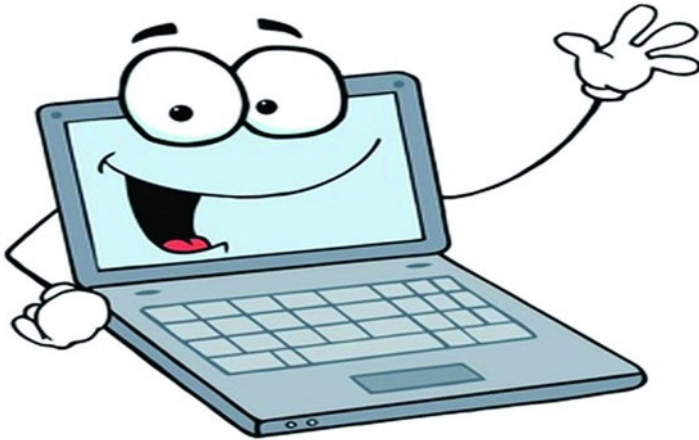


# Red Cap : HIPP Electronic Application Tutorial

September 1, 2018



Welcome to HIPP Online !

Department of Medical Assistance Services

# Getting Started on your HIPP Journey

- Before you begin your HIPP Application there are documents that you should already have prepared so that you are able to complete the application in one sitting. The documents that are required to process your HIPP Application are listed below:
  1. Insurance Plan Summary or Summary of Benefits ( Required)
  2. Copy of your most recent paystub (that reflects your insurance premium deduction) ( Required)
  3. An Employer Insurance Verification form, sign and dated by your employer( Required)
  4. A front and back image of each unique insurance card is required; Medicaid recipients only . ( Required)
  5. Other supporting documents to upload (Examples: Power Of Attorney, Custody Order, Executor) ( Not Required)

# Examples of a Plan Summary or Summary of Benefits

## Plan Summary

Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

blue of california

Coverage Period: Beginning On or After 1/1/2018

Full PPO Combined Deductible 10-250 90/70

Coverage for: Individual + Family | Plan Type: PPO

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, visit [bsca.com/policies](http://bsca.com/policies) or call 1-888-256-1915. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at [healthcare.gov/sbc-glossary](http://healthcare.gov/sbc-glossary) or call 1-866-444-3272 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	\$250 per individual / \$500 per family for participating providers; \$250 per individual / \$500 per family for non-participating providers.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible.
Are there services covered before you meet your deductible?	Yes. Preventive care and services listed in your complete terms of coverage.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at <a href="http://healthcare.gov/coverage/preventive-care-benefits">healthcare.gov/coverage/preventive-care-benefits</a> .
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	\$1,250 per individual / \$2,500 per family for participating providers; \$3,250 per individual / \$6,500 per family for non-participating providers.	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family out-of-pocket limit must be met.
What is not included in the out-of-pocket limit?	Copayments for certain services, premiums, balance-billing charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See <a href="http://blueshieldca.com/fap">blueshieldca.com/fap</a> or call 1-888-256-1915 for a list of network providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware, your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No.	You can see the specialist you choose without a referral.

## Summary of Benefits

### BlueChoice Advantage

Summary of Benefits

Services	In-Network You Pay <sup>1,2</sup>	Out-of-Network You Pay <sup>1,3</sup>
Visit <a href="http://www.carefirst.com">www.carefirst.com</a> /doctor to locate providers		
<b>FIRSTHELP—24/7 NURSE ADVICE LINE</b>		
Free advice from a registered nurse. Visit <a href="http://www.carefirst.com/needcare">www.carefirst.com/needcare</a> to learn more about your options for care.	When your doctor is not available, call FirstHelp at 800-535-9700 to speak with a registered nurse about your health questions and treatment options.	
<b>BLUE REWARDS</b>		
Visit <a href="http://www.carefirst.com/bluewards">www.carefirst.com/bluewards</a> for more information	Blue Rewards is an incentive program where you can earn up to \$600 for taking an active role in getting healthy and staying healthy.	
<b>ANNUAL DEDUCTIBLE (Benefit period)<sup>4</sup></b>		
Individual	\$1,000 (combined in- and out-of-network)	\$1,000 (combined in- and out-of-network)
Family	\$2,000 (combined in- and out-of-network)	\$2,000 (combined in- and out-of-network)
<b>ANNUAL OUT-OF-POCKET MAXIMUM (Benefit period)<sup>5</sup></b>		
Medical <sup>6</sup>	\$5,000 Individual/\$6,000 Family	\$6,000 Individual/\$12,000 Family
Prescription Drug <sup>6</sup>	\$2,000 Individual/\$4,000 Family	All drug costs are subject to in-network out-of-pocket maximum
<b>LIFETIME MAXIMUM BENEFIT</b>		
Lifetime Maximum	None	None
<b>PREVENTIVE SERVICES</b>		
Well-Child Care (including exams & immunizations)	No charge <sup>7</sup>	CareFirst pays 100% of Allowed Benefit
Adult Physical Examination (including routine GYN visit)	No charge <sup>7</sup>	Deductible, then 40% of Allowed Benefit
Breast Cancer Screening	No charge <sup>7</sup>	CareFirst pays 100% of Allowed Benefit
Pap Test	No charge <sup>7</sup>	CareFirst pays 100% of Allowed Benefit
Prostate Cancer Screening	No charge <sup>7</sup>	CareFirst pays 100% of Allowed Benefit
Colorectal Cancer Screening	No charge <sup>7</sup>	CareFirst pays 100% of Allowed Benefit
<b>OFFICE VISITS, LABS AND TESTING</b>		
Office Visits for Illness	\$20 per visit	Deductible, then 40% of Allowed Benefit
Imaging (MRA/MRS, MRI, PET & CAT scans) <sup>8</sup>	Deductible, then 20% of Allowed Benefit	Deductible, then 40% of Allowed Benefit
Lab <sup>9</sup>	Deductible, then 20% of Allowed Benefit	Deductible, then 40% of Allowed Benefit
X-ray <sup>9</sup>	Deductible, then 20% of Allowed Benefit	Deductible, then 40% of Allowed Benefit
Allergy Testing	Deductible, then 20% of Allowed Benefit	Deductible, then 40% of Allowed Benefit
Allergy Shots	\$5 per visit	Deductible, then 40% of Allowed Benefit
Physical, Speech and Occupational Therapy <sup>10</sup> (limited to 30 visits/injury/benefit period)	Deductible, then 20% of Allowed Benefit	Deductible, then 40% of Allowed Benefit
Chiropractic (limited to 20 visits/benefit period)	Deductible, then 20% of Allowed Benefit	Deductible, then 40% of Allowed Benefit
Acupuncture	Not covered (except when approved or authorized by Plan when used for anesthesia)	Not covered (except when approved or authorized by Plan when used for anesthesia)
<b>EMERGENCY SERVICES</b>		
Urgent Care Center	\$20 per visit	Deductible, then 40% of Allowed Benefit
Emergency Room—Facility Services	Deductible, then 20% of Allowed Benefit, \$50 per visit	In-network deductible, then 20% of Allowed Benefit, \$50 per visit
Emergency Room—Physician Services	Deductible, then 20% of Allowed Benefit	In-network deductible, then 20% of Allowed Benefit
Ambulance (if medically necessary)	Deductible, then 20% of Allowed Benefit	Deductible, then 40% of Allowed Benefit


CS1471-IP-IP (10/16) • VA • 51-199,200 • Option 4 Year

# Examples of a Paystub with health insurance premium deduction

The health insurance premium deduction is visible on the right side of this example

**COMMONWEALTH OF VIRGINIA**

██████████



**OFFICIAL PAY RECORD**

**No Leave Information Available**

**Employee**  
██████████

**Address**  
██████████

**Employee Number**  
██████████

**Pay Period Date**  
07/16/2018 - 07/31/2018

**Payment Date**  
08/01/2018

Earnings			
Units	Description	Current	YTD
████	██████████	████	████
████	██████████	████	████

Deductions		
Description	Current	YTD
██████████	████	████
Pretax Hlth Care	231.50	3,091.00
██████████	████	████
██████████	████	████
██████████	████	████
██████████	████	████
██████████	████	████
██████████	████	████

<b>Gross Pay</b>	<b>Current</b> ████	<b>YTD</b> ████	<b>Deductions</b>	<b>Current</b> ████	<b>YTD</b> ████	<b>Net Pay</b> ████
	<b>Current</b> ████	<b>YTD</b> ████	DEPOSITED BANK	████		

Banking information detail can be found on the Direct Deposit/Additional Profile page.  
To view, click the underscored date on the Pay History page.

# Employer Insurance Verification (EIV) Form Example

## 1<sup>st</sup> and 2<sup>nd</sup> Page of the EIV document



**EMPLOYER INSURANCE VERIFICATION**  
 DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
 Health Insurance Premium Payment Programs Unit  
 600 E. Broad Street, Richmond, VA 23219  
 (804) 226-4236 / (800) 432-5924 (in Virginia only)  
 Fax Number: 804-452-5447  
 Email Address: HIPPCustomerService@dmas.virginia.gov

Analyst: \_\_\_\_\_ HIPP# \_\_\_\_\_

\* Any information provided on the form will remain confidential. In order to make a determination, please complete and return this form within 15 days to the mailing address above.

*My signature serves as a release of information for verification of all required information.*

Employee Name: John Doe Phone Number: (555) 555-5555  
 Address: 123 Main St., Richmond, VA 23211 Signature: John Doe Date: 8/01/18

**INFORMATION BELOW IS TO BE COMPLETED BY THE EMPLOYER ONLY**  
 If self-employed the policyholder must complete as the employer.

**SECTION 1 – EMPLOYEE INFORMATION**

Employee Name (Last, First, MI): Doe, John A. Full SSN: 123-33-1234 (MM/DD/YY) Date of Birth: 01/01/1980

1a. Employee Status:  Full-Time  Part-Time  
 Date Hired: 7/24/18 1b. Retiree?  Yes  No  
 1c. School Employee?  Yes  No  
 1d. If 1c answer is yes, check applicable box:  10-Month  12-Month

1e. Is employee currently enrolled in the Health Plan?  
 Yes  No  
 If yes, provide the Effective Date: 7/24/18

**SECTION 2 – MEMBERSHIP (Starting with Employee) - Attach an additional page if more than 7**

Name (Last, First MI)	Full SSN	Date of Birth	Relationship	Currently Enrolled in Plan
<u>Doe, John A.</u>	<u>111-11-0123</u>	<u>01/01/1980</u>	<u>Employee</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Doe, Jane B.</u>	<u>111-22-3410</u>	<u>01/01/1981</u>	<u>Spouse</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Doe, Will C.</u>	<u>121-21-1000</u>	<u>01/01/2000</u>	<u>Child</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Doe, Kim D.</u>	<u>111-12-0000</u>	<u>01/01/2010</u>	<u>Child</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 3 – COVERAGE**

3a. If the employee is currently enrolled, what is the type of coverage? Select one of the following:  
 Employee Only  Employee + Child  Family  
 Employee + Spouse  Employee + Children  Other: \_\_\_\_\_  
 COBRA

**OPEN-ENROLLMENT INFORMATION**

3b. Effective Date (MM/DD/YY): 07/24/18  
 Open Enrollment Dates: From: 10/01/18 To: 11/30/18

Analyst: \_\_\_\_\_ HIPP# \_\_\_\_\_

**SECTION 4 – PLAN BENEFITS (Please indicate the cost and benefits for the coverage you have selected.)**

Employee Name (Last, First, MI): Doe, John, A. Full SSN: 123-33-1234

Name and Address of Medical Insurance Company: Blue Shield of California, 50 Beale St., San Francisco, CA 94105-1806  
 Insurance Company Phone: (415) 224-5000  
 Insurance Policy/Group Number: 400053286

Name and Address of Dental Insurance Company: \_\_\_\_\_  
 Insurance Company Phone: ( )  
 Insurance Policy/Group Number: \_\_\_\_\_

Does policy have a health savings account (HSA)?  
 Yes  No

Name and Address of Vision Insurance Company: \_\_\_\_\_  
 Insurance Company Phone: ( )  
 Insurance Policy/Group Number: \_\_\_\_\_

What are the annual deductibles for the health insurance:  
 Individual \$ 250 Family \$ 500

**Type of Health Plan (Check all that apply):**  
 Comprehensive Major Medical  
 HMO/PPO  
 Hospital Only  
 Other

**Services Covered Under the Health Plan (Check all that apply):**  
 Medical  
 Pharmacy  
 Vision  
 Dental

**Medical, Dental and Vision Insurance Premium Information.**

Provide Employer & Employee costs for the elected plan(s):

Coverage Type	Frequency of Premium Payment Deductions For Employee's elected plan(s)		
	Medical Premium	Dental Premium	Vision Premium
<b>Employee Only</b>			
Cost to Employer	\$ _____	\$ _____	\$ _____
Cost to Employee	\$ _____	\$ _____	\$ _____
<b>Employee + Spouse</b>			
Cost to Employer	\$ _____	\$ _____	\$ _____
Cost to Employee	\$ _____	\$ _____	\$ _____
<b>Employee + Child</b>			
Cost to Employer	\$ _____	\$ _____	\$ _____
Cost to Employee	\$ _____	\$ _____	\$ _____
<b>Employee + Children</b>			
Cost to Employer	\$ _____	\$ _____	\$ _____
Cost to Employee	\$ _____	\$ _____	\$ _____
<b>Family</b>			
Cost to Employer	\$ <u>637.50</u>	\$ _____	\$ _____
Cost to Employee	\$ <u>424.48</u>	\$ _____	\$ _____

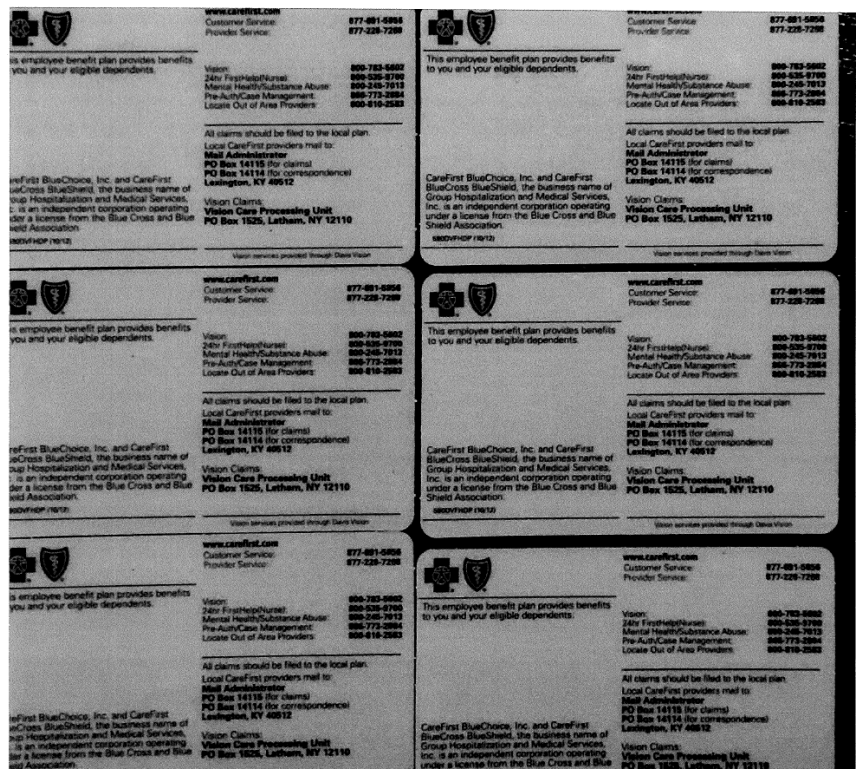
**SECTION 5 – EMPLOYER'S REPRESENTATIVE**

Human Resource Representative or Benefits Manager: Joe Wells Department: Human Resources  
 Employer/Company Name: Acne Inc. Work Phone: (855) 123-055  
 Employer Address: 786 Westlake Ave. City: Richmond State: VA Zip Code: 23203  
 I certify all information contained herein is true and accurate to the best of my knowledge.  
 Employer Signature: Joe Wells Date: 8/10/18

# Examples of Insurance Cards

Front

Back



# Other Supporting Documents ( Not Required)

## POA

Form  
133.8

**POWER OF ATTORNEY**

BE IT KNOWN:

That the undersigned \_\_\_\_\_, (a corporation), (a partnership), (a \_\_\_\_\_) organized under the laws of \_\_\_\_\_, or (an individual/sole proprietor, a resident of the State of \_\_\_\_\_), hereby irrevocably appoints the Securities Commissioner of Texas, and the Commissioner's successors in office, its attorney in Texas upon whom may be served any notice, process, or pleading in any action or proceeding arising out of any transaction subject to the Texas Securities Act, in accordance with all applicable laws of the State of Texas; and the undersigned hereby agrees that any proceeding against it may be commenced in any court of competent jurisdiction and proper venue within Texas by service of process upon the Securities Commissioner of Texas, and the Commissioner's successors in office, with the same effect as if the undersigned was organized or created under the laws of Texas, or was a resident of Texas, and had been lawfully served with process in Texas.

A copy of any notice, process, or pleading served hereunder will be mailed to the undersigned's address of record on file with the Securities Commissioner as of the date of service.

This Power of Attorney is made in compliance with the provisions of the Texas Securities Act, Tex. Rev. Civ. Stat. Ann. art. 581-1 et seq.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(Name of applicant)

By \_\_\_\_\_  
(President)(Partner)(Sole Proprietor)(Member)( \_\_\_\_\_ )

By \_\_\_\_\_  
(Secretary)( \_\_\_\_\_ )

*Strike out inapplicable terminology and fill in blanks, as appropriate.*

08-10-2003

## Consent Form

**CONSENT AUTHORIZATION FORM FOR RELEASE OF INFORMATION**

Health Insurance Premium Payment (HIPP) and HIPP For Kids Program

**Purpose:** Medicaid eligibility is required for participation in the HIPP/HIPP For Kids Program. Authorization for release of Medicaid eligibility information is required by the HIPP/HIPP For Kids Program when the Medicaid eligible family member does not live in the same household as the policyholder or applicant, who has the health insurance coverage, through their employer's sponsored-group plan. This consent form authorizes the Department of Medical Assistance Services the right to release information about the Medicaid eligible family member(s) eligibility status to the policyholder/applicant. The person who applied for Medicaid eligibility through their local Department of Social Services must authorize this request since it may become necessary for the HIPP/HIPP For Kids Program to communicate information regarding the eligibility status of a family member, to the policyholder, who is not living in the same household.

If the consent form is not signed authorizing release of Medicaid eligibility information, participation in the HIPP/HIPP For Kids Program will be denied.

The consent form must be signed below by the Medicaid eligible family member, if age 18 or older, or by the person who applied for Medicaid eligibility at the local Department of Social Services.

I, \_\_\_\_\_ (Print name of person who applied for Medicaid) authorize the HIPP/HIPP For Kids Program to release Medicaid eligibility information of the eligible family members listed below to \_\_\_\_\_ (Print the Policyholder's name) for the purpose of participation in the HIPP For Kids Program. This authorization will remain in effect as long as there is continuous participation in the HIPP/HIPP For Kids Program. Any break in participation will require a new signed consent form.

Please list the eligible Medicaid family member(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Person Authorizing Consent:** \_\_\_\_\_

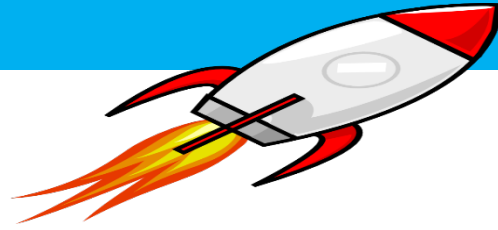
Relationship to Medicaid Family Member: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number \_\_\_\_\_ (optional)

(Reference: Chapter 2, Page 1, Section 2: HIPP Policy Manual)

# You are Ready to start your application !

Let's Go !



- We hope the examples were helpful, and as you go through the steps of completing your application please be sure to:
  1. Provide accurate information
  2. Check for misspelling's
  3. Call the HIPP Unit if you have any questions regarding the submission of your application
  4. Please keep track of your application ID number that is provided



# Starting Your HIPP Application: 1st Visit the DMAS webpage at: [www.dmas.virginia.gov](http://www.dmas.virginia.gov)

- Click on the “ Programs & Services” option located on the left hand side of the screen, once you have clicked on the link a drop down will appear, and you will have the ability to select the ‘HIPP” option. Please click on the “HIPP” link once it is displayed.

The screenshot displays the DMAS Virginia's Medicaid Program website. The header includes the DMAS logo with the tagline 'INNOVATION - QUALITY - VALUE' and the text 'Department of Medical Assistance Services'. A search bar is located in the top right corner. The left sidebar contains a navigation menu with the following items: 'About Medicaid', 'Eligibility Guidance', 'FAMIS', 'Managed Care Benefits', 'Programs & Services' (highlighted with a red arrow), 'Personal & Child Health Services', 'Priority Services', 'First', 'Prescription Drug and Formularies', 'Transportation', and 'Long Term Care'. The 'Programs & Services' dropdown menu is open, showing 'ARTS', 'Behavioral Health', 'Client Services', 'Dental', 'GAP', 'HIPP', and 'Long Term Care'. A red arrow points to the 'HIPP' option. The main content area features a banner for 'New Adult Eligibility!' with a photo of a woman kissing a child on the cheek. Text on the banner reads: 'DMAS administers the Medicaid program in Virginia, providing access to health care for the most vulnerable.' Below the banner are sections for 'New Initiatives' and 'Quick Links'. The 'New Initiatives' section includes: 'Medicaid Expansion: What Providers and Stakeholders Need to Know', 'Home and Community Based Services Toolkit', and 'Medallion 4.0'. The 'Quick Links' section includes: 'Virginia Medical Assistance Eligibility Manual', 'Medical Assistance Eligibility and Guidance', 'Information for Providers', and 'Procedure Fee Files and CPT Codes'. On the right side, there are portraits of the Virginia Governor, Ralph S. Northam, and the Agency Director, Dr. Jennifer Lee, along with the 'COVER VIRGINIA' logo and tagline: 'Connecting Virginia to Affordable Health Insurance'.

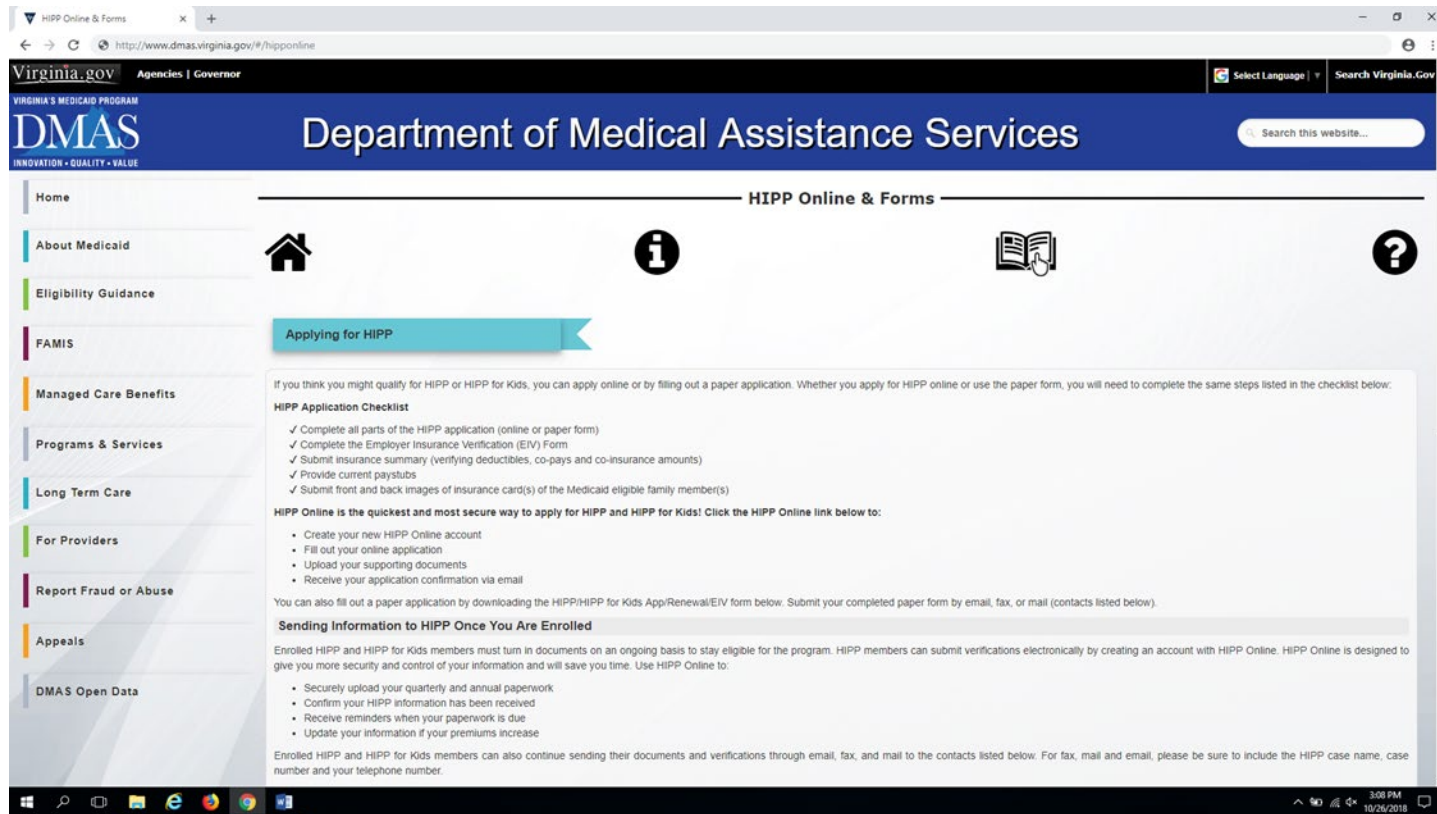
# Navigating the DMAS website

Once you have arrived at Department Of Medical Assistance Services page, your screen should look like the screenshot below



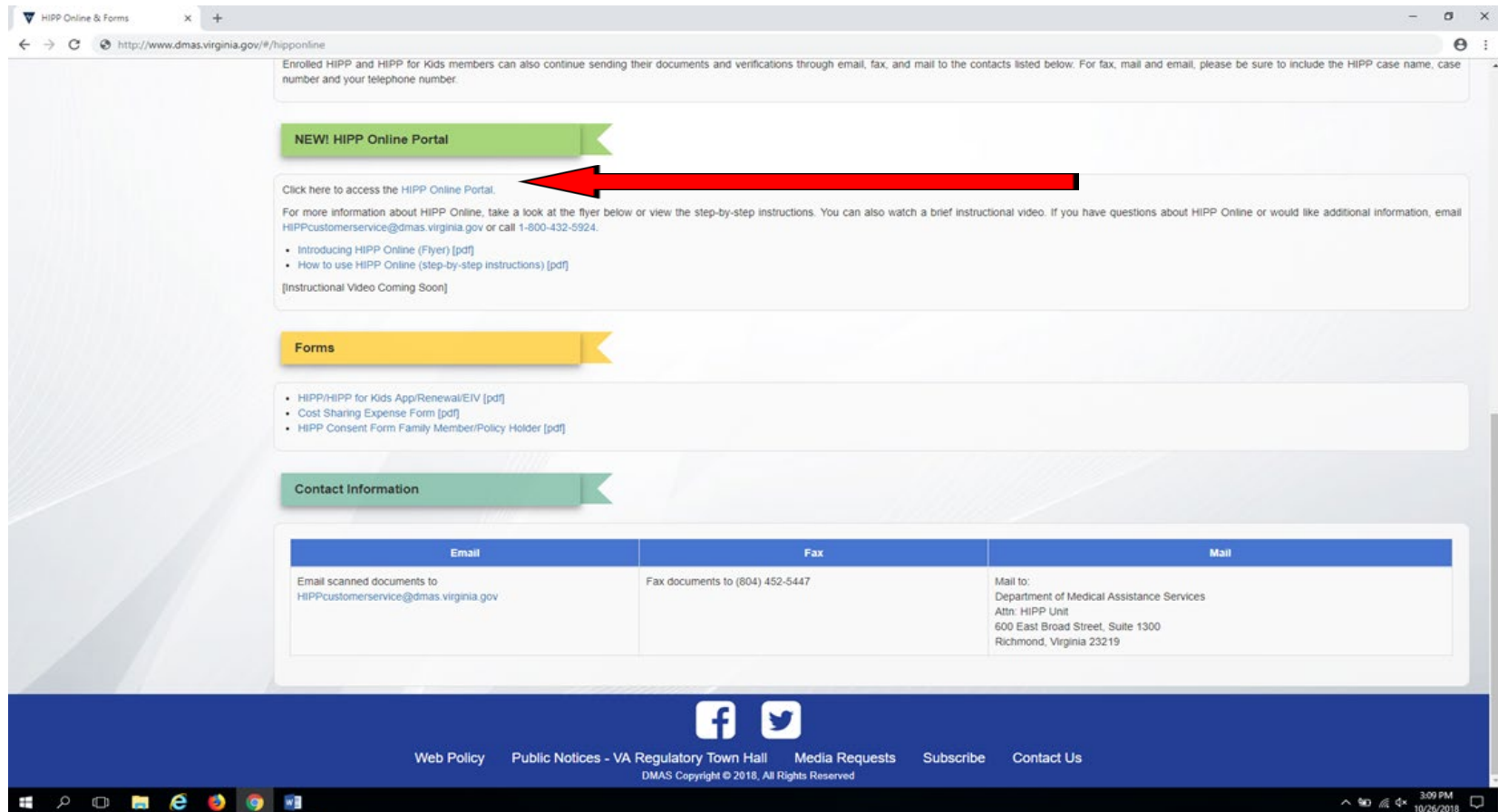
# Step 1 continued.....

The top of the webpage should resemble the screenshot below



# Step 1: Select the HIPP Online Application

As you scroll to the bottom portion of your screen, you will select the option highlighted below



Enrolled HIPP and HIPP for Kids members can also continue sending their documents and verifications through email, fax, and mail to the contacts listed below. For fax, mail and email, please be sure to include the HIPP case name, case number and your telephone number.

**NEW! HIPP Online Portal**

Click here to access the HIPP Online Portal.

For more information about HIPP Online, take a look at the flyer below or view the step-by-step instructions. You can also watch a brief instructional video. If you have questions about HIPP Online or would like additional information, email [HIPPcustomerservice@dmas.virginia.gov](mailto:HIPPcustomerservice@dmas.virginia.gov) or call 1-800-432-5924.

- [Introducing HIPP Online \(Flyer\) \[pdf\]](#)
- [How to use HIPP Online \(step-by-step instructions\) \[pdf\]](#)

[Instructional Video Coming Soon]

**Forms**

- [HIPP/HIPP for Kids App/Renewal/EIV \[pdf\]](#)
- [Cost Sharing Expense Form \[pdf\]](#)
- [HIPP Consent Form Family Member/Policy Holder \[pdf\]](#)

**Contact Information**

Email	Fax	Mail
Email scanned documents to <a href="mailto:HIPPcustomerservice@dmas.virginia.gov">HIPPcustomerservice@dmas.virginia.gov</a>	Fax documents to (804) 452-5447	Mail to: Department of Medical Assistance Services Attn: HIPP Unit 600 East Broad Street, Suite 1300 Richmond, Virginia 23219

Web Policy Public Notices - VA Regulatory Town Hall Media Requests Subscribe Contact Us

DMAS Copyright © 2018, All Rights Reserved

3:09 PM 10/26/2018

# Step 2

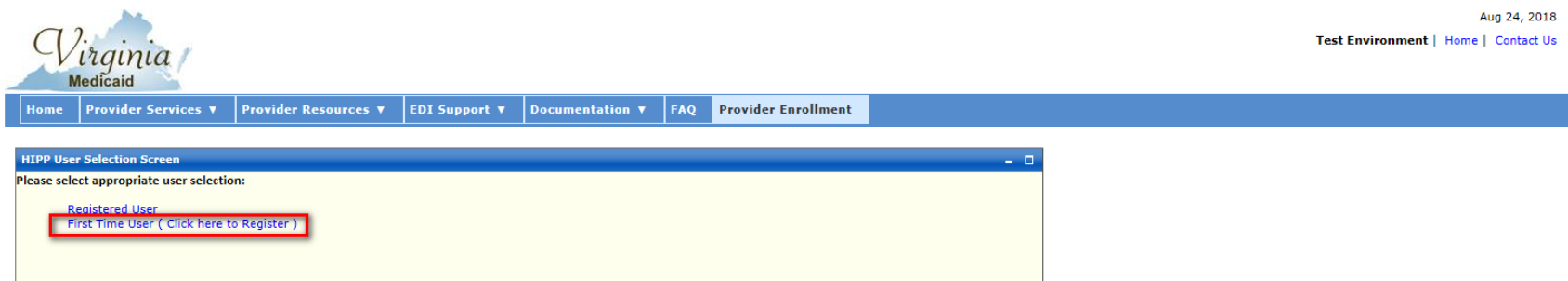
From the HIPP Application link, the user is navigated to the new HIPP User Selection Screen.



The screenshot shows the Virginia Medicaid website interface. At the top left is the Virginia Medicaid logo. At the top right, the date "Aug 24, 2018" and the text "Test Environment | Home | Contact Us" are displayed. Below the logo is a blue navigation bar with the following menu items: Home, Provider Services (with a dropdown arrow), Provider Resources (with a dropdown arrow), EDI Support (with a dropdown arrow), Documentation (with a dropdown arrow), FAQ, and Provider Enrollment (which is highlighted). Below the navigation bar is a window titled "HIPP User Selection Screen". Inside the window, the text "Please select appropriate user selection:" is followed by two options: "Registered User" and "First Time User ( Click here to Register )".

# NEW USERS

First time users will need to register for REDCap by clicking the 'First Time User' link highlighted in red below



Aug 24, 2018  
Test Environment | [Home](#) | [Contact Us](#)

Home | Provider Services ▼ | Provider Resources ▼ | EDI Support ▼ | Documentation ▼ | FAQ | **Provider Enrollment**

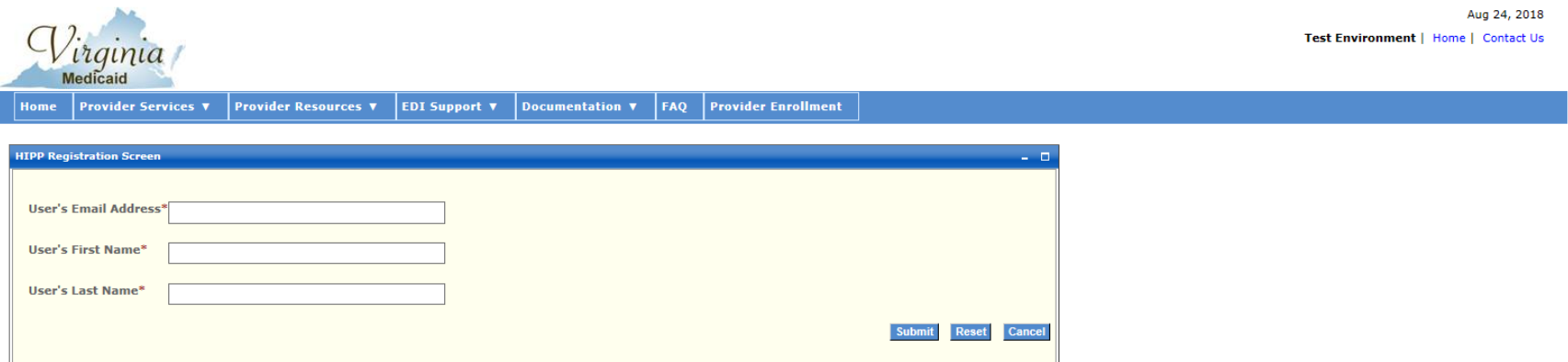
HIPP User Selection Screen

Please select appropriate user selection:

- [Registered User](#)
- [First Time User \(Click here to Register\)](#)

# Step 3

New users are navigated to the HIPP Registration Screen where they'll enter the following information:



The screenshot displays the Virginia Medicaid website interface. At the top left is the Virginia Medicaid logo. On the right, the date "Aug 24, 2018" and links for "Test Environment | Home | Contact Us" are visible. A blue navigation bar contains the following menu items: Home, Provider Services, Provider Resources, EDI Support, Documentation, FAQ, and Provider Enrollment. Below this is a window titled "HIPP Registration Screen" with a yellow background. It contains three text input fields: "User's Email Address\*", "User's First Name\*", and "User's Last Name\*". At the bottom right of the form are three buttons: "Submit", "Reset", and "Cancel".

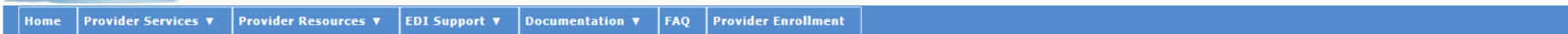
# Your User Name will be your email address

User's will enter their email address and their first and last name, followed by clicking 'Submit' highlighted in red below



Aug 24, 2018

[Test Environment](#) | [Home](#) | [Contact Us](#)



HIPP Registration Screen

User's Email Address\*

User's First Name\*

User's Last Name\*



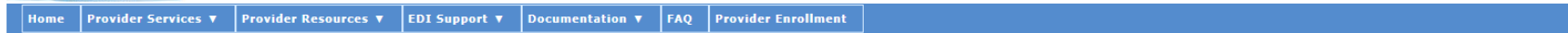
# Creating your password

User will receive a message that an ID was created and an email generated to create a password , which is written in red below



Aug 24, 2018

[Test Environment](#) | [Home](#) | [Contact Us](#)



HIPP Registration Screen

User account created. You should receive an email with username and reset password link.

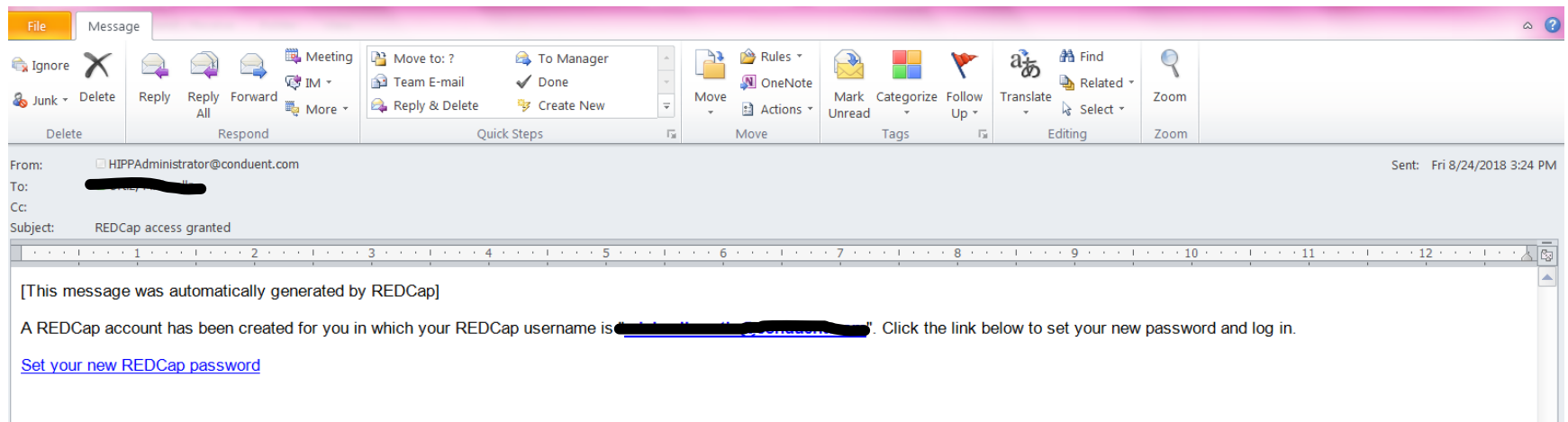
User's Email Address\*

User's First Name\*

User's Last Name\*

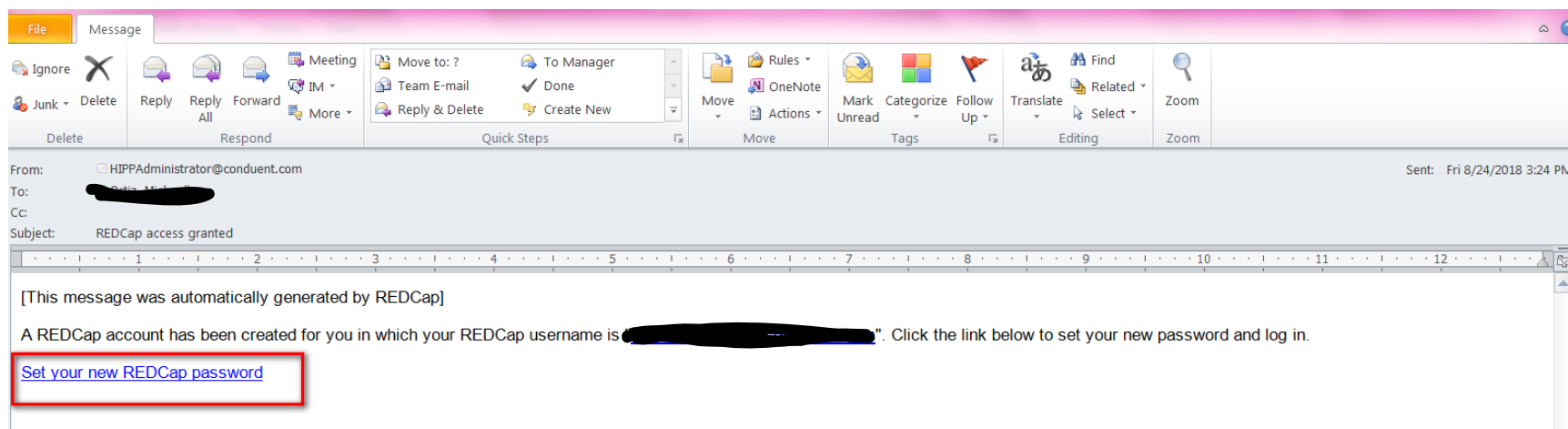
# Email to Create Password

The email that the user will receive, will be formatted like the screen shot below. The email will also reference the User email address as well:



# Link to Red Cap

From the email, the user will click on the link to create password highlighted in red below



The password link will open the following screen below with the user name pre-populated:



## Set Your Password

Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use.

**The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

Username:	<input type="text" value="██████████@conduent.com"/>
Password:	<input type="password"/>
Re-type password:	<input type="password"/>

REDCap 7.4.5 - © 2018 Vanderbilt University

# Setting up your password

The user will need to create a password, then re-enter it and click 'Submit' highlighted in red below



## Set Your Password

Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use.

**The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

A screenshot of the REDCap password setup form. The form is light blue and contains the following elements: a "Username:" label followed by a text input field containing a redacted name and "@conduent.com"; a "Password:" label followed by a text input field with 10 dots; a "Re-type password:" label followed by a text input field with 10 dots; and a "Submit" button. A red rectangular box highlights the "Password:" and "Re-type password:" fields and the "Submit" button.

REDCap 7.4.5 - © 2018 Vanderbilt University

# After creating your password

The user will be navigated to the REDCap survey tool

The screenshot shows the REDCap user interface. At the top, there is a navigation bar with the REDCap logo and links for Home, My Projects, Help & FAQ, Training Videos, Send-It, and Messenger. On the right side of the navigation bar, it says 'Logged in as' followed by a profile icon and 'My Profile', and a 'Log out' link. The main content area is divided into two columns. The left column is titled 'Welcome to REDCap!' and contains several paragraphs of text. The right column is titled 'REDCap Features' and lists several key features with brief descriptions. At the bottom left of the page, there is a URL bar showing the current page address.

**REDCap** Home My Projects Help & FAQ Training Videos Send-It Messenger Logged in as My Profile Log out

### Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [DMAS Survey Administrator \(TEST\)](#).

**New Users** [Click here](#)

### REDCap Features

**Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

**Fast and flexible** - Conception to production-level survey/database in less than one day.

**Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

**Ad Hoc Reporting** - Create custom queries for generating reports to view or download.

**Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.

**Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.

**REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.

**Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

<http://vammiststlms01.vammis.local:8080/redcaptest/index.php?action=help>

# My Projects

From this screen, the user should confirm they are logged in (user email displays) and click 'My Projects' highlighted in red below, on the left side of the screen

**REDCap** Home **My Projects** Help & FAQ Training Videos Send-It Messenger

Logged in as **redacted@conduent.com** My Profile Log out

### Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

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**New Users** [Click here](#)

### REDCap Features

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.
- Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

# Step 4: Setting your security question

First time users will receive the prompt for a security question. This is only done at registration. Once completed the user is navigated to the REDCap HIPP application survey.

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)

Project Title	Type	Status
HIPP-1		

### Set Up Password Recovery Question

To help you easily and quickly recover your REDCap password (in case you forget it in the future), we need you to select a security question of your choice below and then provide an answer for it. Once you have filled out this information, if you forget your password, you can click the 'Forgot Your Password?' link on the REDCap login screen, and it will ask you to provide a correct answer to your security question (the one you will select below). In such a case, it will send a new temporary password to the email address associated with your REDCap account. Setting up your password recovery question below will prevent you from having to wait on a REDCap administrator to reset it manually if you ever forgot your password.

**NOTICE:** It is highly recommended that you set your password recovery question now, or else you might get accidentally locked out of your REDCap account.

Select a question:

Provide answer to question:  (not case sensitive)

Please confirm your email address:

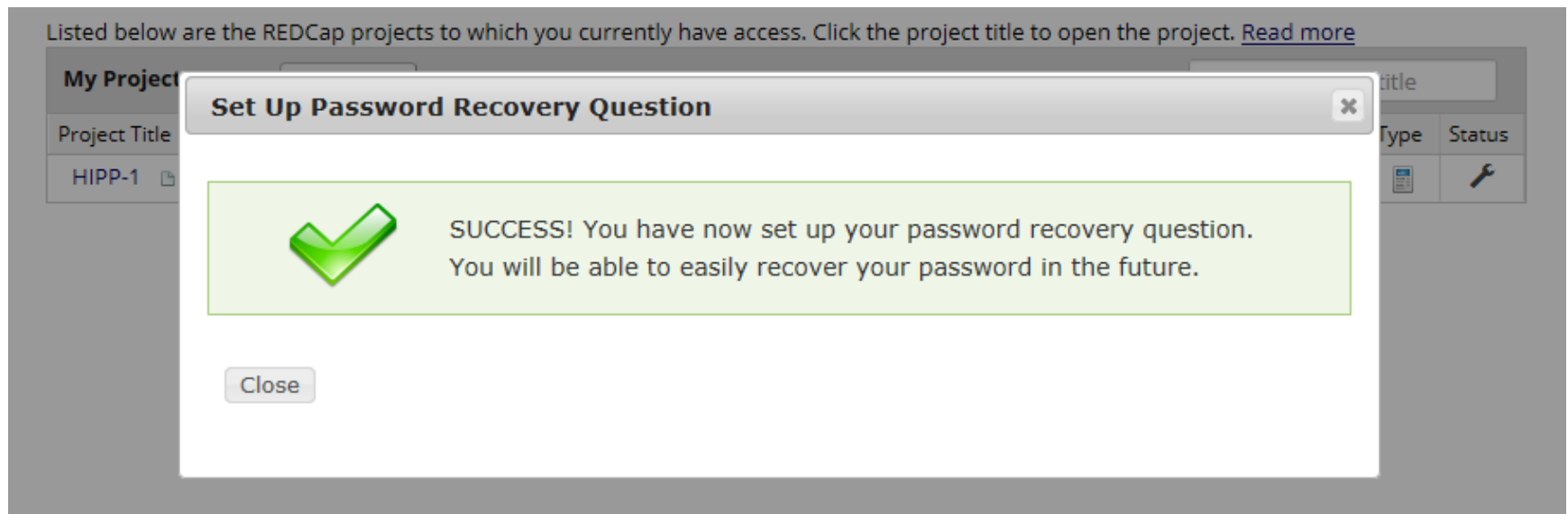
(If you attempt to recover your password, your new password will be sent to this email address.)

[Not now. Remind me again in 2 days.](#)



# All Set !


The user will select a question and supply an answer and click 'Save', upon which they will receive a successful message. Click 'Close':



Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)

My Project	Project Title
	HIPP-1

### Set Up Password Recovery Question

 SUCCESS! You have now set up your password recovery question. You will be able to easily recover your password in the future.

Close

Project Title	Type	Status

# Step 5

After closing the message, the user is routed to the “HIPP-1” Project Screen.

REDCap Home My Projects Help & FAQ Training Videos Send-It Messenger Logged in as conduent.com My Profile Log out

Department of Medical Assistance Services (804) 225-4236 / (800) 432-5924

to projects to which you currently have access. Click the project title to open the project. [Read more](#)

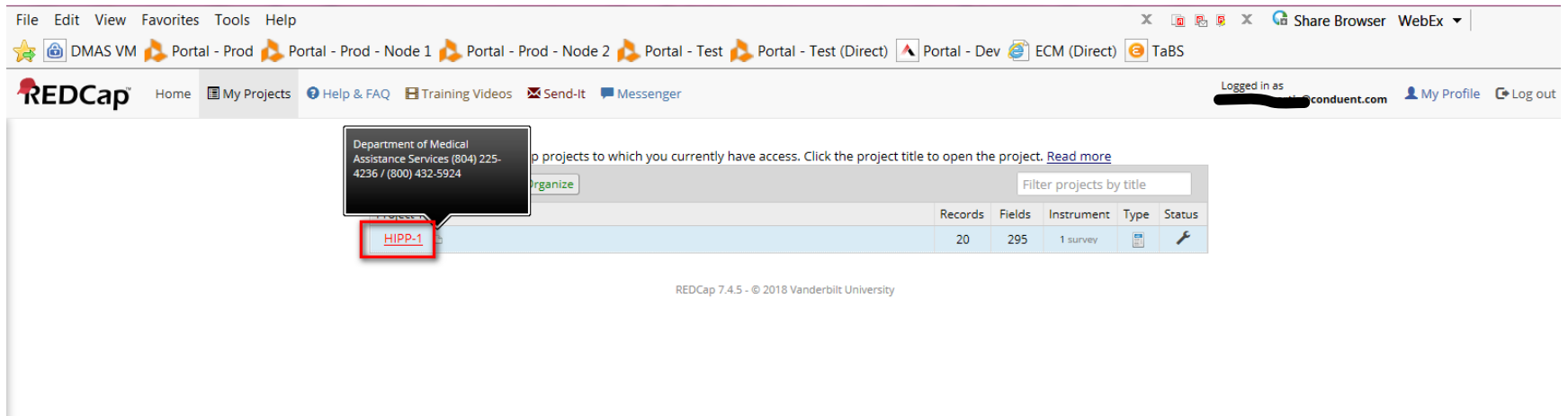
Filter projects by title

	Records	Fields	Instrument	Type	Status
HIPP-1	20	295	1 survey		

REDCap 7.4.5 - © 2018 Vanderbilt University

# Hover over the Link

Hover over HIPP-1 to see the link and click to open the application highlighted in red below



The screenshot shows the REDCap web interface. At the top, there is a browser window with multiple tabs including 'DMAS VM', 'Portal - Prod', 'Portal - Prod - Node 1', 'Portal - Prod - Node 2', 'Portal - Test', 'Portal - Test (Direct)', 'Portal - Dev', 'ECM (Direct)', and 'TaBS'. The REDCap navigation bar includes 'Home', 'My Projects', 'Help & FAQ', 'Training Videos', 'Send-It', and 'Messenger'. The user is logged in as 'conduent.com'. The main content area displays a list of projects with columns for 'Records', 'Fields', 'Instrument', 'Type', and 'Status'. The project 'HIPP-1' is highlighted in red. A tooltip is visible over the project name, displaying 'Department of Medical Assistance Services (804) 225-4236 / (800) 432-5924'. A red box highlights the 'HIPP-1' link in the project list.

Project Name	Records	Fields	Instrument	Type	Status
HIPP-1	20	295	1 survey		

# Getting Started on the Application

The REDCap project page will display

The screenshot displays the REDCap interface for a project named "HIPP-1". On the left is a sidebar with the REDCap logo and navigation options: "Logged in as [redacted]@conduent.com", "Log out", "My Projects", "Project Home or Project Setup", "REDCap Messenger", "Data Collection" (with sub-items: Record Status Dashboard, View / Edit Records), "Applications" (with sub-items: Field Comment Log, API and API Playground), and "Help & Information" (with sub-items: Help & FAQ, Video Tutorials, Suggest a New Feature, and a button to Contact REDCap administrator).

The main content area shows the project name "HIPP-1" and two tabs: "Project Home" (selected) and "Project Setup". Below the tabs, the "Project status" is "Development" and "Completed steps 4 of 7".

The main project settings are organized into four sections, each marked as "Complete!" with a green checkmark:

- Main project settings:** Includes "Use surveys in this project?" (checked), "Use longitudinal data collection with defined events?" (unchecked), and a "Modify project title, purpose, etc." button.
- Design your data collection instruments & enable your surveys:** Includes instructions on using the Online Designer or Data Dictionary, and a link to the REDCap Shared Library.
- Enable optional modules and customizations:** Includes options for "Repeatable instruments" (checked), "Auto-numbering for records" (checked), "Scheduling module (longitudinal only)" (unchecked), "Randomization module" (unchecked), and "Designate an email field to use for invitations to survey participants" (unchecked).
- Set up project bookmarks (optional):** This section is partially visible at the bottom.

# Step 6

Click the 'View/Edit Records' option from the Data Collection portlet on the left side of the screen, and under the REDCap Section highlighted in red below

**REDCap™**

Logged in as [redacted]@conduent.com  
Log out

My Projects  
Project Home or Project Setup  
REDCap Messenger  
Project status: Development

**Data Collection**

Record Status Dashboard  
- View data collection status of all records

**View / Edit Records**  
- View or edit existing records

Show data collection instruments ▾

**Applications**

Field Comment Log  
API and API Playground

**Help & Information**

Help & FAQ  
Video Tutorials  
Suggest a New Feature

Contact REDCap administrator

---

**HIPP-1**

Project Home Project Setup

Project status: Development Completed steps 4 of 7

**Main project settings** Complete!

Disable  Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)  
Enable  Use longitudinal data collection with defined events? [?](#)

Modify project title, purpose, etc.

**Design your data collection instruments & enable your surveys** Complete!

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer.

Go to [Online Designer](#) or [Data Dictionary](#)

You may also browse for pre-built data collection instruments in the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

**Enable optional modules and customizations** Complete!

Modify  Repeatable instruments [?](#)  
Disable  Auto-numbering for records [?](#)  
Enable  Scheduling module (longitudinal only) [?](#)  
Enable  Randomization module [?](#)  
Enable  Designate an email field to use for invitations to survey participants [?](#)

Additional customizations

**Set up project bookmarks (optional)**

# Step 7

The user will be routed to the REDCap View/Edit Records Screen

From the 'Choose an existing Application' drop down, the user will see one application listed and select that option. The option name may vary from this screen shot for uniqueness highlighted in red below

**REDCap™**

Logged in as [redacted]@conduent.com

Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: **Development**

**Data Collection**

- Record Status Dashboard - View data collection status of all records
- View / Edit Records** - View or edit existing records

Show data collection instruments ▾

**Applications**

- Field Comment Log
- API and API Playground

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

### HIPP-1

**View / Edit Records**

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: **25** / In group: **1**

**Choose an existing Application ID**

-- select record --

**HIPP\_APP**

**Data Search**

**Choose a field to search**  
(excludes multiple choice fields)

All fields ▾

**Search query**

Begin typing to search the project data, then click an item in the list to navigate to that record.

**NOTICE:**

This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.

# Step 8

The Record Home Page will open and the user will select the status button highlighted in red below

**REDCap**

Logged in as [redacted]@conduent.com

Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: **Development**

**Data Collection**

- Record Status Dashboard - View data collection status of all records
- View / Edit Records - View or edit existing records

Application ID **HIPP\_APP**  
[Select other record](#)

**Applications**

- Field Comment Log
- API and API Playground

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator


### HIPP-1

#### Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

Application ID **HIPP\_APP**  
HIPPA\_77

Data Collection Instrument	Status
hipp_application (survey)	

**Legend for status icons:**

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)



# Step 9 : Completing the Application Data Entry Fields

Blank application: Section 1 (screen shots are split for presentation purposes only):



REDCap™

Logged in as [redacted]@dm.virginia.gov

- Log out
- My Projects
- Project Home
- Project Setup
- Project status: **Production**

Data Collection

- Record Status Dashboard
- Add / Edit Records
- Application ID 1116-7
- Select other record

Data Collection Instruments:

- hipp\_application

Applications

Help & Information

## Health Insurance Premium Program Application/Renewal

Actions: [Download PDF of instrument\(s\)](#) [Share instrument in the Library](#)

VIDEO: Basic da

Save & Exit Form

Save & Stay

-- Cancel --

### hipp\_application

Adding new Application ID 1116-7

Application ID 1116-7

Note: Correspondence Types

- Quarterly Paystub Submission
- Annual HIPP Renewal
- Information change

You will need to remove previously uploaded old documents before uploading you current documents.

When selecting "Quarterly Paystub Submission" or "Information change" you may be asked "ERASE CURRENT VALUE OF THE FIELD ...?". Select "OK" each time that this is asked.

Correspondence Type

\* must provide value

New HIPP application

Quarterly Paystub Submission

Annual HIPP Renewal

Information change; any change not reported in the annual renewal or paystub submission. Not applicable for new applications or applications waiting for approval.

reset

### Section 1: Personal Information of Policyholder/Employee

Caution: Save your changes prior to printing; unsaved changes are lost during printing.

First Name \* must provide value

Middle Initial

Last Name

Date of Birth  Today M-D-Y Please do not select "Today" here for the Policy Holder

Does the policy holder get Medicaid? \* must provide value  Yes  No

Does the policy holder get Medicare? \* must provide value  Yes  No

Social Security Number \* must provide value

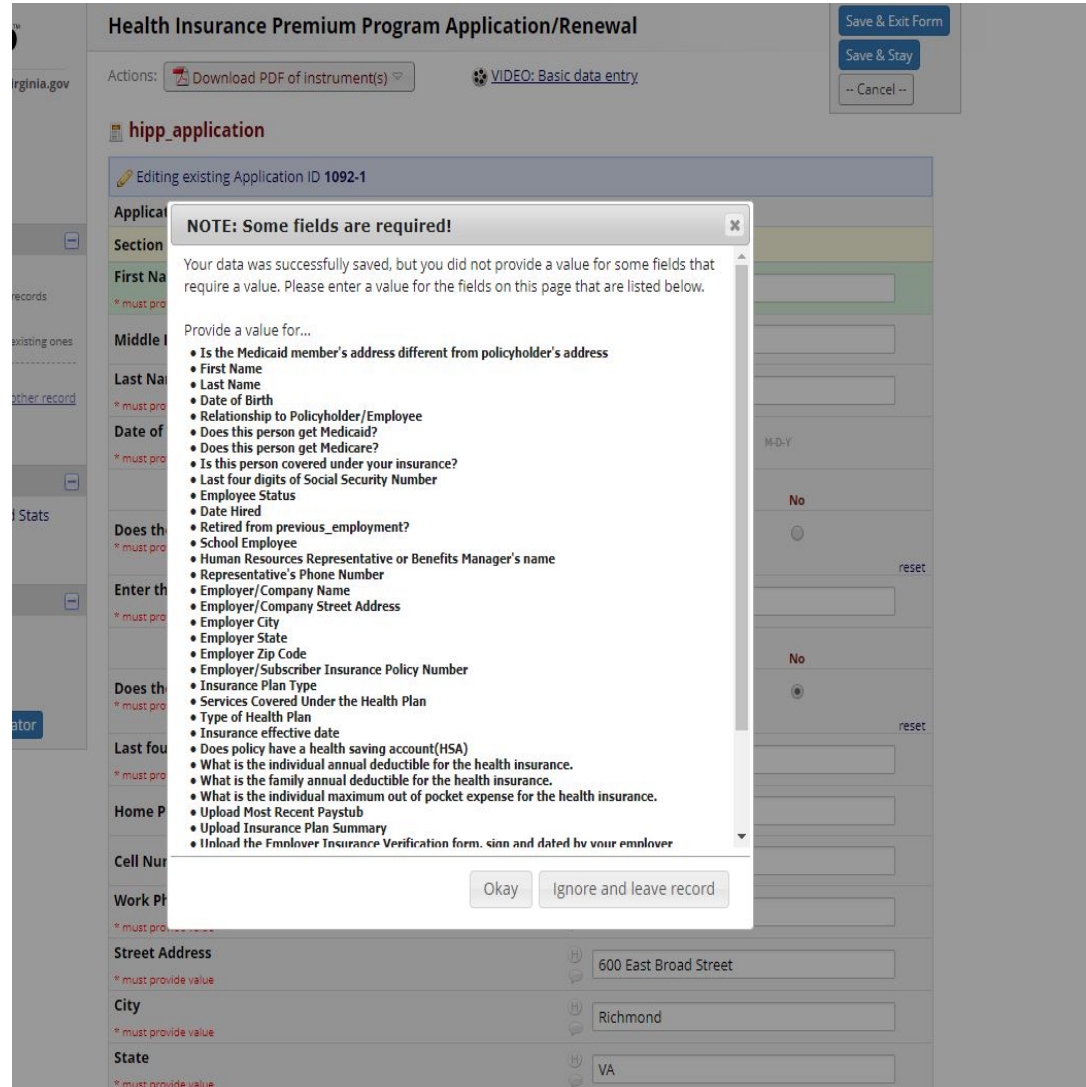
Home Phone Number  Please include the area code without any spaces or additional characters

Cell Number

# What to expect as you complete your application



- As an application is saved, missing and incomplete items will be identified. The system will alert the applicant of items that should be updated.



The screenshot shows a web application interface for a "Health Insurance Premium Program Application/Renewal". The page title is "hipp\_application" and it indicates "Editing existing Application ID 1092-1". A modal dialog box is open in the center, titled "NOTE: Some fields are required!". The dialog contains the following text: "Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below." Below this, it says "Provide a value for..." and lists the following required fields:

- Is the Medicaid member's address different from policyholder's address
- First Name
- Last Name
- Date of Birth
- Relationship to Policyholder/Employee
- Does this person get Medicaid?
- Does this person get Medicare?
- Is this person covered under your insurance?
- Last four digits of Social Security Number
- Employee Status
- Date Hired
- Retired from previous\_employment?
- School Employee
- Human Resources Representative or Benefits Manager's name
- Representative's Phone Number
- Employer/Company Name
- Employer/Company Street Address
- Employer City
- Employer State
- Employer Zip Code
- Employer/Subscriber Insurance Policy Number
- Insurance Plan Type
- Services Covered Under the Health Plan
- Type of Health Plan
- Insurance effective date
- Does policy have a health saving account(HSA)
- What is the individual annual deductible for the health insurance.
- What is the family annual deductible for the health insurance.
- What is the individual maximum out of pocket expense for the health insurance.
- Upload Most Recent Paystub
- Upload Insurance Plan Summary
- Upload the Employer Insurance Verification form, signed and dated by your employer

The background form shows various input fields, some with "must provide value" error messages. Visible fields include "Street Address" (600 East Broad Street), "City" (Richmond), and "State" (VA). Buttons for "Save & Exit Form", "Save & Stay", and "Cancel" are visible in the top right. The modal dialog has "Okay" and "Ignore and leave record" buttons at the bottom.

# Step 9: Continued

## Screen shot of data entry fields below

<b>Cell Number</b> * must provide value	<input type="text"/>	Please include the area code without any spaces or additional characters		<input type="button" value="Save &amp; Exit Form"/> <input type="button" value="Save &amp; Stay"/> <input type="button" value="-- Cancel --"/>	
<b>Work Phone Number</b> * must provide value	<input type="text"/>	Please include the area code without any spaces or additional characters			
<b>Street Address</b> * must provide value	<input type="text"/>				
<b>City</b> * must provide value	<input type="text"/>				
<b>State</b> * must provide value	<input type="text"/>	Please use the two letter postal abbreviation for your state (e.g. VA for Virginia)			
<b>Zip Code</b> * must provide value	<input type="text"/>	Please use your five digit zip code			
<b>Is the Medicaid member's address different from policyholder's address</b> * must provide value	<input type="radio"/> Yes <input type="radio"/> No	reset			
<b>Section 2: Household Information - list everyone living in the household. Do not include the policy holder.</b>					
<b>Number of people living in the household, do not include the policy holder in this number.</b> * must provide value	<input type="text" value="1"/>				
<b>1st Person in Household</b>					
<b>First Name</b> * must provide value	<input type="text"/>				
<b>Middle Initial</b>	<input type="text"/>				
<b>Last Name</b> * must provide value	<input type="text"/>				
<b>Date of Birth</b> * must provide value	<input type="text"/> <input type="button" value="Today"/> <input type="button" value="Calendar"/>	Please use the "Calendar" button to input your date of birth			
<b>Relationship to Policyholder/Employee</b> * must provide value	<input type="radio"/> Spouse <input type="radio"/> Daughter <input type="radio"/> Son <input type="radio"/> Grand daughter <input type="radio"/> Grand son <input type="radio"/> Niece <input type="radio"/> Nephew <input type="radio"/> Step Daughter <input type="radio"/> Step Son <input type="radio"/> Other	reset			
<b>Does this person get Medicaid?</b> * must provide value	<input type="radio"/> Yes <input type="radio"/> No	reset			
<b>Does this person get Medicare?</b> * must provide value	<input type="radio"/> Yes <input type="radio"/> No	reset			
<b>Is this person covered under your insurance?</b> * must provide value	<input type="radio"/> Yes <input type="radio"/> No				

# Step 9: Continued

## Screen shot of data entry fields below

<b>Social Security Number</b> <small>* must provide value</small>	<input type="text"/>
<b>Section 3: Employer/Company Information</b>	
	<b>Full-Time</b> <input type="radio"/> <b>Part-Time</b> <input type="radio"/>
<b>Employee Status</b> <small>* must provide value</small>	<input type="radio"/> <input type="radio"/> <a href="#">reset</a>
<b>Date Hired</b> <small>* must provide value</small>	<input type="text"/> <input type="button" value="Today"/> M-D-Y
	<b>Yes</b> <input type="radio"/> <b>No</b> <input type="radio"/>
<b>Retired from previous_employment?</b> <small>* must provide value</small>	<input type="radio"/> <input type="radio"/> <a href="#">reset</a>
	<b>Yes</b> <input type="radio"/> <b>No</b> <input type="radio"/>
<b>School Employee</b> <small>* must provide value</small>	<input type="radio"/> <input type="radio"/> <a href="#">reset</a>
<b>Human Resources Representative or Benefits Manager's name</b> <small>* must provide value</small>	<input type="text"/>
<b>Human Resources Representative or Benefits Manager's Title</b>	<input type="text"/>
<b>Representative's Phone Number</b> <small>* must provide value</small>	<input type="text"/> <small>Please include the area code without any spaces or additional characters</small>
<b>Employer/Company Name</b> <small>* must provide value</small>	<input type="text"/>
<b>Employer/Company Street Address</b> <small>* must provide value</small>	<input type="text"/>
<b>Employer City</b> <small>* must provide value</small>	<input type="text"/>
<b>Employer State</b> <small>* must provide value</small>	<input type="text"/> <small>Please use the two letter postal abbreviation for your state (e.g. VA for Virginia)</small>
<b>Employer Zip Code</b> <small>* must provide value</small>	<input type="text"/> <small>Please use a five digit zip code</small>
<b>Employer/Subscriber Insurance Policy Number</b>	<input type="text"/>

# Step 9: Continued

## Screen shot of data entry fields below

<b>Insurance Plan Type</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employer Plan</b>	<input type="radio"/>	<b>COBRA</b>	<input type="radio"/>	<b>Individual Policy</b>	<input type="radio"/>	<b>Self Employed</b>	<input type="radio"/>	<input type="button" value="Save &amp; Exit Form"/>		
										<input type="button" value="Save &amp; Stay"/>		
										<input type="button" value="-- Cancel --"/>		
<b>Services Covered Under the Health Plan</b> <small>* must provide value</small>	<input type="checkbox"/>	<b>Medical</b>	<input checked="" type="checkbox"/>	<b>Pharmacy</b>	<input checked="" type="checkbox"/>	<b>Dental</b>	<input checked="" type="checkbox"/>	<b>Vision</b>	<input checked="" type="checkbox"/>			
(One selection allowed per column)												
<b>Medical Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="reset"/>
(One selection allowed per column)												
<b>Pharmaceutical Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="reset"/>
(One selection allowed per column)												
<b>Dental Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="reset"/>
(One selection allowed per column)												
<b>Vision Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="button" value="reset"/>
(One selection allowed per column)												
<b>Type of Health Plan</b> <small>* must provide value</small>	<input type="radio"/>	<b>Comprehensive Major Medical</b>	<input type="radio"/>	<b>HMO</b>	<input type="radio"/>	<b>PPO</b>	<input type="radio"/>	<b>Hospital</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<b>Insurance effective date</b> <small>* must provide value</small>												
<b>Open-enrollment From Date (must be greater than "Insurance effective date").</b>												
<b>Open-enrollment To Date</b>												
--- Medical Insurance Company Information ---												
<b>Medical Insurance Company Name</b> <small>* must provide value</small>												
<b>Medical Insurance Company address line 1</b> <small>* must provide value</small>												
<b>Medical Insurance Company address line 2</b>												
<b>Medical Insurance Company city</b> <small>* must provide value</small>												
<b>Medical Insurance Company state</b>												

# Step 9: Continued

## Screen shot of data entry fields below





























<b>Insurance Plan Type</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employer Plan</b>	<input type="radio"/>	<b>COBRA</b>	<input type="radio"/>	<b>Individual Policy</b>	<input type="radio"/>	<b>Self Employed</b>	<input type="radio"/>	<input type="button" value="Save &amp; Exit Form"/> <input type="button" value="Save &amp; Stay"/> <input type="button" value="-- Cancel --"/>				
<b>Services Covered Under the Health Plan</b> <small>* must provide value</small>	<input type="radio"/>	<b>Medical</b>	<input checked="" type="checkbox"/>	<b>Pharmacy</b>	<input checked="" type="checkbox"/>	<b>Dental</b>	<input checked="" type="checkbox"/>	<b>Vision</b>	<input checked="" type="checkbox"/>					
<small>(One selection allowed per column)</small>		<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<b>Medical Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<small>(One selection allowed per column)</small>		<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<b>Pharmaceutical Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<small>(One selection allowed per column)</small>		<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<b>Dental Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<small>(One selection allowed per column)</small>		<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<b>Vision Coverage</b> <small>* must provide value</small>	<input type="radio"/>	<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<small>(One selection allowed per column)</small>		<b>Employee only</b>	<input type="radio"/>	<b>Employee + Spouse</b>	<input type="radio"/>	<b>Employee + Child</b>	<input type="radio"/>	<b>Employee + Children</b>	<input type="radio"/>	<b>Family</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>
<b>Type of Health Plan</b> <small>* must provide value</small>	<input type="radio"/>	<b>Comprehensive Major Medical</b>	<input type="radio"/>	<b>HMO</b>	<input type="radio"/>	<b>PPO</b>	<input type="radio"/>	<b>Hospital</b>	<input type="radio"/>	<b>Other</b>	<input type="radio"/>	<input type="button" value="reset"/>		
<b>Insurance effective date</b> <small>* must provide value</small>	<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="button" value="Today"/>	M-D-Y	<input type="button" value="reset"/>		
	This information can be found on your Insurance Card or Plan Summary													
<b>Open-enrollment From Date (must be greater than "Insurance effective date").</b>	<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="button" value="Today"/>	M-D-Y	<input type="button" value="reset"/>		
	This information should be available from your employer													
<b>Open-enrollment To Date</b>	<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="button" value="Today"/>	M-D-Y	<input type="button" value="reset"/>		
	This information should be available from your employer													
<b>--- Medical Insurance Company Information ---</b>														
<b>Medical Insurance Company Name</b> <small>* must provide value</small>	<input type="text"/>													
<b>Medical Insurance Company address line 1</b> <small>* must provide value</small>	<input type="text"/>													
<b>Medical Insurance Company address line 2</b>	<input type="text"/>													
<b>Medical Insurance Company city</b> <small>* must provide value</small>	<input type="text"/>													
<b>Medical Insurance Company state</b>	<input type="text"/>													

# Step 9: Continued

## Screen shot of data entry fields below

<b>Medical Insurance Company state</b> * must provide value	<input type="text"/>	<input type="button" value="Save &amp; Exit Form"/>
	<small>Please use the two letter postal abbreviation for (for Virginia)</small>	<input type="button" value="Save &amp; Stay"/>
<b>Medical Insurance Company zip code</b> * must provide value	<input type="text"/>	<input type="button" value="-- Cancel --"/>
	<small>Please use a five digit zip code</small>	
<b>Medical Insurance Company Phone Number</b> * must provide value	<input type="text"/>	
	<small>Please include the area code without any spaces or additional characters</small>	
<b>Medical Insurance Group Number</b> * must provide value	<input type="text"/>	
	<small>This information can be found on your insurance card</small>	
<b>Medical Insurance Policy Number</b>	<input type="text"/>	
	<small>This information can be found on your insurance card</small>	
<b>Does policy have a health saving account(HSA)</b> * must provide value	<input type="radio"/> <b>Yes</b>	<input type="radio"/> <b>No</b>
	<input type="text"/>	<input type="text"/>
		<input type="button" value="reset"/>
<b>What is the individual annual deductible for the health insurance.</b> * must provide value	<input type="text"/>	
	<small>This information can be found on your plan summary</small>	
<b>What is the family annual deductible for the health insurance.</b> * must provide value	<input type="text"/>	
	<small>This information can be found on your plan summary</small>	
<b>What is the individual maximum out of pocket expense for the health insurance.</b> * must provide value	<input type="text"/>	
	<small>This information can be found on your plan summary</small>	
<b>What is the family maximum out of pocket expense for the health insurance.</b>	<input type="text"/>	
	<small>This information can be found on your plan summary</small>	
<b>--- Pharmaceutical Insurance Company Information ---</b>		
<b>Pharmacy Insurance Company Name</b> * must provide value	<input type="text"/>	
<b>Pharmacy Insurance Company address line 1 (address is not required; enter if available)</b>	<input type="text"/>	
<b>Pharmacy Insurance Company address line 2</b>	<input type="text"/>	
<b>Pharmacy Insurance Company city</b>	<input type="text"/>	
<b>Pharmacy Insurance Company state</b>	<input type="text"/>	
	<small>Please use the two letter postal abbreviation for the state (e.g. VA for Virginia)</small>	
<b>Pharmacy Insurance Company zip code</b>	<input type="text"/>	
	<small>Please use a five digit zip code</small>	
<b>Pharmacy Insurance Company Phone Number</b> * must provide value	<input type="text"/>	
	<small>Please include the area code without any spaces or additional characters</small>	
<b>Pharmacy Insurance Group Number</b> * must provide value	<input type="text"/>	
<b>Pharmacy Insurance Policy Number</b>	<input type="text"/>	
<b>--- Dental Insurance Company Information ---</b>		
<b>Dental Insurance Company Name</b> * must provide value	<input type="text"/>	
<b>Dental Insurance Company address line 1</b>	<input type="text"/>	

# Uploading Documents

<b>Dental Insurance Company address line 1</b> (address is not required; enter if available)	 	<input type="text"/>	
<b>Dental Insurance Company address line 2</b>	 	<input type="text"/>	
<b>Dental Insurance Company city</b>	 	<input type="text"/>	
<b>Dental Insurance Company state</b>	 	<input type="text"/>	Please use the two letter postal abbreviation for the state (e.g. VA for Virginia)
<b>Dental Insurance Company zip code</b>	 	<input type="text"/>	Please use a five digit zip code
<b>Dental Insurance Company Phone Number</b>	 	<input type="text"/>	Please include the area code without any spaces or additional characters
<b>Dental Insurance Group Number</b> <i>* must provide value</i>	 	<input type="text"/>	
<b>Dental Insurance Policy Number</b>	 	<input type="text"/>	
<b>Upload Most Recent Paystub</b> <i>* must provide value</i>	 		<a href="#">+ Upload document</a> Please be certain that the paystub reflects a deduction for the medical insurance premium. Please be certain that all of the documents are clearly legible, as poor quality images may not be accepted.
<b>Upload Insurance Plan Summary</b> <i>* must provide value</i>	 		<a href="#">+ Upload document</a> This must provide information about your deductibles, co-pays, and the services covered by your insurance. Please be certain that all of the documents are clearly legible, as poor quality images may not be accepted.
<b>Upload the Employer Insurance Verification form, sign and dated by your employer</b> <i>* must provide value</i>	 		<a href="#">+ Upload document</a> Please be sure that both pages of the EIV form are completed according to the instructions.
<b>A front and back image of each unique insurance card is require; Medicaid recipients only . Enter the number of insurance card uploads that will be needed.</b>	 	<input type="text"/>	Please be certain that all of the documents are clearly legible, as poor quality images may not be accepted.
<b>Insurance card 1 upload</b> <i>* must provide value</i>	 		<a href="#">+ Upload document</a>
		<b>yes</b>	<b>No</b>
<b>Do you have other supporting documents to upload (Examples: Power Of Attorney, Custody Order, Executor)?</b>	 	<input type="radio"/>	<input type="radio"/>



# Step 9: Continued

\* must provide value

Remove file or Se

### Upload document

Upload Insurance Plan Summary (*e\_plan\_summary\_upload*)

Select a file then click the 'Upload Document' button

Choose File test\_paystub\_07.01.18.pdf

Upload document (Max file size: 32 MB)

Upload document

Upload document

Upload document

Upload document

I have given t  
knowledge. I  
withheld information, or failed to report a change I may be  
breaking the law & could be prosecuted. I authorize insurers or  
employers to release any information on myself, or other  
household member(s) necessary to determine eligibility for the  
HIPP/HIPP for Kids program. If you agree with this statement enter  
your first and last name.

# Step 9: Continued

## Screen shot of data entry fields below

I have given true & accurate information to the best of my knowledge. I understand that if I have given false information, withheld information, or failed to report a change I may be breaking the law & could be prosecuted. I authorize insurers or employers to release any information on myself, or other household member(s) necessary to determine eligibility for the HIPP/HIPP for Kids program. If you agree with this statement enter your first and last name.

\* must provide value

I understand that within 24 hours I will receive an email confirmation of my submission.

\* must provide value

I understand that I must select "Form Status" "Complete" to submit this form to the Virginia Medicaid HIPP unit.

\* must provide value

**Form Status**

Complete?

# Step 10

Once a user has completed the application, they will change the complete drop down selection to complete and click 'Save and Exit Form' highlighted in red below

\* must provide value

**Form Status**

**Complete?** Complete ▼

Save & Exit Form Save & Stay

-- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

# Application Submittal successful

If fields are missed the user will receive notification as to which need to be completed. If submission is successful, the following message will be received.

The screenshot displays the REDCap interface for a project named HIPP-1. The left sidebar contains navigation options such as 'My Projects', 'Project Home', 'REDCap Messenger', and 'Data Collection'. The main content area shows the 'Record Home Page' for HIPP-1, including a 'Choose action for record' dropdown and a legend for status icons. A green notification box with a checkmark and the text 'Application ID HIPP\_APP successfully edited' is highlighted with a red border. Below this, the application ID 'HIPP\_APP' and 'HIPPA\_77' are displayed. A table shows the 'Data Collection Instrument' 'hipp\_application (survey)' with a green status icon.

**REDCap™**

Logged in as [redacted]@conduent.com

Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: **Development**

**Data Collection**

Record Status Dashboard  
- View data collection status of all records

View / Edit Records  
- View or edit existing records

Application ID **HIPP\_APP**  
[Select other record](#)

**Applications**

Field Comment Log

API and API Playground

**Help & Information**

Help & FAQ

Video Tutorials

Suggest a New Feature

Contact REDCap administrator

## HIPP-1

### Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

**Legend for status icons:**

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

✓ Application ID **HIPP\_APP** successfully edited

Application ID **HIPP\_APP**  
HIPPA\_77

Data Collection Instrument	Status
hipp_application (survey)	●

# Logging Out

To log out, the user clicks 'Log Out' in the upper left

The screenshot shows the REDCap interface. At the top left, the REDCap logo is displayed. Below it, the user is logged in as 'conduent.com'. A red box highlights the 'Log out' button in the top left navigation area. Other navigation items include 'My Projects', 'Project Home or Project Setup', and 'REDCap Messenger'. The project status is 'Development'. The left sidebar contains sections for 'Data Collection', 'Applications', and 'Help & Information'.

## HIPP-1

### Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

✓ Application ID **HIPP\_APP** successfully edited

Application ID **HIPP\_APP**  
HIPPA\_77

Data Collection Instrument	Status
hipp_application (survey)	

#### Legend for status icons:

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

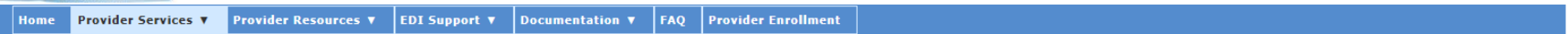
# REGISTERED USERS

Registered users will click on the 'Registered User' link:



Aug 24, 2018

[Test Environment](#) | [Home](#) | [Contact Us](#)



HIPP User Selection Screen

Please select appropriate user selection:

Registered User

First Time User ( [Click here to Register](#) )

# REGISTERED USERS

Registered/existing users will be navigated to the REDCap Log In screen:

**REDCap**  
**Log In**

Please log in with your user name and password. If you are having trouble logging in, please contact [DMAS Survey Administrator \(TEST\)](#).

Username:

Password:

[Forgot your password?](#)

**Welcome to REDCap!**

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [DMAS Survey Administrator \(TEST\)](#).

**New Users** [Click here](#)

**REDCap Features**

**Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

**Fast and flexible** - Conception to production-level survey/database in less than one day.

**Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

**Ad Hoc Reporting** - Create custom queries for generating reports to view or download.

**Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.

**Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.

**Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

**Save your data collection instruments as a PDF to print** - Generate a PDF version of your forms and surveys for printing to collect data offline.

**Advanced features** - Auto-validation, calculated fields, file uploading, branching/skip logic, and survey stop actions.

**REDCap API** - Have external applications connect to REDCap remotely in a programmatic or automated fashion.

**Data Queries** - Document the process of resolving data issues using the Data Resolution Workflow module.

**Piping** - Inject previously collected data values into question labels, survey invitation emails, etc. to provide a more customized experience.

REDCap 7.4.5 - © 2018 Vanderbilt University

# REGISTERED USERS

Enter email and password and click 'Log in' highlighted in red below



## Log In

Please log in with your user name and password. If you are having trouble logging in, please contact [DMAS Survey Administrator \(TEST\)](#).

Log In

[Forgot your password?](#)



# REGISTERED USERS

If user forgot password they can click 'Forgot Your Password?' link highlighted in red below



## Log In

---

Please log in with your user name and password. If you are having trouble logging in, please contact [DMAS Survey Administrator \(TEST\)](#).

Username:

Password:

Log In

[Forgot your password?](#)

---

Welcome to REDCap!

# REGISTERED USERS

After logging in , the user will be navigated to the REDCap survey tool

The screenshot shows the REDCap user interface. At the top, there is a navigation bar with the REDCap logo and links for Home, My Projects, Help & FAQ, Training Videos, Send-It, and Messenger. On the right side of the navigation bar, it says 'Logged in as' followed by a redacted name, and links for My Profile and Log out.

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REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

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[New Users](#) [Click here](#)

**REDCap Features**

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.
- Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

<http://vammiststlms01.vammis.local:8080/redcaptest/index.php?action=help>

# REGISTERED USERS

From this screen, the user should confirm they are logged in (user email displays) and click 'My Projects' highlighted in red below

The screenshot shows the REDCap user interface. At the top left is the REDCap logo. The navigation bar includes 'Home', 'My Projects' (highlighted with a red box), 'Help & FAQ', 'Training Videos', 'Send-It', and 'Messenger'. On the right side of the navigation bar, it says 'Logged in as' followed by a redacted email address (also highlighted with a red box), 'My Profile', and 'Log out'. The main content area is divided into two columns. The left column contains a 'Welcome to REDCap!' section with introductory text, a 'New Users' button with a 'Click here' link, and a 'NOTICE' regarding human subjects research. The right column contains a 'REDCap Features' section with several bullet points describing capabilities like building surveys, exporting data, and mobile app usage.

**REDCap** Home **My Projects** Help & FAQ Training Videos Send-It Messenger

Logged in as [redacted] My Profile Log out

### Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

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**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [DMAS Survey Administrator \(TEST\)](#).

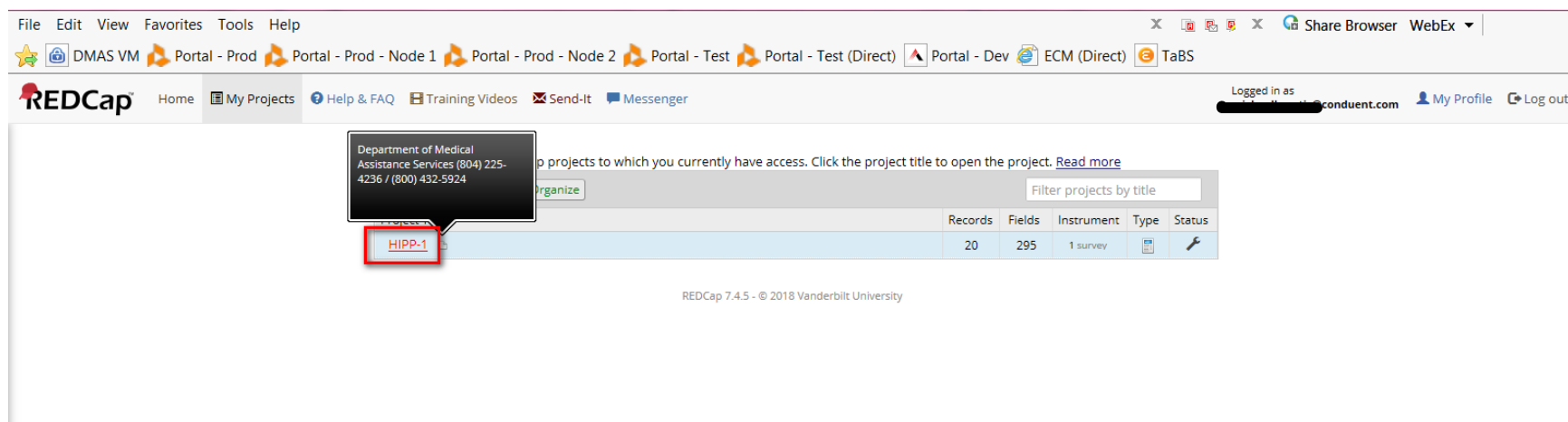
**New Users** [Click here](#)

### REDCap Features

- Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.
- Fast and flexible** - Conception to production-level survey/database in less than one day.
- Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.
- Ad Hoc Reporting** - Create custom queries for generating reports to view or download.
- Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.
- Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.
- REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.
- Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

# REGISTERED USERS

Hover over “HIPP-1” to see the link and click to open the application highlighted in red below



The screenshot shows the REDCap web interface. The browser's address bar contains several tabs, including 'DMAS VM', 'Portal - Prod', 'Portal - Prod - Node 1', 'Portal - Prod - Node 2', 'Portal - Test', 'Portal - Test (Direct)', 'Portal - Dev', 'ECM (Direct)', and 'TaBS'. The REDCap navigation bar includes 'Home', 'My Projects', 'Help & FAQ', 'Training Videos', 'Send-It', and 'Messenger'. The user is logged in as 'conduent.com'. A tooltip is displayed over the 'HIPP-1' project, providing contact information for the Department of Medical Assistance Services. Below the tooltip, a table lists the project details.

	Records	Fields	Instrument	Type	Status
HIPP-1	20	295	1 survey		

REDCap 7.4.5 - © 2018 Vanderbilt University

# REGISTERED USERS

The REDCap project page will display

The screenshot displays the REDCap interface for a project named HIPP-1. On the left is a sidebar with the REDCap logo and navigation options: 'Logged in as [redacted]@conduent.com', 'Log out', 'My Projects', 'Project Home or Project Setup', and 'REDCap Messenger'. Below these are sections for 'Data Collection' (Record Status Dashboard, View / Edit Records), 'Applications' (Field Comment Log, API and API Playground), and 'Help & Information' (Help & FAQ, Video Tutorials, Suggest a New Feature, and a button to 'Contact REDCap administrator').

The main content area shows the project name 'HIPP-1' and navigation tabs for 'Project Home' and 'Project Setup'. The 'Project status' is 'Development', and 'Completed steps 4 of 7' are shown. The main project settings are organized into four sections, each marked as 'Complete!':

- Main project settings:** Includes 'Use surveys in this project?' (checked), 'Use longitudinal data collection with defined events?' (unchecked), and a 'Modify project title, purpose, etc.' button.
- Design your data collection instruments & enable your surveys:** Includes instructions on using the 'Online Designer' or 'Data Dictionary', a link to the 'REDCap Shared Library', and a note to check the 'Check For Identifiers' page.
- Enable optional modules and customizations:** Includes 'Repeatable instruments' (checked), 'Auto-numbering for records' (checked), 'Scheduling module (longitudinal only)' (unchecked), 'Randomization module' (unchecked), and 'Designate an email field to use for invitations to survey participants' (unchecked).
- Set up project bookmarks (optional):** This section is partially visible at the bottom.

# REGISTERED USERS

Click the 'View/Edit Records' option from the Data Collection portlet on the left side of the screen, under the REDCap Section highlighted in red below

**REDCap™**

Logged in as [redacted]@dundee.com  
Log out

My Projects  
Project Home or Project Setup  
REDCap Messenger  
Project status: Development

**Data Collection**

Record Status Dashboard  
- View data collection status of all records

**View / Edit Records**  
- View or edit existing records

Show data collection instruments ▾

**Applications**

Field Comment Log  
API and API Playground

**Help & Information**

Help & FAQ  
Video Tutorials  
Suggest a New Feature

Contact REDCap administrator

**HIPP-1**

Project Home Project Setup

Project status: Development Completed steps 4 of 7

**Main project settings** Complete!

Disable  Use surveys in this project? [?](#) [VIDEO: How to create and manage a survey](#)  
Enable  Use longitudinal data collection with defined events? [?](#)

Modify project title, purpose, etc.

**Design your data collection instruments & enable your surveys** Complete!

Add or edit fields on your data collection instruments (survey and forms). This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). You may then enable your instruments to be used as surveys in the Online Designer.

Go to [Online Designer](#) or [Data Dictionary](#)

You may also browse for pre-built data collection instruments in the [REDCap Shared Library](#)

Have you checked the [Check For Identifiers](#) page to ensure all identifier fields have been tagged?

**Enable optional modules and customizations** Complete!

Modify  Repeatable instruments [?](#)  
Disable  Auto-numbering for records [?](#)  
Enable  Scheduling module (longitudinal only) [?](#)  
Enable  Randomization module [?](#)  
Enable  Designate an email field to use for invitations to survey participants [?](#)

Additional customizations

**Set up project bookmarks (optional)**

# REGISTERED USERS

The user will be routed to the REDCap View/Edit Records Screen

File Edit View Favorites Tools Help

DMAS VM Portal - Prod Portal - Prod - Node 1 Portal - Prod - Node 2 Portal - Test Portal - Test (Direct) Portal - Dev ECM (Direct)

## REDCap

Logged in as [redacted]

Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: Development

### Data Collection

Record Status Dashboard  
- View data collection status of all records

View / Edit Records  
- View or edit existing records

Show data collection instruments

### Applications

Field Comment Log

API and API Playground

### Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

Contact REDCap administrator

## HIPP-1

### View / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: 24 / In group: 0

Choose an existing Application ID

-- select record --

### Data Search

Choose a field to search  
(excludes multiple choice fields)

All fields

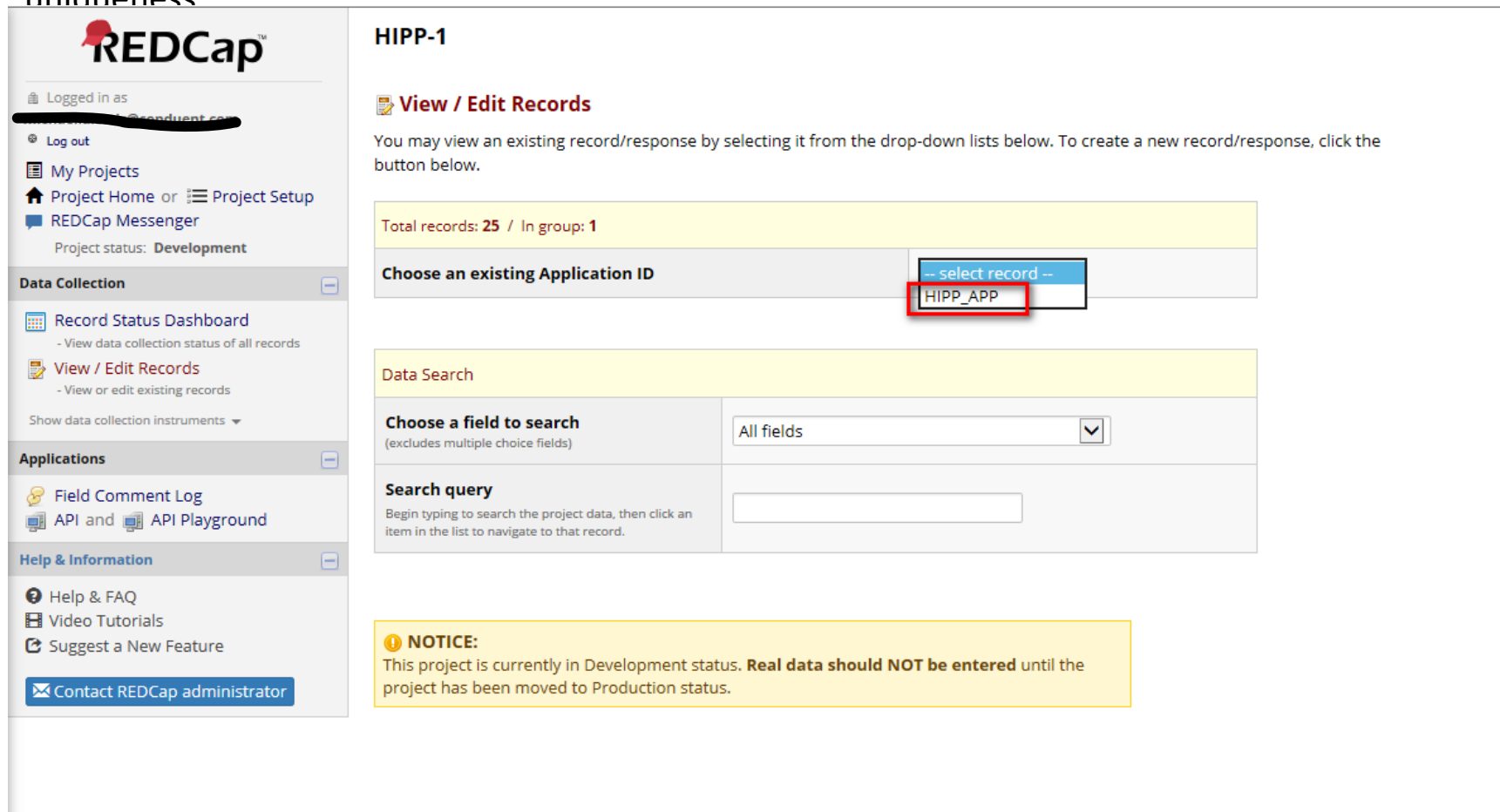
Search query

Begin typing to search the project data, then click an item in the list to navigate to that record.

**NOTICE:**  
This project is currently in Development status. Real data should NOT be entered until the project has been moved to Production status.

# REGISTERED USERS

From the 'Choose an existing Application' drop down highlighted in red below, the user will see one application listed and select that option. The option name may vary from this screen shot for uniqueness:



**REDCap™**

Logged in as [redacted]

Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: **Development**

**Data Collection**

- Record Status Dashboard - View data collection status of all records
- View / Edit Records** - View or edit existing records

Show data collection instruments ▾

**Applications**

- Field Comment Log
- API and API Playground

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

## HIPP-1

**View / Edit Records**

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, click the button below.

Total records: **25** / In group: **1**

Choose an existing Application ID

-- select record --

HIPP\_APP

**Data Search**

Choose a field to search (excludes multiple choice fields)

All fields ▾

**Search query**

Begin typing to search the project data, then click an item in the list to navigate to that record.

**NOTICE:** This project is currently in Development status. **Real data should NOT be entered** until the project has been moved to Production status.



# REGISTERED USERS

The Record Home Page will open and the user will select the status button highlighted in red below (Notice that the status button is now green as the application is submitted where initially, as a newly registered user it was white):

**REDCap™**

Logged in as [redacted]

Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: **Development**

**Data Collection**

- Record Status Dashboard - View data collection status of all records
- View / Edit Records - View or edit existing records

Application ID **HIPP\_APP**  
[Select other record](#)

**Applications**

- Field Comment Log
- API and API Playground

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

Contact REDCap administrator

## HIPP-1

### Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

Application ID **HIPP\_APP**  
HIPPA\_77

Data Collection Instrument	Status
hipp_application (survey)	

**Legend for status icons:**

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

# REGISTERED USERS

User's existing record is retrieved and displayed and allows for editing:

The screenshot displays the REDCap interface for editing an existing record. The left sidebar shows the user is logged in as a registered user and provides navigation options like 'My Projects', 'Project Home', and 'Data Collection'. The main content area shows the record details for 'hipp\_application' with the following fields:

- Application ID:** HIPP\_APP
- Section 1: Personal Information of Policyholder/Employee**
  - First Name:** Minnie
  - Middle Initial:** M
  - Last Name:** Mouse
  - Date of Birth:** 10-02-1981
- Does the policy holder get Medicaid?** (Selected: Yes)
- Enter the policy holder's Medicaid ID:** 111111111111
- Does the policy holder get Medicare?** (Selected: No)
- Last four digits of Social Security Number:** 1234
- Home Phone Number:** (Empty)

Buttons for 'Save & Exit Form', 'Save & Stay', and '-- Cancel --' are visible in the top right corner.

# REGISTERED USERS

Continued from the previous slide (highlighted in red below)

The screenshot shows the REDCap interface for a form titled "HIPP-1". The left sidebar contains navigation options like "Log out", "My Projects", and "Data Collection". The main content area shows the form details for "Application ID HIPP\_APP". The form includes fields for "First Name" (Minnie), "Middle Initial" (M), "Last Name" (Mouse), and "Date of Birth" (10-02-1981). There are two radio button questions: "Does the policy holder get Medicaid?" (selected Yes) and "Does the policy holder get Medicare?" (selected No). The "Enter the policy holder's Medicaid ID" field is highlighted with a red box and contains the value "11111111111". Other fields include "Last four digits of Social Security Number" (1234) and "Home Phone Number".

**HIPP-1**

Actions: [Download PDF of instrument\(s\)](#) [VIDEO: Basic data entry](#)

**hipp\_application**

Editing existing Application ID **HIPP\_APP**

Application ID: HIPP\_APP  
To rename the record, see the record action drop-down at top of the [Record Home Page](#).

**Section 1: Personal Information of Policyholder/Employee**

**First Name**  \* must provide value

**Middle Initial**

**Last Name**  \* must provide value

**Date of Birth**   M-D-Y \* must provide value

**Does the policy holder get Medicaid?**  Yes  No \* must provide value

**Enter the policy holder's Medicaid ID**  \* must provide value

**Does the policy holder get Medicare?**  Yes  No \* must provide value

**Last four digits of Social Security Number**  \* must provide value

**Home Phone Number**

Buttons: [Save & Exit Form](#), [Save & Stay](#), [-- Cancel --](#)

# REGISTERED USERS

Change ID number highlighted in red below

The screenshot shows the REDCap interface for a project named 'HIPP-1'. The left sidebar contains navigation options like 'Log out', 'My Projects', and 'Data Collection'. The main content area shows the 'hipp\_application' form. The 'Application ID' field is highlighted in red and contains the value '11111111112'. Other fields include 'First Name' (Minnie), 'Middle Initial' (M), 'Last Name' (Mouse), 'Date of Birth' (10-02-1981), and 'Enter the policy holder's Medicaid ID' (11111111112). The form also includes radio buttons for 'Does the policy holder get Medicaid?' and 'Does the policy holder get Medicare?'. The 'Application ID' field is highlighted in red.

REDCap™

Logged in as [redacted]

Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: Development

Data Collection

Record Status Dashboard

View / Edit Records

Application ID HIPP\_APP

Data Collection Instruments:

hipp\_application

Applications

Field Comment Log

API and API Playground

Help & Information

Help & FAQ

Video Tutorials

Suggest a New Feature

Contact REDCap administrator

HIPP-1

Actions: Download PDF of instrument(s)

VIDEO: Basic data entry

Save & Exit Form

Save & Stay

-- Cancel --

hipp\_application

Editing existing Application ID HIPP\_APP

Application ID HIPP\_APP

To rename the record, see the record action drop-down at top of the Record Home Page.

Section 1: Personal Information of Policyholder/Employee

First Name \* must provide value Minnie

Middle Initial \* must provide value M

Last Name \* must provide value Mouse

Date of Birth \* must provide value 10-02-1981 Today M-D-Y

Does the policy holder get Medicaid? \* must provide value Yes No

Enter the policy holder's Medicaid ID \* must provide value 11111111112

Does the policy holder get Medicare? \* must provide value Yes No

Last four digits of Social Security Number \* must provide value 1234

Home Phone Number

# REGISTERED USERS

After all updates are made, user will make sure that the Complete drop down option is still 'Complete' and then click 'Save & Exit Form' highlighted in red below

\* must provide value

Remove file

Save & Exit Form

Upload the Employer Insurance Verification form, sign and dated by your employer

Hardship Exemption.c

Save & Stay

\* must provide value

Remove file

-- Cancel --

A front and back image of each unique insurance card is require: Medicaid recipients only . Enter the number of insurance card uploads that will be needed.

1

Insurance card 1 upload

Adverse Legal Action.docx (0.01 MB)

\* must provide value

Remove file or Send-It

I have given true & accurate information to the best of my knowledge. I understand that if I have given false information, withheld information, or failed to report a change I may be breaking the law & could be prosecuted. I authorize insurers or employers to release any information on myself, or other household member(s) necessary to determine eligibility for the HIPP/HIPP for Kids program. If you agree with this statement enter your first and last name.

Minnie M. Mouse

\* must provide value

**Form Status**

Complete?

Complete

Save & Exit Form

Save & Stay

-- Cancel --

Delete data for THIS FORM only

NOTE: To delete the entire record (all forms/events), see the record action drop-down at top of the [Record Home Page](#).

# REGISTERED USERS

If changes clear the edits, the user will receive a successful edit message and can log out, highlighted in red below

The screenshot displays the REDCap interface for a user logged in as [redacted]. The 'Log out' button is highlighted in red. The main content area shows the 'HIPP-1' record page. A green message box, also highlighted in red, states: 'Application ID HIPP\_APP successfully edited'. Below this, the application ID 'HIPP\_APP' is shown with 'HIPPA\_77' as a sub-ID. A table lists the data collection instruments for this application.

**REDCap**  
Logged in as [redacted]  
**Log out**  
My Projects  
Project Home or Project Setup  
REDCap Messenger  
Project status: **Development**

**Data Collection**

- Record Status Dashboard - View data collection status of all records
- View / Edit Records - View or edit existing records
- Application ID **HIPP\_APP** [Select other record](#)

**Applications**

- Field Comment Log
- API and API Playground

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature
- Contact REDCap administrator

**HIPP-1**

**Record Home Page**

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

Choose action for record

**Legend for status icons:**

- Incomplete
- Unverified
- Complete
- Many statuses (mixed)
- Incomplete (no data saved) ?
- Partial Survey Response
- Completed Survey Response
- Many statuses (all same)

Application ID **HIPP\_APP**  
HIPPA\_77

Data Collection Instrument	Status
hipp_application (survey)	Complete

# COMPLETED APPLICATION !

- What to expect next
  - ❑ Up to 45 days processing time
  - ❑ You will receive a written confirmation of your approval or denial to the program
  - ❑ If approved for the program you will receive information on the next steps as a HIPD member

# Questions

Please contact the HIPP unit with any question

## **HIPP HIPP Unit Contact Information:**

**600 East Broad Street, 12<sup>th</sup> Floor**

**Richmond, VA 23219**

**(804) 225 – 4236**

**(800) 432 – 5924 (Virginia Residents)**

**<http://dmasva.dmas.virginia.gov/Content-pgs/rcp-hipp>**



