

One-e-App - CEC Supervisor Guide

Revised September 2015

The CEC Supervisor Dashboard

Below is the Dashboard for the CEC Supervisor User in One-e-App.

The screenshot shows the CEC Supervisor Dashboard. On the left is a navigation menu with sections: Search for an Application... (with a search box), Application Assistance... (with links like Begin Application, Conduct Application Search, etc.), Enrollment Assistance... (with Update Applicant Data), Caseload... (with Program Submission Workload, Expired Applications, etc.), Outreach... (with View Messages, View Faxes, etc.), and Administration... (with Supervisor Tickler Summary, View Supervisor Summary, etc.). On the right are four summary boxes: My Assisted Applications (0 In Progress, 0 Expired, 0 Due for Renewals), My Assisted Persons (0 Pending Submission, 10 Submitted), My Mailbox (0 Tickler(s), 0 Reminder(s), 0 Message(s)), and My Account (Change Password, Change Secret Question, Change Font Size, Set/Change Default Location, Modify My Profile).

Section – Application Assistance

This screenshot shows the 'Application Assistance...' menu with the following links: Begin Application, Conduct Application Search, Print Blank Forms, Renew/Modify Application, Search Disenrolled Persons, Attach Scanned Documents, Print Document Coversheet, Print/Re-print forms, and Support Documentation.

1. **Begin Application** – An application can be started after searching for whether the applicant has an application already. This link takes you to the Conduct Application Search feature.
2. **Conduct Application Search** – This link is used to search for individual applications. An application search can be accomplished through several methods:
 - Unique identifier such as person or application ID
 - Personal detail such as first/last name, gender, date of birth (DOB) and mother’s maiden name

- Applicant’s contact information such as their phone number or email address or
- Assistor or application date range

Exact or Scored Match search:

Search Type Exact Match Scored Match
 Save current selection as my default selection

The exact match will search for only the information provided such as John Doe, male, DOB 01/01/1980. If there is no match, no application will be returned.

The scored match will return results that are similar to the information provided along with a score (94.1 or 89.3) showing a similar application. For example, a search of John Doe, male, DOB 1/7/1980 may return a result of John Doe, male, DOB 1/1/1980 with a score number to let the user decide whether the two are the same person. This is where the use of a mother’s maiden name is recommended to narrow a search result where an applicant’s name, gender and DOB are the same. Below is an example of an application match.

Search Result - Match Found

Submitted Applications

Applicant Name	Date of Birth	Submitted By	Submission Date	Program Name	Cover Sheet	Application ID	Person ID	Score	Notes
<input type="checkbox"/> Greg Iles	1/1/1980	Jorge Staff	7/24/2014	Medi-Cal - Restricted No Share of Cost	Fax	1900220142040012331900201032204142	1900201032204142	100.00	
<input type="checkbox"/> Greg Iles	1/1/1980	Jorge Staff	7/24/2014	My Health LA	Fax	1900220142040012331900201032204142	1900201032204142	100.00	

Click the applicant’s name to see Medical Home, Coverage period and disposition. See screen below.

Click on the Application ID number to view the Application Summary. This summary has application details.

Clicking this icon will show you whether there are uploaded documents, more information under View Scanned Documents

Program Disposition Details

Applicant Name	Program Name	Disposition	Disposition Date	Medical Home	Denial/Disenroll Reasons	Coverage Period	Disenrollment Date	Comments
Iles, Greg	Medi-Cal - Restricted No Share of Cost	Pending	N/A	NORTHEAST COMM-WILMINGTON	N/A	N/A	N/A	N/A
Iles, Greg	My Health LA	Reinstated	07/25/2014	NORTHEAST COMM-WILMINGTON	N/A	07/24/2014 - 07/23/2015	N/A	N/A
Iles, Manny	Medi-Cal - Restricted No Share of Cost	Pending	N/A	NORTHEAST COMM-WILMINGTON	N/A	N/A	N/A	N/A

3. Print Blank Forms – This link takes you to blank forms you can print.

Print Blank Forms

You can print the following blank forms.

Program Name	Document
My Health LA	My Health LA Rights and Declarations
Healthy Kids	Healthy Kids Program Information
My Health LA	Profit and Loss Statement
My Health LA	Sample Affidavit
Medi-Cal	Rights, Responsibilities & Other Important Information (SAWS2AQR)

4. Renew/Modify Application – This link takes you to the Conduct Application Search. For detailed information on renewing and modifying applications, visit the MHLA Website MHLA Webpage under “One-e-App Renewal Materials” at: <http://dhs.lacounty.gov/mhla>. Click on the “For DHS and Community Partners” link. Username: mhlacpp. Password: Lacounty1.

5. **Search Disenrolled Patients** – This link takes you to the Conduct Application Search. The following screen will give you the results along with the disenrollment date and reason.

Disenrolled Participants Search Results

Disenrolled Participants								
	Person Name	Date of Birth	Disenrollment Date	Reason for Disenrollment	App ID	MSN	Person ID	Enrollment Start Date
<input type="checkbox"/>	Alaina Butler	2/12/1989	7/18/2014	Member's Request	19002201408600058	2	31900201012086147	7/12/2014
<input type="checkbox"/>	Alaina Butler	2/12/1989	7/18/2014	Member's Request	19002201408600058	2	31900201012086147	7/12/2014

Note: Each indicates a renewal application which has started and not completed through final eligibility review.

Search | Generate Notice Next

Click box and the "Generate Notice" link.

Another method to determine eligibility: when you conduct a general Conduct Application Search you can click on the applicant's name. The screen that follows will give you more applicant information.

Submitted Applications

	Applicant Name	Date Of Birth	Submitted By	Submission Date	Program Name	Retrieve Document Cover Sheet	Application ID	Person ID	Score	Notes	View Documents
<input type="checkbox"/>	Alaina Butler	2/12/1989	Susan J Thomas	6/5/2014	Medi-Cal - Restricted No Share of Cost	N/A	19002201408600058	31900201012086147	100.00		N/A
<input type="checkbox"/>	Alaina Butler	2/12/1989	Susan J Thomas	6/5/2014	My Health LA	N/A	19002201408600058	31900201012086147	100.00		N/A
<input type="checkbox"/>	Alaina L Butler	6/18/2000	Susan J Thomas	6/18/2014	Not Preliminarily Eligible for Programs in One-e-App County	N/A	19002201416800872	31900201111168148	100.00		N/A

Click on the name. The following screen will give you disposition and coverage

Click the arrow on the first table column for more detailed information.

Program Disposition Details

Applicant Name	Program Name	Disposition	Disposition Date	Medical Home	Denial/Disenroll Reasons	Coverage Period	Disenrollment Date	Comments
Butler, Noel	My Health LA	Disenrolled	07/01/2014	N/A	N/A	06/18/2014 - 07/01/2014	07/01/2014	N/A
Butler, Alaina	My Health LA	Disenrolled	07/18/2014	N/A		07/12/2014 - 07/18/2014	07/18/2014	N/A
Application(s)								
19002201408600058 (Disenrolled)		Disenrolled	07/18/2014	Primary	Participant has DHS Primary Care Provider.	07/12/2014-07/18/2014	07/18/2014	

6. **Attach Scanned Documents** – This link takes you to the Conduct Application Search. Conduct an application search. Below are three options to view application documents. Upload documents through Option 3 only.

Submitted Applications

	Applicant Name	Date Of Birth	Submitted By	Submission Date	Program Name	Retrieve Document Cover Sheet	Application ID	Person ID	Score	Notes	View Documents
<input checked="" type="checkbox"/>	Jorge C	1/1/1980	Jorge Staff	7/24/2014	My Health LA	Fax	190022014204006283	31900201077204147	100.00		

Note: Each indicates a renewal application.
 Note: Each indicates a renewal application which has started and not completed through final eligibility review.
 Note: Each indicates a link to view verification documents.
 Note: Each indicates program closed application(s)/person(s).
 Note: Each is a link to a person's application summary.
 Note: Each is a link to add a person to the clipboard.
 Note: Each is a link to application workflow history.
 Note: Each indicates IDR pending application(s)/person(s).

Total number of applications in progress : 0
 Total number of determined applications pending submission : 1
 Total number of submitted persons : 1

Export Results to Excel
 Add Notes | Search | View/Attach Scanned Documents
 View Clipboard

Three options:
 1. Click this icon and the uploaded/faxed documents appear.
 2. Click hand icon and click on the green links in the next screen.

3. Checkmark the box and click on the link View/Attach Scanned Documents. You will be taken to the screen below.

Attach Scanned Documents to My One-e-App Application

You will need to provide several documents to verify the information you entered into the system. You can upload scanned documents to your application. Please use the **Browse** button to locate the document and attach it to the system.

Maximum file size per upload: 7MB

Application ID: 19002201420400628

Select All Documents

Select All Permanent Verification Documents

Documents in this Upload	Person Name	Permanent Verification Documents	FAX 07/24/2014
<input type="checkbox"/>	Jorge C	Proof of Identification	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jorge C	My Health LA Rights & Declarations	<input checked="" type="checkbox"/>

Select All Temporary Verification Documents

Documents in this Upload	Person Name	Temporary Verification Documents	FAX 07/24/2014
<input type="checkbox"/>	Jorge C	Proof of Income	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Jorge C	Proof of County Residency	<input checked="" type="checkbox"/>

Merge and View attached documents | Remove Documents | Print Document Cover Sheet

View Application Summary | Get Help

Next

Upload documents
Click the box, browse your computer drive for the document, open and then attach.

View Documents
Click on the green link to see the application's documents. The link displays the date and whether the documents were uploaded or faxed.

7. Print Document Coversheet (Faxing Only) – This link takes you to the Conduct Application Search. Conduct an application search. This Coversheet is only for **faxing purposes**. It is not needed to upload scanned documents.

Submitted Applications

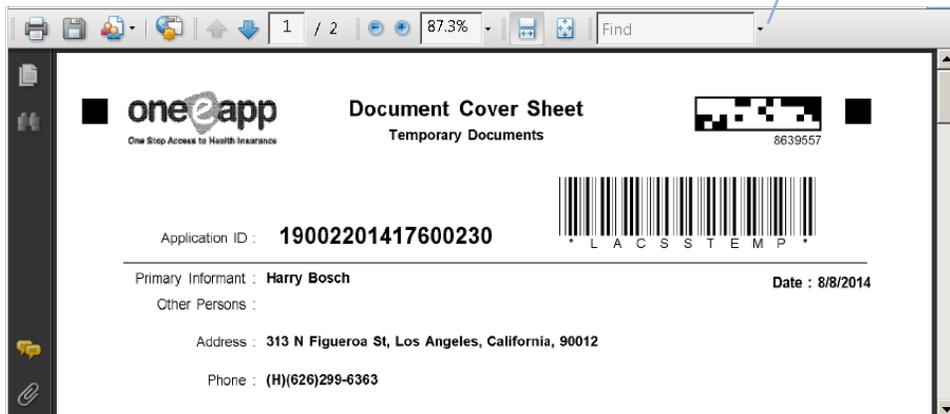
	Applicant Name	Date Of Birth	Submitted By	Submission Date	Program Name	Retrieve Document Cover Sheet	Application ID	Person ID	Score	Notes	View Documents
<input type="checkbox"/>	Harry Bosch	1/1/1966	Jorge Lopez	6/26/2014	Medi-Cal Restricted No Share of Cost	Fax	19002201417600230	31900201036176147	100.00		N/A
<input checked="" type="checkbox"/>	Harry Bosch	1/1/1966	Jorge Lopez	6/26/2014	My Health LA	Fax	19002201417600230	31900201036176147	100.00		N/A

Note: Each indicates a renewal application.
 Note: Each indicates a renewal application which has started and not completed through final eligibility review.
 Note: Each indicates a link to view verification documents.
 Note: Each indicates program closed application(s)/person(s).
 Note: Each is a link to application workflow history.
 Note: Each indicates IDR pending application(s)/person(s).

Total number of determined applications pending submission : 0
 Total number of submitted persons : 2

Export Results to Excel | Add Notes | Search | View Clipboard | Begin New Application | Print Document Cover Sheet

Click the box and the link "Print Document Cover Sheet."
Pop-up: Document Cover Sheet for faxing purposes only.



8. **Print/Reprint Forms** – This link will take you to the same information as the Print Blank Forms link. Please refer to the Print Blank Forms link (above) for direction.
9. **Support Documentation** – This link takes you to sample forms. These forms are similar/same to the forms found under Print Blank Forms or Print/Reprint Forms. Here is the screenshot:

Common Tasks		View: <input checked="" type="radio"/> All Available Documents <input type="radio"/> Los Angeles only				
		Name	Size	Type	Category	Uploaded On
View or Download Document	<input type="checkbox"/>	Profit and Loss Statement	246.2 kb	Word Document	Tip Sheets	7/8/2014 6:56:42 PM
	<input type="checkbox"/>	MHLA Consent Form	26 kb	Word Document	Program Materials	7/8/2014 6:57:14 PM
Admin Tasks	<input type="checkbox"/>	MHLA Rights and Declaration	23.92 kb	Word Document	Program Materials	7/8/2014 6:58:49 PM
	<input type="checkbox"/>	MHLA Sample Affidavit	388.5 kb	Word Document	Tip Sheets	7/17/2014 6:25:25 PM
	<input type="checkbox"/>	Blank Affidavit	392.5 kb	Word Document	Tip Sheets	7/17/2014 6:17:56 PM

Section - Enrollment Assistance



Update Applicant Data – The purpose of this link is to update information on an application. This update does not affect the application’s eligibility period. You can update the following information: the applicant’s address, telephone numbers, email address, applicant’s name and preferred language. This link takes you to the Conduct Application Search. Conduct an application search. Once identified click on the name and you are taken to the screen below.

Primary Informant's Address and Contact Information [View History](#)

Primary Informant's Address

Effective Date

Are home and mailing address same? Yes No

Home Address (do not use PO Box)

Street Address 1

Street Address 2

City

State

Zip

County

Mailing Address

Street Address 1

Street Address 2

City

State

Zip

County

Primary Informant's Mode of Contact

Effective Date

Email

Check if email provided is invalid

Home Phone

Cell Phone

Work Phone X

Message Phone X

How would you like to be contacted?

Click on the boxes to make changes. Once changes are made click the Save button at the bottom of the screen.

Are home and mailing address same? Yes No

Person Details

Demographics

Effective Date

First Name

Middle Name

Last Name

Suffix

Primary Informant's First Name

Primary Informant's Middle Name

Primary Informant's Last Name

Primary Informant's Preferred Spoken Language

Primary Informant's Preferred Written Language

Save

Section - Caseload



1. **Program Submission Workload** – This link will show your own OEA application production history. This is the same function as clicking on your dashboard for submitted applications.

Assignment - You have the capability of assigning a pending application to another assistor through this link. See the directions below.

Applications Pending Submission

	Application ID	MSN	Applicant Name	Preliminary Eligibility	Coverage Type	System Name	
<input type="checkbox"/>	19002201415400427	1	Little, Frank	My Health LA	Primary	One-e-App	
<input type="checkbox"/>	19002201415400427	2	Little, Sara	Healthy Kids	Primary	One-e-App	

Click the box for the application being assigned and click Assign.

Add Notes Remove Assign

Applications Submitted

Application ID	Applicant Name	Submission Status	Submission Date	Preliminary Eligibility	Coverage Type	System Name	Documents
19002201420100327	Leo, Ralph	Successful	7/21/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420100327	Leo, Dorothy	Successful	7/21/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420100525	Half, Robert	Successful	7/21/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420100624	Pike, Joe	Successful	7/21/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420100624	Pike, Jessica	Successful	7/21/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420100673	Half, Robert	Successful	7/21/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420200267	Q, Jorge	Successful	7/23/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420200267	Q, Jorge	Successful	7/23/2014	My Health LA	Secondary	N/A	N/A
19002201420200564	M, Jorge	Successful	7/22/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420200564	M, Jorge	Successful	7/22/2014	My Health LA	Secondary	N/A	N/A

Note: Each is a link to a Re-print forms.
 Note: Each indicates Reconsider Program(s).

Assign Applications of Jorge Lopez

Date Received	Applicant Name	Application ID	Assign Application To
6/27/2014	Little, Frank	19002201415400427	Lopez, Jorge (CEC)

Select who you are assigning the application and click Next. The assignment is complete.

Get Help

Next

2. **Expired Applications** – This link will show your own OEA expired applications. You are able to see this information under My Assisted Applications, Expired.
3. **View CEC Workload** – This link will show your own OEA applications in progress. You are able to see this information under My Assisted Applications, In Progress.

4. **Review Expired Supervisor Applications** – This link will show your staff expired applications. Expired applications are applications not submitted after 30 days. As a CEC Supervisor you have the ability to close an expired application or return the expired application to the worker. See the example below.

Expired Applications

	Due Date	Applicant Name	Assistor Name	App ID	Program	MSN	Reason	App Status
<input checked="" type="checkbox"/>	8/2/2014 8:14:46 AM	Chan, Hue	Camron Thissen	19002201416800120	N/A	1	Expired	
<input type="checkbox"/>	7/21/2014 11:49:35 AM	Gonzalez, Jacob	Ernesto Reynoso	19002201417000654	Healthy Kids	4	Expired	Close Application Return to Worker
<input type="checkbox"/>	7/21/2014 11:49:36 AM	Gonzalez, Jane	Ernesto Reynoso	19002201417000654	Healthy Kids	5	Expired	
<input type="checkbox"/>	7/21/2014 11:49:36 AM	Gonzalez, Jack	Ernesto Reynoso	19002201417000654	Healthy Kids	6	Expired	

Note: Each **R** indicates a renewal application.
 Note: **!** Indicates Application has been expired before due date.

Total no. of Expired Applications: 2

5. **View Supervisor Workload Summary** – This link allows you to see your staff workload summary.

Supervisor Workload Summary

User Name: Select your staff member from the drop down menu.

Program: Click on either number for a list of applications.

Save current selections as my default settings

Search Reset

Jorge Staff (Certified Enrollment Counselor)

Interviews in Progress: [0](#)

Program Name	Persons Determined Preliminarily Eligible	Persons Submitted
Healthy Kids	0	0
My Health LA	1	5

You can also assign workload to another CEC through this screen. See assignment process above.

Applications Pending Submission

	Application ID	MSN	Applicant Name	Preliminary Eligibility	Coverage Type	System Name	
<input type="checkbox"/>	19002201420400628	1	C, Jorge	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	

Add Notes Remove Assign

Applications Submitted

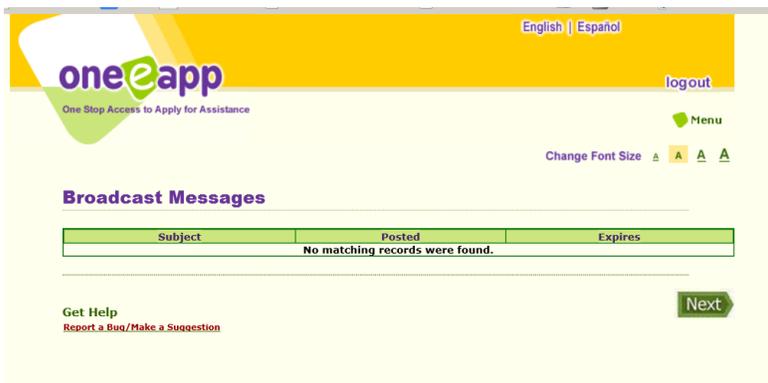
Application ID	Applicant Name	Submission Status	Submission Date	Preliminary Eligibility	Coverage Type	System Name	Documents
19002201420400123	Iles, Greg	Successful	7/24/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420400123	Iles, Greg	Successful	7/24/2014	My Health LA	Secondary	N/A	N/A
19002201420400123	Iles, Manny	Successful	7/24/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420400123	Iles, Manny	Successful	7/24/2014	My Health LA	Secondary	N/A	N/A
19002201420400289	S, Humberto	Successful	7/24/2014	My Health LA	Secondary	N/A	N/A
19002201420400560	B, Jorge	Successful	7/24/2014	Medi-Cal Restricted, No Share of Cost	Primary	One-e-App	N/A
19002201420400560	B, Jorge	Successful	7/24/2014	My Health LA	Secondary	N/A	N/A
19002201420400628	C, Jorge	Successful	7/24/2014	My Health LA	Secondary	N/A	

- View Application Workflow Summary** – This link takes you to Conduct Application Search feature. A better feature to search for your workflow is through your dashboard’s submitted application feature, or to search for your staff workflow through the View Supervisor Workflow Summary.

Section – Outreach



- View Messages** - This link allows you to see Broadcast messages sent by your agency’s System Administrator.



- View Faxes** – This link takes you to the Conduct Application Search feature. A better search of faxes is through the View Scan Document link described below. It has instructions on viewing faxed and scanned documents.
- View Reminder** – This link takes to your own Reminders. This reminder feature allows the user to create a reminder but only with applications that are In Progress.

Applications in Progress

		Due Date	Creation Date	Applicant Name	Application ID
<input type="checkbox"/>		9/25/2014	8/11/2014	Ray A	19002201422200091

- Note: Each indicates an extension of 2 days has been applied.
- Note: Each indicates a reminder is associated with this application.
- Note: Each indicates a renewal application.
- Note: Each indicates application has been edited by another application assistant.
- Note: Each **brown bold** row indicates an application that was created more than 13 days ago.
- Note: Each **purple bold** row indicates an application that was created more than 7 days ago.

Click the box and click Reminders.

Add Notes | Reminders | Extend | Remove | Assign **Next**

Add Reminder Ray A

Due Date: 8 / 11 / 2014

Remind the applicant to bring in his income and county residency information.

Close Save

Enter the information in the box and click Save. Below is how you will see the reminders.

Reminders

Applicant Name	Reminder Messages	Due Date	Application ID
<input type="checkbox"/> Ray A	Remember to ask the applicant Ray A to bring in his income information.	8/11/2014	19002201422200091
<input type="checkbox"/> Ray A	Remind the applicant to bring in his income and county residency information.	8/11/2014	19002201422200091

- View Follow Up Workload** – This link allows you to see your own application workload. A better workload summary is through your dashboard’s submitted application history.
- View Renewal Outreach List** – This link allows you to search for staff applications by assistor, applicant, or date range. The table will identify the application termination date, organization, medical home and applicant’s phone number. Searching by termination date is a useful way of identifying participants who will be coming up for renewal.

View Potential Renewal Persons

Organization: Department of Health Services

Assistors: Jorge Staff (Certified Enrollment Counselor)

Medical Home: ---Select One---

Program Name: My Health LA

Application ID:

Person ID:

Person First Name:

Last Name:

Termination Start Date:

Termination End Date:

Application ID	Person ID	Person Name	Termination Date	Program	Assistor	Organization	Medical Home	FPL	Spoken Language	Home Phone
<input type="checkbox"/> 19002201420400123	319002010332204142	Greg Iles	7/23/2015	My Health LA	Jorge Staff	Department of Health Services	NORTHEAST COMM-WILMINGTON	81.16	English	626-299-6363
<input type="checkbox"/> 19002201420400123	319002010332204140	Manny Iles	7/23/2015	My Health LA	Jorge Staff	Department of Health Services	NORTHEAST COMM-WILMINGTON	81.16	English	626-299-6363
<input type="checkbox"/> 19002201420400289	31900201052204140	Humberto S	7/23/2015	My Health LA	Jorge Staff	Department of Health Services	VENICE FAMILY-COLEN	27.95	English	626-299-6363

- View Ticklers** - This link shows your ticklers. A tickler will be sent and seen by you as the user. Your supervisor can also see your ticklers.

Ticklers

From: All

Tickler Type: All

Start Date:

End Date:

Status: Active

New: All

Application ID	Person Name	Tickler Type	Summary	Status	Start Date	End Date
<input type="checkbox"/> N/A	Jorge Lopez	General	View Details	Active	7/23/2014	7/23/2014
<input type="checkbox"/> N/A	Jorge Lopez	General	View Details	Active	7/30/2014	7/31/2014

Ticklers created. You can activate or inactivate already created ticklers.

Click Add Tickler to create a new tickler

New Tickler

Tickler Type :

 Summary :

 Description :

 Start Date :

 End Date :

This screen allows you to create a new tickler.

Ticklers

From:

 Tickler Type:

 Start Date:

 End Date:

 Status:

 New:

	Application ID	Person Name	Tickler Type	Summary	Status	Start Date	End Date
<input type="checkbox"/>	N/A	Jorge Lopez	General	View Details	Active	7/23/2014	7/23/2014
<input type="checkbox"/>	N/A	Jorge Lopez	General	View Details	Active	7/30/2014	7/31/2014
<input type="checkbox"/>	N/A	Jorge Lopez	General	View Details	Active	8/7/2014	8/31/2014

The new tickler will appear on your list of ticklers.

one-e-app - Windows Internet Explorer provided by LADHS

<https://www.assistedoneeapp.info/App/TicklerDetails.aspx?Id=54489>

Message from Jessica Lopez

Date Sent : 8/7/2014

 Person Name : Jorge Lopez

 Tickler Type : TICKGE

 Start Date : 8/7/2014

 End Date : 8/31/2014

 Description : Compatibility View Remember to check compatibility view when using a new computer to enroll in OEA.

 CEC : Jessica Lopez

Clicking "View Details" on the screen above will show this pop up screen.

You will also see the tickler alert on your dashboard.

You Have 1 New Ticklers

My Mailbox Minimize

1 Tickler(s) (Last 30 days)

Section - Administration

Administration...

- [Supervisor Tickler Summary](#)
- [View Supervisor Summary](#)
- [View Scanned Documents](#)
- [View Notes](#)
- [Manage Events](#)

1. **Supervisor Tickler Summary** – This link will show a summary of your staff ticklers.

- View Supervisor Summary** – This screen shows the workload summary of your CECs.

CEC Supervisor Workload Summary

Organization: Department of Health Services
 User type: CEC Supervisor
 User ID: []

Application User

First Name: Jorge
 Last Name: Staff

Search | Reset

Organization : Department of Health Services

User Name	Applications Awaiting Disposition	Applications in Progress	Applications Dispositioned (60 Days)
Jorge Staff (CEC)	1	1	2

Total applications Awaiting Dispositions : 1
 Total applications in Progress : 1
 Total Applications Dispositioned in last 60 Days: 2

- View Scanned Documents** – This link takes you to the Conduct Application Search feature. Conduct an application search. You can view scanned/faxed documents through the same three options given under section Attach Scanned Documents above.
- View Notes** – This link takes you to the Conduct Application Search feature. Search for the application and once the application is found if you see the icon under Notes, there were notes created.

Submitted Applications

	Applicant Name	Date Of Birth	Submitted By	Submission Date	Program Name	Retrieve Document Cover Sheet	Application ID	Person ID	Score	Notes	View Documents
<input type="checkbox"/>	Isabel Allende	1/1/1980	Jorge Lopez	8/5/2014	My Health LA	Fax	19002201421600440	31900201056216147	100.00		N/A

Note: Each indicates a renewal application.
Note: Each indicates a renewal application which has started and not completed through final eligibility review.
Note: Each indicates a link to view verification documents.
Note: Each indicates program closed application(s)/person(s).
Note: Each is a link to a person's application summary.
Note: Each is a link to add a person to the clipboard.
Note: Each is a link to application workflow history.
Note: Each indicates IDR pending application(s)/person(s).

This icon will show when there are notes. The user who created the note can click on the icon and see the note.

Any other OEA user can view the note through the View Application Summary feature. Click the Application ID number above.

This is a sample of the note in the View Application Summary.

Notes	
Name	Notes
Isabel Allende	I am testing this feature.

5. **Manage Events** – This link allows you to search for or create a new event. This feature allows an agency to track application activity at a particular event. This feature does not affect the chosen medical home.

The screenshot shows the 'Select Event' form. A callout box on the left says 'Select an existing event or create a new event.' pointing to the 'Event' dropdown menu. A callout box on the right says 'Select Event' pointing to the dropdown menu which is open, showing a list of events including 'U A T', 'New Test', 'Enrollment Event!', 'August 4 Enrollments', 'Testing 123', 'Testing 123', 'My Health La Fair', 'Enroll Everyone!', 'Revalidation Testing', 'Outreach At Homeless Shelter', 'July 29 Event -cec Sup', 'July 30 Test -cec Sup', and 'Mhla Simms'. Below the dropdown is a checkbox labeled 'Create New Event'. To the right of the dropdown are links for 'Get Help' and 'Report a Bug/Make a Sug'.

The screenshot shows the 'Event Location Details' form. At the top, it says 'Event: Enroll Everyone!' with a '[Choose Event]' link. Below that, it says 'Event Location(s) : Enroll Everyone!' with a green underline. There is an 'Edit Location' section with an '[Add New]' link. A note says 'Please provide information on the location that you would like to add. The Event Location ID must not be more than 8 characters in length.' The form fields include: Event Location ID (4thepoor), Event Location Name (Enroll Everyone!), Event Location Description (An Event To Enroll All The Low Income Appli), Start Date (8/5/2014), End Date (8/6/2014), Address 1 (1000 S Fremont Ave), Address 2, City (Alhambra), State (California), and Zip (91803). There is a 'Verify' button at the bottom right.

If you choose an existing event you can click on the green link and the previously entered information will populate. You can edit information if needed.

When an assistor logs into the system they will be prompted to select their location and event. Under location the assistor should select “other location.” The event will appear under the Other Location drop down. They can then start with their program enrollment.

The screenshot shows the 'Work Location' form. A callout box on the left says 'Click on “other location.”' pointing to the 'Work Location' dropdown menu which is open, showing a list of locations including 'Central - LA', 'CP21', 'Department of Health', 'Department of Health Services', 'LAC+USC_test', 'Manage Care Services', 'Monterey Park', 'Northend Medical', 'Northend-Arcadia', 'Northend-Valencia', 'Test Location', 'Westside Lomita', and 'Other Location'. A callout box on the right says 'Select your event.' pointing to the 'Other Location' dropdown menu which is open, showing a list of events including 'Go Live Event', 'Enroll Everyone!', and 'Other'. The form also has a 'Get Help' link at the bottom left.