

CHANGE NOTICE FOR MANUAL

DATE: August 19, 2006

MANUAL: EIS

CHANGE NO.: 02-07 CITIZENSHIP AND IDENTITY

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective September 1, 2006, unless noted otherwise.

I. BACKGROUND

DMA Change Notices 13-06 for the Family and Children's Medicaid manual and 19-06 for the Aged, Blind and Disabled Medicaid manual provide policy changes related to citizenship and identity rules and procedures. Due to the changes related to citizenship and identity, changes were necessary to EIS. In order to exclude processing time from applications that pend beyond the processing deadline due to citizenship and/or identity documentation, a new exclusion reason was added to the date screen. Also, the Centers for Medicare and Medicaid Services (CMS) is requiring states to capture data indicating the level of documentation of citizenship and identity that was used for each recipient. In order to track this information, a new field (CITIZEN/IDENTITY) was added to the DSS-8125 for caseworkers to indicate the level of documentation used. The code and date will be displayed on the ID screen in EIS.

CMS notified states that not all notices to Medicaid recipients have to be timely when Medicaid prescription coverage stops due to Medicare. An adequate notice is sufficient if there is not enough time to allow for the 10 workdays required for a timely action. Due to this information, automated notices for Medicaid individuals who start receiving Medicare are changing.

This change notice transmits revisions to the EIS Manual related to the citizenship and identity requirements, automated notices for individuals who receive Medicare, and other EIS changes outlined below. Revisions are effective September 1, 2006, unless noted otherwise.

II. AUTOMATED MASS UPDATE OF EIS FOR ADDITION OF CITIZEN/IDENTITY CODES FOR ACTIVE MEDICAID RECIPIENTS WHO ARE SSI OR MEDICARE RECIPIENTS

A. Medicaid recipients who have Medicare

In September 2006, EIS will automatically enter a CITIZEN/ID code of 50 for all active Medicaid, SA, and Work First recipients who have a Medicaid drug code of 'N'. (A Medicaid drug code of 'N' indicates the individual has Medicare A and/or B.) This update may not occur by September 1, 2006. We will send a terminal message when the conversion will occur.

Prior to and after this one time conversion, caseworkers will be responsible for entering the CITIZEN/ID code of 50 on the DSS-8125 when Medicare is verified.

B. SSI Medicaid recipients

Beginning September 1, 2006, when an SSI Medicaid case is approved or updated due to receipt of an SDX update, EIS will enter a CITIZEN/ID code of 50 unless the CITIZEN/ID code is 10 already.

In September 2006, EIS will automatically enter a CITIZEN/ID code of 50 for all active Medicaid recipients who have a SSI indicator of 'Y'. This update may not occur by September 1, 2006. We will send a terminal message when the conversion will occur. Caseworkers can enter a CITIZEN/ID code of 50 or 10 or any other level that is appropriate at any time for all individuals (including SSI recipients).

II. MANUAL SECTION CHANGES

A. Volume I

1. EIS 1050 - EIS INQUIRY

The EIS Menu is updated to remove the "ME" MC Enrollment update option.

2. EIS 1054 - INDIVIDUAL INQUIRY

The Individual Inquiry Screen was updated to display the new CITIZEN/ID code and date. A brief statement was added to this section to explain this field.

3. EIS 1061 - X/PTR - REPORT DISTRIBUTION SYSTEM

REPORTS removed from X/PTR are DHREJ QUAL INDIV APP MGMT RPT, DHREJ QUAL IND SUMM APP MGMT RP, DHREJ QUAL INDIV REPORT CARD, DHREJ QUAL IND RPT CRD APP EXCL and DHREJ QUAL IND RPT CRD APP INCL.

Added the following report utilized by State staff: DHRWDB MMA PRO NO/Z IM SEGMENT.

4. EIS 1063 - AUTOMATED DMA - 5016

Changes made to the way reports are stored in XPTR from versions to days.

A new field, SA ELIGIBLE, has been added to the Facility Inquiry/Update Screen. A value of 'N' (Not SA Eligible) or 'Y' (SA Eligible) is displayed based on information received from the Division of Facility Services. Only DOM facilities may contain a value of 'Y'.

5. EIS 1105 - STATE DATA EXCHANGE (SDX)

Part of this section is being reissued due to the fact that changes for 01-06 were left out of the paper manual. There are no changes in this section.

6. EIS 1200 - STATE OFFICE CONTACTS

DSS Automation name changed to DSS Information Support.

B. Volume II

1. EIS 2251 - APPROVING M-AA, MAB, AND M-AD NEW APPLICATIONS OR REAPPLICATIONS
2. EIS 2252 - APPROVING M-SB NEW APPLICATIONS OR REAPPLICATIONS
3. EIS 2253 - APPROVING MQB NEW APPLICATION OR REAPPLICATIONS
4. EIS 2254 - APPROVING M-AF AND M-RF NEW APPLICATIONS OR REAPPLICATIONS
5. EIS 2255 - APPROVING M-IC NEW APPLICATIONS OR REAPPLICATIONS
6. EIS 2256 - APPROVING M-PW NEW APPLICATIONS OR REAPPLICATIONS
7. EIS 2257 - APPROVING M-AF, M-RF, AND M-IC ADD-AN-INDIVIDUAL APPLICATION
8. EIS 2258 - APPROVING I-AS (TITLE IV-E FOSTER CARE/ADOPTION ASSISTANCE) NEW APPLICATIONS OR REAPPLICATIONS
9. EIS 2259 - APPROVING H-SF (NON TITLE IV-E FOSTER CARE) NEW APPLICATIONS OR REAPPLICATIONS
10. EIS 2264 - APPROVING AN S-AA OR S-AD NEW APPLICATION OR REAPPLICATION

Change was made to the DSS-8125 screen and gives instruction on how to enter the CITIZEN/ID code.

11. EIS 2303 - CASEWORKER SUPERVISOR REPORT

Changes made to the way reports are stored in XPTR from versions to days.

12. EIS 2305 - ADULT MAIL-IN APPLICATION REPORTS

Changes made to the way reports are stored in XPTR from versions to days.

13. EIS 2400 - DATE SCREEN

Updated the Date Screen to add the new exclusion reason 'CID' for the exclusion of processing time due to citizenship and/or identity documentation.

14. EIS 2400 - APPLICATION PROCESSING REPORTS

Changes made to the way reports are stored in XPTR from versions to days.

Changes were made to the application processing reports to include the exclusion of processing time due to citizenship and/or identity documentation.

C. Volume III

1. EIS 3100 - MAKING CHANGES TO CASES

Added instructions for deleting CITIZEN/ID data on the DSS-8125.

2. EIS 3101 - CHANGES TO MEDICAID CASES

The section has been updated with information on the change in automated notices for Medicaid recipients who start receiving Medicare.

Added instructions for entering the new CITIZEN/ID data on the DSS-8125.

3. EIS 3102 - CHANGES TO R-RF AND SA CASES

Added instructions for completing the CITIZEN/ID data on the DSS-8125.

4. EIS 3500 - COUNTY TRANSFERS FOR ACTIVE CASES

Removed references to HMO coverage for MAF or MIC.

5. EIS 3551 - CASE MANAGEMENT REPORT

Changes made to the way reports are stored in XPTR from versions to days.

Added Special Review message "Citizen/Identity Due mmccyy" to indicate the deadline for receipt of documentation of citizenship and/or identity.

Counties no longer have to have the State print and send the DSS-8189, Appointment Notices. They may request the notices not be printed.

6. EIS 3554 - CASEWORKER SUPERVISOR REPORT

Changes made to the way reports are stored in XPTR from versions to days.

7. EIS 3557 - MIC RE-ENROLL REPORTS 1 AND 2

Changes made to the way reports are stored in XPTR from versions to days.

8. EIS 3562 - TRANSITIONAL CASES DUE REVIEW REPORT

Changes made to the way reports are stored in XPTR from versions to days.

9. EIS 3563 - AAF AUTOMATIC TRANSFER TO MAF 24/60 MONTH, PAY AFTER PERFORMANCE, SANCTION AND BENEFIT DIVERSION CASES TIME LIMIT HAVE BEEN REACHED

Changes made to the way reports are stored in XPTR from versions to days.

10. EIS 3900 - ASSETS TRANSFER TRACKING SCREEN

Changes made to the way reports are stored in XPTR from versions to days.

D. Volume IV

1. EIS 4000 CODES

Added the following:

Added a new case level Special Review Code of "Z" for citizenship and/or identity follow up.

Added the valid codes for entry of CITIZENSHIP/ID and the DATE criteria.

2. EIS 4000-APPENDIX B-MEDICAID CODES

- a. Added a new adequate (6Z) and a new timely (3Z) change code for the deletion of an individual from a case with the following text:

You have not provided necessary information to document citizenship and/or identity. (Section 3215 of the Family and Children's Manual.)

- b. Added a new denial code (H9) with the following text:

You have not provided necessary information to document citizenship and/or identity. Sections 2304 or 3215

- c. Added a new adequate (6Q) and a new timely (2Q) termination code with the following text:

You have not provided necessary information to document citizenship and/or identity. (Section 2304 of the Aged, Blind, and Disabled Manual or Section 3215 of the Family and Children's Manual.)

3. EIS 4000 - APPENDIX D - SPECIAL ASSISTANCE CODES

- a. Added a new adequate (6Z) and a new timely (3Z) change code for deletion of an individual from SCD with the following text:

You have not provided necessary information to document citizenship and/or identity. (SCD)

- b. Added a new denial code (H9) with the following text:

You have not provided necessary information to document citizenship and/or identity.

- c. Added a new adequate (6Q) and a new timely (2Q) termination code with the following text:

You have not provided necessary information to document citizenship and/or identity.

4. EIS 4200 - SSI MEDICAID-
PART THREE - APPROVAL/DENIAL
PART FIVE - CHANGING AN SSI MEDICAID CASE
PART SIX - TERMINATIONS

Included information about the entry of the CITIZEN/ID code for SSI recipients.
5. EIS 4200 - SSI MEDICAID-APPLICATIONS - PART SEVEN

Updated the Date Screen to add the new exclusion reason 'CID' for the exclusion of processing time due to receipt of citizenship and/or identity documentation.
6. EIS 4200 - SSI MEDICAID-REPORTS - PART EIGHT

Changes made to the way reports are stored in XPTR from versions to days.
7. EIS 4300 - NC HEALTH CHOICE - REPORTS - PART FOUR

Included information that the CITIZEN/ID code is allowed, but not required, for individuals receiving North Carolina Health Choice.
8. EIS 4300 - NC HEALTH CHOICE - REPORTS - PART SEVEN

Changes made to the way reports are stored in XPTR from versions to days.
9. EIS 4900 - DATA ENTRY APPENDIX D - DATE SCREEN

Updated the Date Screen to add the new exclusion reason 'CID' for the exclusion of processing time due to receipt of citizenship and/or identity documentation.
10. EIS 4900 - DATA ENTRY APPENDIX E - DSS-8125 (APPROVING AN APPLICATION)

Added CITIZEN/ID field to DSS-8125.

III. EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume I			
1050	3-4	3-4	II.C. EIS Inquiry
1054	1-10	1-10	II. and III. ID screens
1061	19-20, 25-26	19-20, 25-26	X/PTR Report Distribution System
1063	3-8	3-8	II.A.3 Facility Inquiry Screen, V. PML Register
1105	TOC	TOC	Table of Contents
1105	29-50	29-50	III.B.51 - V.C SDX Data
1200	7-8	7-8	State Office Contacts

Volume II			
2251	13-14	13-14	II.M. DSS-8125 instruction for Citizen/ID code
2252	7-8	7-8	II.L. DSS-8125 instruction for Citizen/ID code
2253	11-14	11-14	III.M. DSS-8125 instruction for Citizen/ID code
2254	15-16	15-16	II.M. DSS-8125 instruction for Citizen/ID code
2255	11-12	11-12	II.M. DSS-8125 instruction for Citizen/ID code
2256	13-14	13-14	II.M. DSS-8125 instruction for Citizen/ID code
2257	13-14	13-14	IV.M. DSS-8125 instruction for Citizen/ID code
2258	7-8	7-8	II.L. DSS-8125 instruction for Citizen/ID code
2259	13-14	13-14	II.M. DSS-8125 instruction for Citizen/ID code
2264	11-13	11-13	II. L. DSS 8125 instruction for CITIZEN/ID code
2303	1-4	1-4	Caseworker Supervisor Report
2305	1-2	1-2	Adult Mail-In Application Reports
2400iii	1-4, 7-8, 11-12, 17-24	1-4, 7-8, 11-12, 17-24	Date Screen
2400vii	1-6, 9-10	1-6, 9-10	Application Processing Reports
Volume III			
3100	3-4	3-4	Deleting Citizen/ID code
3101	57-60, 67-68	57-60, 67-68	Change in Medicare Status - Automated Notices and Citizen/ID change instruction
3102	52-53	52-53	II. I. CITIZEN/ID Change Instruction
3500	1-2	1-2	I.A.3. County Transfers
3551	1-2, 5	1-2, 5	Case Management Report
3554	1-4	1-4	Caseworker Supervisor Report
3557	1-4	1-4	MIC Re-enroll Report 1 and 2
3562	1-2	1-2	Transitional Cases Due Review Report
3563	1-2	1-2	AAF Automatic Transfer to MAF 24/60 Month
3900	9-14	9-14	Assets Transfer Tracking Screen

Volume IV			
<u>4000 Codes</u>	Table of Contents 1-17	Table of Contents 1-18	CITIZEN/ID codes added
<u>4000 Appendix B</u>	5-8, 17-18, 24-38	5-8, 17-18, 24-39	Denial code and Adequate and Timely Change and Termination Codes added
<u>4000 Appendix D</u>	3-6,13-21	3-6,13-21	Denial code, Adequate and Timely Termination Codes - Special Assistance Terminations
<u>4200 Part THREE</u>	5-14	5-14	I.C. information on Citizen/ID code
<u>4200 Part FIVE</u>	1-4	1-4	II. and IV. DSS 8125 instruction for CITIZEN/ID code
<u>4200 Part SIX</u>	3-4	3-4	III. information on Citizen/ID code
<u>4200 Part SEVEN</u>	7-8	7-8	Added Citizen/ID exclusion to Date Screen
<u>4200 Part EIGHT</u>	2a-6, 11-14	2a-6, 11-14	SSI Medicaid - Reports- Part Eight
<u>4300 Part FOUR</u>	11-12, 19-22	11-12, 19-22	III.Q. and IV.P. DSS-8125 instruction for Citizen/ID code
<u>4300 Part SEVEN</u>	3-34	3-34	NC Health Choice - Reports Part Seven
<u>4900 Appendix D</u>	1-4	1-4	Added Citizen/ID exclusion to Date Screen
<u>4900 Appendix E</u>	5-6	5-6	Added Citizen/ID code to DSS-8125

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

Sincerely,

L. Allen Dobson, Jr., M.D., Assistant
Secretary for Health Policy and Medical
Assistance

(This material was researched and prepared by, Candes Smith, IEVS Coordinator, Sharon McDougal, EIS Project Director, Chris Hager, Mary Spivey, Brenda Gooch and Wanda McLeoud, EIS Program Consultants.)