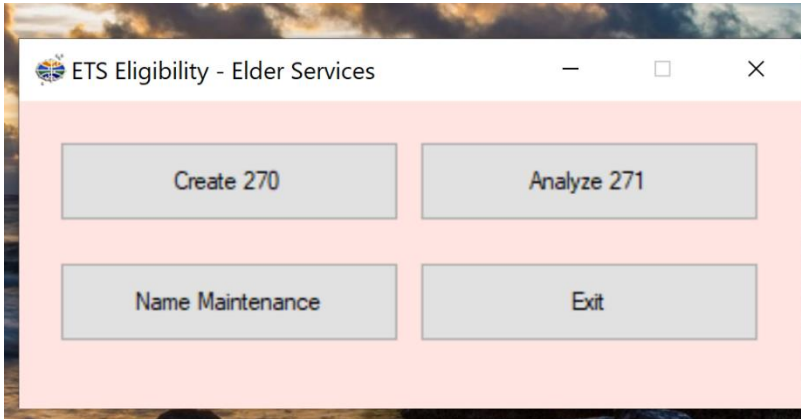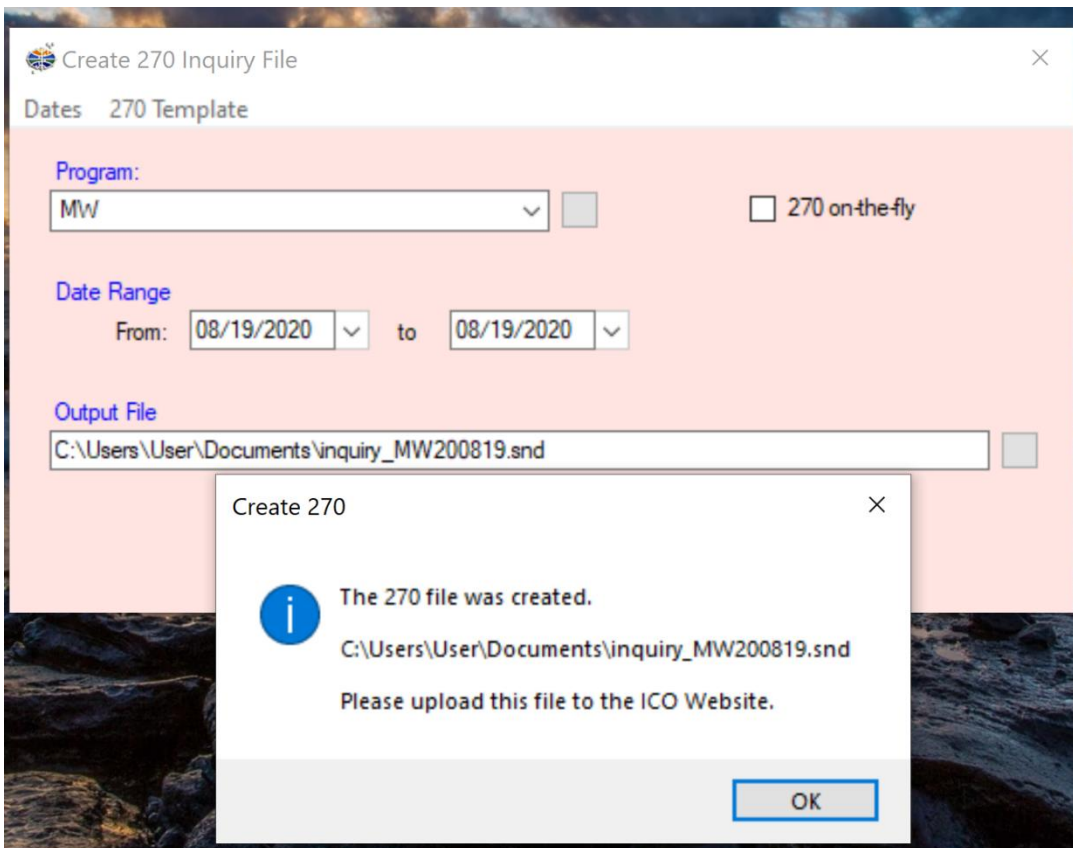# Eligibility Instructions

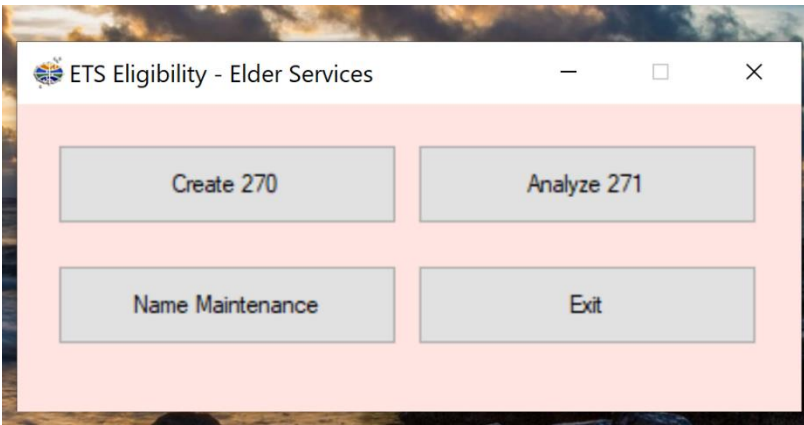After logging in you will come to the Main Menu.

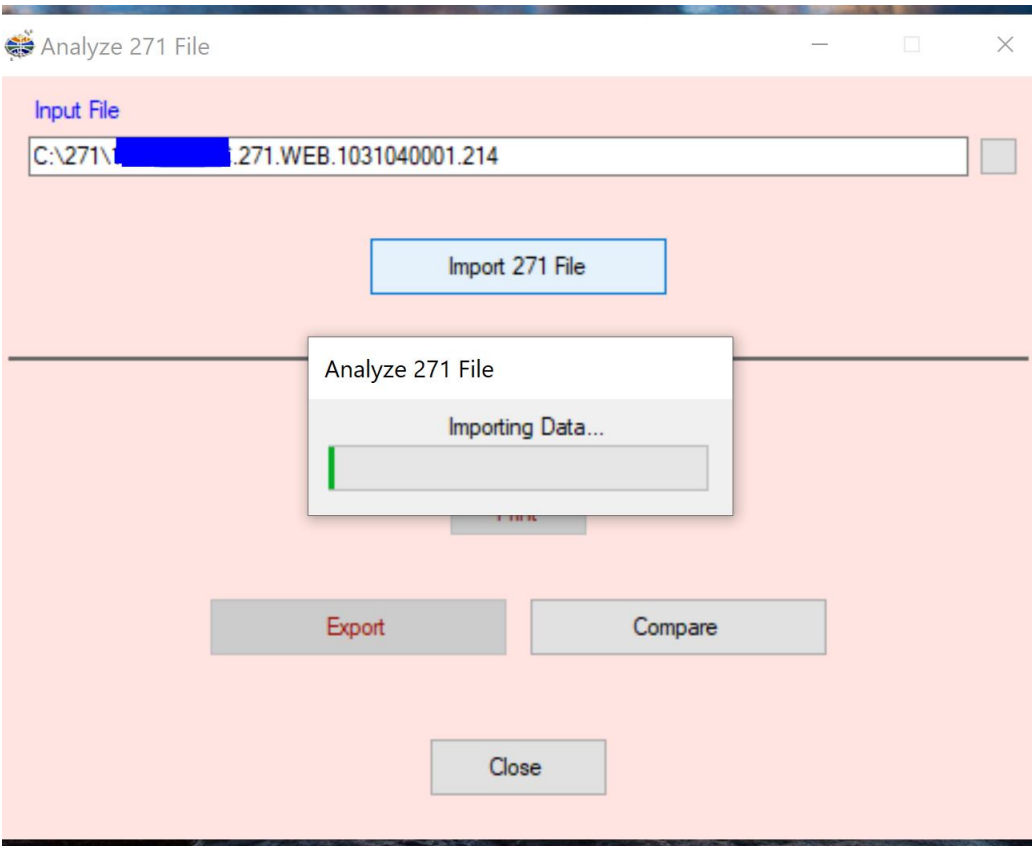Select Create 270 to create the eligibility file.

Select your program/group from dropdown box and enter in the date range you would like to check eligibility for. Next, select the location for the file to be stored (this is the same location you will pull the file from when you upload it to MH).
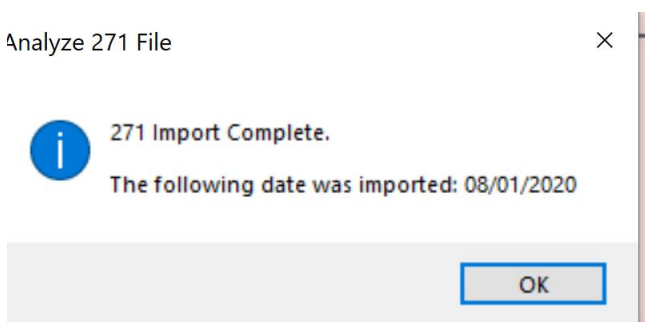

You will get a message letting you know that the file was created. Next, log into the MassHealth POSC and upload the file. A few hours later or the next day, log back into MassHealth to download the 271, which is the eligibility response file. Make sure you download it to a location that you have easy access to. Log back into ETS and on the main menu select Analyze 271.
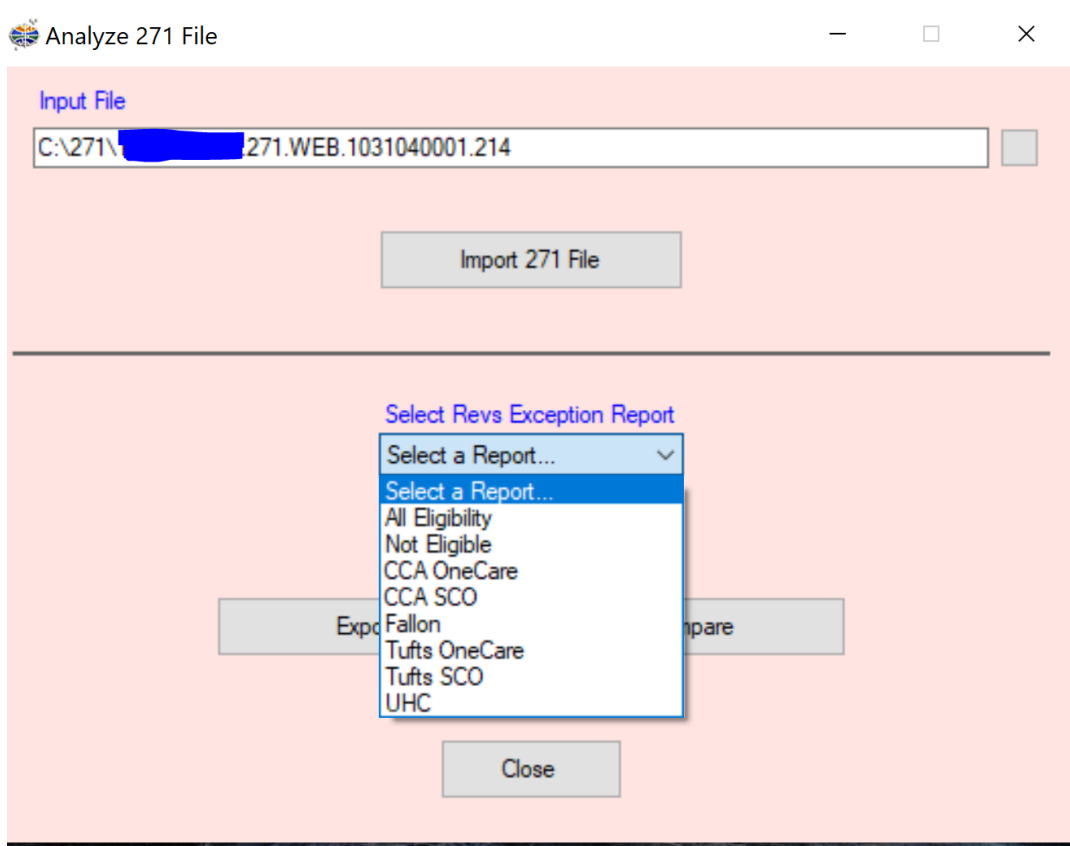
Find the 271 file that you downloaded from MH and click on Import 271 File.

Once the file has been imported a message will appear showing the date/dates that are in the file.
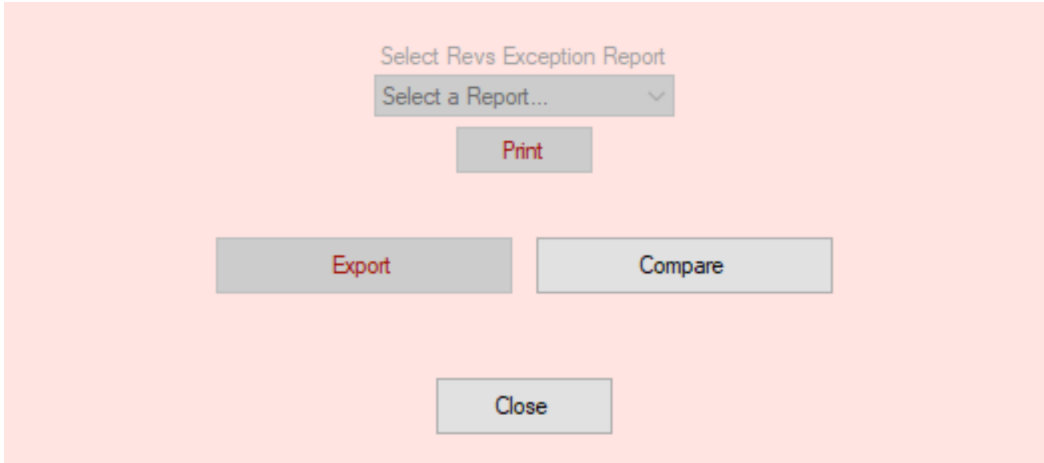
Once the data has been imported you have the option to select Revs Exception Report by choosing any report from the dropdown box.

All Eligibility report gives all of the information from the 270 file.

Not Eligible only shows the individuals who may have another coverage type aside from MassHealth.

You can also choose to Export the data to a spreadsheet or Compare, which will analyze the data to see if there are differences in anyone's eligibility from one day to another.

Choosing Compare will load all of the dates in the 270. Select the first compare date (above) and the second compare date (below) to do the comparison.