

# Instructions to Download Medicaid Eligibility Files

## Instructions to Download Medicaid Files from eScholar and locate Medicaid ID number

Only DirectMatch district authorized users can access the [eScholar DirectMatch](#) application.

District DirectMatch data managers will be able to download the matched records using the instructions below.

- The download files will have Student PII, LASID, and Medicaid ID.
- Student first, last and middle name (if given), DOB, SSN (if it is available in eScholar and valid on LDH file), and gender were used in the matching criteria to provide the student Medicaid number.

There are three files that data managers can download:

- Medicaid Free Lunch K12 Student
- Medicaid Reduced Lunch K12 Student
- Medicaid All K12 Student

### Download Instructions

- Log into [eScholar DirectMatch](#)

- Use the waffle icon  to toggle to DirectMatch 

- Click on the Search button 

- You will be taken to the Search Option page.

Home > Search Options

Search Options

Identifier :	Match Type :	LEA Code :	School/Site Code :	Ending School Session Year :
<input type="text"/>	Medicaid Free Lunch K12 Student ▼	Acadia Parish School System (001) ▼	<input type="text"/>	2025 ▼

Reset

- In the Match type box, use the dropdown and select Medicaid Free Lunch K12 Student.
  - Your district name will be automatically populated
  - The Ending School Session Year will be 2025
- Click on the purple Search button
- A student roster will populate in a table in the Search Results section

State	Name	Date Of Birth	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
					Acadia Parish School System (001) South Crowley Elementary School (001024)		Medicaid All K12 Student Medicaid Free Lunch K12 Student SNAP K12 Student	07/31/2024	>>
					Acadia Parish School System (001) Midland High School (001017)		Medicaid All K12 Student Medicaid Free Lunch K12 Student	08/13/2024	>>
					Acadia Parish School System (001) Midland High School (001017)		Medicaid All K12 Student Medicaid Free Lunch K12 Student	08/13/2024	>>



- Click on the download button
- The Download Options table will appear.
  - The default is the DirectMatch Index (see screenshot below)
  - DM Index is the file that is used to load into the district's food service system
- Click on Generate Extracts

#### Download Options

**Format**

File Format: Version 3.0 | Version 3.0+ | **DirectMatch Index**

Delimiter: **Tab** | Comma

Qualifier: Double Quotes ( " ) | Single Quote ( ' ) | **None**

Date Format: mm/dd/yyyy

Include Header/Footer: Yes | No

**Generate Extract**

- Scroll down till you see the Extract File(s) table

Extract File(0)								
Extract Date	Match Type	Location Info	Match Status	School Year	Record Count	Extract Name	Extract Status	Actions
10/08/2024 07:01 AM	Medicaid Free Lunch K12 Student	MULTIPLE	Match	2025	3551 of 3551	DM_MFLUN_02_SEARCH_20241008_070103_MCH.TXT	COMPLETED	Download

- The Extract Status will show Queued
- Click on the Refresh button until Extract Status shows COMPLETED
- Click on the Download button
- The DM-Index files will be saved into the download folder on your computer
  - o You will be saving a tab delimited txt file
  - o Below is an example of what the file name will look like:
    - FileName: DM\_MFLUN\_02\_SEARCH\_20241008\_071018\_MCH.TXT
  - o Here is what the parts of the filename indicate:
    - DM = DirectMatch
    - MFLUN = Medicaid Free Lunch
    - 02 = Public Student
    - SEARCH = file was downloaded from the Search function in DirectMatch
    - 20241008 = date the file was downloaded
    - 071018 = file ID
- Repeat the steps above for the Medicaid following files:
  - o Medicaid Reduced Lunch K12 Student
  - o Medicaid All K12 Student
- When you open the txt file, the Recipient ID will be in the second last column.
  - o The Recipient ID is the Medicaid ID
  - o The last column is the file date

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9901122376194    20240711
7769996254052    20240711
9059392468138    20240711
3755763982224    20240711

```

- The file may be easier to read if it loaded into EXCEL
  - o Instructions are located on the [eScholar Support pg: Loading a txt file into EXCEL](#)

For more information or questions regarding the matching process please contact Jayanthi Sothirajah ([Jayanthi.Sothirajah@LA.GOV](mailto:Jayanthi.Sothirajah@LA.GOV)).

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