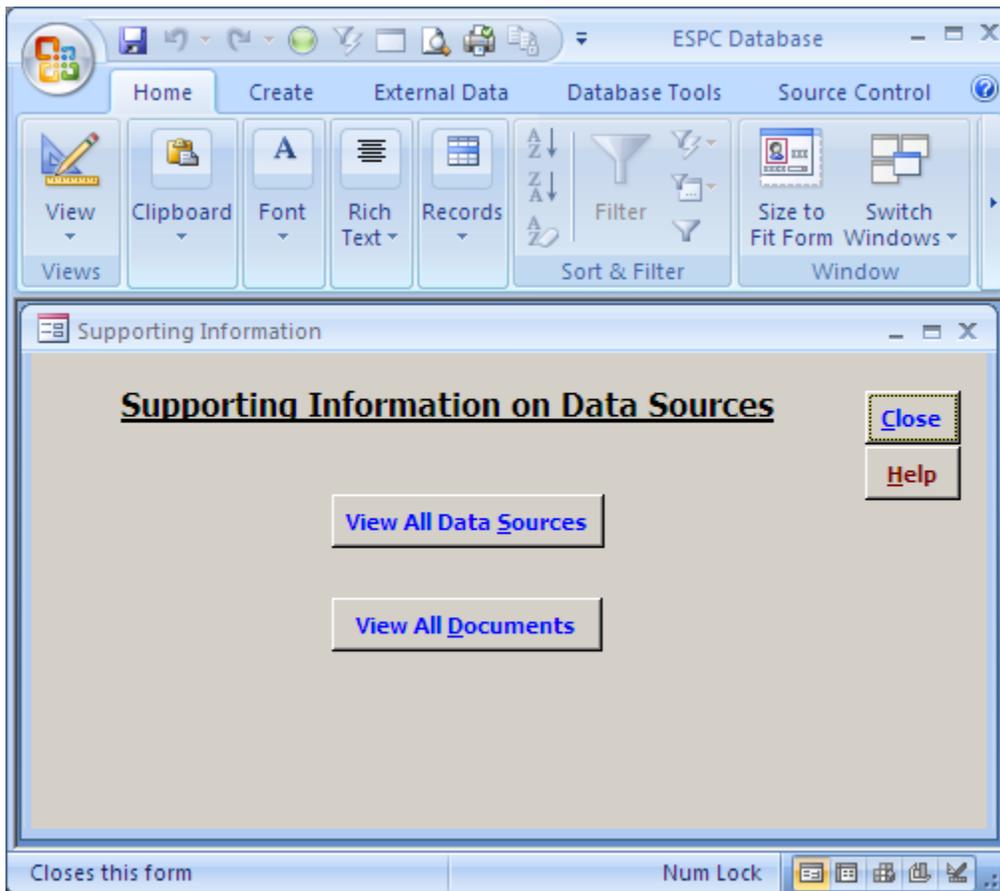
Exhibit 15. Example of exported data in text file, Long format

Program_Name	Location_Name	Variable_Name	Time_Period	Date_Began	Date_End	Value	Comment
Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	28255	
Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	28862	
Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	27359	
Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	26629	
Medicaid	Alaska	Eligibles - No. with BOE adult	FY 2009	10/1/08	9/30/09	28317	
Medicaid	Alaska	Enrollees - No. adult FFS	CY 2005	1/1/05	12/31/05	28233	
Medicaid	Alaska	Enrollees - No. adult FFS	CY 2006	1/1/06	12/31/06	28264	
Medicaid	Alaska	Enrollees - No. adult FFS	CY 2007	1/1/07	12/31/07	26486	
Medicaid	Alaska	Enrollees - No. adult FFS	CY 2008	1/1/08	12/31/08	27239	
Medicaid	Alaska	Enrollees - No. adult FFS	CY 2009	1/1/09	12/31/09	28825	
Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	183777	
Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	213237	
Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	161637	
Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	146970	
Medicaid	Alabama	Eligibles - No. with BOE adult	FY 2009	10/1/08	9/30/09	159609	
Medicaid	Alabama	Enrollees - No. adult FFS	CY 2005	1/1/05	12/31/05	76586	
Medicaid	Alabama	Enrollees - No. adult FFS	CY 2006	1/1/06	12/31/06	74022	
Medicaid	Alabama	Enrollees - No. adult FFS	CY 2007	1/1/07	12/31/07	69137	
Medicaid	Alabama	Enrollees - No. adult FFS	CY 2008	1/1/08	12/31/08	70039	
Medicaid	Alabama	Enrollees - No. adult FFS	CY 2009	1/1/09	12/31/09	77355	
Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	175669	
Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	168848	
Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	136917	
Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	123924	
Medicaid	Arkansas	Eligibles - No. with BOE adult	FY 2009	10/1/08	9/30/09	115275	
Medicaid	Arkansas	Enrollees - No. adult FFS	CY 2005	1/1/05	12/31/05	82908	
Medicaid	Arkansas	Enrollees - No. adult FFS	CY 2006	1/1/06	12/31/06	68893	
Medicaid	Arkansas	Enrollees - No. adult FFS	CY 2007	1/1/07	12/31/07	57410	
Medicaid	Arkansas	Enrollees - No. adult FFS	CY 2008	1/1/08	12/31/08	53175	
Medicaid	Arkansas	Enrollees - No. adult FFS	CY 2009	1/1/09	12/31/09	50672	
Medicaid	Arizona	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	575811	
Medicaid	Arizona	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	574472	
Medicaid	Arizona	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	564285	
Medicaid	Arizona	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	609237	
Medicaid	Arizona	Eligibles - No. with BOE adult	FY 2009	10/1/08	9/30/09	711270	
Medicaid	Arizona	Enrollees - No. adult FFS	CY 2005	1/1/05	12/31/05	52049	
Medicaid	Arizona	Enrollees - No. adult FFS	CY 2006	1/1/06	12/31/06	51663	
Medicaid	Arizona	Enrollees - No. adult FFS	CY 2007	1/1/07	12/31/07	51801	
Medicaid	Arizona	Enrollees - No. adult FFS	CY 2008	1/1/08	12/31/08	54371	
Medicaid	Arizona	Enrollees - No. adult FFS	CY 2009	1/1/09	12/31/09	69988	
Medicaid	California	Eligibles - No. with BOE adult	FY 2005	10/1/04	9/30/05	4410395	
Medicaid	California	Eligibles - No. with BOE adult	FY 2006	10/1/05	9/30/06	4438122	
Medicaid	California	Eligibles - No. with BOE adult	FY 2007	10/1/06	9/30/07	4456303	
Medicaid	California	Eligibles - No. with BOE adult	FY 2008	10/1/07	9/30/08	4504837	

2.6 Supporting Information on Data Sources Form

Clicking the “Supporting Information on Data Sources” button (or typing “i”) from the main switchboard takes the user to the Supporting Information on Data Sources form, shown in **Exhibit 16**. This form includes information on data sources for all variables in the ESPC Database (not only those selected through a search) and other relevant documentation. Information on the Supporting information on Data Sources form can be accessed from this form by clicking on the “Help” button (or typing “h”). Clicking the “Close” button (or typing “c”) returns you to the main switchboard.

Exhibit 16. Supporting Information on Data Sources Form



Clicking the “View All Data Sources” button (or typing “s”) takes the user to data source information, including the name of the data source, time period of the data, comments on the data source, and a URL link to the Web site related to the data source, if available. This is shown in **Exhibit 17**. Clicking the “Close” button (or typing “c”) returns you to the Supporting Information on Data Sources form.

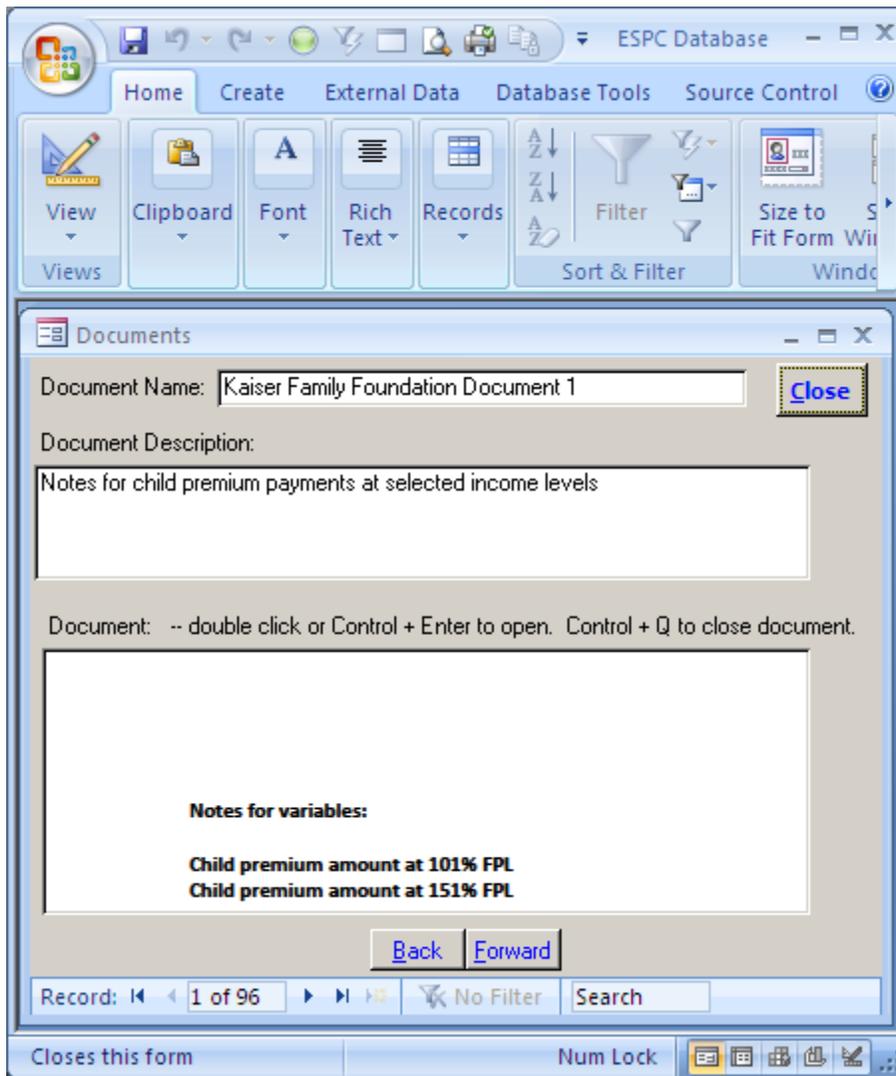
Exhibit 17. Data Sources List form

Source Name	Source Period	Comment
Mathematica Waiver Crosswalk	2005, 2006, 2007, 2008, 2009	
CMS Medicaid Managed Care Enrollment Report	2005 to 2011	
CMS MSIS Tables	2005, 2006, 2007, 2008, 2009	The 25 MSIS statistical tables contain national state-by-state data. These tables contain high-
Mathematica MAX Validation Tables	2005, 2006, 2007, 2008	
Kaiser Family Foundation	FY 2005 to 2013	
National Association of State Budget Officers State Expenditure Report	2005 - 2010	
Shaping Long Term Care in America Project at Brown University funded in part by the	2000 - 2009	
Pharmaceutical Benefits under State Medical Assistance Programs, National Pharmar	2005/2006, 2007	The following statement is copied from the front matter of the publication: "Information for this

Similarly, clicking the “View All Documents” button (or typing “d”) takes the user to the form that contains all documents related to the data sources, as shown in **Exhibit 18**. You can move among the documents with information on each data source by clicking on the “Forward” button (or typing “f”) or on the “Back” button (or typing “b”). Arrow buttons in the lower left corner can also be used to scroll through the documents. Clicking the “Close” button (or typing “c”) returns you to the Supporting Information on Data Sources form.

The Documents form includes three windows: Document Name, Document Description, and Document. The user can double-click the Document window (or click in the box and hit Ctrl+Enter) to view the complete document in PDF format. The document can be closed either by clicking the “X” in the upper right corner of the document or by hitting Ctrl+Q.

Exhibit 18. Documents form



Appendix A: Data Sources for the Environmental Scanning and Program Characteristics Database

Sources for Medicaid and CHIP program characteristics	Years of data in database
CMS Medicaid Statistical Information System (MSIS) Tables	2005–2009, depending on variable
CMS Medicaid Managed Care Enrollment Report	2005–2011, depending on variable
Kaiser Family Foundation	2005–2013, depending on variable
MACStats	1997, 2009, 2011 & 2012, depending on variable
Mathematica MAX Validation Tables	2005–2009, depending on variable
Mathematica Waiver Crosswalk	2005–2009
Medicaid Managed Care Summary Report	2009–2011, depending on variable
Medicaid Model Data Lab	2010 or 2012, depending on variable
National Academy for State Health Policy	2005 and 2008, depending on variable
National Association of State Budget Officers State Expenditure Report	2005–2012
Pharmaceutical Benefits under State Medical Assistance Programs, National Pharmaceutical Council, Inc.	2005–2007, depending on variable
Shaping Long Term Care in America Project at Brown University funded in part by the National Institute on Aging (1P01AG027296)	2000–2009

Sources for environmental factors	Years of data in database
Behavioral Risk Factor Surveillance System	2005–2011, depending on variable
Current Population Survey, Annual Social and Economic Supplement	2005–2012
Kaiser Family Foundation	2005–2010
National Healthcare Quality and Disparities Reports	2006–2008
National Immunization Survey	2005–2011, depending on variable
Pharmaceutical Benefits under State Medical Assistance Programs, National Pharmaceutical Council, Inc.	2005, 2005/2006
Small Area Health Insurance Estimates	2005–2010, depending on variable
VitalStats, National Vital Statistics System, National Center for Health Statistics	2005–2009, depending on variable

Appendix B: Topic and Subtopic Areas in the Environmental Scanning and Program Characteristics Database by Variable Type

Program/ Environment	Topics	Subtopics
Medicaid	Benefits	Copayment income limit by eligibility Copayments by TOS Copayments by eligibility Coverage limits by TOS Covered services by TOS Covered services by eligibility Covered services by medication type Level of care by waiver type Populations covered by TOS Prior approval by TOS Prior approval by medication type
	Eligibility	Application procedures Asset limits by eligibility Continuous eligibility Eligibility category Income disregards by eligibility Income limits by eligibility Income limits by eligibility & age Income limits by eligibility & benefits Presumptive eligibility Renewal frequency Renewal procedures
	Enrollment	Count by age Count by eligibility Count by eligibility & benefits Count by race/ethnicity FFS count by eligibility FFS person years FFS person years by eligibility Percent by benefits Percent by eligibility Percent by eligibility & benefits Percent by eligibility & waiver type Percent by race/ethnicity Percent by waiver type Percent in managed care Person years Person years by benefits Person years by eligibility Person years by eligibility & benefits Person years by eligibility & delivery system Total count Total count by delivery system
	Expenditures	Average FFS \$ by TOS Average FFS \$ by eligibility & TOS Average cost per service by TOS

Program/ Environment	Topics	Subtopics
		DSH allotments Distribution of LTC spending FFS \$ by eligibility FFS \$ by eligibility & TOS FFS \$ by eligibility & waiver type FFS \$ by type of service FFS \$ per enrollee by eligibility FMAP Payments by TOS Payments by medication type Percent of state expenditures Total FFS payments Total payments
	Managed care	Average capitation \$ by delivery system Average capitation payment Coverage limits by TOS Covered services Covered services by program type Enrollment—percent by eligibility & program type Enrollment—percent by program type Enrollment—person years by delivery system Enrollment count by eligibility Enrollment count by eligibility & program type Enrollment count by program type Guaranteed eligibility by program type Lock-in provision by program type Mandatory groups by program type PCP types by program type Population exclusions by program type Populations covered Populations covered by eligibility & program type Program accreditation required Reimbursement method by program type Service area—waiver Service area by program type Total capitation \$ by delivery system Total capitation payments Voluntary groups by program type Waiver approval date Waiver expiration data Waiver implementation date Waiver number Waiver operating authority Waiver type
	Premium assistance	Income limits by eligibility
	Premiums	Premium amount by eligibility Premium income limit by eligibility Premiums required by eligibility
	Program information	LTC bed hold policy LTC insurance partnership Money Follows the Person Program

Program/ Environment	Topics	Subtopics
		PACE effective date Program name
	Reimbursement	Fees by type of service Incentive fees Medicaid-to-Medicare fee index Medicaid-to-Medicare fee index by TOS Method by type of service Physician fee index Physician fee index by TOS
	Supply: facility	Count of certified facilities by type
	Utilization	Births Count of FFS users by TOS Count of FFS users by eligibility & TOS Count of FFS users by eligibility & waiver type Count of services by TOS Count of users Count of users by TOS Percent FFS users by TOS Percent FFS users by eligibility & TOS
	Waiver	Covered services Description by waiver type Effective date by waiver type Enrollment count by waiver type Expiration date by waiver type FFS \$ by waiver type Operating authority by waiver type Populations covered by waiver type Service area by waiver type
Medicaid & CHIP	Benefits	Copayment income limit Copayments by TOS
	Eligibility	Application procedures Asset limits by eligibility Continuous eligibility Express lane eligibility Income limits by eligibility Presumptive eligibility Renewal procedures
	Enrollment	Participation rate
CHIP	Benefits	Copayments required Copayments required by eligibility
	Eligibility	Continuous eligibility Income limits Income limits by eligibility Length of waiting period in months Waiting period exempt groups Waiting period required
	Enrollment	Count by eligibility Count by income Total count
	Expenditures	Administration Administration by payment source

Program/ Environment	Topics	Subtopics
		FMAP Federal 2105(g) spending Federal allotment Total expenditures Total expenditures by payment source
	Premium assistance	Enrollment count Operating authority Program name
	Premiums	Premium amount by income & eligibility Premium income limit by eligibility Premium payment frequency by eligibility Premiums required by eligibility
	Program information	Program name Program type
Medicaid expansion CHIP	Benefits	Copayments by TOS and income Services provided through contractors
	Eligibility	Application process Income limits by age
	Enrollment	Person years
	Expenditures	Benefits Benefits by payment source
	Health IT	EMRs/EHRs Health information exchange Registries Telehealth e-application e-prescribing
	Performance	Enrollee survey Enrollee survey by delivery system Performance measures Performance measures by delivery system
	Premium assistance	Copayments Employer minimum contribution Operating authority Population covered Premium assistance voluntary Program name State has program Subsidy recipient type Wrap-around benefits
	Program information	Contracts Contracts by benefit level Delivery system
Stand-alone CHIP	Benefits	Copayments by TOS and income Covered services by eligibility Services provided through contractors
	Eligibility	Application process Income disregards by type of disregard Income limits by age
	Enrollment	Count by delivery system Count by eligibility

Program/ Environment	Topics	Subtopics
		Person years Total count
	Expenditures	Benefits Benefits by payment source
	Health IT	EMRs/EHRs Health information exchange Registries Telehealth e-application e-prescribing
	Performance	Enrollee survey Enrollee survey by delivery system Performance measures Performance measures by delivery system
	Premium assistance	Copayments Employer minimum contribution Operating authority Population covered Program voluntary Program name State has program Subsidy recipient type Wrap-around benefits
	Program information	Contracts Contracts by benefit level Delivery system Undocumented pregnant women coverage
Environment	Demographics	Birth certificate revision used Count of births by gestational age Mortality rate by age Total count of births
	Health status	Alcohol use Obesity Oral health Physical activity Tobacco use
	Insurance coverage	Percent of population uninsured Percent of population uninsured by age Percent of population uninsured by age & gender Percent of population uninsured by age & income Percent of population uninsured by age & race/ethnicity Percent of population w/ private insurance Percent of population w/ private insurance by age Percent of population w/ public insurance Percent of population w/ public insurance by age Percent pop w/ public or private insurance Percent pop w/ public or private insurance by age
	Socioeconomic	Count of persons in poverty Count of persons in poverty by FPL
	Supply: facility	Count of certified facilities by type Count of certified nursing facility beds

Program/ Environment	Topics	Subtopics
		Count of pharmacies Count of pharmacies by location Nursing facility occupancy rate Percent of nursing facilities by ownership Percent of nursing facility beds that are certified
	Supply: personnel	Count of pharmacists Count of pharmacists/1,000 people Count of physicians by type Count of physicians/1,000 people Percent of physicians by type
	Utilization	Immunizations childhood by age Immunizations, flu in nursing homes Prenatal care

NOTES: DSH – disproportionate share hospital; EMR/EHR – electronic medical records/electronic health records; FFS – fee for service; FMAP – federal medical assistance percentage; FPL – federal poverty level; LTC – long-term care; PACE – Program of All-inclusive Care for the Elderly; PCP – primary care provider; TOS – type of service.

Appendix C: Eligibility Groups in the Environmental Scanning and Program Characteristics Database

- Adult
- Adult non-dual
- Aged
- Aged dual
- Aged non-dual
- Aged, blind, disabled
- All ages
- All eligibility groups
- Child
- Child dual
- Child non-dual
- Childless adult
- Disabled
- Disabled dual
- Disabled non-dual
- Dual eligible
- Foster child
- Foster child dual
- Foster child non-dual
- Full benefits
- Medically needy
- Non-dual eligible
- Non-aged
- Not applicable
- Other specified groups
- Parents
- Pregnant women
- Restricted benefits
- Unborn children
- Unspecified

Appendix D: Medicaid- or CHIP-covered Services in the Environmental Scanning and Program Characteristics Database

- Adult day care
- All covered services
- Ambulatory surgery center services
- Case management
- Clinic services
- Community-based long-term care
- Dental services & dentures
- Diagnostic, screening & preventive
- Disease management
- EPSDT
- Emergency room services
- Family planning
- Hearing aids
- Home health & personal care services
- Home health services
- Hospice care
- Immunizations
- Inpatient hospital
- Inpatient psychiatric services
- Institutional long-term care
- Laboratory & radiology
- Medical equipment & supplies
- Mental health & substance abuse
- Mental health services
- Not applicable
- Occupational, physical, speech therapy
- Optometrist & eyeglasses
- Other practitioner services
- Other services
- Outpatient hospital
- Outpatient surgery
- Over-the-counter medications
- Personal care services
- Physician services
- Pregnancy, labor & delivery
- Prescription drugs
- Primary care services
- Private duty nursing services
- Prosthetic & orthotic devices
- Rehabilitation
- Residential care
- Substance abuse treatment
- Tobacco cessation
- Transportation