


Downloading Cognos Medical files

The purpose of these Download Medical Files is to pull student data in batch form for checking students' Medicaid eligibility. The user must have the appropriate security resources within eSchool.

- Login to eSchool at <http://eschool20.esp.k12.ar.us/>
- In the Quick Search space, type Cognos. This will display Cognos in a drop down to be selected.
- Login using your eSchool login and password including the apscn\

- Select *Team Content* > *Student Management System* > *Medical* > *Medical Download Files*.
- Click on the *Report Name* to run:
 - **APSCN Medicaid Check/All Active Students**
The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility. The file contains columns of student's last name, first name, and birthdate. The file pulls active students.
 - **APSCN Medicaid Early Childhood Special Ed file**
The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility. The file contains columns of student's last name, first name, and birthdate. The file pulls active students also currently active in the Early Childhood program.
 - **APSCN Medicaid Hearing/Vision Data by Date file**
The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility of Vision and/or Hearing reimbursement. The file contains a blank SSN column, the students' first name, last name, birthdate, and one instance of a vision and/or hearing screening date. The file only pulls students whose Medicaid Permissions flag is checked. (Tip: The prompts are normally all buildings and dates from July 1 to June 30 of the current school year.)
 - **APSCN Medicaid School Age Special Ed file**
The purpose of this file is to pull student data in batch form for checking students' Medicaid eligibility. The file contains columns of student's last name, first name, and birthdate. The file pulls active students also currently active in the School Age Sped program.
- Answer any prompts that might display. Select **Finish**, if applicable. Some reports have no prompts and data is immediately sent to the Excel file.
- A message may display stating, *Your report is ready and will download to your Web browser in a few moments*. In the bottom area of the screen look for the download prompt.
- Due to the difference in PC and browser settings, the user will either Open and/or Save the file. With either option, the file must be saved to a local drive for later retrieval.

Per the Arkansas Security Rules a file with PII (Personal Identifiable Information) cannot be sent via email unless encrypted/password protected. After downloading the file locally work with your vendor on submitting the file appropriately.