

CHANGE NOTICE FOR MANUAL

DATE: September 24, 2009

MANUAL: EIS

CHANGE NO.: 01-10 ANNUAL MEDICAID IDENTIFICATION CARD

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective October 1, 2009, unless noted otherwise.

I. ANNUAL MEDICAID IDENTIFICATION CARD

Effective September 8, 2009, the N.C. Medicaid Program began issuance of one Medicaid Identification (MID) card *per year* to each recipient. Annual cards are printed on gray stock; DMA will no longer have blue, pink, green, and buff-colored MID cards. The annual cards include the individual's name, MID number, and CCNC/CA primary care provider information (if applicable). The MID no longer serves as proof of recipient eligibility for any covered service. The provider is responsible for verifying the current eligibility status of the recipient.

DMA Administrative Letter No. 04-09 dated August 14, 2009, issued information regarding the new annual card. The information previously provided in that administrative letter is now incorporated into the EIS Manual via this change notice.

II. BUY-IN REPORTS

Three buy-in reports that were previously printed and mailed to the county departments of social services are no longer being printed but will be available on NCXPTR the first of each month beginning October 2009. These reports are:

DHRWDB BUY-IN PART A Actions

DHRWDB BUY-IN PART B Actions

DHRWDB BUY-IN Death Dte Exception

III. SPECIAL ASSISTANCE EDITING CHANGES

Income edits in EIS have been modified for the Special Assistance programs. The manual is updated to reflect these changes.

IV. MANUAL SECTION CHANGES

A. Volume I

1. EIS 1000 - INTRODUCTION
Updated to delete references to monthly Medicaid ID cards and correct other information related to the implementation of the annual Medicaid ID cards.
2. EIS 1052 - CASE LEVEL INQUIRY
Updated to reflect the new CARD ISSUE DATE on the Individual Data (ID) screen.
3. EIS 1054 - INDIVIDUAL INQUIRY
Updated to reflect the new CARD ISSUE DATE on the Individual Data (ID) screen.
4. EIS 1056 - COMMON NAME DATABASE
Updated to indicate a new annual Medicaid ID card is produced on a nightly basis for changes in first, middle and/or last name.
5. EIS 1059 - WORKER/SUPERVISOR INQUIRY AND UPDATE
Added instructions on updating the EIS Worker/Supervisor Update screen.
6. EIS 1061 - REPORT DISTRIBUTION SYSTEM
 - a. Added report name "DHREJA NC RECIPIENT REGISTER". This report will no longer be provided on microfiche.
 - b. Added report name "DHRWDB BUY-IN PART A Actions".
 - c. Added report name "DHRWDB BUY-IN PART B Actions".
 - d. Added report name "DHRWDB BUY-IN Death Dte Exception".

The Buy-In Reports are now available on NCXPTR. Printed copies will no longer be mailed to county departments as of October 2009.
 - e. Added report name "DHREJA Potential Med Class Change Report".
 - f. Updated to revise and add reports as a result of the implementation of the annual Medicaid ID card.

7. EIS 1108 - SAVE VERIFICATION INFORMATION SYSTEM

Revised Web Site address to access SAVE.

B. Volume II

1. EIS 2251, 2252, 2253, 2254, and 2255 - APPROVING MAA, MAB, MAD, MSB, MQB, MAF, MIC, AND MRF NEW APPLICATIONS OR REAPPLICATIONS

Updated to indicate annual Medicaid ID card is produced on a nightly basis for new application or reapplication approvals if the caseworker keys "Y" for "ISSUE CARD" on the DSS-8125.

2. EIS 2255 - APPROVING MIC NEW APPLICATIONS OR REAPPLICATIONS

Changed statement regarding termination date for MIC-F. The termination date must now be the last day of the certification thru month and can no longer be any day of the month for MIC-F emergency cases. EIS designates the benefit period for emergency services based on the certification thru date. The certification thru date must be the day emergency services end as authorized by the Division of Medical Assistance.

3. EIS 2256, 2257, 2258, 2259, AND 2264 - APPROVING MPW, IAS, HSF, SAA, AND SAD NEW APPLICATIONS OR REAPPLICATIONS AND MAF, MRF, AND MIC ADD-AN-INDIVIDUAL APPLICATIONS.

Updated to indicate annual Medicaid ID card is produced on a nightly basis for new application or reapplication approvals if the caseworker keys "Y" for "ISSUE CARD" on the DSS-8125.

4. EIS 2264 -APPROVING AN SAA OR SAD NEW APPLICATION OR REAPPLICATION

Include the statement for NET EARNED INCOME, 'If entered, GROSS EARNED INCOME must be greater than zeroes and the amount entered must not be greater than the GROSS EARNED INCOME amount entered.'

Include the statement for TOTAL COUNTABLE MONTHLY INCOME, 'The amount must be dollar and cents and must be the sum of TOTAL NET UNEARNED plus NET EARNED INCOME minus (-) \$20.'

Change JOBS/WORK REGISTRATION/EXEMPTION CODE TO WORK REGISTRATION CODE.

5. EIS 2265 - APPROVING AN SCD NEW APPLICATION OR REAPPLICATION

Changed JOBS/WORK REGISTRATION/EXEMPTION CODE to WORK REGISTRATION CODE.

6. EIS 2266 - APPROVING AN SCD ADD-AN-INDIVIDUAL APPLICATION

Changed JOBS/WORK REGISTRATION/EXEMPTION CODE to WORK REGISTRATION CODE.

7. EIS 2304 - NOTICE REGISTER REPORT

Added note: If the case has an authorized representative then the name (first, middle and last) and address of the authorized representative is printed on the Notice Register Report. The authorized representative receives an exact copy of the notice that is sent to the recipient.

Deleted reference to the exceptions listed on the Notice Register Report versus what is in XPTR. The Notice Registers are the same.

8. EIS 2500 - PROGRAM OF ALL INCLUSIVE CARE FOR THE ELDERLY (PACE)

Changed references from "pull deadline" to "processing deadline". The processing deadline for all programs is now the fourth workday from the end of the month. Medicaid ID cards are now issued annually and Work First and Special Assistance checks are issued on the fourth work night from the end of the month for the following month.

C. Volume III

1. EIS 3000 - BENEFIT ISSUANCE FOR ACTIVE CASES

Revised the section to incorporate changes related to the new annual Medicaid ID card issuance on a daily, monthly, and annual basis.

2. EIS 3051 - REDETERMINING ELIGIBILITY FOR MEDICAID ONLY PROGRAMS

Revised the section to indicate you do not key a response to "ISSUE CARD" on the DSS-8125 when completing a redetermination. Replacement cards may be requested using the DB/PML screen.

3. EIS 3101 - CHANGES TO MEDICAID CASES

Revised the section to indicate you do not key a response to "ISSUE CARD" on the DSS-8125 when completing a change to a Medicaid case.

For 6 month deductible cases changing to authorized on the DSS-8125, and the individual has not previously received a Medicaid ID card in the previous 12 months, EIS produces a card on the fourth work night from the end of the month. It is mailed the following workday.

For 1 month CAP deductible cases authorized on the DB/PML screen on a monthly basis, key "Y" for "ISSUE CARD" on the DB/PML screen and EIS produces a card that night (provided the recipient has not received a Medicaid ID card in the previous 12 months). The card is mailed the following workday.

4. EIS 3102 - CHANGES TO RRF AND SA CASES

Revised the section to indicate you do not key a response to "ISSUE CARD" on the DSS-8125 when completing a change to an RRF or SA case.

Added the statement for RSDI AMOUNT, 'If entered, the amount must be in the COUNTABLE MONTHLY INCOME fields for RRF.' For SA, the amount cannot be equal to TOTAL COUNTABLE MONTHLY INCOME. See TOTAL COUNTABLE MONTHLY INCOME field.

Added the statement for TOTAL COUNTABLE MONTHLY INCOME, 'FOR SA, the amount must be the TOTAL NET UNEARNED INCOME plus NET EARNED INCOME minus (-) \$20.'

Added the statement for TOTAL NET UNEARNED INCOME, 'For SA, the amount must be greater than or equal to the sum of SSI and RSDI amounts.'

Added 'for RRF' concerning the amount being more than or the same as the TOTAL NET UNEARNED INCOME or RSDI AMOUNT.

Changed field name from JOBS/WORK REGISTRATION/EXEMPTION to WORK REGISTRATION.

5. EIS 3105 - DEDUCTIBLE BALANCE/PATIENT MONTHLY LIABILITY TRANSACTION

Added instructions for requesting a replacement Medicaid ID card on the DB/PML screen.

For 1 month CAP deductible cases authorized on the DB/PML screen on a monthly basis, key "Y" for "ISSUE CARD" on the DB/PML screen and EIS produces a card that night (provided the recipient has not previously received a Medicaid ID card in the previous 12 months). The card is mailed the following workday.
6. EIS 3151 - REQUESTING A MEDICAID ID CARD

The DMA-5022 function was used in the past to issue a Medicaid ID card. Effective September 8, 2009, this function is obsolete. Use the DB/PML screen to request a replacement Medicaid ID card.
7. EIS 3451 - AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS

Revised the section to indicate you do not key a response to "ISSUE CARD" on the DSS-8125 when completing an aid program/category transfer.
8. EIS 3452 - AID PROGRAM/CATEGORY TRANSFERS TO SPECIAL ASSISTANCE PROGRAMS

Revised the section to indicate you do not key a response to "ISSUE CARD" on the DSS-8125 when completing an aid program/category transfer.

Changed the field name JOBS/WORK REGISTRATION/EXEMPTION to WORK REGISTRATION.
9. EIS 3520 - MEDICARE ENTITLEMENT AND ENROLLMENT

The MMA response file Medicare information is now loaded to EIS as soon as received from CMS. It no longer has to be held for card runs now that Medicaid ID cards are issued annually.
10. EIS 3556 - NOTICE REGISTER REPORT

Added note: If the case has an authorized Representative then the name (first, middle and last) and address of the authorized representative are printed on the Notice Register Report. The authorized representative receives an exact copy of the notice that is sent to the recipient.

Deleted reference to the exceptions listed on the Notice Register Report versus what is in XPTR. The reports are the same.

11. EIS 3563 - AAF AUTOMATIC TRANSFERS TO MAF 24/60, PAY AFTER PERFORMANCE, SANCTION AND BENEFIT DIVERSION CASES TIME LIMITS HAVE BEEN REACHED

Change in the title PAY AFTER PERFORMANCE to WORK FIRST BENEFITS and removed the sentence concerning no issuance of 3 consecutive months of checks and Pay after performance. Changed type from PP-Pay after performance to WB - Work First Benefits cases.

D. Volume IV

1. EIS 4000 - CODES APPENDIX

Added a new Ambulation Capacity Code 'E' - Basic SA (Exempt).

Changed definition of Payment Type 2 to Work First Benefits.

Changed value of Special Review code P to Evaluate Work First Benefits.

2. EIS 4000 - CODES APPENDIX B - MEDICAID CODES

Added (Name of Individual and Individual ID Number) to the approval notice.

Added to the DSS-8110A the text for case and individual terminations, 'If an individual(s) becomes ineligible for Medicaid, do not throw away the card. The individual may become eligible again and will need the card.'

AAF to MAF

Notice code 1z and 7z added to text: We are continuing to determine your Medicaid Eligibility.

Added Notice Code 83: You failed to meet the requirements of your MRA and will no longer receive Work First Benefits. Your Medicaid will continue. (Work First Manual)

Added Notice Code 6U: You failed to comply with Sanction requirements. Your payment will be stopped. Your Medicaid will continue under another category. (Work First Manual)

Added Notice Code 5T: You failed to complete work activities listed on the MRA. (Payment Type '2' to MADX and can be either worker entry or system generated).

Added Notice code 9A: You failed to cooperate with substance abuse treatment. (Payment Type '2' to MAFC and can be either worker entry or system generated).

AAF to MAF, MIC, or MPW

Removed Notice Code 33 as this code is invalid.

3. EIS 4000 - CODE APPENDIX D - SPECIAL ASSISTANCE CODES

Added (Name of Individual and Individual ID Number) to the approval notice.

Added to the DSS-8110A the text for case and individual terminations, 'If an individual(s) becomes ineligible for Medicaid, do not throw away the card. The individual may become eligible again and will need the card.'

4. EIS 4000 - CODES APPENDIX E - TRANSITIONAL CODES

Reworded the text for change codes 4M and 8M: Your family is no longer eligible for Work First Benefits due to an increase in earned income.

Added adequate change code 71 to be used when deleting a child from a Transitional Medicaid case who will be approved in another aid program category.

5. EIS 4100 - COMMUNITY CARE OF NORTH CAROLINA/CAROLINA ACCESS

Revised to indicate the system cut-off for all programs is the fourth workday from the end of the month.

6. EIS 4200 - SSI MEDICAID

Revised to indicate SSI recipients receive an annual Medicaid ID card. Also, the processing deadline for SSI cases is now the fourth workday from the end of the month.

7. EIS 4900 - APPENDIX E - DSS-8125 APPROVING AN APPLICATION

Updating the DSS-8125 screen with "ISSUE CARD" field.

8. EIS 4900 - APPENDIX G - DMA-5022

Revised to indicate DMA-5022 is no longer used to issue Medicaid ID cards. Refer to EIS 3105 regarding issuing replacement cards.

V. EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume I			
EIS 1000	1-2	1-2	System Overview and Security
EIS 1052	3-4	3-4	Case Level Inquiry
EIS 1054	1-4, 7-8	1-4, 7-8	Individual Inquiry
EIS 1056	21-24	21-24	Common Name Database
EIS 1059	1-2	1-3	Added instructions on making changes using the EIS WORKER/SUPERVISOR UPDATE Screen
EIS 1061	19-30	19-31	Added report names DHREJA NC RECEPIENT REGISTER, DHRWDB BUY-IN PART A ACTIONS, DHRWDB BUY-IN PART B ACTIONS, DHRWDB BUY-IN DEATH DTE EXCEPTION, DHREJA POTENTIAL MED CLASS CHANGE, and various card register reports
EIS 1108	1-2	1-2	Revised web address to SAVE

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume II			
EIS 2251	15-17	15-17	Approving MAA, MAB, and MAD New Applications or Reapplications - card issuance
EIS 2252	9-10	9-10	Approving MSB New Applications or Reapplications - card issuance
EIS 2253	13-15	13-15	Approving MQB New Applications or Reapplications - card issuance
EIS 2254	15-18	15-18	Approving MAF and MRF New Applications or Reapplications - card issuance
EIS 2255	3-4, 11-14	3-4, 11-14	Updated instructions for terminating an emergency MIC-F case and card issuance
EIS 2256	13-15	13-15	Approving MPW New Applications or Reapplications - card issuance
EIS 2257	15-16	15-16	Approving an MAF, MRF, and MIC Add an Individual Applications - card issuance
EIS 2258	13-14	13-14	Approving IAS, New Applications or Reapplications - card issuance

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
EIS 2259	13-16	13-15	Approving HSF, New Applications or Reapplications - card issuance
EIS 2264	5-8 11-13	5-8 11-13	Added statement for NET EARNED INCOME, TOTAL COUNTABLE MONTHLY INCOME AND Changed JOBS/WORK REGISTRATION/EXEMPT CODE TO WORK REGISTRATION CODE
EIS 2265	7-10	7-10	Changed JOBS/WORK REGISTRATION/EXEMPT CODE TO WORK REGISTRATION CODE
EIS 2266	11-13	11-13	Changed JOBS/WORK REGISTRATION/EXEMPT CODE TO WORK REGISTRATION CODE
EIS 2304	3-4	3-4	III.O. and IV.
EIS 2500	3-4, 7-10, 13-16	3-4, 7-10, 13-16	Program of all Inclusive Care for the Elderly (PACE) - card issuance

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume III			
EIS 3000	1-4	1-3	Benefit Issuance for Active Cases
EIS 3051	5-6	5-6	Redetermining Eligibility for Medicaid Only Programs
EIS 3101	1-8, 13-16, 23-24, 27-30, 33-36, 39-42, 47-48	1-8, 13-16, 23-24, 27-30, 33-36, 39-42, 47-48	Changes to Medicaid Cases - card issuance
EIS 3102	1-2, 9-10, 13-16, 21-24, 27-30, 33-44, 49-50, 53-56	1-2, 9-10, 13-16, 21-24, 27-30, 33-44, 49-50, 53-56	Added statements for changes to R-RF and SA Cases
EIS 3105	1-2, 9-11	1-2, 9-14	Deductible Balance and PML Transaction - card issuance
EIS 3151	1-3	1	Requesting a Medicaid ID Card
EIS 3451	7-135	7-127	Transfers to Medicaid Programs - card issuance
EIS 3452	3-9, 13-14, 17-19, 21-25	3-9, 13-14, 17-19, 21-23	Transfers to Special Assistance Programs - card issuance
EIS 3520	1-2, 5-10	1-2, 5-10	Medicare Entitlement and Enrollment - card issuance
EIS 3556	3	3	III.O. and IV.
EIS 3563	1-2	1-2	AAF Automatic Transfers

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume IV			
EIS 4000	1-2, 9-10, 15-16	1-2, 9-10, 15-16	Codes Appendix
EIS 4000 Appendix B	13-14, 25-26, 37-44	13-14, 25-26, 37-44	Medicaid Codes
EIS 4000 Appendix D	9-12, 15-18	9-12, 15-18	Special Assistance Codes
EIS 4000 Appendix E	1-4	1-4	Added Transitional Medicaid Adequate Change Code 71
EIS 4100	1-2	1-2	CCNC/Carolina Access
EIS 4200 Part 3	9-10, 13-14	9-10, 13-14	SSI Medicaid, Approval/Denial Part 3
EIS 4200 Part 4	1-2	1-2	SSI Medicaid, Open/Shut Approval, Part 4
EIS 4200 Part 5	3-4	3-4	Changing a SSI Medicaid Case, Part 5
EIS 4200 Part 6	1-6	1-6	SSI Medicaid Terminations
EIS 4200 Part 7	5-6	5-6	SSI Medicaid Applications
EIS 4900 Appendix E	5-6	5-6	DSS 8125 Approving an Application
EIS 4900 Appendix G	1-4	1-4	DMA 5022

If you have any questions regarding this information, please contact your Medicaid, Work First, or Adult Program Representative.

Sincerely,

Craig L. Gray
Director
Division of Medical Assistance

(This material was researched and prepared by Barbara Daniels, Sharon Barnes, Wanda McLeod, Arlisa Bells-Jones, EIS Consultants, Candace Smith, IEVS Coordinator, and Sharon McDougal, EIS Project Director.)