

EMWS File Naming Convention Guidelines



Files in the Electronic Medicaid Waiver System (EMWS) will be named in the following manner:

1. Waiver initials: CA,CC, CABI, SA, SC, SABI
 - CA - Comprehensive Adult, CC - Comprehensive Child, CABI - Comprehensive Acquired Brain Injury
 - SA - Supports Adult, SC - Supports Child, SABI - Supports Acquired Brain Injury
2. Participant: Last name, First name
3. Doc Title Abbreviated: see below
4. Date: YYYY.MM.DD

Example: CC.Doe.Jane.Appl.20xx.MM.DD

1 2 3 4

Document Title Abbreviations

Appl – Application

CMSel – Case Manager Selection

Psych – Psychological Evaluation

Neuro – Neuropsychological Evaluation

LAR – Legally Authorized Representative

ICAPauth – ICAP authorization and Information Form

PBSP – Positive Behavior Support Plan

MAR – Medication Assistance Record

Seiz – Seizure Protocol

Vagus – Vagus Nerve Stimulator Protocol

Veri – Verification Form

PsyInv – Psychological Evaluation Invoice

RepPay – Representative Payee documentation

Meal – Mealtime protocol

Posit – Position Protocol

ROI – Release of Information

TeamSign – Team Signature Verification Form

Relative – Relative Disclosure Form

Service Name – Services Form for a specific service

SkNurseApp – Approved for Skilled Nursing

MedCon – Medication Consent Form

FBA – Functional Behavior Analysis

TPL – Third Party Liability

Trans – Transition checklist

ICAP – ICAP 3 page summary form

ADL – Activities of Daily Living Protocol