

CHANGE NOTICE FOR MANUAL

DATE: February 26, 2010

MANUAL: EIS

CHANGE NO.: 03-10 CITIZENSHIP/IDENTITY CHANGES AND CASE LEVEL SPECIAL USE
ALLOWED FOR SPECIAL ASSISTANCE

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective March 1, 2010, unless noted otherwise.

I. MANUAL SECTION CHANGES

A. Volume I

EIS 1051 - Application Inquiry

Updated inquiry screen to show new citizenship (CIT) field.

EIS 1061 - X/PTR - Reporting Distribution System

Added Citizenship Response Report.

B. Volume II

EIS 2011 - Completing An Application Form - MAD

Added the new US Citizenship (CTZ) field and the valid entries.

Added Low Income Susidy (L) indicator.

EIS 2012 - Completing An Application Form - MAF, MIC, MPW, and MRF

Added the new US Citizenship (CTZ) field and the valid entries.

EIS 2015 - Completing An Application Form - SAA, SAD and SCD

Added the new US Citizenship (CTZ) field and the valid entries.

EIS 2051 - Making Changes To Medicaid Applications

Added the new Citizenship (Z) field.

EIS 2251 - Approving M-AA, M-AB, and M-AD New Applications or Reapplications

Entered instructions for the two options for the way to approve a dually eligible case that is "Q" Medicaid Classification.

EIS 2264 - Approving An SAA or SAD Application

Special Data is revised to indicate the two digit case
SPECIAL USE CODE and DATA are allowed for SAA and SAD approvals.

EIS 2400 - DSS-8124 Application Screen and DSS-8124I

Updated screen to show new US Citizenship (CTZ) field.

EIS 2500 - Program of All Inclusive Care (PACE)

Deleted Item XII. PULL/REISSUE Section from PACE table of
contents, which is now obsolete due to the new Medicaid Card
procedures.

Added Orange and Durham Counties as new PACE participating
counties.

C. Volume III

EIS 3102 - Changes To RRF And SA Cases

Special Data is revised to remove the SAA and SAD reference.
SPECIAL USE and SPECIAL USE DATA are allowed for SAA and SAD
programs.

EIS 3551 - Case Management Report

Added Resolve Citizenship Special Message.

D. Volume IV

EIS 4000 - Codes Appendix

Updated Citizenship ID Codes.

Added new 8124 Application SSA Response Codes for Citizenship.

Deleted NCHC Citizenship Exception Code requirement.

Updated Overlay Hierarchy to include new Citizenship Code.

Added new case level Special Use Code, LI - Life Insurance Face
Value Over \$1500. This code is valid with SAA and SAD programs
only.

DMA-5022 Codes are revised to include Ambulation Capacity Code E -
Basic SA (Exempt).

EIS 4000 - Appendix B - Medicaid Codes

Added new Approval Code B8.

Added new Denial code N1 and M9.

Added new termination codes 2R (timely) and 6R (adequate).

Added new individual deletion code 4W (timely) and 9W (adequate).

EIS 4000 - Appendix D - Special Assistance Codes

Added new Approval Code B8.

Added new Denial Code N1.

Added new Termination Codes 2R (timely) and 6R (adequate).

EIS 4300 Part Two - Completing An Application Form - NCHC

Added the new US Citizenship (CTZ) field and the valid entries.

EIS 4300 Part Three - Making Changes to NCHC Applications

Added the new Citizenship (Z) field.

EIS 4300 Part Four - NCHC Application Dispositions

Added the new Citizenship (Z) field.

Updated to require to enter Citizenship ID code and date.

EIS 4300 Part Five - NCHC Ongoing Maintenance

Updated reason to terminate and citizenship requirements.

EIS 4300 Part Six - NCHC Notice and Codes

Added new Approval Code B8.

Added new Denial code N1.

Added new termination codes 2R (timely) and 6R (adequate).

Added new individual deletion code 4W (timely) and 9W (adequate).

EIS 4900 - DSS-8124 (Keying An Application)

Update 8124 Screen to include new Citizenship (CTZ) field.

II. EIS MANUAL INSTRUCTIONS

| SECTION | REMOVE PAGES | INSERT PAGES | ONLINE CHANGE |
|--------------------------|-------------------|-------------------|---|
| Volume I | | | |
| EIS 1051 | 1-5 | 1-5 | Updated AD screen to show new Citizenship (CIT) field. |
| EIS 1061 | 29-30 | 29-30 | Added Citizenship App Response Report. |
| Volume II | | | |
| EIS 2011 | 1-5 | 1-5 | Added new Citizenship (CTZ) fields and entries. Added Low Income Subsidy (LIS) Indicator. |
| EIS 2012 | 5-7 | 5-7 | Added new Citizenship (CTZ) field and entries. |
| EIS 2015 | 3-4 | 3-4 | II.A.17. Citizenship Codes. |
| EIS 2051 | 1-2 | 1-2 | Added new Citizenship (Z) field. |
| EIS 2251 | 1-14 | 1-14 | Added the two options for approving dually eligible individuals with a "Q" class. |
| EIS 2264 | 7-8 | 7-8 | II.I.8. Special Data. |
| EIS 2400 | I-1 - I-4 | I-1 - I-4 | Update screen to include new Citizenship (CTZ) field. |
| EIS 2500 | Table of Contents | Table of Contents | Deleted Section XII. Pull/Reissue, which is now obsolete due to new Medicaid Card procedures. |
| EIS 2500 | 15-18 | 15-18 | Deleted Section XII Pull/Reissue; Added Orange and Durham as new PACE participating counties. |
| Volume III | | | |
| EIS 3102 | 51-52 | 51-52 | II.G.8 and 9. Special Data. |
| EIS 3551 | 5-6 | 5-6 | Added Citizenship Resolve Message. |

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| Volume IV | | | |
| EIS 4000 Codes Appendix | 1-6 | 1-6 | Update Citizenship Id Codes. Added new 8124 Application SSA Response Code. Deleted NCHC Citizenship Exceptions requirement. Updated Overlay Hierarchy for Citizenship. |
| EIS 4000 Codes Appendix | 15-16, 21-22 | 15-16, 21-22 | Added new Special Use Code LI and Ambulation Capacity Code E. |
| EIS 4000 Codes Appendix B | 5-9, 17-43 | 5-9, 17-46 | Add new approval, denial, termination and individual deletion codes. |
| EIS 4000 Appendix D | 9-10, 13-14, 17-20 | 9-10, 13-14, 17-20 | Added new SA approval, denial and termination codes. |
| EIS 4300 Part Two | 3-5 | 3-5 | Added new Citizenship (CTZ) field and entries. |
| EIS 4300 Part Three | 1-2 | 1-2 | Added new Citizenship (Z) field. |
| EIS 4300 Part Four | 5-6, 11-12, 15-16, 19-20 | 5-6, 11-12, 15-16, 19-20 | Added the new Citizenship (Z) field. Updated to require to enter Citizenship ID code and date. |
| EIS 4300 Part Five | 5-6 | 5-6 | Update reason to terminate. |
| EIS 4300 Part Six | 5-12 | 5-12 | Added new approval, denial, termination and individual deletion codes. |
| EIS 4900 | 3-4 | 3-4 | Updated DSS-8124 screen to show new Citizenship (CTZ) field. |

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

Sincerely,

Craigian L. Gray, MD, MBA, JD
Director
Division of Medical Assistance

(This material was researched and prepared by Brenda Gooch, Barbara Daniels, and Mary Spivey, EIS Consultants, and Sharon McDougal, EIS Project Director).