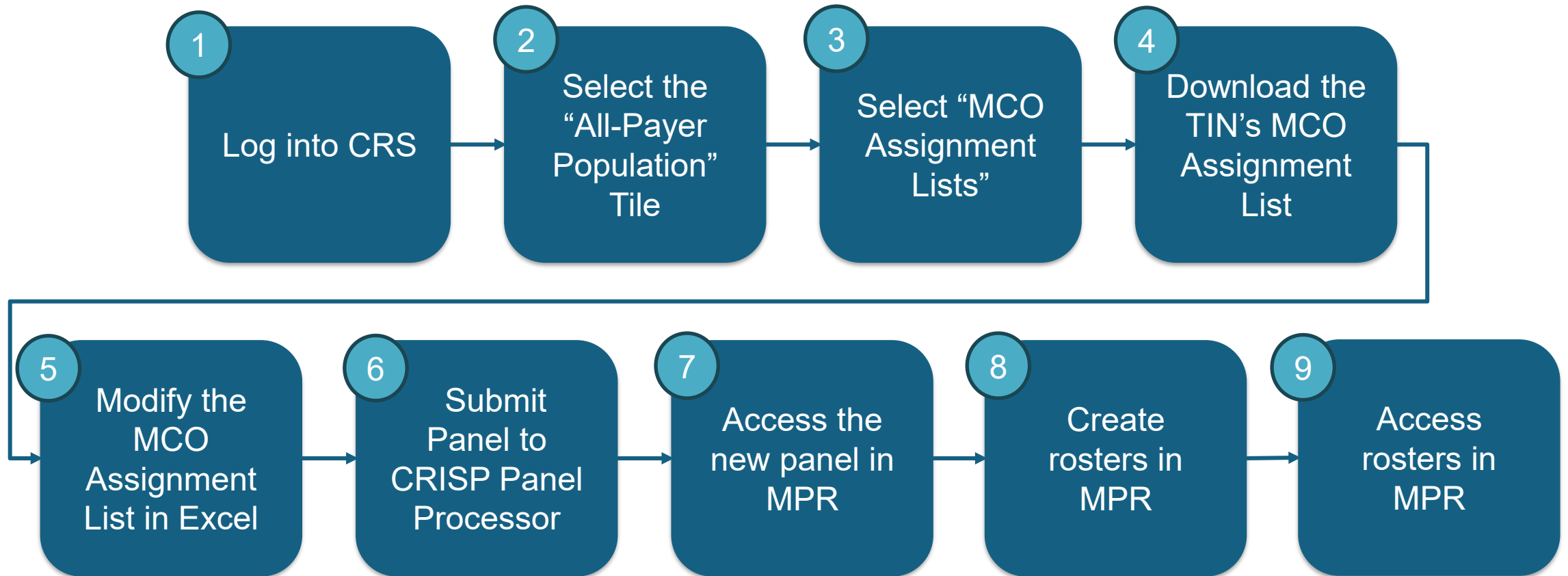




Walkthrough of MCO Assignment List Processes


November 21, 2025


Workflow



1. Log into CRS

Log in to CRISP Reporting Services (CRS) Portal





Next

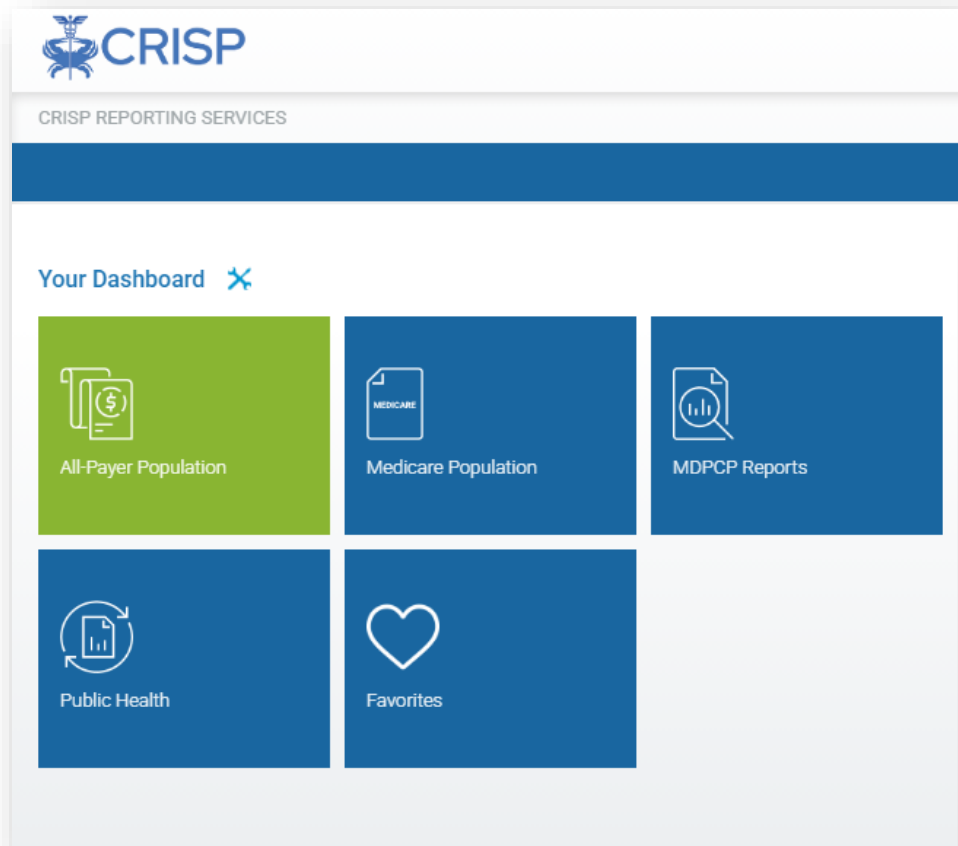
[Reset your password?](#)

Warning: CRISP policy prohibits username and password sharing.
Violation could result in account termination.

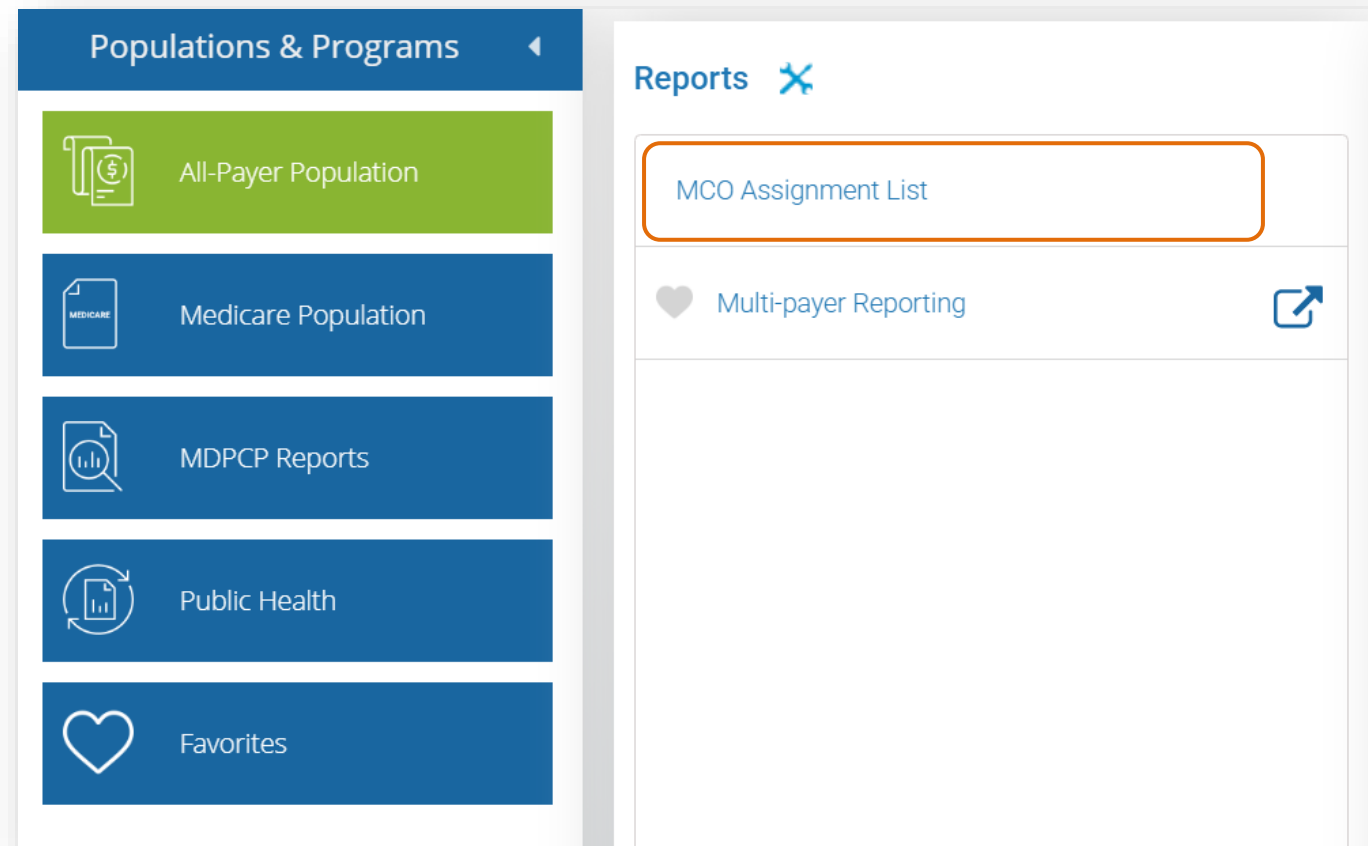
Questions or Concerns? Please contact the [CRISP Customer Care Team](#)
at support@crisphealth.org or 877-952-7477.

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2. Select the “All-Payer Population” Tile



3. Select “MCO Assignment Lists”



4. Download the TIN's MCO Assignment List

The screenshot displays the hMetrix application interface. On the left, a sidebar titled 'Populations & Programs' contains several menu items: 'Introduction', 'All-Payer Population' (highlighted in green), 'Medicare Population', 'HSCRC Regulatory Reports', 'MDPCP Reports', and 'Public Health'. The main content area is divided into two panels. The left panel, titled 'Reports', lists several report categories: 'Case Mix Program Loader', 'MCO Assignment List' (highlighted in blue), 'Multi-Payer Reporting', 'Patient Total Hospitalization (PaTH)', and 'Pre/Post'. The right panel, titled 'MCO Assignment List', shows a list of three data files: 'TIN001 - CY Q3 2025', 'TIN002 - CY Q3 2025', and 'TIN003 - CY Q3 2025'. Above this list, there is a toolbar with a download icon (a downward arrow) and three Excel icons (a green 'X' on a grid). An orange box highlights the Excel icons, and an orange arrow points from a text box to this box. The text box contains the instruction: 'Click the Excel icon to download the MCO Assignment List'.

Populations & Programs

- Introduction
- All-Payer Population
- Medicare Population
- HSCRC Regulatory Reports
- MDPCP Reports
- Public Health

Reports

- Case Mix Program Loader
- MCO Assignment List
- Multi-Payer Reporting
- Patient Total Hospitalization (PaTH)
- Pre/Post

MCO Assignment List

- TIN001 - CY Q3 2025
- TIN002 - CY Q3 2025
- TIN003 - CY Q3 2025

Click the Excel icon to download the MCO Assignment List

4. Review MCO Assignment List in Excel

The MCO assignment list contains the following fields:

- Member's Original Medicaid ID
- Member's Current Medicaid ID
- Member ID/MRN
- Member's First Name
- Member's Last Name
- Member's Address
- Member's City
- Member's State
- Member's Zip Code
- Member's Date of Birth
- Member's Gender

Required fields for the CRISP Panel Processor

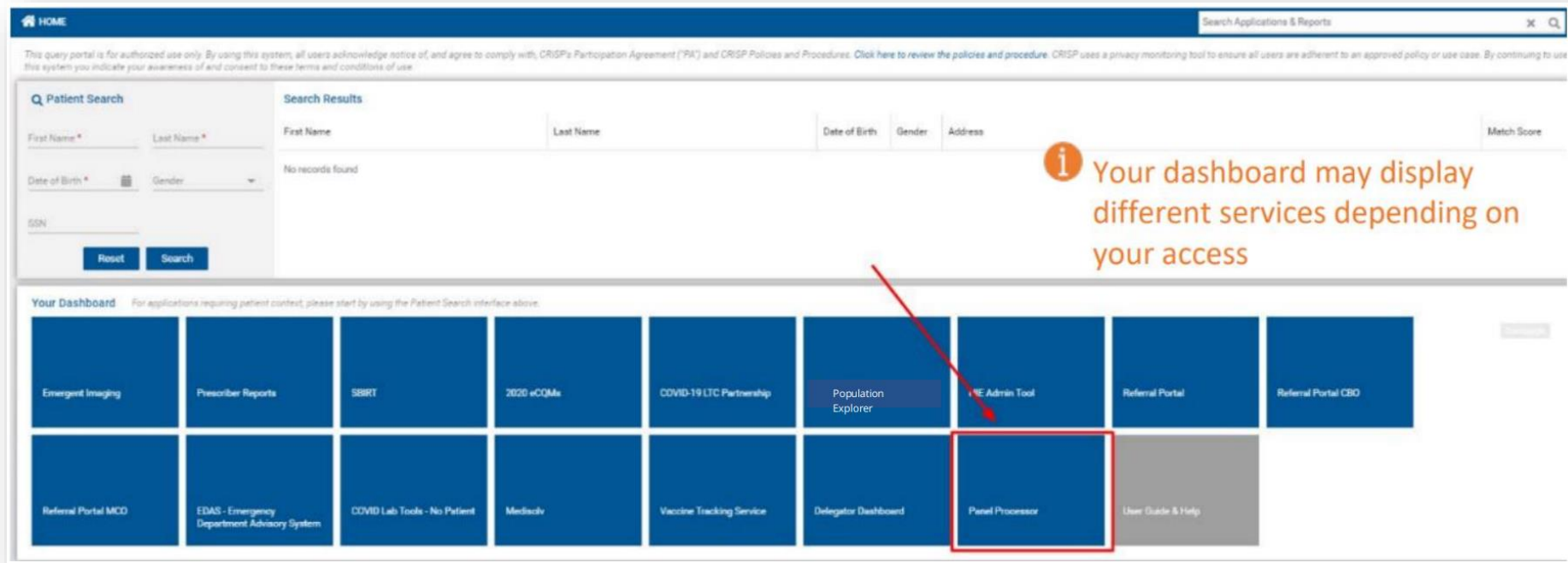
- Member's County
- Member's Telephone Number
- MCO Name
- Maryland Medicaid-Issued Provider ID of Assigned PCP
- Name of Assigned PCP
- NPI of Assigned PCP
- Tax ID of Assigned PCP
- County of Assigned PCP
- Name of Assigned PCP's Affiliated Group Practice
- NPI of Assigned PCP's Affiliated Group Practice
- Tax ID of Assigned PCP's Affiliated Group Practice

5. Modify MCO Assignment List in Excel

- The MCO Assignment list may be modified and uploaded as a panel (see following slides for more details about accessing the Panel Processor)
 - For example, a user may filter the list to see only the patients with a specific physician as their assigned PCP
- The panel template requires specific fields:
 - Patient_ID (Current Medicaid ID), First_Name, Last_Name, Address_1, City, State, Zip, Birthdate, Gender
- **Users can copy the requisite columns into the panel template for successful upload**

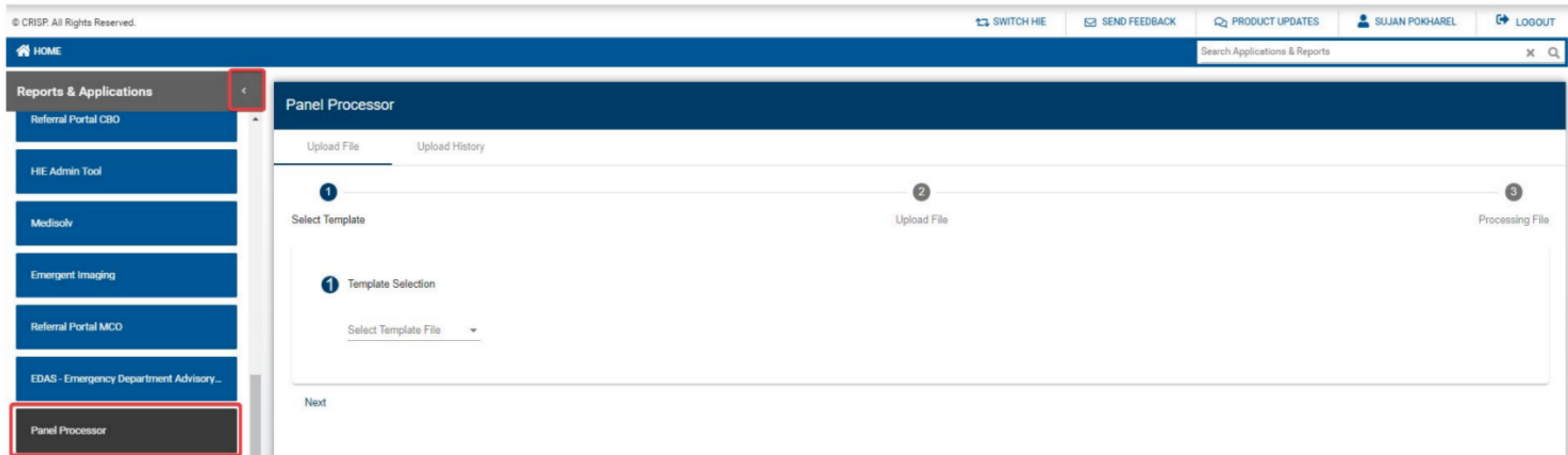
6. Submit Panel to CRISP Panel Processor

6.1. Access the Panel Processor in the HIE Portal



6. Submit Panel to CRISP Panel Processor

6.2. Access the Upload File option



6. Submit Panel to CRISP Panel Processor

6.3. Submit a Panel via the Upload File option

- Panels must be submitted as a .csv file with the file name in the following format:

[subscriber code]-1-z-MM-dd-yyyy (i.e: CEND_DEMO-1-z-08-05-2022)

- Panels should be set up with the “overwrite” option

7. Access the New Panel in Multi-Payer

Once the panel has been created, it will be available as an option in the panel selector in the global filters

Reports

Population Summary

Population Navigator

Measure Comparison by Time Period

Acute Care Setting Utilization Report

Emergency Room Utilization Report

Plan All Cause Readmission (PCR) Report

PQI Utilization Report

Follow Up After Inpatient Discharge Report

PMPM Trend Report

Health Equity by Demographics Report

Maternal Health Utilization Reports

Redetermination Report

Prediction Tools

Quality Measure Dashboard

Quality Measure Dashboard

Health Equity by Demographics (Quality)

Panel: TIN001 - TIN001

Roster: -Default-

Payer Type: Medicaid

Apply

Roster

Export

Beneficiary Name	Medicare ID	Medicaid ID	MRN	Medicaid	Medicare	ADI	Medicaid Plan	Gender
Abalo Laileani F		nmqjp42xsk7	kwyv0cnvbp	Yes	No	81	MCO-Plan 11	Female
Abarca De Gonzalez Hwa...		l5qlgftobz0	nwcsqvbexn	Yes	No	56	MCO-Plan 1	Female
Abdel Hamid Aaccpatient...	435gzj8bwvj	k0cu6q0yzbl	qsu6o2eprq	Yes	Yes	51	MCO-Plan 11	Male
Abdrhai Devole K		pg1xgsiwszx	1g9e0xvnap	Yes	No	96	MCO-Plan 1	Male
Abdullah Nri Diondre		3hio0nx6yu5	2jlnkd836q	Yes	No	76	MCO-Plan 1	Female
Abdus-samad Madonnac...		706gkmcjivf	19de4lg9c9	Yes	No	89	MCO-Plan 1	Male
Abdysheva Iris Deni D	3952vptgtwx	2l622g1hks4	t521xjv3uw	Yes	Yes	52	MCO-Plan 11	Male
Abegebey Maclain		szeu3y1jfpj	oo92n3ba1f	Yes	No	83	MCO-Plan 1	Female
Abeiy Trianesha		6g9vq6u7b1g	9y8qzbol5a	Yes	No		FFS	Female
Abels Rovay		o98l3uv4d34	20d8o794pn	Yes	No	90	FFS	Male
Abrahamse Fardin D		zrb5e75j4j7	ph9fwnb79y	Yes	No	95	MCO-Plan 1	Male
Abrego-fulton Shustine		aj63bi7950l	7lqt6ovhbh	Yes	No		MCO-Plan 1	Male
Abune Jew M		1t9y3832582	rnt8h1f5ux	Yes	No	24	FFS	Female

8. Create Rosters in MPR

1) Filter Panel to those with Assigned PCPs/TINs that are associated with the (non-) MDCP Practice; make sure to exclude non-affiliated PCPs/TINs

Panel:	TIN001 - TIN001	Roster:	-Default-	Payer Type:	Medicaid	Apply	i	2) Create Roster			
								Roster	Export		
Beneficiary Name	Medicare ID	Medicaid ID	MRN	Medicaid	Medicare	County name	CTO Name	Assigned PCP	Practice Name	Assigned PCP NPI	Claim Count
Abalo Laileani F		nmqpj42xsk7	kwyv0cnvbp	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111248521	
Abarca De Gonzalez Hwa...		l5qlgftobz0	nwcsqvbexn	Yes	No	Garrett	CTO_Name_5	PCP_Name1	Practice_Name_5	111484912	6
Abdel Hamid Aaccpatient...	435gzj8bwvj	k0cu6q0yzbl	qsu6o2eprq	Yes	Yes	Garrett	CTO_Name_5	PCP_Name1	Practice_Name_5	111583643	1
Abdrhai Devole K		pg1xgsiwszx	1g9e0xvnap	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111152317	8
Abdullah Nri Diondre		3hio0nx6yu5	2jlnkd836q	Yes	No	Allegany	CTO_Name_5				
Abdus-samad Madonnac...		706gkmcjvf	19de4lg9c9	Yes	No	Allegany	CTO_Name_5				
Abdysheva Iris Deni D	3952vptgtwx	2l622g1hks4	t521xjv3uw	Yes	Yes	Garrett	CTO_Name_5				
Abegbey Maclain		szeu3y1jfpv	oo92n3ba1f	Yes	No	Allegany	CTO_Name_5				
Abeiy Trianesha		6g9vq6u7b1g	9y8qzbol5a	Yes	No	Allegany	CTO_Name_5				
Abels Rovon		o98l3uv4d34	20d8o794pn	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111143782	1
Abrahamse Fardin D		zrb5e75j4j7	ph9fwnb79y	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111350902	7
Abrego-fulton Shustine		aj63bi7950l	7lqt6ovhbh	Yes	No	Allegany	CTO_Name_5	PCP_Name2	Practice_Name_5	111152310	5
Abune Jrew M		1t9y3832582	rnt8h1f5ux	Yes	No	Garrett	CTO_Name_5	PCP_Name1	Practice_Name_5	111148563	

Create Roster

Upload / Select Patients

Combine Existing Rosters

Name:

Type:

Selected Patient(s)

Current View

Upload

Make Public:

3) Make Public for all users with Panel access to see

Create Roster & Review

Cancel

9. Access Rosters in MPR

Once a roster has been created, it is accessible in the Global Filters

MULTI PAYER REPORTING

Reports

Population Summary

Population Navigator

Measure Comparison by Time Period

Acute Care Setting Utilization Report

Emergency Room Utilization Report

Plan All Cause Readmission (PCR) Report

PQI Utilization Report

Follow Up After Inpatient Discharge Report

PMPM Trend Report

Health Equity by Demographics Report

Maternal Health Utilization Reports

Redetermination Report

Prediction Tools

Quality Measure Dashboard

Quality Measure Dashboard

Health Equity by Demographics (Quality)

Panel: Panel_2 - 2 Roster: 44 - Test Payer Type: Medicaid Apply

Beneficiary Name	Medicare ID	Medicaid ID	Medicare ID	Medicaid	Medicare	ADI	Medicaid Plan	Gender	Race	DOB	Age
-herrera Kariane		csxqjthwahr	nur8rlcco2lozpbmik4...	Yes	No	37	FFS	Female	Unknown	03/01/1990	34
-herrera Kariane		csxqjthwahr	2onzf19fpx3uf05jf3pj...	Yes	No	37	FFS	Female	Unknown	03/01/1990	34
0 Nyedra		0519ko3ic8i	2objyalka4aj6nraaqiz...	Yes	No	49	MCO-Plan 11	Female	Hispanic	12/01/2019	5
100066 Daniela Elizabeth L	udw2yh0h7ea	znqvl09znjk	ru06gaz9u7vl54mte4...	Yes	Yes	50	MCO-Plan 11	Male	Black	07/01/1959	65
100331 Kalhi		gjlpm6x9vw1	yxmo38oq55bhjc6ga...	Yes	No	33	FFS	Female	Black	04/01/2000	24
100391 Tremg		dwufxa2awsy	10kcyx7oedkaafxsk...	Yes	No	12	MCO-Plan 1	Female	Black	05/01/1987	37
100514 Carl Brendon		or8oecltmyf	xavb8auqif3r3vddwwk...	Yes	No	34	MCO-Plan 11	Female	Black	01/01/1998	26
100566 Priss		6sklseucn4v	z7i146ymz8xdw136x...	Yes	No	5	FFS	Male	Black	10/01/1999	25
100590 Keondray	l20tnw9w919	59c1pi3l5sw	9rklelet1l22izkln14x...	Yes	Yes	31	MCO-Plan 11	Male	Hispanic	06/01/1950	73
5310-i Bligen Zeldra I		n550nusivoh	kjpbmbdz6c0r730lv9z...	Yes	No	31	MCO-Plan 11	Female	Hispanic	10/01/1985	39
5310-i Brown Sai Siddart...		n86fp7q092r	5unot1noml54limg5...	Yes	No	46	MCO-Plan 11	Female	Black	05/01/1993	31
5340-h Zambrano Brede I		jesc7iex3k	ihth41j5moh169geg...	Yes	No	15	MCO-Plan 11	Female	Unknown	10/01/1975	49
??castro Castaneda Erick...		b7sbx5602h8	tnldp94lzg5dtl5weqp...	Yes	No	44	MCO-Plan 11	Female	Black	08/01/1985	39
??heredia Celris		d6for66osq2	6a0o1k0dazc8op60s...	Yes	No	41	MCO-Plan 11	Female	Hispanic	08/01/1967	57

Quarterly Updates

Quarterly Updates

- MCO Assignment lists will be updated on a quarterly basis & the new version will be available in CRS
- Multi-Payer panels typically expire after 90 days – practices will need to **reupload their panel every quarter** using the “overwrite” function

Accessing Historical MCO Assignment Lists

- Previous versions of the MCO Assignment List are available in the Archive

The screenshot displays the hMetrix application interface. On the left is a sidebar with a 'Populations & Programs' menu containing options like 'Introduction', 'All-Payer Population', 'Medicare Population', 'HSCRC Regulatory Reports', 'MDPCP Reports', and 'Public Health'. The main area is divided into two panes. The left pane, titled 'Reports', lists 'Case Mix Program Loader', 'MCO Assignment List' (highlighted in blue), 'Multi-Payer Reporting', 'Patient Total Hospitalization (PaTH)', and 'Pre/Post'. The right pane, titled 'MCO Assignment List', shows a list of reports: 'TIN001 - CY Q3 2025', 'TIN002 - CY Q3 2025', and 'TIN003 - CY Q3 2025'. To the right of this list is a vertical toolbar with icons for download, Excel export, and history/archive. The history/archive icon, which is a clock, is highlighted with an orange box. An orange arrow points from this icon to a text box that reads: 'Click the clock icon to access the MCO Assignment List Archive'.

Accessing Historical MCO Assignment Lists

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