

Section Number: 50-1.6

Effective Date: January 1, 2012

Subject: General Information

1. Caseload and Issuance by Program

Purpose/Description/Utility of report:

The MRO 13 shows the number of cases by program in specific geographic locations. Cities/villages census areas/ are listed alphabetically on separate pages of the report.

- Helpful in differentiating urban vs. rural cases
- Useful as a management tool for distributing cases to workers.

How to access this report:

- Access: Go to the DPA web page
- Click on Document Direct under Quicklinks
- Click on the ViewDirect for zOS server
- Log on username using your EIS ID (the HPA identification) and password is the same as the first EIS password
- Select Report: It appears on the first page, open it,
- Go to date, and then to region (click arrow if necessary), then to office.

Direct link to Document direct:

<https://documents.state.ak.us:8443/ddrint/servlet/ddrint>

2. Fee Agent List

Purpose/Description/Utility of report:

The report includes a listing of current active fee agents in various cities/villages within the State. The list includes fee agents' addresses and contact numbers.

How to access this report:

- Click this link:
<https://reports.hss.state.ak.us/Reports/Pages/Folder.aspx?ItemPath=%2fDPA&ViewMode=Detail>

- Or, go to the DPA web page
- Under Employee Resources, click ET Resources
- Click Statewide Fee Agent List

3. 60-Month Report

Purpose/Description/Utility of report:

This is a graphic representation of the total number of 60-month extensions listed by TYTD initial rate of approval for cases reaching the 61st month of Temporary Assistance.

How to access this report:

- Open the DPA web site: <http://dpaweb.hss.state.ak.us/>
- Click on DPA Reports in the right hand column of links
- Select Diversion Chart from bottom section entitled Other Reports
- Direct link to the report: [60 Month Chart](#)

4. Statewide Monthly Caseload and Benefit Summary

Purpose/Description/Utility of report:

- Contains caseload information by office
- Includes regional and Statewide summaries*

* Medicaid numbers are presented according to the residence of recipients. This number includes Long-term Care programs and Denali Kid Care. Most of these programs are not processed within the region listed in this report. Consequently, it is not an accurate representation of regional Medicaid caseloads.

How to access this report:

- Open the DPA web site: <http://dpaweb.hss.state.ak.us/>
- Click on DPA Reports in the right hand column of links
- In the DPA Reports – Statewide Menu Click
- Select Office under each region: Direct link to [DPA Offices](#)

5. Tribal Health Agency Staff List

Purpose/Description/Utility of report:

This report includes a listing of staff from participating tribal health agencies that view original or certified copies of citizenship and identity documents for Medicaid and Denali KidCare.

How to access this report:

- Click this link:
<https://reports.hss.state.ak.us/Reports/Pages/Folder.aspx?ItemPath=%2fDPA&ViewMode=Detail>
- Or, go to the DPA web page
- Under Employee Resources, click ET Resources
- Click Tribal Health Agency Staff List for Medicaid Verification

6. DPA Reports

These are located on the DPA web page under the heading *DPA Reports* and contain both current and historical statistical information on an office, regional, and statewide level. Many of these reports are explained in sections I-IV of this portion of the M.A.P. where they are listed by name.

How to access these reports:

- Open the DPA web site: <http://dpaweb.hss.state.ak.us/>
- Click on *DPA Reports* in the right hand column of links

7. EIS Reports

Earlier manuals addressed a group of reports entitled “EIS reports.” These were generally hard-copy reports that were distributed to the offices. Most of those reports are now located in Document Direct. If you need information that is not listed in this manual section or need a specialized report, contact the Program Integrity and Analysis Research Unit Mailbox: hss.dparesearch@alaska.gov. Refer all requests for DPA program information to this mailbox. If Research and Analysis Unit is unable to pull the report, they will forward the request to Systems Operations for further assistance.