

CHANGE NOTICE FOR MANUAL

DATE: SEPTEMBER 19, 2001

MANUAL: EIS

CHANGE NO.: 04-02

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective October 1, 2001.

I. TRANSITIONAL MEDICAID CHANGES

When Transitional Medicaid was first implemented, monthly reporting was instituted because the monthly reporting automated system was in place in EIS. Federal regulations have always required a quarterly report in Transitional Medicaid. Since Work First now has quarterly reporting requirements, Transitional Medicaid will change to quarterly reporting.

Refer to the Family and Children's Manual Change No. 06-02 which transmits the policy for the following Transitional Medicaid changes and a calendar of events which includes the EIS changes.

A. Implementation

1. In September, all families receiving transitional benefits will be converted from monthly to quarterly reporting. On September 5, 2001, families in transitional in months one through nine were mailed a letter explaining that they will now report quarterly rather than monthly. A copy of the letter was issued with a DCDSS letter. The DCDSS letter was mailed to the counties in August.
2. On September 25, 2001, (pull night) cases in the 3rd, 6th, or 9th month of Transitional Medicaid will be mailed the new quarterly report. The report will ask recipients to provide information for the three previous months. Some recipients may have already reported information for one or two months. Do not require recipients to report information they have already reported.

B. Major Changes

1. Transitional Reporting

- a. The parent/specified relative is required to report his income on a quarterly basis. The due dates for the Transitional Benefit Reports (TBR) are in the 4th, 7th and 10th months of Transitional Medicaid.
- b. A new Transitional Benefit Report (DMA-5082) has been developed for quarterly reporting.

2. New Report

There is a new report entitled, "Transitional Cases Due Review". The report is listed in XPTR as "DHREJ TRANS CASES DUE REVIEW".

- a. The report will list cases that did not return quarterly reports by the second deadline in the 4th month of Transitional Medicaid. These cases are due an ex parte review before the end of the 6th month.
- b. This report will also list cases for which quarterly reports were received (payment type 5 cases) in the 10th month of the transitional period. These cases are due for a redetermination review before the end of the 12th month.

3. Automated Transfers

When the caseworker does not take action to transfer or terminate the transitional case by the Work First Regular Run deadline, EIS automatically transfers the transitional Medicaid case to MAF- C for 2 months in the following situations:

- a. When a transitional benefit report is not returned by the second deadline in the 6th month of transitional and there is not good cause.
- b. When a transitional benefit report is not returned by the second deadline in the 7th or 10th months of Transitional Medicaid.
- c. When the case is in the 12th month of transitional Medicaid.

4. Screen Changes

- a. Effective September 26, 2001, the Work First Quarterly/Monthly Reporting Screen will be renamed "Work First/Transitional Quarterly Reporting Screen".
- b. Caseworkers will only have to update a case once per quarter for transitional cases.
- c. EIS will automatically transfer the code keyed on the Work First/Transitional Quarterly Reporting Screen to the Transitional Benefits Reports Tracking (TBR) Screen. All three months of the quarter will be automatically updated on the TBR Tracking Screen with the same code.

II. SPECIAL NEEDS

EIS 3101 and 4000 are revised to include information related to the Special Needs field in EIS.

III. MODIFICATIONS TO SOLQ AND TPQY

Effective Thursday, September 6, 2001, the Federal Countable Income and Federal Countable Income Source fields are no longer displayed on the SOLQ and TPQY response screens.

IV. ENUMERATION

Remove Section 3557 from the EIS Manual as it is now obsolete.

EIS MANUAL INSTRUCTIONS

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Please contact your Medicaid Program Representative or Adult Program Representative if you have any questions.

Sincerely,

Nina M. Yeager, Director
Division of Medical Assistance

(This material was researched and prepared by Debbie Daniels, Kathie Barnett, and Ken Maddox, EIS Program Consultants.)