

# Medicaid Alert #13-11

## Attachment 1

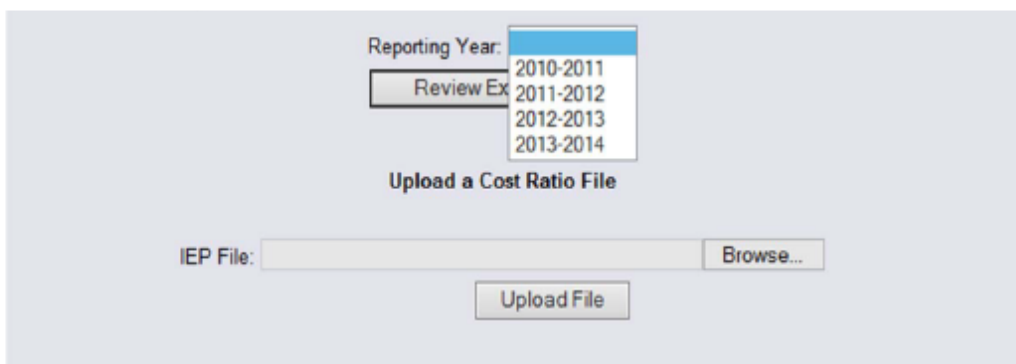
### SSHSP Cost Report IEP Ratio Upload

In conjunction with Medicaid Alert #13-11, all SSHSP providers will be required to upload to MEDWeb a file containing all students that had a direct medical service included in their Individualized Education Program (IEP) on the first Wednesday of October (BEDS Day) for each corresponding SSHSP Cost Report.

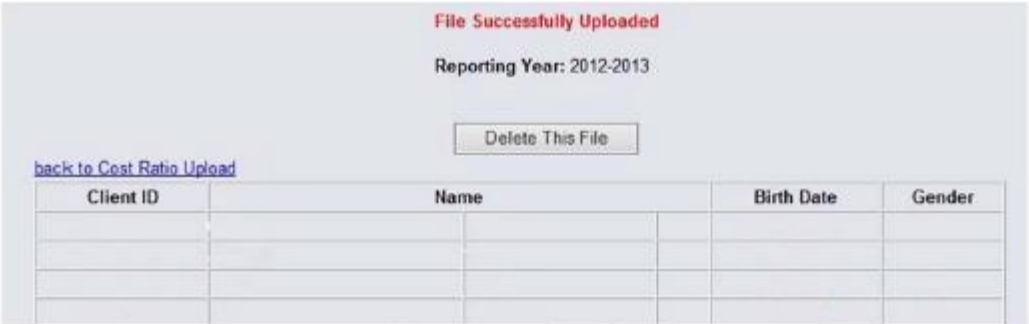
To upload the required text file (ASCII) you will need to login to MEDWeb and click on the link for the **IEP Cost Ratio File**. Depending on your MEDWeb access, the IEP Cost Ratio File link may appear on a different button than shown.



On the next screen select the Cost Report Year from the dropdown menu and browse for the file to upload.



Once you have selected the appropriate file for the reporting year, click on the Upload File button to complete the process. You will receive the response “File Successfully Uploaded” and a review of the uploaded data. If needed, you may delete this file and upload again. To return to the Cost Ratio Upload screen click on the blue link to the left.



To review data from prior years, you may select any Cost Report Year that is shaded.



Details on the required file layout are included in Medicaid Alert #13-11.