

CHANGE NOTICE FOR MANUAL

DATE: June 9, 2003

MANUAL: EIS

CHANGE NO.: 01-04

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective July 1, 2003, unless noted otherwise.

I. BREAST AND CERVICAL CANCER MEDICAID (BCCM) COVERAGE

Effective July 1, 2003, case management responsibilities for Breast and Cervical Cancer Medicaid (BCCM) cases transfer from Division of Medical Assistance (DMA) staff to each county dss. BCCM information in the EIS Manual is updated with this change.

A. Report For Case Management

A case management report is generated monthly for the BCCM program. The report is titled "DHREJ BREAST/CERV CERT ENDING" and is available through NXPTR.

B. Redetermination Appointment Notices

Redetermination appointment notices are not produced for BCCM cases.

C. Automated Notice Codes

Although specific automated notice codes are assigned to the BCCM coverage group, they may not apply to every situation. Use the appropriate MAF automated notice code when appropriate.

For BCCM cases, the Authorized Representative fields on the DSS-8125 may be used to generate the notice copy required for the Breast and Cervical Cancer Control Program (BCCCP) Coordinator.

D. Medicaid Policy

Medicaid policy for this coverage is in section 3250 of the Family and Children's Medicaid Manual. Policy revisions effective July 1, 2003, are issued through DMA Change Notice 01-04 for the Family and Children's Medicaid Manual.

II. WORK FIRST CODES

Due to the upgrade of the Work First Manual, the Work First codes are now located at a new web address. The EIS 4000 Appendix A is updated to display the current web address for the Work First codes.

III. EIS 4050 MAILING ADDRESS APPENDIX

This section is revised to include information on improving mailing address quality in EIS. The State uses special software when printing addresses on benefits and recipient notices to standardize mailing addresses to United States Postal Service (USPS) standards. Use the instructions in this section to ensure all mailing addresses adhere to USPS standards.

IV. MANUAL SECTION CHANGES

A. Volume I

EIS 1050 ~ EIS INQUIRY

Updated the EIS Inquiry Menu to delete the Emergency Assistance Options.

B. Volume II

EIS 2254 ~ APPROVING M-AF AND M-RF NEW APPLICATIONS OR REAPPLICATIONS

Removed obsolete Healthy Children and Teens Program information.

Removed obsolete Breast and Cervical Cancer Medicaid information.

Added information regarding the use of the Authorized Representative fields for BCCM cases.

C. Volume III

1. EIS 3101 ~ CHANGES TO MEDICAID CASES - DELETION OF INDIVIDUAL

Added information regarding system generated deletions and timely notices.

2. EIS 3551 ~ CASE MANAGEMENT REPORT

Updated section to include information on Breast and Cervical Cancer Medicaid management report.

Removed obsolete Work First information.

D. Volume IV

1. EIS 4000 - CODES APPENDIX A - WORK FIRST CODES

Updated the new web address for the Work First codes.

2. EIS 4000 - CODES APPENDIX B - MEDICAID CODES

Revised Family and Children's Medicaid Manual section reference to 3250 for BCCM codes.

3. EIS 4050 - MAILING ADDRESS APPENDIX

Revised entire section.

V. EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume I			
1050	3-4	3-4	Update Inquiry Menu
Volume II			
2254	13-18	13-17	II.M.6., Deleted II.M.13.-16., IV.B. V.D.
Volume III			
3101	33-34	33-34	VI.B.
3551	1-5	1-5	I.A. Add BCCM Report II.A and V.C.
Volume IV			
4000 Appendix A	1	1	Updated Web Address
4000 Appendix B	Table of Contents	Table of Contents	Add NOTE for BCCM
	5-5a,10,21, 25-26, 27-28, 35-36	5-5a,10,21, 25-26, 27-28, 35-36	Revise manual reference for codes - 5R, 1R, D8, 6B, 6C, 6D, 2B, 2C, 2D, and 5P
4050	1-2	1-5	Replace Section

If you have any questions, please contact your Medicaid Program Representative.

Sincerely,

Gary Fuquay, Interim Director
Division of Medical Assistance

(This material was researched and prepared by Jan McElroy and Debbie Daniels, EIS Program Consultants, and Kathie Barnett, EIS Project Manager.)