

## CHANGE NOTICE FOR MANUAL

**DATE:** September 15, 2005

**MANUAL:** EIS

**CHANGE NO.:** 02-06 FAMILY PLANNING MEDICAID WAIVER

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective October 1, 2005, unless noted otherwise.

### **I. FAMILY PLANNING WAIVER**

#### **A. Background**

North Carolina is implementing a demonstration waiver to extend eligibility for family planning services to men age 19 through 60 and women age 19 through 55 with incomes at or below 185% of the federal poverty level. The goal of this waiver is to reduce unintended pregnancies and improve the well being of children and families in North Carolina.

To support this waiver, a new Medicaid classification ("D") has been created within the already existing MAF (Medicaid for Families) aid category. A blue Medicaid identification card will be issued for recipients. The card will have the following special text printed beneath the recipient name:

\*\*\*FAMILY PLANNING WAIVER\*\*\*  
Recipient Eligible for LIMITED  
Family Planning Services Only

Applications for retroactive coverage will be allowed but coverage cannot begin prior to October 1, 2005. Refer to Family and Children's Manual Change Notice 18-05 and Adult Manual Change Notice 22-05 for policy information regarding this program.

Once eligibility has been determined, a redetermination of eligibility will be required yearly. However, recipients will be asked to report to the county caseworker changes as they occur. Any decrease in income will require the county caseworker to determine if the recipient may be eligible for another Medicaid program that may provide more extensive medical coverage. Any increase in income will require the caseworker to determine if the individual is no longer eligible due to being over 185% of the federal poverty limit.

#### **B. Changes Due To Family Planning Waiver**

1. Individuals will be covered under the MAF program and specifically identified by Medicaid Classification "D" (Categorically Needy).
2. Applications for Family Planning will be registered as MAF.
  - a. A new Family Planning indicator is now required for MAF and has been added to the DSS-8124 Application.

- b. The "How App Received" indicator is now required for MAF and MPW and continues to be required for MIC. The State mails the Medicaid Handbook to the recipient when the application is received by mail or from the Health Department.
  - c. The application processing time standard is 45 days.
  - d. These applications are included in the Report Card and the monitoring sample.
3. Family Planning cases are one-person cases.
  4. These recipients are exempted from participation in managed care.
  5. New automated notice codes have been added to facilitate the implementation of this program.
  6. Any time there is a Medicaid class change to or from MAF-D after Medicaid regular run and prior to or on pull, the original card will be pulled and a new card reissued in big straggler for the new Medicaid class.
  7. Redetermination
    - a. A case will be displayed on the Case Management Report 3 months prior to the end of the certification period.
    - b. Labels and redetermination appointment notices will be generated.

## **II. ADULT MEDICAID MAIL-IN APPLICATIONS**

DMA has created an Adult Mail-In Application (AMIA) for the aged, blind, and disabled population. These applications will be provided to various Resource Senior Centers and other Advocate Organizations, for citizens to pick up, fill out, and mail in to the County Departments of Social Services. These mail-in applications are for the Adult Medicaid aid program/categories.

Similar to MIC and MAF mail-in applications, the AMIAs must be tracked in EIS. A report will be generated in XPTR indicating how the applications are received and the percentage of mail-in applications that get approved, denied, and withdrawn out of the total number received. Refer to Family and Children's Manual Change Notice 22-05 and Adult Manual Change Notice 26-05 for policy information.

The "How App Received" indicator on the DSS-8124 Application is now required for MAA, MAB, MAD, and MQB. The State mails the Medicaid Handbook to the recipient when the application is received by mail or from an Aging Resource Center.

## **III. TRANSFER OF ASSETS EVALUATIONS NEEDED REPORT**

A clarification was added for the Date of Service. If claims are billed with multiple dates of service, the date of service on the report is the last date of service.

**IV. CHANGES TO THE TRANSFER OF ASSETS SUMMARY REPORT**

Additional information has been added for each county in the statewide summary section at the end of this XPTR report. The number of evaluations pending more than 30 days has been broken down into number pending 31 - 90 days, number pending 91 - 180 days, and number pending over 180 days. The percentage of evaluations pending past 30 days also was added for each county in this section.

**V. TRANSFER OF ASSETS - INDIVIDUALS WITH SANCTION REPORT**

A new report is available on XPTR that lists individuals by county who have transfer of assets sanctions on the Assets Transfer Tracking Screen in EIS.

**VI. REMOVAL OF WORK FIRST INFORMATION**

Work First information, already incorporated in the Work First Manual, is removed from the EIS Manual.

**VII. NEW AMBULATION CAPACITY CODE**

EIS 4000 is revised to include the new Ambulation Capacity Code "C" (SA/ACH Special Care Unit) as a valid code for the DSS-8125 and DMA-5022.

**VIII. MANUAL SECTION CHANGES**

**A. Volume 1**

1. EIS 1057 - MASTER CLIENT INDEX
  - a. Screen Change - Removed Match/Unmatch Option.
  - b. Obsolete Match/Unmatch Instructions.
  - c. Revised NCXPTR report instructions.
2. EIS 1061 - X/PTR - REPORT DISTRIBUTION SYSTEM

Added the following new reports to the listing:

  - a. DHREJA TRANS ASSET SANCTIONS
  - b. DHRWDB FAM PLAN APPS REACTIVATED
  - c. DHRWDB FAM PLAN CAP ENROL DENIAL
  - d. DHRWDB FAM PLAN ENROLL MGMT RPT
  - e. DHRWDB FAM PLAN OUTCOME REACT
  - f. DHRWDB MAF-D APPS DENIED/WITHDRN

**B. Volume 2**

1. EIS 2010 - COMPLETING AN APPLICATION FORM

Added reference to Add An Individual, Application Type 6, excluding MAF-D, Family Planning.

2. EIS 2011 - COMPLETING AN APPLICATION FORM FOR AGED, BLIND, AND DISABLED  
  
Updated instructions for "HOW APP RECEIVED?" to indicate the source from which the MAABD or MQB application is received.
3. EIS 2012 - COMPLETING AN APPLICATION FORM FOR MAF, MIC, MPW, and MRF
  - a. Added reference to Add An Individual, Application Type 6, excluding MAF-D, Family Planning.
  - b. Added new field, "FAM PLAN?" that requires a "Y" or "N" to be entered for MAF applications.
  - c. "HOW APP RECEIVED?" is now required for MAF, MPW and continues to be required for MIC.
  - d. Added reference to Application Date for MAF-D, Family Planning. Application date cannot be prior to 10/1/05.
  - e. Added instructions when an applicant is potentially eligible for MAF-M and MAF-D, Family Planning.
4. EIS - 2051 - MAKING CHANGES TO MEDICAID APPLICATIONS  
  
Added new indicator for Family Planning. "Y" or "N" is required for MAF applications. This indicator can be changed prior to disposition of the application.
5. EIS - 2100 - COUNTY TRANSFERS FOR APPLICATIONS  
  
This section has been deleted. County transfers for applications are not allowed.
6. EIS - 2254 - APPROVING M-AF AND M-RF APPLICATIONS
  - a. Added reference to Certification Dates allowing up to 12 months for MAF-D, Family Planning.
  - b. Deductible is not allowed for MAF-D, Family Planning.
  - c. Special Coverage Group not allowed for MAF-D, Family Planning.
  - d. Added reference to Individual Terminations. The individual termination date for MAF-D, Family Planning, must be the application date.
  - e. Medicare is not allowed for MAF-D, Family Planning.
  - f. Updated Family Status for MAF-D. Family Planning must be "P" or "O".
  - g. A new monthly report will be produced indicating the number of MAF-D denied and withdrawn applications keyed in the previous month. The report name in X/PTR is "DHRWDB MAF-D APPS DENIED/WITHDRN".
7. EIS 2400 - DSS-8124 APPLICATION SCREEN AND DSS-8124I  
  
The new Family Planning indicator has been added to the DSS-8124 Application Screen.

**C. Volume 3**

1. EIS 3000 - BENEFIT ISSUANCE FOR ACTIVE CASES  
Added reference to changes causing Medicaid ID cards to be pulled and/or reissued for MAF-D, Family Planning.
2. EIS 3051 - REDETERMINING ELIGIBILITY FOR MEDICAID  
Enter "A" if the Medicaid Class is "Q" or "D".
3. EIS 3052 - REDETERMINING ELIGIBILITY FOR REFUGEE AND SPECIAL ASSISTANCE  
Removed reference to Work First in this section.
4. EIS 3101 - DEDUCTIBLE TO AUTHORIZED  
Do not enter the DB/PML code or amount for MAF-D, Family Planning cases.
5. EIS 3102 - CHANGES TO REFUGEE AND SPECIAL ASSISTANCE CASES
  - a. Removed reference to AAF, except in regards to Transitional.
  - b. Removed references to "UP", Unemployed Parent code. The "UP" code is no longer valid effective 10/1/05.
6. EIS 3451 - AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS
  - a. A transfer from MAF to MPW may be retroactive, if the only individual is covered for MAF-D, Family Planning.
  - b. If the Medicaid Class is "D", the Medicaid Effective Date must not be earlier than the Certification From Date on the case if the transfer is retroactive.
  - c. If the Medicaid Class is "D", the Medicaid Effective Date can be any month back to the Certification From Date.
  - d. Individuals classified as "D" can have a 12 month certification period.
7. EIS 3510 - FAMILY PLANNING WAIVER - CAPPED ENROLLMENT  
New section explains the process once the capped limit for Family Planning (MAF-D) is met.
  - a. Closing new enrollments.
  - b. Application processing during "shut down".
  - c. Reports generated during "shut down".
8. EIS 3551 - CASE MANAGEMENT REPORT  
Added reference to women age 19 thru 55 and men age 19 thru 60 eligible for MAF-D, Family Planning.

9. EIS 3900 - ASSETS TRANSFER TRACKING SCREEN
  - a. Transfer of Assets Evaluation Needed report  
A clarification was added for the Date of Service.
  - b. Transfer of Assets Summary report  
Additional information has been added for each county in the statewide summary section at the end of this XPTR report.
  - c. Transfer of Assets - Individuals With Sanction report  
This is a new report available on XPTR that lists individuals by county who have transfer of assets sanctions on the Assets Transfer Tracking Screen in EIS.

**D. Volume 4**

1. EIS 4000 - CODES APPENDIX
  - a. Revised to include the new Ambulation Capacity code "C" (SA/ACH Special Care Unit) as a valid code for the DSS-8125 and DMA-5022.
  - b. Revised Family Status codes "P" and "O" to include MAF-D, Family Planning.
  - c. Added new Medicaid Classification code "D" for Family Planning Waiver.
  - d. Special Coverage Group "UP" code is no longer valid effective 10/1/2005.
  - e. Special Reporting code "U" is no longer valid effective 10/1/2005.
  - f. Deleted Special Use Data codes for AAF only.
  - g. Deleted Substitute Payee code "21", applicable only to 2 parent cases in AFDC.
  - h. Effective 10/1/2005, for Category of Assistance codes B, D, and G, the UP code is no longer valid for AAF.
2. EIS - 4000 - APPENDIX B
  - a. New denial codes (F8 and F9) have been created for Family Planning Medicaid.
  - b. New termination codes (1L/6L and 1M/6M) have been created for Family Planning Medicaid.
  - c. New transfer codes (1N/5N, IT/6Q, and 6R) have been created for Family Planning Medicaid.
  - d. New code (6A) has been added for Deletion of Individuals.
3. EIS 4300 v - NC HEALTH CHOICE - ONGOING CASE MAINTENANCE

Revised instructions for changes from J, K, S, or A to MIC-N  
or MAF.

4. EIS 4300 vii - NC HEALTH CHOICE REPORTS

Health Choice and Children's Medicaid Approved Applications by Source Report has been revised to include MAF-D, Family Planning.

5. EIS 4900 - DATA ENTRY APPENDIX B

Revised the EIS Application Screen to include FAM PLAN? field.

**IX. EIS MANUAL INSTRUCTIONS**

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
<b>Volume I</b>			
<a href="#">EIS USER MANUAL TABLE OF CONTENTS</a>	3-6	3-6	
<a href="#">EIS 1057</a>	3-4,13-17  Remove 1057 Table of Contents	3-4, 13-14  Insert 1057 Table of Contents	III.E.IV. Screen Change, VI. Obsolete, VII.E. Report Instructions Revised
<a href="#">EIS 1061</a>	17-18, 21-24	17-18, 21-24	IX. Report Names and Access Codes
<b>Volume II</b>			
<a href="#">EIS USER MANUAL TABLE OF CONTENTS</a>	3-6	3-6	
<a href="#">EIS 2010</a>	3-4	3-4	II.C.2. Add An Individual
<a href="#">EIS 2011</a>	1-4	1-4	II. A. 11. Completing an Application for MAABD
<a href="#">EIS 2012</a>	1-6	1-7	II. Completing Input Screen, V. Dual Eligibility
<a href="#">EIS 2051</a>	1-3	1-3	III. Correct An Application
<a href="#">EIS 2100</a>	1	Nothing To Insert	Delete Section
<a href="#">EIS 2254</a>	5-8,11-14,17	5-8, 11-14,17	II.E. Medicaid Data, II.K. Special Coverage Group
<a href="#">EIS 2400 Part I</a>	1-4	1-4	I.A. Application Screen
<a href="#">EIS 2400 Part VII</a>	3-4	3-4	VII.A. Family Planning Indicator
<b>Volume III</b>			
<a href="#">EIS USER MANUAL TABLE OF CONTENTS</a>	3-6	3-6	
<a href="#">EIS 3000</a>	3-4	3-4	III. Pull Reissue Process
<a href="#">EIS 3051</a>	3-4	3-4	IV. Completing the Redetermination
<a href="#">EIS 3052</a>	1-5	1-5	IV. Redetermining Eligibility Work First
<a href="#">EIS 3100</a>	Table of Contents	Table of Contents	

<a href="#">EIS 3101</a>	25-26, 55-71	25-26, 55-68	I. Deductible to Authorized, I. Special Coverage UP Deleted
<a href="#">EIS 3102</a>	1-63	1-53	Deleting References to AAF
<a href="#">EIS 3451</a>	60-63, 77-78, 85-86	60-63, 77-78, 85-86	I. APC Transfers
<a href="#">EIS 3510</a>	Nothing to Remove	1-6	Family Planning
<a href="#">EIS 3551</a>	3-5	3-5	V.A. Special Messages - Case Management Report
<a href="#">EIS 3900</a>	11-12	11-14	VII.D.11 Transfer of Assets Evaluation Needed Report, VIII.D.3-8 Transfer of Assets Evaluation Summary Report, added IX. Transfer of Assets - Individuals With Sanction Report
<b>Volume IV</b>			
<a href="#">EIS USER MANUAL TABLE OF CONTENTS</a>	3-6	3-6	
<a href="#">EIS 4000 - CODES TABLE OF CONTENTS</a>	1-2	1-2	
<a href="#">EIS 4000 - CODES</a>	1-16	1-16	Family Status, Medicaid Classification, Special Coverage and Reporting
<a href="#">EIS 4000 - APPENDIX B</a>	5-6, 19, 23-27, 36	5-6 19, 23-27, 36-37	Change, Denial, Termination and Transfer Codes
<a href="#">EIS 4300 Part Five</a>	7	7	XIII. Change Medicaid Class to/from J,K,S or A
EIS 4300 Part SEVEN Table of Contents	1	1	
<a href="#">EIS 4300 - Part SEVEN</a>	17-18	17-18	NCHC/F&C Approved Appr Apps By Source
<a href="#">EIS 4900 - APPENDIX B</a>	3-4	3-4	III.B. 8124 Screen Print

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

Sincerely,

L. Allen Dobson, Jr., M.D.,  
Assistant Secretary for Health Policy and  
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(This material was researched and prepared by Sharon Barnes, Chris Hager, Wanda McLeoud and Mary Spivey, EIS Program Consultants, Sharon McDougal, EIS Project Director, and Cindy Wilson, IEVS Coordinator.)