

Instructions to Download Medicaid Eligibility Files

Instructions to Download Medicaid Files from eScholar and locate Medicaid ID number

Only DirectMatch district authorized users can access the <u>eScholar DirectMatch</u> application.

District DirectMatch data managers will be able to download the matched records using the instructions below.

- The download files will have Student PII, LASID, and Medicaid ID.
- Student first, last and middle name (if given), DOB, SSN (if it is available in eScholar and valid on LDH file), and gender were used in the matching criteria to provide the student Medicaid number.

There are three files that data managers can download:

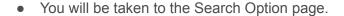
- Medicaid Free Lunch K12 Student
- Medicaid Reduced Lunch K12 Student
- Medicaid All K12 Student

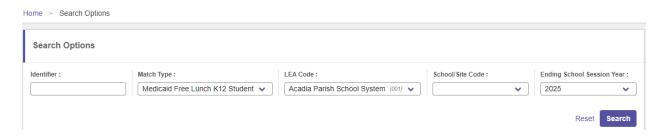
Download Instructions

- Log into eScholar DirectMatch
- Use the waffle icon to toggle to DirectMatch

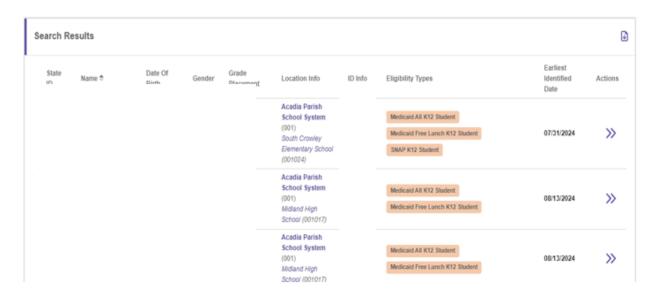








- In the Match type box, use the dropdown and select Medicaid Free Lunch K12 Student.
 - Your district name will be automatically populated
 - o The Ending School Session Year will be 2025
- Click on the purple Search button
- A student roster will populate in a table in the Search Results section





- Click on the download button
- The Download Options table will appear.
 - o The default is the DirectMatch Index (see screenshot below)
 - o DM Index is the file that is used to load into the district's food service system
- Click on Generate Extracts

Format File Format Delimiter Qualifier Date Format Date Format Include Header/Footer Pownload Options Format Version 3.0 Version 3.0+ DirectMatch Index None None Version 3.0 Version 3.0+ DirectMatch Index Version 3.0 Version 3.0+

Generate Extract

• Scroll down till you see the Extract File(s) table

E	Extract File(0)								
	Extract Date	Match Type	Location Info	Match Status	School Year	Record Count	Extract Name	Extract Status	Actions
	10/08/2024 07:01 AM	Medicaid Free Lunch K12 Student	MULTIPLE	Match	2025	3551 of 3551	DM_MFLUN_02_SEARCH_20241008_070103_MCH.TXT	COMPLETED	Download

- The Extract Status will show Queued
- Click on the Refresh button until Extract Status shows COMPLETED
- Click on the Download button
- The DM-Index files will be saved into the download folder on your computer
 - o You will be saving a tab delimited txt file
 - o Below is an example of what the file name will look like:
 - FileName: DM MFLUN 02 SEARCH 20241008 071018 MCH.TXT
 - o Here is what the parts of the filename indicate:

DM = DirectMatch

MFLUN = Medicaid Free Lunch

02 = Public Student

SEARCH = file was downloaded from the Search function in DirectMatch

20241008 = date the file was downloaded

071018 = file ID

- Repeat the steps above for the Medicaid following files:
 - Medicaid Reduced Lunch K12 Student
 - o Medicaid All K12 Student
- When you open the txt file, the Recipient ID will be in the second last column.
 - o The Recipient ID is the Medicaid ID
 - o The last column is the file date

9901122376194	20240711
7769996254052	20240711
9059392468138	20240711
3755763982224	20240711

- The file may be easier to read if it loaded into EXCEL
 - o Instructions are located on the <u>eScholar Support pg</u>: <u>Loading a txt file into EXCEL</u>

For more information or questions regarding the matching process please contact Jayanthi Sothirajah (Jayanthi.Sothirajah@LA.GOV).

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