

## CHANGE NOTICE FOR MANUAL

DATE: February 1, 2011

MANUAL: EIS

CHANGE NO.: 03-11 AUTHORIZED REPRESENTATIVE FIELDS, HISPANIC NAME FORMATTING, EXCLUSION REASON CODE AND DATE FIELDS, SUSPENSION FOR INCARCERATION OR MENTAL DISEASE, AND UPDATED HEALTH CHOICE CO-PAYMENTS

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective February 1, 2011, unless noted otherwise.

### I. MANUAL SECTION CHANGES

#### A. Volume I

1. **EIS 1051 Application Inquiry**

Added new Authorized Representative field.

2. **EIS 1052 Case Level Inquiry**

Added new Authorized Representative field.

3. **EIS 1056 Common Name Database**

Added instructions for keying Hispanic Names in EIS.

4. **EIS 1061 X/PTR Report Distribution System**

Added new reports for NCHC/BCCM with TPR.

Added new reports for Authorized Representative.

#### B. Volume II

1. **EIS 2010 Completing an Application Form - Introduction**

Added new Authorized Representative fields.

2. **EIS 2011 Completing an Application Form for New Applications and Reapplications Medicaid to the Aged, Blind, and Disabled**

Added new code "P" in the "HOW APP RECEIVED" information to indicate an application was received from the North Carolina Division of Prisons.

Deleted all information regarding MSB since MSB recipients have been moved to the SA program.

**3. EIS 2012 Completing an Application Form for New Applications, Reapplications, and Add-Individual-Applications for M-AF, M-IC, M-PW, and M-RF**

Added new code "P" in the "HOW APP RECEIVED" information to indicate an application was received from the North Carolina Division of Prisons.

**4. EIS 2240 Authorized Representative**

Added new section entitled "Authorized Representative".

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

Added information related to keying an application approval in suspension for an individual who is incarcerated.

Added Medicaid Effective Date information for reopening a case that was in suspension for incarceration or placement in an Institution for Mental Disease (IMD) when previously terminated.

**6. EIS 2254 Approving M-AF and M-RF New Applications or Reapplications**

Added information related to keying an application approval in suspension for an individual who is incarcerated or for an individual released from incarceration or from an IMD.

Added Medicaid Effective Date information for reopening a case that was in suspension for incarceration or placement in an IMD when previously terminated.

**7. EIS 2255 Approving M-IC New Applications or Reapplications**

Added information related to keying an application approval in suspension for an individual who is incarcerated or for an individual released from incarceration or from an IMD.

Added Medicaid Effective Date information for reopening a case that was in suspension for incarceration or placement in an IMD when previously terminated.

**8. EIS 2400 Application Processing**

Added 2nd Exclusion Reason Code and Date Fields to the Date Screen. A second Exclusion Reason Code and applicable dates can be keyed on the 8124 Date Screen.

Added LIS Exclusion Reason Code.

**C. Volume III**

**1. EIS 3100 Making Changes to Cases**

Added that Authorized Representative data can be changed.

**2. EIS 3101 Changes to Medicaid Cases**

**a. Change of Address**

Added the address for individuals in the custody of the North Carolina Department of Corrections.

**b. Change in Living Arrangement Including Suspension**

Changed name of section to indicate it includes information on changing the living arrangement to suspension due to incarceration or placement in an IMD.

Added the address for individuals in the custody of the North Carolina Department of Corrections.

Added information for keying a change to or from suspension for an individual who is incarcerated or in an IMD or for an individual released from incarceration or from an IMD.

**c. Deductible to Authorized**

Included information about changing the living arrangement code to suspension when the deductible is met for an individual who is incarcerated or in an IMD.

**d. Special Coverage Groups - Community Alternative Program**

Revised to indicate that CAP must be terminated when changing the living arrangement code to suspension for an individual who is incarcerated or in an IMD.

Deleted all information regarding MSB since MSB recipients have been moved to the SA program.

**e. Authorized to Deductible Including Income Change**

Deleted all information regarding MSB since MSB recipients have been moved to the SA program.

**3. EIS 3102 Changes to RRF and SA Cases**

Added information about Authorized Representative.

**4. EIS 3105 Deductible Balance/Patient Monthly Liability Transaction**

Added information for keying a change to or from suspension for prior months for an individual who is incarcerated or in an IMD or for an individual released from incarceration or from an IMD.

5. **EIS 3350 Third Party Health and Accident Resources Information**

Added new reports for NCHC/BCCM.

6. **EIS 3450 General Instructions For Aid Program/Category Transfers**

Included information about what to do when an individual becomes incarcerated or placed in an IMD and he/she is no longer eligible for the aid program/category they have been receiving.

Deleted MSB from chart since MSB recipients have been moved to the SA program.

7. **EIS 3451 Aid Program/Category Transfers to Medicaid programs**

Deleted all information regarding transfers to or from MSB since MSB recipients have been moved to the SA program.

Added information about the certification period for an individual who is incarcerated or in an IMD and is being transferred from AAF or SA to a Medicaid aid program/category.

8. **EIS 3900 Assets Transfer Tracking Screen**

Deleted information regarding indefinite sanctions. These sanctions had an end date of 11/30/2010.

D. **Volume IV**

1. **EIS 4000 Codes Appendix & Table of Contents**

Revised to add a new 'HOW APPLICATION RECEIVED' code of 'P' for 'PRISON' since the Division of Prisons is now taking Medicaid applications for potentially eligible inmates.

Clarified the included and excluded Aid Program/Categories and Medicaid Classifications that can have a suspended living arrangement code for incarceration or residence in an IMD.

Noted that MSB is obsolete effective September 1, 2010 and deleted all information regarding MSB since MSB recipients have been moved to the SA program.

Revised to indicate the existing purpose of Special Review Code 'I' is obsolete as of November 22, 2010. This code is now utilized solely by the Special Assistance program.

Revised to add the new Special Review Code 'DR'. Use this code as a reminder to delete the Authorized Representative from a Medicaid or Special Assistance case.

Revised to add new Special Review Codes 'E', 'I', 'N', 'RS', 'LI', and 'VA' for SAA and SAD cases with SSI income and the total countable monthly income is less than the Federal Benefit Rate (FBR).

Revised to add new Special Review Codes 'E', 'I', 'N', 'RS', 'LI', and 'VA' for SAA and SAD cases with combined income (SSI, RSDI, Other Unearned Income, etc.) less than the FBR.

Added the Authorized Representative Hierarchy of Representatives codes.

**2. EIS 4000 Codes Appendix B - Medicaid Codes**

Added the administrative letter reference to notice codes for Medicaid suspension and release from suspension due to incarceration or residence in an IMD. These notice codes are 9I, 9L, 9P, 9S, 9U, 9V, 78, and 98.

**3. EIS 4000 Codes Appendix E - Transitional Codes**

Added the administrative letter reference to notice codes for deletion of an individual due incarceration or residence in an IMD. These notice codes are 8W and 8X.

**4. EIS 4100 Community Care of North Carolina/Carolina Access**

Added information that individuals who have a suspended living arrangement code due to incarceration or residence in an IMD are not enrolled in CCNC/CA.

**5. EIS 4200 SSI Medicaid Terminations - Part Six**

Added that the certification period is twelve months for suspending an SSI exparte case when the individual is incarcerated or in an IMD.

**6. EIS 4300 NC Health Choice**

Updated co-payment amount for prescription drugs.

Removed State Employee Health Plan (SEHP) from manual and replace with Blue Cross Blue Shield (BCBS).

**7. EIS 4900 Data Entry Appendix B -> DSS-8124 (Keying and Application)**

Added Authorized Representative field to DSS-8124

**8. EIS 4900 Data Entry Appendix D - Date Screen**

Added 2nd Exclusion Reason Code and Date fields to the Date Screen. A second Exclusion Reason Code and applicable dates can be keyed on the 8124 Date Screen.

Added LIS Exclusion Reason Code.

**9. EIS 4900 Data Entry Appendix E -> DSS-8125 (Approving an Application)**

Added new Authorized Representative fields to DSS-8125

II. EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume I			
<a href="#">Table of Contents</a>	3-4	3-4	Added Section 2240, Authorized Representative
<a href="#">EIS 1051</a>	1-5	1-5	New Authorized Representative Fields
<a href="#">EIS 1052</a>	1-2	1-2	New Authorized Representative Fields
<a href="#">EIS 1056</a>	5-6	5-6	How to enter Hispanic Names in EIS
<a href="#">EIS 1061</a>	15-16,25-26	15-16,25-26	New reports added for NCHC/BCCM with TPR; New reports added for Authorized Representative
Volume II			
<a href="#">Table of Contents</a>	3-4	3-4	Added Section 2240 Authorized Representative
<a href="#">EIS 2010</a>	1-2	1-2	New Authorized Representative Fields
<a href="#">EIS 2011</a>	1-4	1-4	New value of "P" for "How App Received" field
<a href="#">EIS 2012</a>	3-4	3-4	New value of "P" for "How App Received" field
<a href="#">EIS 2240</a>	Nothing to Remove	1-14	New section added entitled "Authorized Representative"
<a href="#">EIS 2251</a>	1-16	1-16	Added information on approving and reopening cases for individuals who are or have been in suspense status
<a href="#">EIS 2254</a>	1-8, 15-18	1-8, 15-18	Added information on approving and reopening cases for individuals who are or have been in suspense status
<a href="#">EIS 2255</a>	1-14	1-14	Added information on approving and reopening cases for individuals who are or have been in suspense status
<a href="#">EIS 2400 III</a>	1-31	1-31	Added 2 <sup>nd</sup> Excl Reason Code, and Date Fields, and LIS Exclusion Reason Code
Volume III			
<a href="#">Table of Contents</a>	3-4	3-4	Added Section 2240 Authorized Representative
<a href="#">EIS 3100</a>	3-4	3-4	Added that Authorized Representative data can be changed

<a href="#">EIS 3101</a>	1-10, 25-28, 37-38, 44-45, 66-66	1-10, 25-28, 37-38, 44-45, 66-66	Added information about suspending and releasing Medicaid for individuals for incarceration and residence in an IMD; Deleted references to MSB; Added information about Authorized Representative
<a href="#">EIS 3102</a>	27-28, 55-56	27-28, 55-56	Added information about Authorized Representative
<a href="#">EIS 3105</a>	1-14	1-14	Added information about suspending and releasing Medicaid for prior months for individuals for incarceration and residence in an IMD
<a href="#">EIS 3350</a>	1-18	1-18	Added new reports for BCCM/NCHC
<a href="#">EIS 3450</a>	1-2	1-3	Added information about transfers for individuals incarcerated or in an IMD; Deleted MSB from chart
<a href="#">EIS 3451</a>	1-4, 7-36, 42-127	1-4, 7-36, 42-115	Added information about transfers for individuals incarcerated or in an IMD; Deleted MSB information
<a href="#">EIS 3900</a>	1-6	1-6	Deleted information regarding indefinite sanctions.
Volume IV			
<a href="#">Table of Contents</a>	3-4	3-4	Added Section 2240 Authorized Representative
<a href="#">EIS 4000 - Codes Appendix, Table of Contents</a>	1-2	1-2	Updated page numbers
<a href="#">EIS 4000 - Codes Appendix</a>	1-10, 15-25	1-10, 15-26	Added new 'Application Source Code' of 'P'; For suspended living arrangement codes added aid program/categories and classes that are included and excluded; Deleted all information about MSB; Added Authorized Representative Relationship Hierarchy; Added new Special Review Codes for Medicaid and Special Assistance programs
<a href="#">EIS 4000 - Codes Appendix B</a>	7-8, 45-46	7-8, 45-46	Added Administrative Letter reference to notice codes related to suspension
<a href="#">EIS 4000 - Codes Appendix E</a>	1-2	1-2	Added Administrative Letter reference to notice codes related to

			suspension
<a href="#">EIS 4100</a>	1-2	1-2	Added info on EIS automatic entry of exempt codes for suspended living arrangement codes
<a href="#">EIS 4200 - SSI Medicaid Terminations Part Six</a>	3-4	3-4	Added certification period information related to Medicaid suspension for exparte cases
<a href="#">EIS 4300 - Introduction Part One</a>	1-2	1-2	Updated co-payment amounts for prescription drugs. Remove State Employee Health Plan and added Blue Cross Blue Shield
<a href="#">EIS 4300 - Application Disposition Part Four</a>	13-14,21-22	13-14,21-22	Removed State Employee Health Plan and added Blue Cross Blue Shield
<a href="#">EIS 4300 - Ongoing Case Maintenance Part Five</a>	3-4	3-4	Removed State Employee Health Plan and added Blue Cross Blue Shield
<a href="#">EIS 4900B</a>	3-4	3-4	Added Authorized Representative field to DSS-8124
<a href="#">Eis4900appd</a>	3-4	3-4	Added 2 <sup>nd</sup> Excl Reason Code and Date Field, and LIS Exclusion Reason Code
<a href="#">EIS 4900E</a>	5-6	5-6	Added new Authorized Representative fields to DSS-8125

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

Sincerely,

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

(This material was researched and prepared by Sharon McDougal, EIS Project Director; Mary Spivey, Brenda Gooch, Wanda McLeod, EIS Consultants/DMA; and Iesha Rogers, Information Support Unit/DSS.)