

CHANGE NOTICE FOR MANUAL

DATE: October 22, 2007

MANUAL: EIS

CHANGE NO.: 03-08 TRANSFER OF ASSETS MODIFICATIONS, UNDUE HARDSHIP
MODIFICATIONS

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective November 5, 2007, unless noted otherwise.

I. TRANSFER OF ASSETS CHANGES

Due to policy changes related to transfer of assets, a sanction period can begin or end any day of the month; therefore, EIS needed the capability to allow a specific day of the month to be entered for the SANCTION BEGIN DATE and/or SANCTION END DATE on the Assets Transfer (AT) screen.

Effective November 5, 2007, the SANCTION BEGIN DATE and the SANCTION END DATE are to be keyed in the format MMDDCCYY. Previously, only the month and year could be entered on the AT screen for the sanction dates.

During the week-end of November 3, 2007, EIS is converting all sanction periods that exist in EIS to include the 1st day of the month in the SANCTION BEGIN DATE and the last day of the month in the SANCTION END DATE.

Since sanction periods for in home health services and supplies will not begin until after a period of institutionalization, indefinite sanctions will no longer occur in the future. However, the three year lookback for months prior to November 1, 2007 will continue until 11/30/2010 and indefinite sanctions may occur for this. The SANCTION END DATE to enter on the AT screen for these sanctions will be 11/30/2010. Previously, the indefinite sanction period SANCTION END DATE was 12/31/9999.

Effective November 5, 2007, the SANCTION END DATE can not include 9999 as the year.

During the week-end of November 3, 2007, EIS is converting all SANCTION END DATES in EIS that have 9999 as the year to 11/30/2010 which is the new SANCTION END DATE for an indefinite sanction.

Changes in transfer of assets and reserve policy required new approval codes (M1, M2, and M5) and new denial codes (A4, A5, and A6) and deletion of denial codes A2 and A3. These new approval codes allow Medicaid approval for services other than institutional services. The new denial codes allow the worker to specify when a transfer of assets sanction applies whether there is excess reserve or income that keeps the individual from being eligible for other Medicaid services.

Refer to [MA-2240](#) Transfer of Assets for details of the policy for transfer of assets.

II. UNDUE HARDSHIP WAIVER

Policy allows a request for an undue hardship waiver for individuals who have transferred assets. By entering the new exclusion reason, WVR, and dates on the Date Screen in EIS, application processing time can be excluded from the time the Notice of Right to Request an Undue Hardship Waiver is sent until the decision is made. The new undue hardship waiver exclusion reason is added to the Date Screen, the Adjusted Application Management Report, and the Adjusted Summary Application Management Report.

III. MANUAL SECTION CHANGES

A. Volume I

EIS 1054 - INDIVIDUAL INQUIRY

Updated the AT screen to add the day for Sanction Begin and End Dates. Previously, the date was month and year and did not include the day.

B. Volume II

1. EIS 2400 III. - EIS 8124 DATE SCREEN

Updated the Date Screen with the Hardship Waiver Exclusion.

2. EIS 2400 VII. - APPLICATION PROCESSING REPORTS

Adjusted Application Management Report and Adjusted Summary Application Management Report have changed to indicate Hardship Waiver Request and exclusion dates.

C. Volume III

EIS 3900 - ASSETS TRANSFER TRACKING SCREEN

The Sanction Begin and End Dates were changed to add the day. Previously, the dates were month and year and did not include the day.

D. Volume IV

1. EIS 4000 APPENDIX B - CODES APPENDIX B - MEDICAID CODES

Removed denial codes A2 and A3, added new approval codes M1, M2, and M5, and added new denial codes A4, A5, and A6 related to sanction period and excess equity value of home for long term care.

2. EIS 4900 APPENDIX D - DATA ENTRY APPENDIX D - DATE SCREEN

Updated the Date Screen to include the Hardship Waiver Request information.

IV. EIS MANUAL INSTRUCTIONS

| SECTION | REMOVE PAGES | INSERT PAGES | ONLINE CHANGE |
|---------------------------------|-----------------|-----------------|---|
| Volume I | | | |
| 1054 | 17-18 | 17-18 | IX. Assets Transfer inquiry update (AT) |
| Volume II | | | |
| 2400 III. | 1-4, 7-8, 11-24 | 1-4, 7-8, 11-24 | III. Date Screen samples, A.3.1., A.6.1., A.6.y., A.6.2., D. |
| 2400 VII. | 3-6, 9-10 | 3-6, 9-10 | VII. A.4.p., B.1.1 & o. |
| Volume III | | | |
| 3900 | 1-14 | 1-13 | I., II., III., IX. Sanction Report |
| Volume IV | | | |
| 4000 Appendix B | 13-14, 17-20 | 13-14, 17-20 | Added approval codes M1, M2, M5, and denial codes A4, A5, and A6. Removed denial codes A2 and A3. |
| 4900 Appendix D | 1-4 | 1-4 | I.E. and II.B. Added Hardship Waiver Exclusion information |

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

Sincerely,

William W. Lawrence, Jr., M.D.,
Acting Director
Division of Medical Assistance

(This material was researched and prepared by Mary Spivey, EIS Program Consultant).