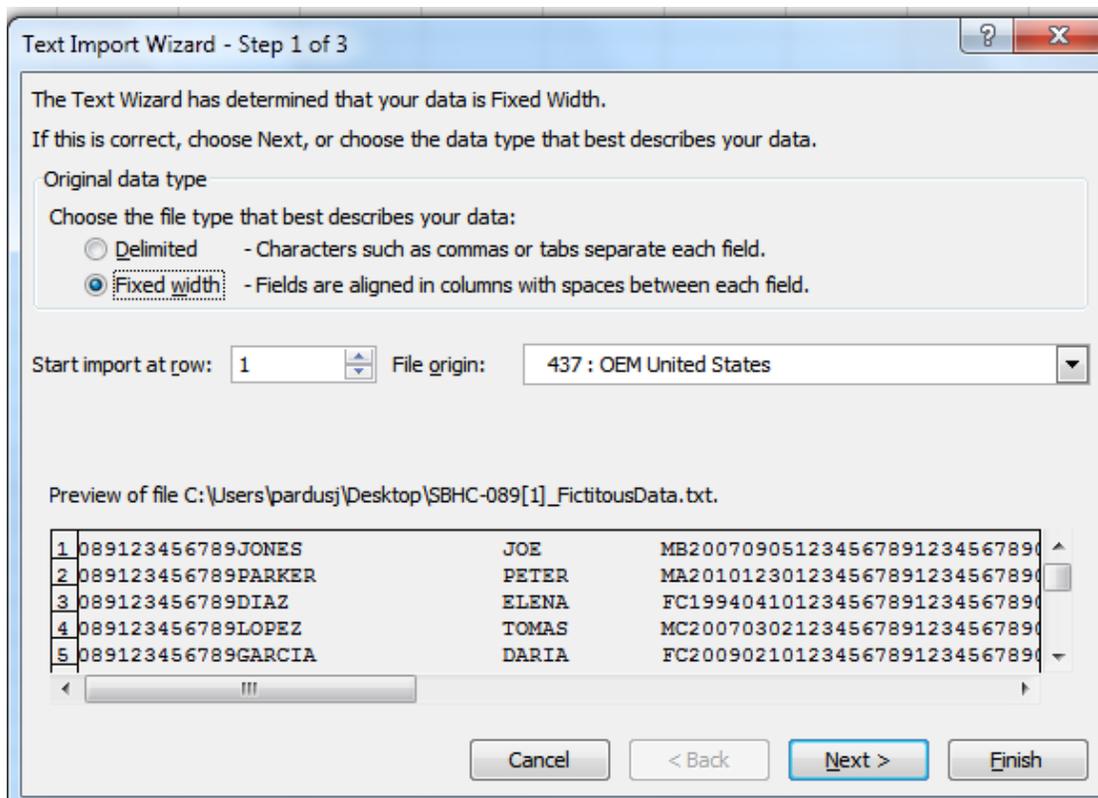
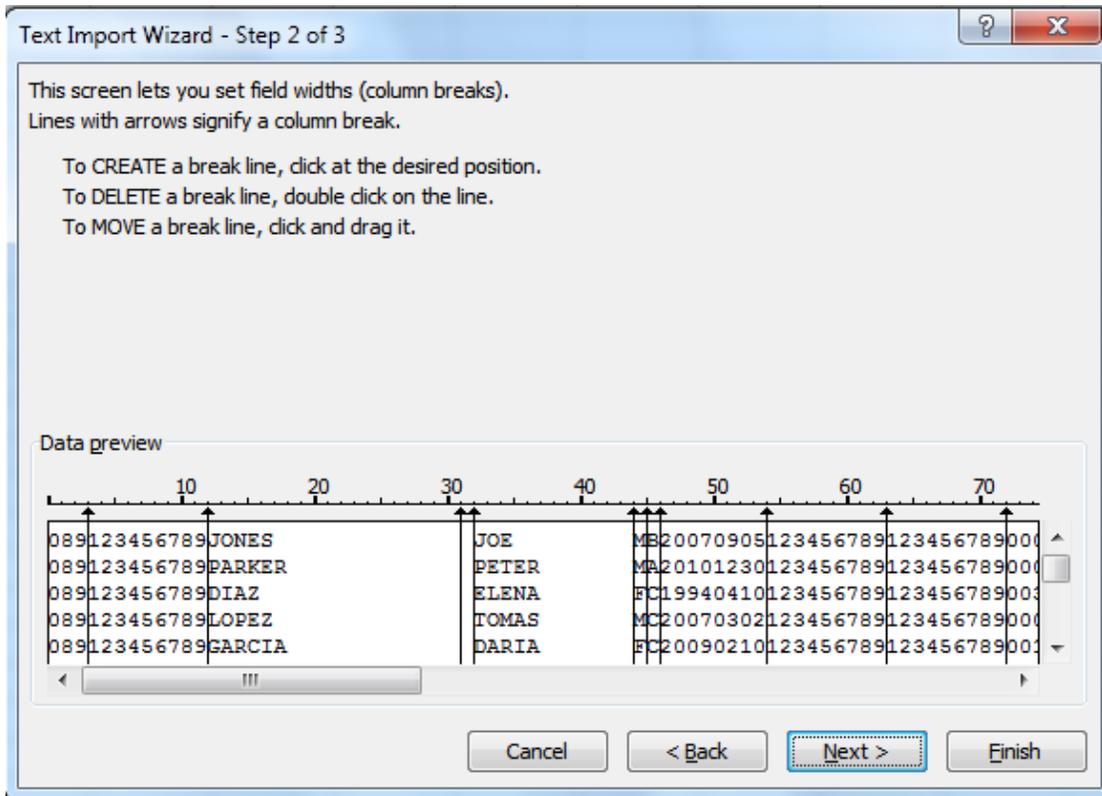


How to Save and Format a Monthly Medicaid Eligibility Text File as an Excel File

1. Log onto the Tumbleweed Secure Server.
2. Select the file to be downloaded (click on the box on the left hand side which puts a check-mark in the box next to the file you wish to download).
3. Click the Download button.
4. On the window that pops-up, click Open.
5. The Medicaid Eligibility file will open as a "Text" file.
6. On the menu bar, click File, then Save As. Select a location on your computer to save this Text file. Name the file as you wish, and click Save (as a Text file).
7. Close the file.
8. Open Excel.
9. On the menu bar, click File, then Open (be sure to select "All Files" so that you can choose the Text file that you just saved on your computer). Choose the Medicaid Eligibility Text file that you just saved.
10. A "Text Import Wizard" window will open. This Wizard will help you to format and save the Medicaid Eligibility Text file as an Excel File.
11. On the first window of the Wizard (Step 1 of 3), choose Fixed Width, and then click Next (see below).



12. On the next window that appears (Step 2 of 3), the box at the bottom of the window shows rows of data in the Medicaid Eligibility Text file (“Data Preview” box). By following the instructions shown at the top of this window, you will be creating, deleting, or dragging the arrows in the Data Preview box to separate the text you see. By doing this, you will be appropriately breaking apart the data, and setting the appropriate column widths for the Excel file you are creating.



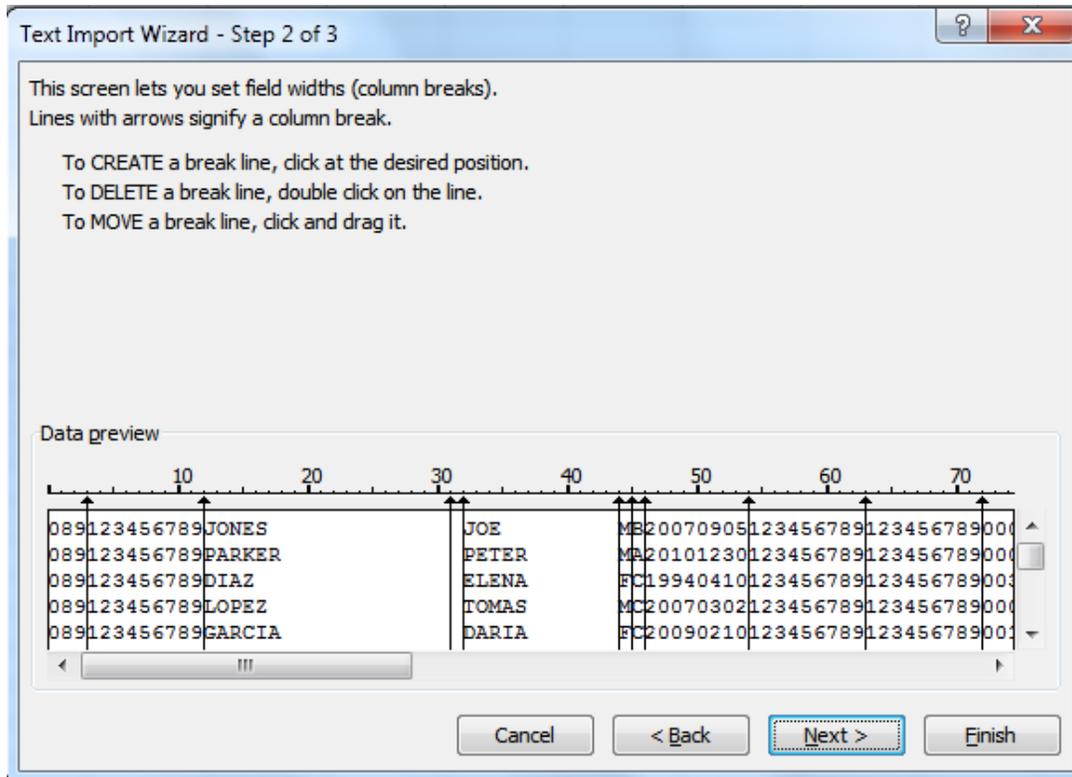
13. You may also refer to the supplemental guide “Data Dictionary for the Medicaid Eligibility File” which explains in detail all of the data elements that you will be separating.

14. Place arrows in the Data Preview box (as indicated in Table 1 below) to appropriately break apart the data. You will have to use the scroll bar at the bottom of the Data Preview box to continue to break apart the data.

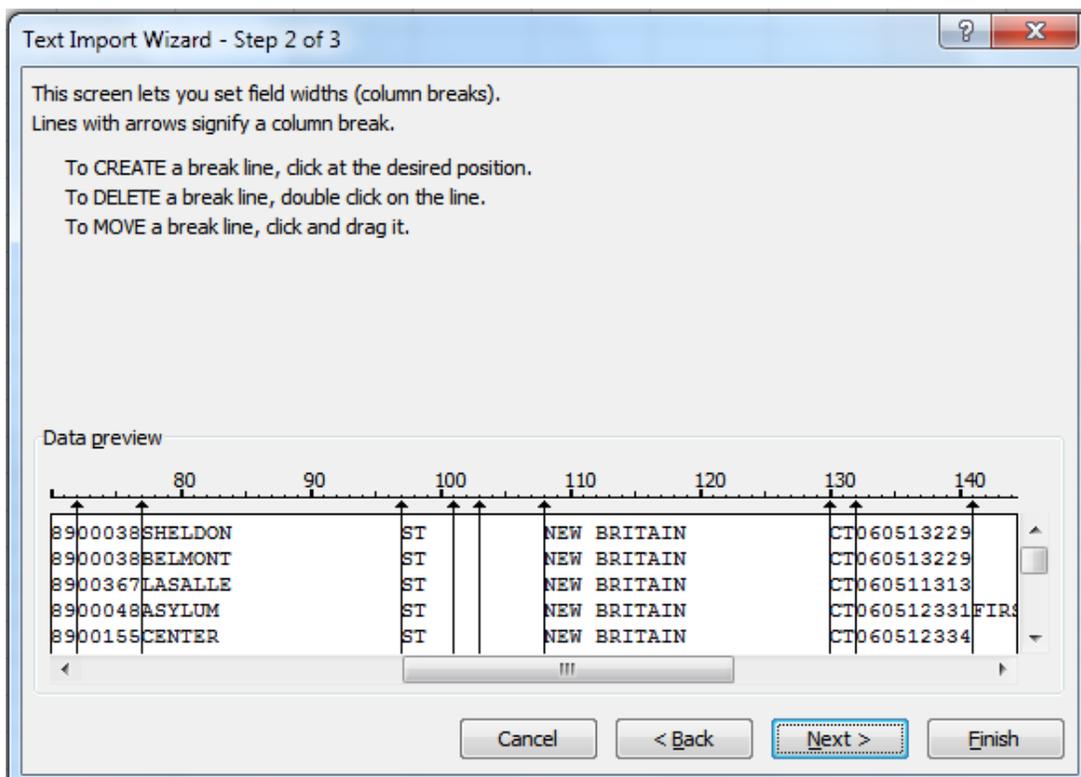
Table 1

Town No.	Client ID	Last Name	Middle Initial	First Name	Sex	Race	Date of Birth	Social Security No.	Assistance Unit No.	Street No.	Street Name	Street type	Street Direction	Apt No.	City	State	Zip Code	Address 1	Address 2	Benefit Month	New Client Indicator	Client Status
The type of data that you are breaking out in the Data Preview box by placing the arrows as indicated below:																						
Place arrows in the Data Preview box so that the number of characters between each arrow is as follows:																						
3	9	19	1	12	1	1	8	9	9	5	20	4	2	5	22	2	9	22	22	6	1	1

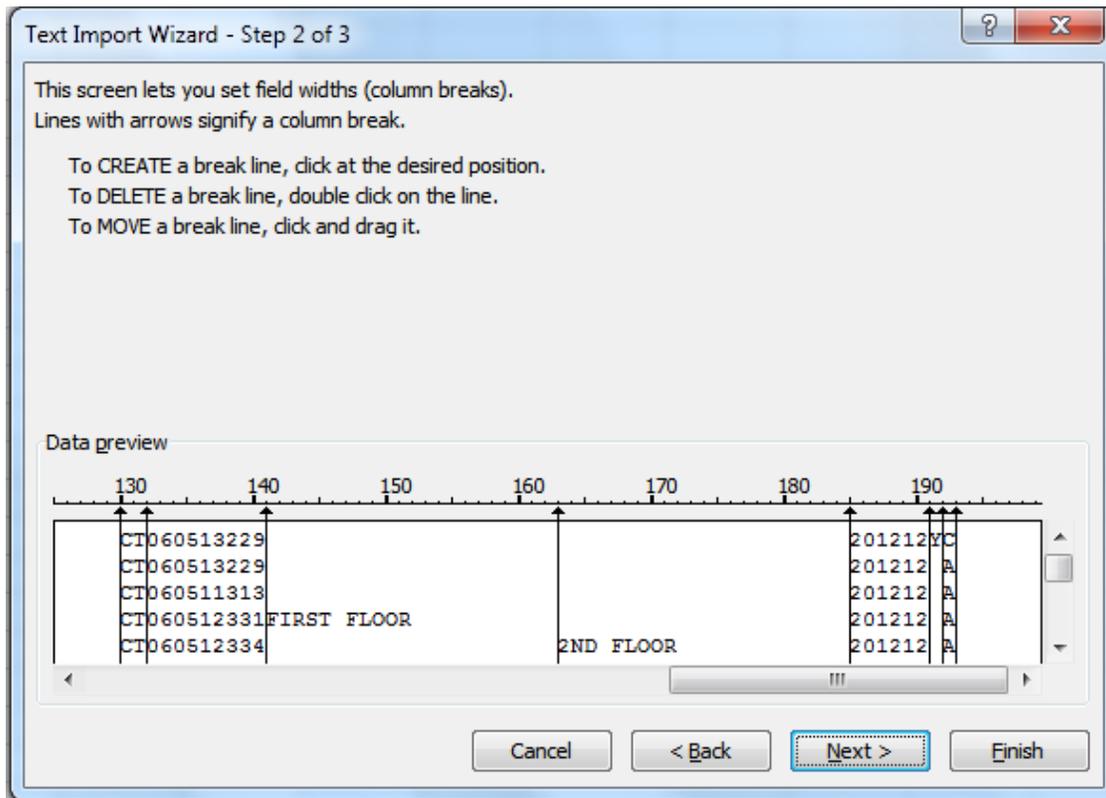
15. Once you have placed arrows as appropriately shown in the picture below, use the scroll bar to scroll the data to the left so that you may place more arrows (again, refer to Table 1 above).



16. Still in the same Wizard window (Step 2 of 3), the picture below shows more arrows appropriately placed to break out the data as indicated in Table 1 above.



17. And still in the same Wizard window (Step 2 of 3), continue to scroll the data to the left. The picture below shows the remaining arrows appropriately placed to break out the rest of the data as indicated in Table 1 above.



18. When done placing arrows as indicated, click Next.
19. On the next Wizard window that appears (Step 3 of 3), click Finish.
20. The Text file has now been converted to an Excel file.
21. Immediately save your file. On the menu bar, click File, then Save As. Make sure to choose Excel as the “Type” of file, and save the file to a location on your computer.
22. Lastly, at the top of your newly saved file, insert a row so that you can label all of the columns (there should be 23 columns in all) as indicated in Table 1 above. Save your file. Again, refer to the supplemental guide “Data Dictionary for the Medicaid Eligibility File” which explains in detail all of the types of data elements that are now separated by columns in your Excel file.