



MARYLAND DEPARTMENT OF  
**HUMAN SERVICES**  
 Department of Human Services  
 311 West Saratoga Street  
 Baltimore MD 21201

## FIA INFORMATION MEMO

**Control Number: #23-01**

**Issuance Date: November 21, 2022**

**Effective Date: November 2, 2022**

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
 DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT,  
 FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

**FROM: LA SHERRA AYALA, EXECUTIVE DIRECTOR**   
**DEBBIE RUPPERT, MDH EXECUTIVE DIRECTOR** 

**RE: ACCESSING THE MEDICAID MANAGEMENT INFORMATION  
 SYSTEM (MMIS) WITHIN THE ELIGIBILITY AND  
 ENROLLMENT (E&E) APPLICATION**

**PROGRAM AFFECTED: MEDICAL ASSISTANCE (MA)**

**ORIGINATING OFFICE: OFFICE OF PROGRAMS**

**SUMMARY**

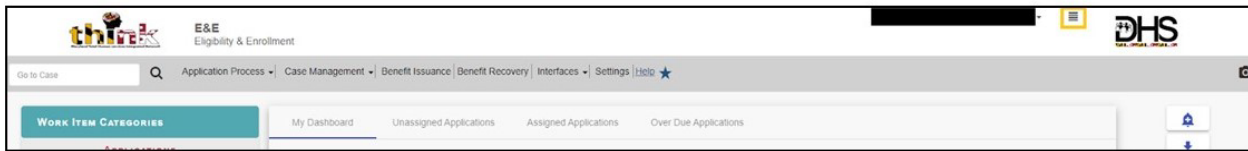
Effective November 1, 2022, users will no longer have access to the Medicaid Management Information System (MMIS) as a separate application. Instead, users will now access MMIS via the Eligibility and Enrollment (E&E) application.

This information memo provides guidance on how staff will access MMIS.

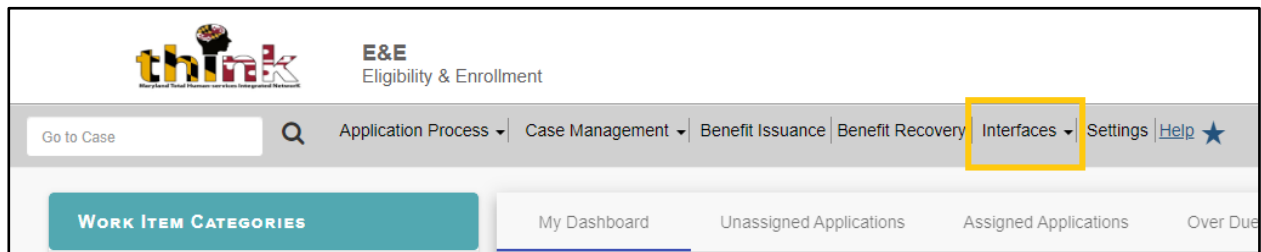
**REQUIRED ACTION:**

LDSS staff are now required to access MMIS via the E&E system. Staff can do this in one of two ways.

**Method 1:** Access MMIS via the Burger Button (three horizontal lines) and select “MMIS”.



**Method 2:** Access MMIS via the Interfaces menu, select “MMIS Transfers” and click on the “MMIS” button.



Either method will guide staff to the Annapolis Data Center (ADC) mainframe screen where staff can review and verify a customer’s information in MMIS.

**ATTACHMENTS:**

- [How-to-Guide: Access MMIS from E&E](#)
- [Quick Reference Guide: MMIS Access for DHS Staff](#)

**INQUIRIES:**

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#) found on Knowledge Base or via email at [fia.policy@maryland.gov](mailto:fia.policy@maryland.gov) for Montgomery County only.

For systems questions, please email [fia.bsdm@maryland.gov](mailto:fia.bsdm@maryland.gov).

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