

## MaineCare Medicaid EHR Incentive Program

### Meaningful Use Wizard Guide

Last Update: June 30, 2014

#### Before You Begin:

- Be sure your computer is running **Windows** operating system (Windows XP or higher). The Wizard does not run on a Mac or any other operating system. Please contact us if you do not have access to a windows system.
- The Wizard is sent to the professional (by email) or to an individual who is authorized to apply on behalf of the professional.
- **Please do not give the Wizard or the link to an unauthorized person.**
- Should you have more questions after reading through the guide there is a FAQ provided on the last page of this document which addresses basic questions
- Data must be entered for each individual provider. The Wizard will track the providers you enter MU data for. You will be able to retrieve the information at any time and if necessary you can update any MU data that we notify you is not correct for that provider. Once the submitted MU has been accepted and submitted for payment that provider will drop out of the wizard as no changes can then be made to the MU data for the program year applied for.

#### To Install:

1. Click the link provided in the email to download the Wizard.

**\*Note:** If you have a previous version of the wizard installed on your computer the new version will overwrite the old version; no additional action is required by you except to **accept any updates**. The only **exception** is if the version of the wizard you have was put on your computer **prior to July 2013**; in that case you will need to completely remove the old version before you download the latest wizard.

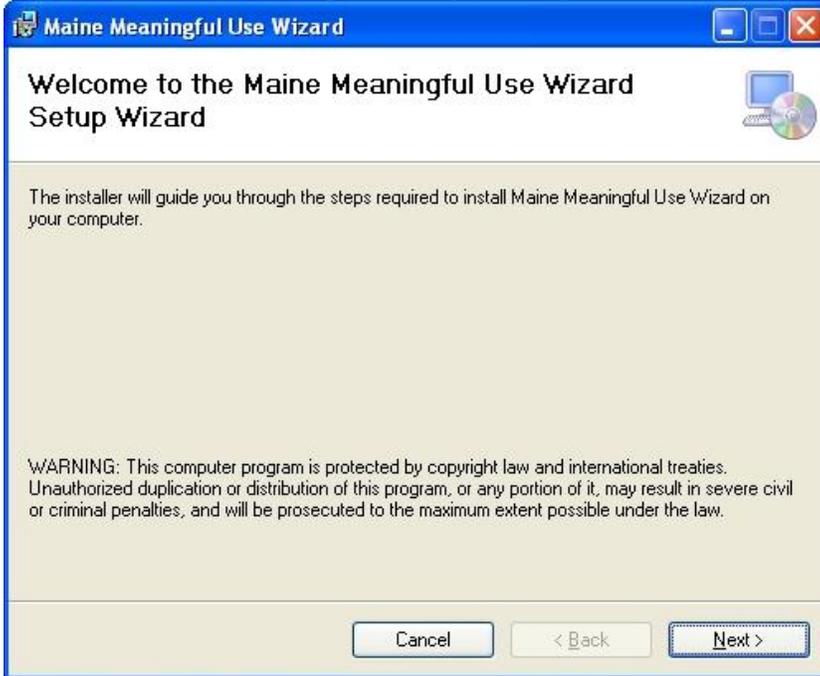
#### Internet Explorer:

- If you are using Internet Explorer you will see a box that allows you to click “run”. Click run and the file will automatically start after the download is complete.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

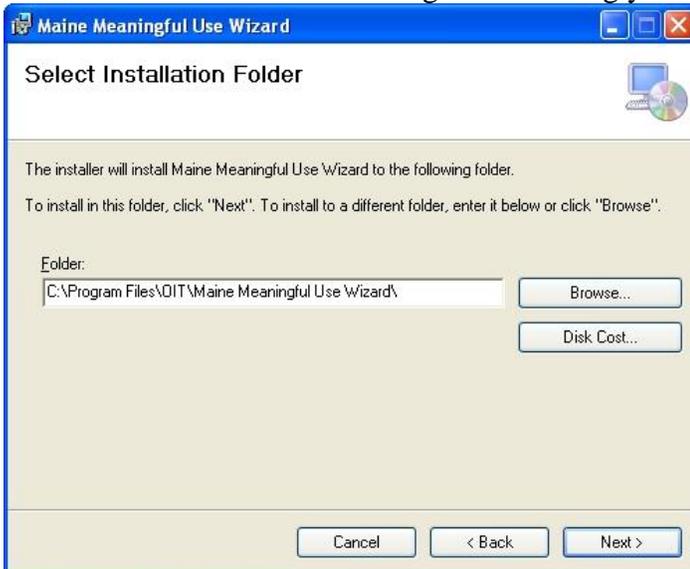
#### Other browsers:

- Once the Wizard is downloaded you will see a “MUWizardSetup.msi” icon in your “downloads folder”.
- Double click on this setup file to run the Wizard installer.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

- This screen will open asking you to proceed with the installation.

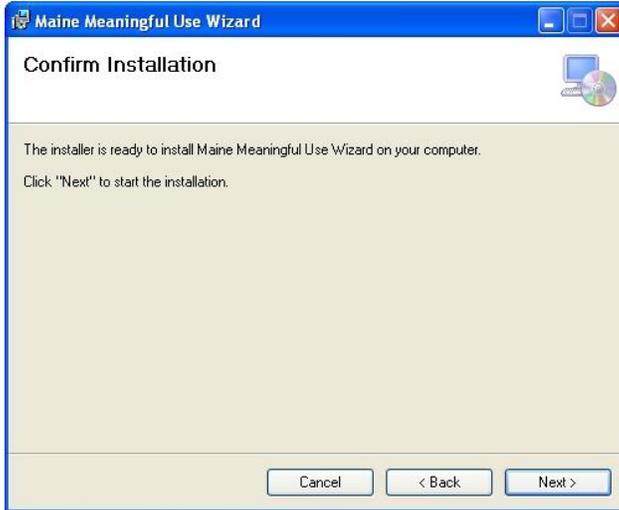


- Click the button labeled “Next >” to continue to the next screen.
- You will see the following screen asking you to select where to install the Wizard.

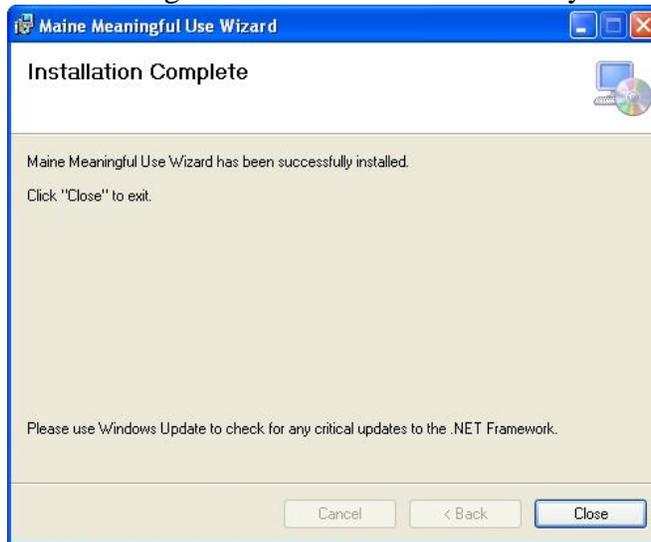


- We recommend you leave everything as default and click the button labeled “Next >” to continue with the installation. This will put a shortcut to the wizard on your desktop.

- The next screen (shown below) is the confirm installation screen.



- Click the “Next >” button to begin your installation of the Wizard.
- The program will run through the installation and then ask you to close the installer (shown below).



- Simply click the “Close” button and the Wizard is installed and ready for use.
- Locate the icon on your desktop that looks like the image below:



- Double click this icon to open and run the Wizard.



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**Please note**—Time delay from when a provider has been marked eligible to when the wizard will recognize the provider’s NPI:

When you receive the email for each provider with the wizard link and this guide you’ll know that the provider has been marked as eligible. You won’t be able to enter a provider’s NPI and fill in the wizard until the day **after** you receive that email. The wizard will recognize the NPI one day after the provider is marked as eligible in our system.

Although you’ll receive the wizard email for all providers you only need to download the wizard once. We send out the emails as a check for you to be sure we have not missed marking any of your providers as eligible.

## Wizard Updates

We do updates to the wizard as needed. When you open the wizard if you receive a notice that an update is available you must accept that update to continue. Your computer will ask you to verify that you want to accept the update and you should click yes.

## New information for 2014

### Stage 1 Immunization Registry test submission

The Maine CDC program is able to accept test submissions for Stage I MU. Please review the information for Menu Measure #8 test submission to schedule your test as soon as possible. The Maine CDC expects a 30-60 day turnaround time to get your test completed.

Please refer to the documents below to set up the test submission with the State of Maine ImmPact System.

- [Stage 1 Public Health Instructions](#) (.pdf\*)
- [CDC Data-Exchange-Survey](#) (.pdf\*)
- After you complete the survey and obtain your credentials you will use the next document to complete the test submission: [PHC hub instructions](#) (.pdf\*)

**Data Exchange Documents** (Documents opens in new window)

- [Data Exchange Provider Options](#) (word\*)
- [ImmPact2 Immunization Registry Data Exchange Guidance/Documents](#)

### Stage 2 Public Health Registries

Maine CDC is currently not able to accept onboarding for the ongoing submissions for all public health measures.

To **meet** the measures you must register for all the Maine CDC registries

Click this link for instructions regarding the Stage 2 Public Health Registries:

[Stage 2 Public Health Instruction Sheet](#) (.pdf\*)

Click [this link](#) to go to the page for the Maine Public Health registration

**This affects Stage 2 only:** core measure #16- ongoing submission to Immunization registry, menu measure #1- ongoing submission to Syndromic surveillance registry, menu measure #5-ongoing submission to Cancer registry

Completing the registration meets these measures as indicated in the specification sheets as follows:

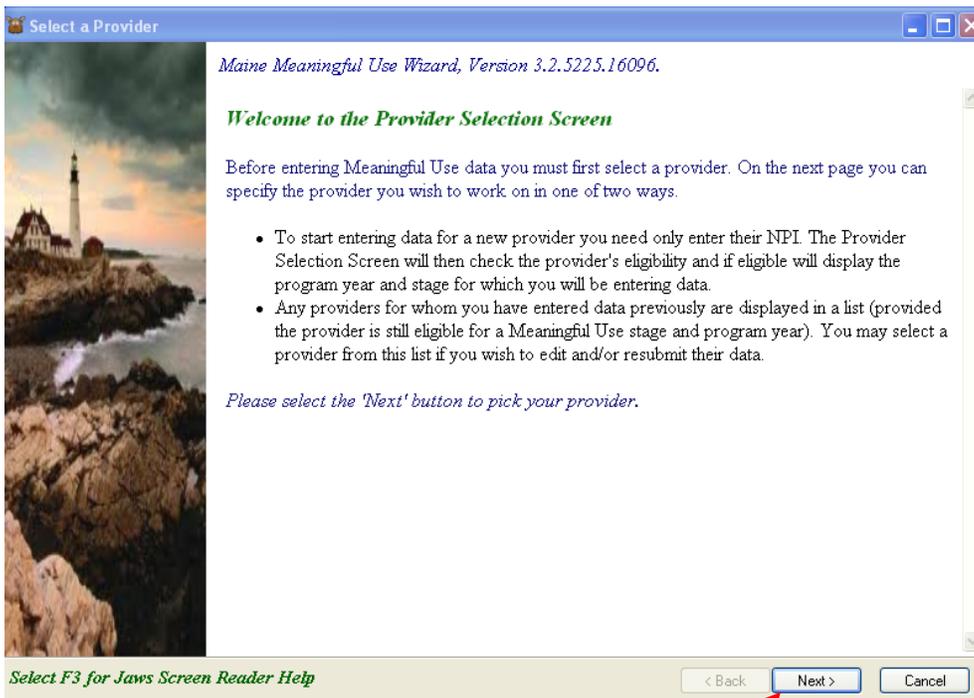
"Registration of intent to initiate ongoing submission was made by the deadline and the EP or hospital is awaiting invitation to begin testing and validation".

After you register for the registries you will receive an email acknowledgement. Retain that for your documentation that you met the measure by registering your intent to submit ongoing submissions when the State of Maine is able to accept those submissions.

**\*\*Please note:** If you are a provider that will not be submitting ongoing submissions for the registries do not register; you will take the exclusions.

### To Enter Data into the Wizard:

- Double click the Moose icon to bring up the first screen (shown below).
- Provider Selection Screen – be sure to read the information presented on each screen



- Click Next to continue

This screen will be empty if you are entering your first provider into the wizard. If you have entered providers previously the information will be pre-populated (as shown below) with their name, personal NPI, Meaningful Use date range and if the Meaningful Use data was sent to the State of Maine, the date it was sent.

- This screen will allow you to:
  - 1. Enter a provider for the first time
  - 2. Select a provider you have entered MU data for
- For your first entry you will need to pick from the “Select the Action you wish to take below” – choose - “Enter measure data for a new Provider”. (see above) Then,
- Enter the providers personal NPI into the NPI field. The program will check to see if they are eligible for the State of Maine MU program. **Please Note:** it takes a 24 hour period for the provider to be activated in the wizard after they have been marked eligible in the Maine EHR Incentive Program. If you attempt to enter data and the NPI does not bring the provider up in your wizard please wait one day and try again.
- If the provider has been marked as eligible the wizard will allow you to click the Next button and it will populate the fields for the provider.
- If the provider has not been marked as eligible (or it has not been greater than 24 hrs. since they were) you will get a message stating they are ineligible (see screen below). Try again the next day or notify us.

**Select a Provider**

**Specify Provider**  
Edit or begin entry for a provider.

Select the Action you wish to take below:

Enter measure data for a new Provider

Select this option if you wish to enter CMS measure data for a new provider. Then fill in the NPI of the provider for whom you will be entering measure data in the NPI field below. If the NPI entered is currently eligible to submit Meaningful Use data, the provider's name will appear in the 'Provider Name' field, and you may proceed to the next steps.

Provider Name	NPI	Date Range	Sent	Date Sent
[Redacted]		4/16/2013 12:00:00 AM - 7/14/2013 11:59:59 PM	N	N/A
		2/6/2013 12:00:00 AM - 5/6/2013 11:59:59 PM	N	N/A

ProviderName

NPI

Either this provider is not currently eligible to apply for any Meaningful Use Stage at this time or the NPI was not entered correctly.

*Select F3 for Jaws Screen Reader Help*      < Back      Next >      Cancel

- This is the message you will receive if the provider was just marked eligible and 24 hours have not passed before attempting to enter the provider. Wait one day and try the NPI again. If the worksheet was submitted and approved and you still cannot enter the provider please contact us.
- If you have not submitted a worksheet to start the application process you will not be able to enter MU data into the wizard. Please notify the [EHR helpdesk](#) when you are ready to apply and submit provider's data.
- If you entered a provider into the wizard but did not complete the submission you will see them listed on the screen when you choose "edit existing measure data". Then, click on the provider's name that you would like to work on. The data for all providers will stay in the wizard until the MU is accepted and the provider has been submitted for payment. After the provider payment has been disbursed the provider will drop out of the wizard for that program year.

**Select a Provider**

**Specify Provider**  
Edit or begin entry for a provider.

Select the Action you wish to take below:

Select this option if you wish to edit and/or resubmit a provider's data. Then select the desired provider from the list below. You may then proceed to the next steps.

Provider Name	NPI	Date Range	Sent	Date Sent
		1/1/2013 12:00:00 AM - 3/31/2013 11:59:59 PM	Y	10/21/2013
		1/1/2014 12:00:00 AM - 3/31/2014 11:59:59 PM	N	N/A
		1/1/2014 12:00:00 AM - 3/31/2014 11:59:59 PM	N	N/A

ProviderName

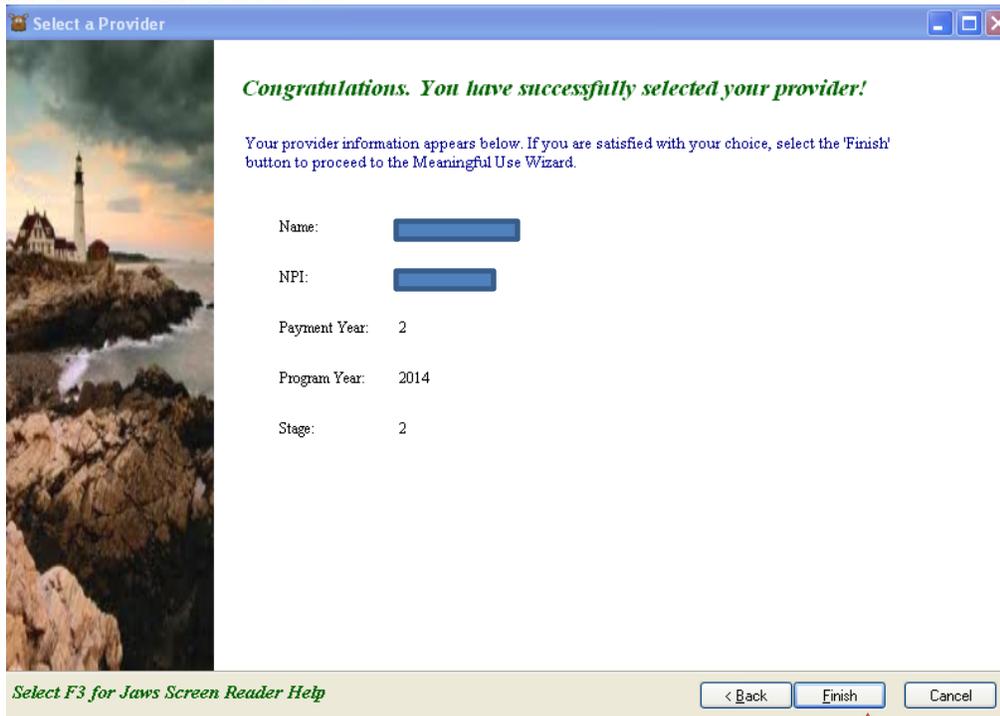
NPI

If you would like to edit and/or resubmit Meaningful Use Program Year 2014 Stage 1 data for this provider, select 'Next' to continue

Select F3 for Jaws Screen Reader Help

< Back    Next >    Cancel

- When the provider has been marked as eligible, or you are working on a provider that is already listed in the wizard you will see the screen above. Please check to be sure that the **Meaningful Use Program Year and Stage** are correct for the provider



**Select a Provider**

***Congratulations. You have successfully selected your provider!***

Your provider information appears below. If you are satisfied with your choice, select the 'Finish' button to proceed to the Meaningful Use Wizard.

Name:

NPI:

Payment Year: 2

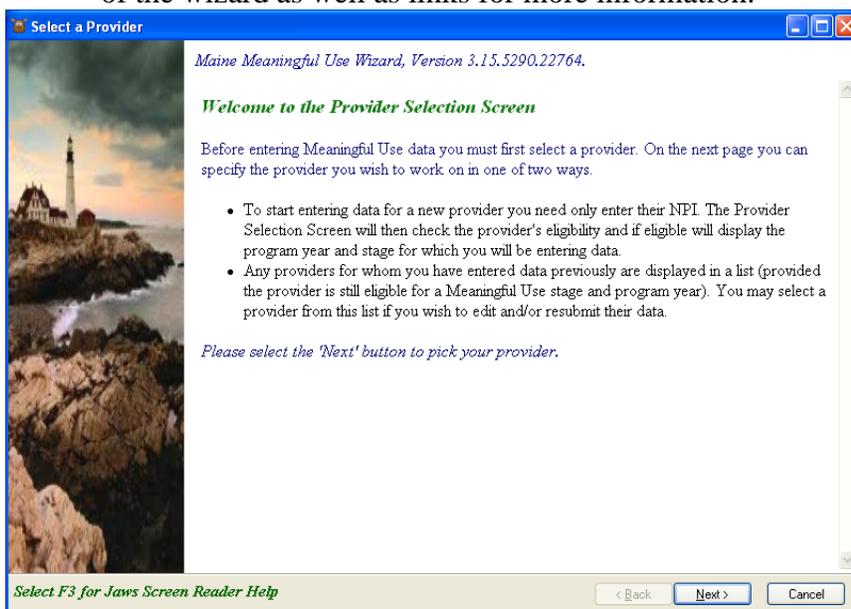
Program Year: 2014

Stage: 2

*Select F3 for Jaws Screen Reader Help*

< Back   **Finish**   Cancel

- Be sure the provider's information is correct for the Payment Year (this refers to the payment year in the Maine Medicaid EHR incentive program), Program year and Stage.
- Click finish to begin entering the providers MU data.
- The screen below is the start of the Meaningful Use Wizard.
- Please be sure to read all the information on this page. There are explanations for the different areas of the wizard as well as links for more information.



**Select a Provider**

Maine Meaningful Use Wizard, Version 3.1.5.5290.22764.

***Welcome to the Provider Selection Screen***

Before entering Meaningful Use data you must first select a provider. On the next page you can specify the provider you wish to work on in one of two ways.

- To start entering data for a new provider you need only enter their NPI. The Provider Selection Screen will then check the provider's eligibility and if eligible will display the program year and stage for which you will be entering data.
- Any providers for whom you have entered data previously are displayed in a list (provided the provider is still eligible for a Meaningful Use stage and program year). You may select a provider from this list if you wish to edit and/or resubmit their data.

*Please select the 'Next' button to pick your provider.*

*Select F3 for Jaws Screen Reader Help*

< Back   **Next >**   Cancel



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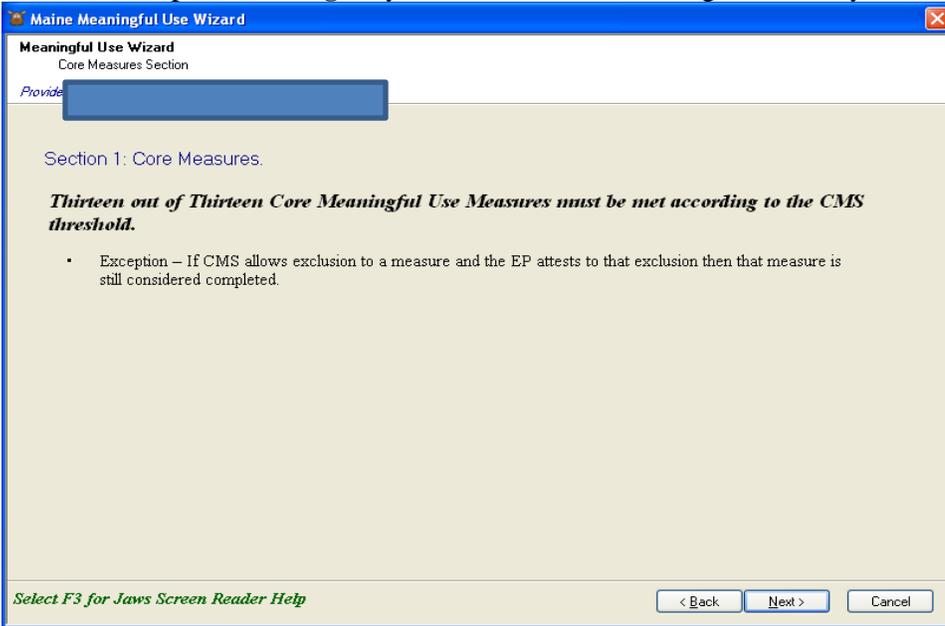
- The screen shown below is populated with the provider name, NPI, Payment Year, Program Year and the Stage the provider is applying for. You will need to enter the start date for the providers Meaningful Use reporting period. The program will populate the end date for you based on what program year and stage the provider is eligible for. Please be sure that the data here is accurate for the provider.
- **Please note:** All reporting periods in 2014 will be a **90 day period**. This is for any program year or stage. CMS has done this to allow EHR vendors time to implement the 2014 version of all software. All providers and hospitals must be on 2014 certified software to apply for program year 2014. This includes Stage 1 and Stage 2. If you do not have a 2014 certified version of your software, please contact your vendor. You will not be eligible to apply for the EHR Incentive program in 2014 until the updated software is implemented and the MU data is from 2014 edition certified software. If your vendor does not have a 2014 version available in time for you to apply in 2014 you can apply to CMS for a hardship exception to avoid the Medicare Payment adjustment. Please click [here](#) for information on applying for a hardship exception, scroll to the middle of the page. The deadline to apply for a hardship exception is July 1, 2014.
- CMS recently announced a proposed rule change to allow providers to continue utilizing their 2011 certified EHR software if their vendor will not have a 2014 edition available in a timely manner to allow training and work flow analysis in time to apply for 2014. The rule has not been implemented as it is currently in the feedback phase. CMS will send out notice if the proposed rule is implemented. Sign up for the list serve below to receive direct notice from CMS.
  - Click this link to sign up for the EHR Incentive Programs listserv for program updates and new resources
  - The Medicare and Medicaid EHR Incentive Programs listserv provides timely, authoritative information about the programs, including registration and attestation updates and details about the payment process. The listserv messages are another CMS resource to provide you with the latest news about the Incentive Programs. On average, two messages are sent per week.

Please verify this information for each provider

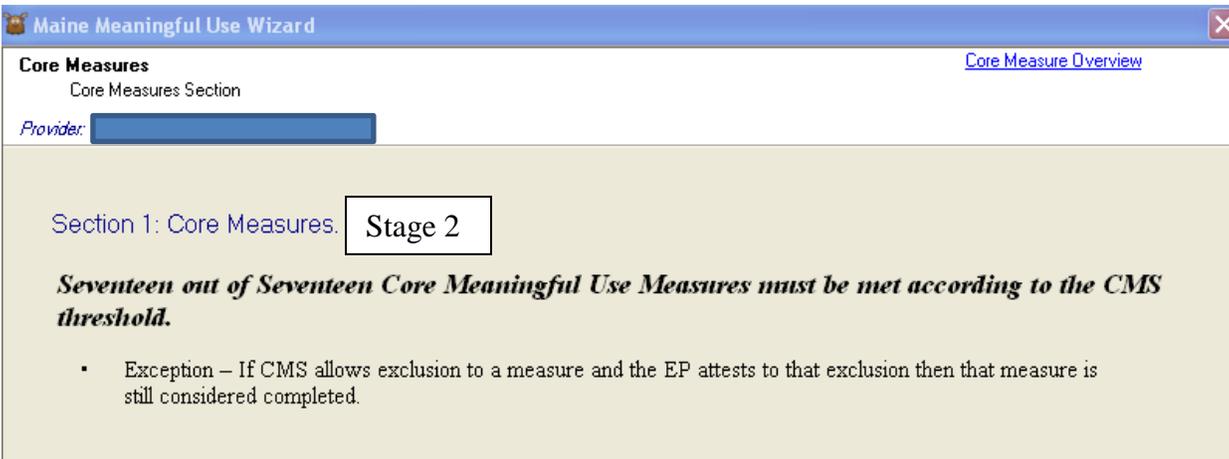
All reporting periods for 2014 will be 90 days for all submissions, Stage 1 or Stage 2

- The Jaws Screen Reader Help is available for a sight impaired person that has the Jaws Screen Reader. It is labeled on every screen as shown above. To enable it just push F3 on any screen.

- When you choose the Stage for each provider the wizard will present the MU required to meet that Stage.
- Example: For **Stage 1** you will see the following screen as you start the Core Measures:

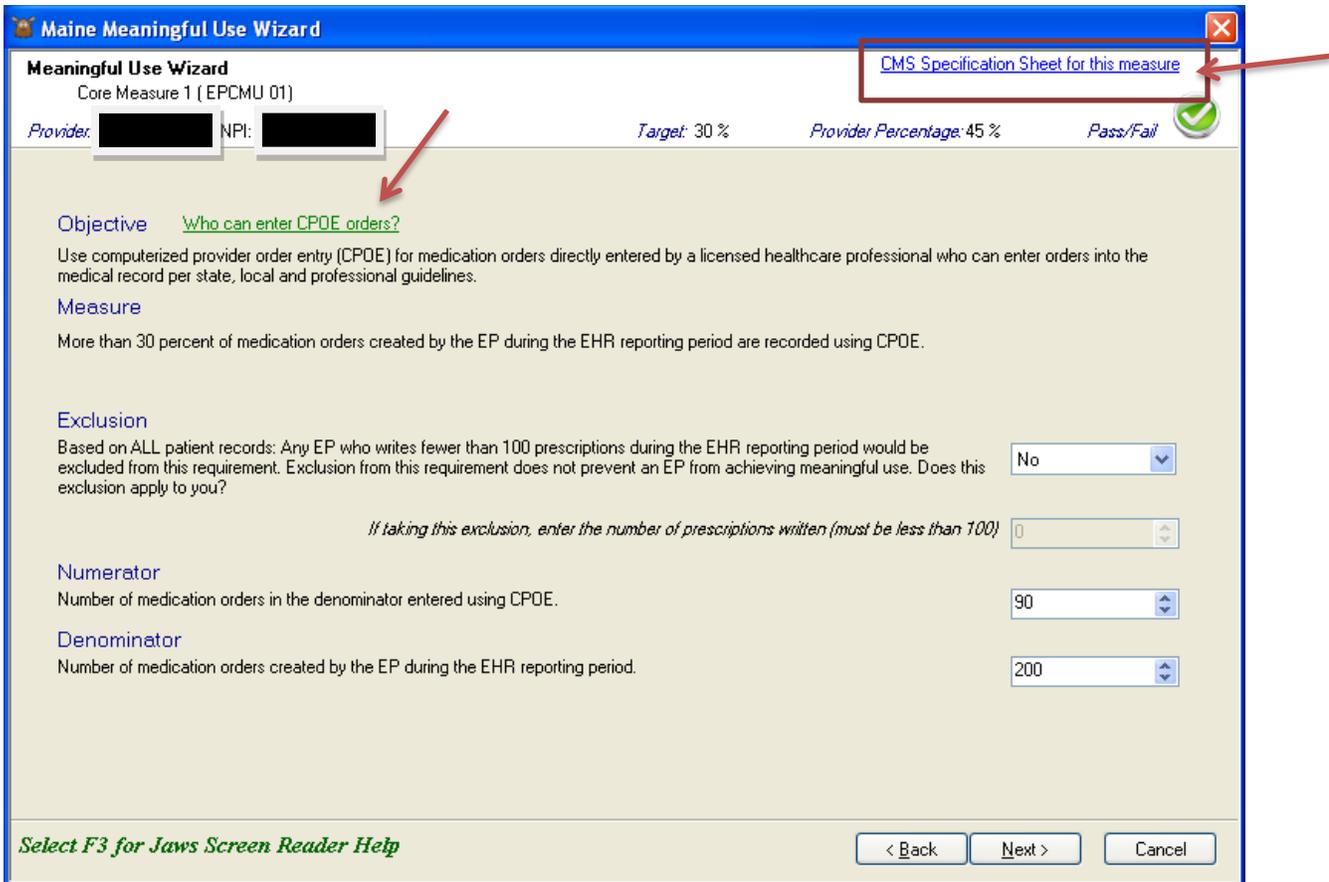


- For **Stage 2** you will see the following screen as you start the Core Measures:
  - Please be sure to click on the Core Measure Overview as this document has a great deal of information that explains Stage 2.



For clarification of each measure, there is a link labeled “CMS Specification Sheet for this measure”. This is located in the upper right corner, shown below. By clicking this link (or pushing F1 on your keyboard) you will have a new window open with CMS specification sheets for that measure.

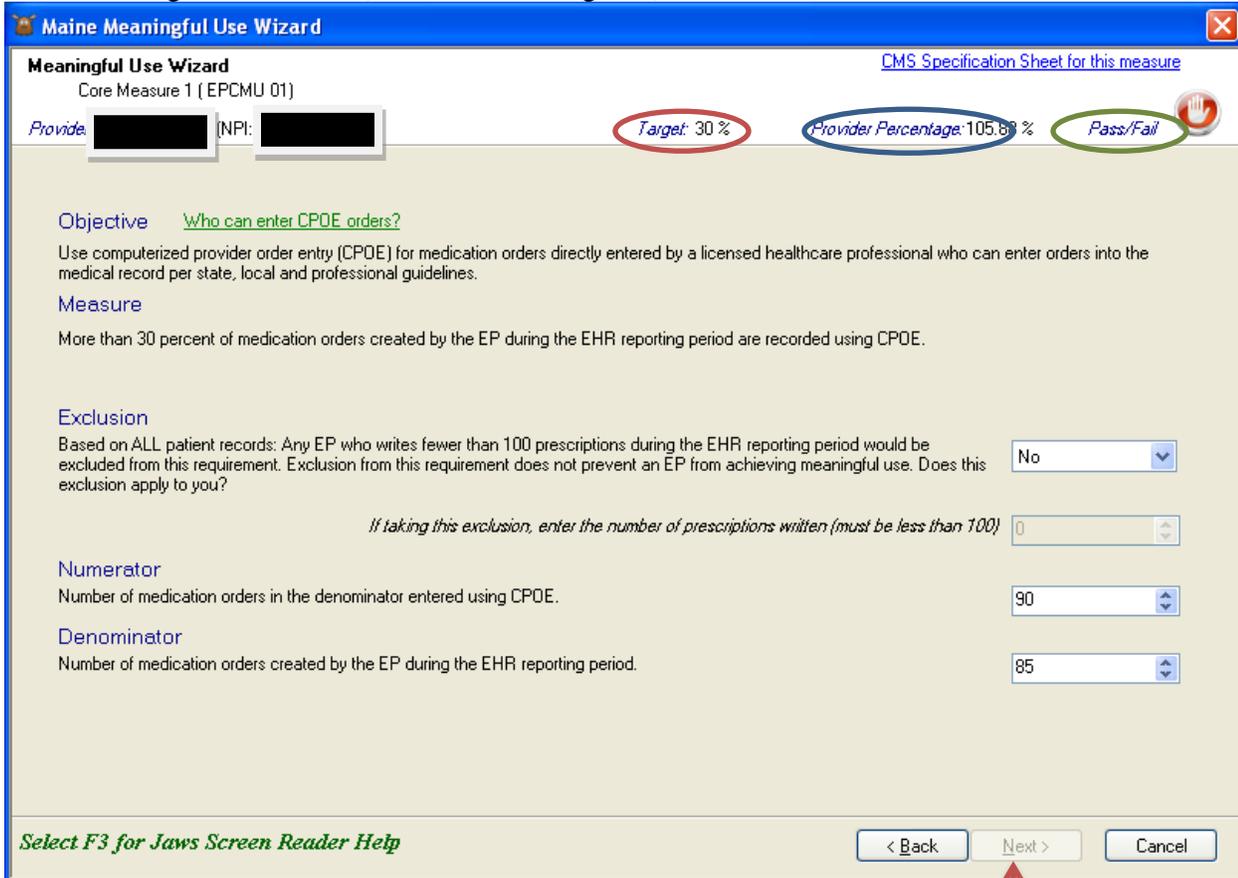
- Please note we have added helpful information notes you should click on throughout the 2014 wizard that will address some frequent questions we have received



**\*Note on Saving Data:**

With the updated version of the Wizard, you can now save multiple providers’ data to review or revise at a later date. If you are working on a provider and need to stop, click the X in the upper right corner of the wizard or click cancel and the Wizard will auto-save the data you’ve entered. To continue later, reopen the Wizard and select the professional from the list. The system will have the data you’ve entered and you can now complete the input. The professional will remain in the wizard data base until the MU has been accepted by the State of Maine. Once the data is accepted the professional’s name and data will drop out of the wizard as the data cannot be changed once it has been submitted and accepted. If you realize that data needs to be changed after it has been accepted please notify us as soon as possible.

- Throughout the Wizard the top panel will show 3 items: the target requirement for the measure you are currently on (circled below in red), the provider percentage which is the percent achieved based on your input for this measure (circled below in blue), and whether you are currently passing or failing this measure (circled below in green).



**Maine Meaningful Use Wizard**

Meaningful Use Wizard      [CMS Specification Sheet for this measure](#)

Core Measure 1 (EPCMU 01)

Provide: [Redacted] NPI: [Redacted]

Target: 30%      Provider Percentage: 105.69%      Pass/Fail

**Objective**      [Who can enter CPDE orders?](#)

Use computerized provider order entry (CPDE) for medication orders directly entered by a licensed healthcare professional who can enter orders into the medical record per state, local and professional guidelines.

**Measure**

More than 30 percent of medication orders created by the EP during the EHR reporting period are recorded using CPDE.

**Exclusion**

Based on ALL patient records: Any EP who writes fewer than 100 prescriptions during the EHR reporting period would be excluded from this requirement. Exclusion from this requirement does not prevent an EP from achieving meaningful use. Does this exclusion apply to you?

*If taking this exclusion, enter the number of prescriptions written (must be less than 100)*

**Numerator**

Number of medication orders in the denominator entered using CPDE.

**Denominator**

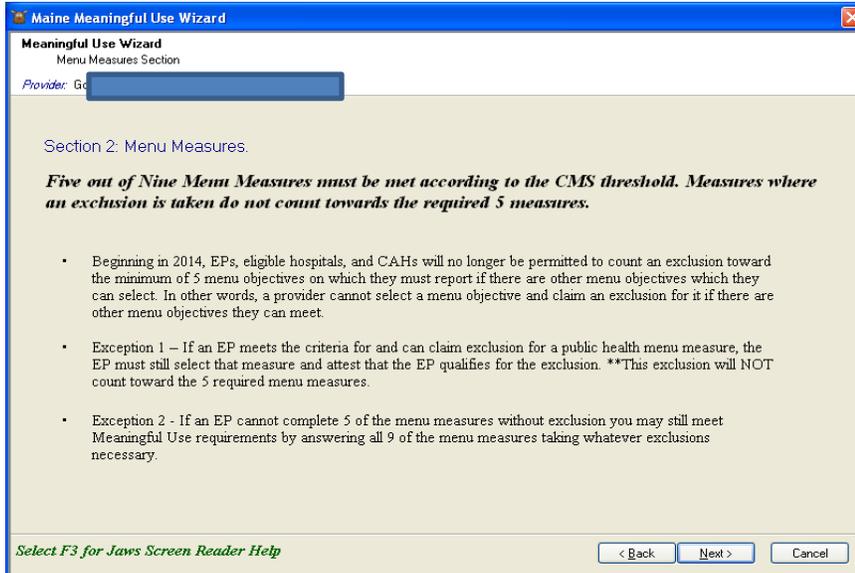
Number of medication orders created by the EP during the EHR reporting period.

Select F3 for Jaws Screen Reader Help

< Back      Next >      Cancel

- You cannot move to the next screen if you are not meeting the target percentage. If the next button is not enabled (as shown above) then the data you entered is either not meeting the target percentage or is not complete. You will need to review your information to determine what is not correct.
- Continue to follow the on-screen instruction and enter your Meaningful Use data as gathered from your EHR reports. If you have any questions about the measure push F1 on your keyboard (or click the “CMS Specification Sheet for this measure” in the upper right corner) to open the CMS documentation on that measure.

## New for 2014 - Meeting Menu Measures

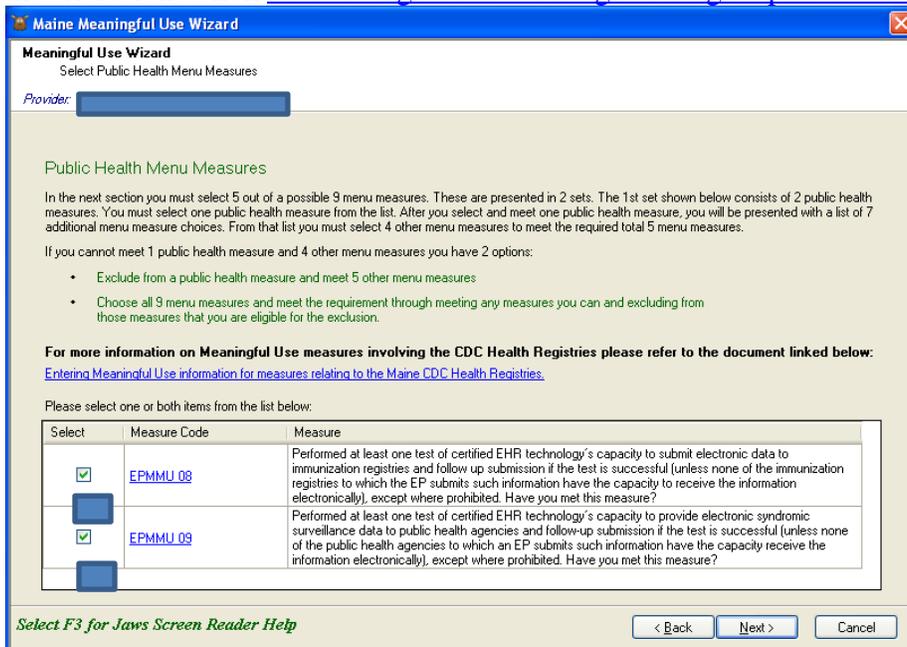


Starting in 2014 for both Stage 1 and Stage 2, meeting the exclusion criteria will no longer count as reporting a meaningful use objective from the menu set. An EP must meet the measure criteria for 5 objectives in Stage 1 and 3 objectives in Stage 2; **or** report on the entire menu set through a combination of meeting exclusion and meeting the measure.

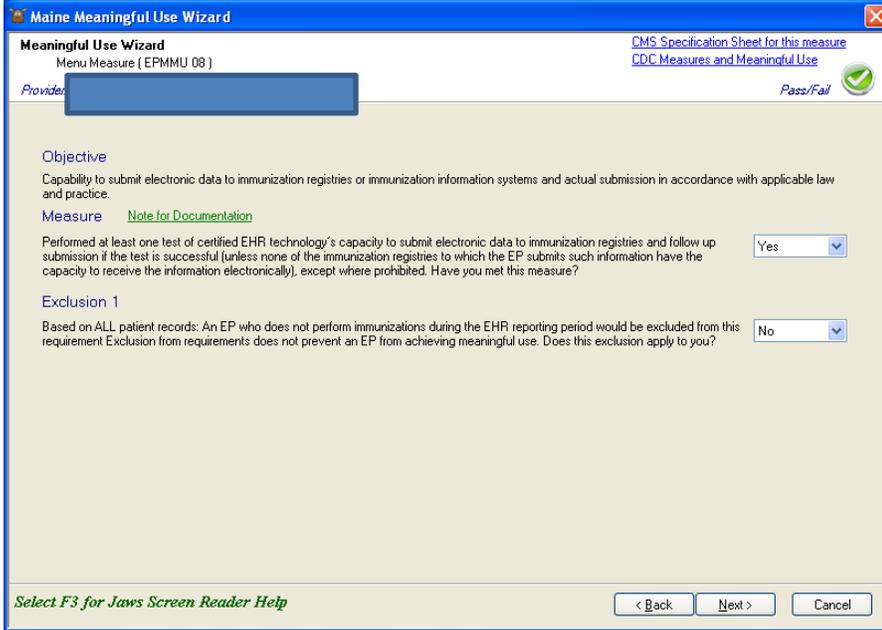
[Source: FAQ2903](#)

## Choosing the Public Health Measure for Stage 1

Please note: you will choose **1** public health measure and either complete the requirement or be eligible for the exclusion. Click [here for a guide to meeting the Stage 1 public health measure available in Maine.](#)



If you have completed the test submission to the Maine CDC- ImmPact System you will select “yes” for meeting the measure and then choose “no” for each of the exclusions. See below



**Maine Meaningful Use Wizard**

Menu Measure ( EPMMU 08 )

Provider: [Redacted] Pass/Fail 

**Objective**  
Capability to submit electronic data to immunization registries or immunization information systems and actual submission in accordance with applicable law and practice.

**Measure** [Note for Documentation](#)

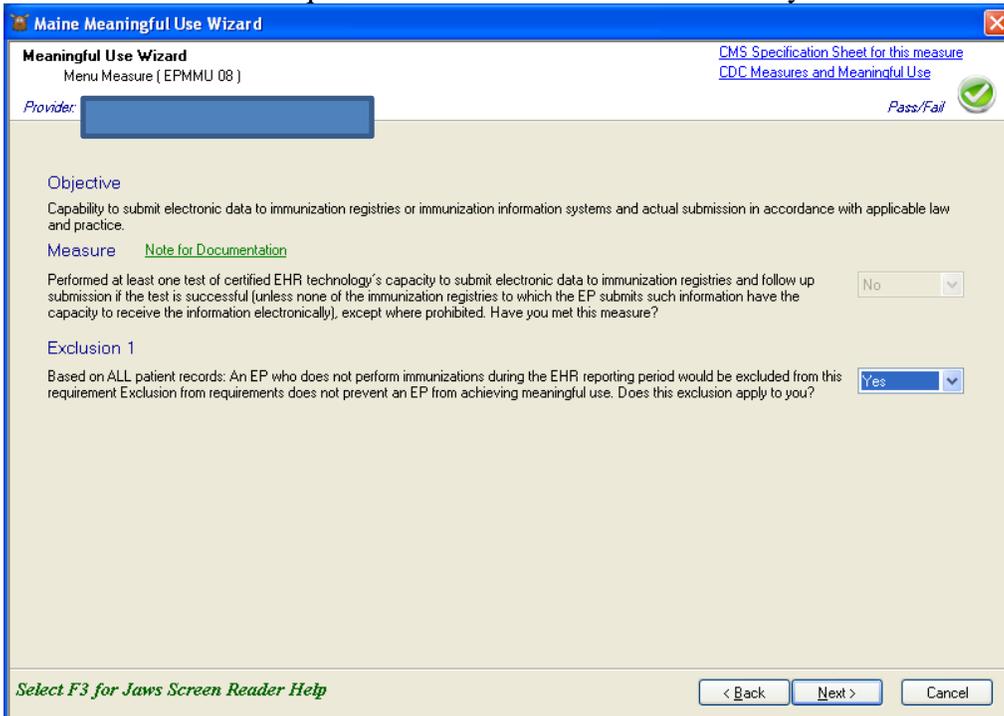
Performed at least one test of certified EHR technology's capacity to submit electronic data to immunization registries and follow up submission if the test is successful (unless none of the immunization registries to which the EP submits such information have the capacity to receive the information electronically), except where prohibited. Have you met this measure? Yes

**Exclusion 1**  
Based on ALL patient records: An EP who does not perform immunizations during the EHR reporting period would be excluded from this requirement Exclusion from requirements does not prevent an EP from achieving meaningful use. Does this exclusion apply to you? No

Select F3 for Jaws Screen Reader Help

**If you are eligible for the exclusion because you do not give immunizations:**

You will select “no” for the measure and then select “yes” for Exclusion 1. If you are eligible for the exclusion for the public health measure you will need to pick 5 other measure to meet for Stage 1 as the exclusion does not count toward the required number of menu measures and you must answer a public health measure.



**Maine Meaningful Use Wizard**

Menu Measure ( EPMMU 08 )

Provider: [Redacted] Pass/Fail 

**Objective**  
Capability to submit electronic data to immunization registries or immunization information systems and actual submission in accordance with applicable law and practice.

**Measure** [Note for Documentation](#)

Performed at least one test of certified EHR technology's capacity to submit electronic data to immunization registries and follow up submission if the test is successful (unless none of the immunization registries to which the EP submits such information have the capacity to receive the information electronically), except where prohibited. Have you met this measure? No

**Exclusion 1**  
Based on ALL patient records: An EP who does not perform immunizations during the EHR reporting period would be excluded from this requirement Exclusion from requirements does not prevent an EP from achieving meaningful use. Does this exclusion apply to you? Yes

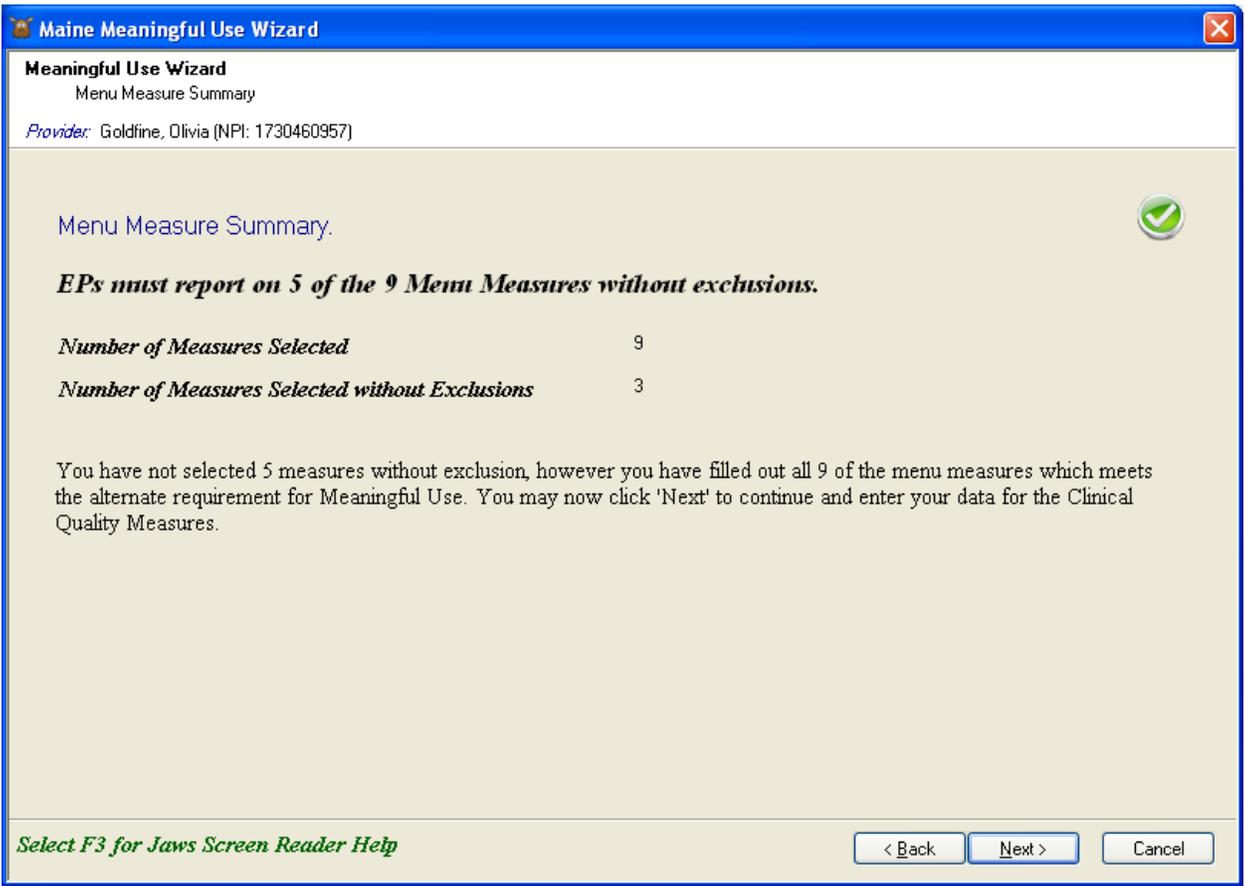
Select F3 for Jaws Screen Reader Help



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- If you cannot meet the required number of menu measures without utilizing exclusions then you must answer all 9 menu measures (stage 1) or all 6 menu measures (stage 2). You can meet the menu measure requirements with a combination of meeting and excluding as long as you answer all menu measures. You will see the screen below if you have provided data for all menu measures to pass (stage 1).



### Choosing the Public Health Measure for Stage 2

**Stage 2** – Requires the process of ongoing submissions to the public health registries including Immunization Information System, Cancer registry and Syndromic surveillance.

- The Immunization menu measure from Stage 1 is now a core measure in Stage 2
- Additional public health menu measures are available in Stage 2
  - Click [here](#) for detailed instructions regarding the public health measures in Stage 2 **or** click “CDC Measures and Meaningful Use” in the upper right corner of the wizard.

## Clinical Quality Measures

- Stage 1 & Stage 2 – choose 9 CQM measures

The selection of CQM measures is where the greatest impact of the Meaningful Use program will be demonstrated. As the program matures and more data can be gathered and analyzed this is the area that will give the information that will lead to the ultimate goal of improved healthcare for patients. As you review your meaningful use reports choose the CQMs that reflect your practice data. There is a required number of CQMs you must answer but you are not restricted in the number you can enter. If you have data for CQMs please enter all you can as the more data collected the more useful the meaningful use program will ultimately be.

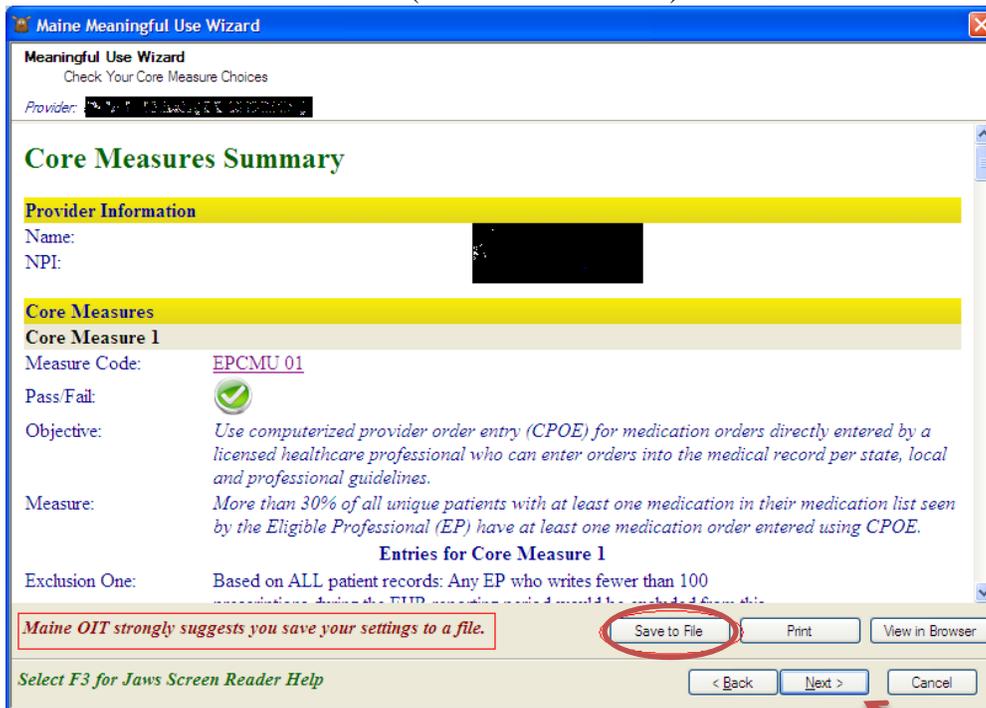
## Completion & Submission:

- When you have entered all of your data you will reach the summary screen shown below. This is the first of 3 summary screens that contain your entered MU data.

**\*Note: We strongly recommend you save these files for your records.**

You can also print them if you choose.

At the bottom of the screen (shown below in red) is the **Save to file** button.



**Maine Meaningful Use Wizard**  
 Meaningful Use Wizard  
 Check Your Core Measure Choices  
 Provider: [Redacted]

### Core Measures Summary

**Provider Information**

Name: [Redacted]  
NPI: [Redacted]

**Core Measures**

**Core Measure 1**

Measure Code: [EPCMU 01](#)

Pass/Fail: 

Objective: Use computerized provider order entry (CPOE) for medication orders directly entered by a licensed healthcare professional who can enter orders into the medical record per state, local and professional guidelines.

Measure: More than 30% of all unique patients with at least one medication in their medication list seen by the Eligible Professional (EP) have at least one medication order entered using CPOE.

**Entries for Core Measure 1**

Exclusion One: Based on ALL patient records: Any EP who writes fewer than 100 [Redacted]

Maine OIT strongly suggests you save your settings to a file.

Buttons: Save to File (circled in red), Print, View in Browser, < Back, Next > (with red arrow pointing to it), Cancel

Select F3 for Jaws Screen Reader Help

- Once you have saved and/or printed your data on **all 3 summary screens**, click “Next” to move to the final screen of the Wizard.



- When your information is complete the send button will be visible (shown above, circled in red).
- Click the “Send” button and your Meaningful Use data will be sent by secure FTP to the Maine EHR Incentive program database

Congratulations, you have completed your submission of Meaningful Use

Dawn R. Gallagher  
Patti Chubbuck  
MaineCare E H R Program Team

If you have any further questions please email the helpdesk:  
[EhrHelpdesk.DHHS@maine.gov](mailto:EhrHelpdesk.DHHS@maine.gov)



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## Wizard FAQ

### **Q: What is the reporting period for 2014?**

**A:** All submissions in 2014 will be for a 90 day reporting period. This is for Stage 1 and Stage 2. The shorter reporting period was done to give vendors time to get the 2014 certified version of software out in time for providers to still meet MU for 2014. If you are submitting MU for the first time in 2014 and you are subject to the 2015 Medicare payment adjustment you must submit you Stage 1 MU data prior to October 1, 2014. All 2014 applications must be with 2014 Certified EHR technology.

### **Q: Can I submit data for my providers whenever I am ready?**

**A:** Before submitting your MU data you need to contact us and tell us the provider(s) that are ready to submit MU. We will send out the Medicaid Eligibility worksheet for the current program year. You will need to complete the worksheet and return it via email. After the worksheet is accepted we will mark the provider as eligible in the database which automatically sends out the wizard email that contains a link to the current version of the MU wizard. If you have a version of the wizard that you downloaded before July 2013 you must completely remove that version from your system before downloading the new wizard. Going forward the wizard will update automatically. If an update is available you will see a screen that asks you to allow the update. You will need to click yes to allow the automatic update to occur. The wizard will not accept the NPI of any provider that has **not** been marked as eligible in the Maine system.

### **Q: Does the Wizard support Mac or Linux operating systems?**

**A:** The Wizard requires Microsoft .NET framework to run and therefore professionals must enter their data on a Microsoft operating system (Windows XP or higher).

### **Q: Can I save my data and come back to work on it later?**

**A:** The wizard will save the data entered until the submission has been marked as approved in our system. The providers name will then fall out of the wizard as you cannot edit the MU submission after it has been accepted. If you find you need to update the MU data after it has been accepted please contact us and we will open the record for the new submission.

### **Q: Is there any way to enter multiple professionals at a time?**

**A:** There is currently no way to enter more than one professional's MU data at a time.

### **Q: Why should I save and/or print my data from the 3 summary screens?**

**A:** This will give you a copy of the information you have submitted to MaineCare which is the only documentation of this event. If you change any data in the wizard and resubmit that data the original file is overwritten in the wizard. You will want to have copies of all data sent to the program previously as well as any updated information. Once the submission of meaningful use is accepted the provider's data will no longer be available in the wizard. The saved copy will be a record of all submitted data.

Email us at: [EhrHelpdesk.DHHS@maine.gov](mailto:EhrHelpdesk.DHHS@maine.gov) and we will gladly help you with any questions or problems.