

CHANGE NOTICE FOR MANUAL

DATE: December, 2004

MANUAL: EIS

CHANGE NO.: 04-05 CAP CHOICE & CAP NOTICES

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective January 1, 2005, unless noted otherwise.

I. CAP NOTICES

The following changes have been made in EIS regarding automated notices for Medicaid Community Alternatives Program (CAP) cases. RRF, MRF, and SA cases with CAP coverage continue to require manual notices.

A. Approvals

When you approve an application with CAP coverage in "A" or "D" status, you have the option to override the automated notice and send a manual notice or you may elect to have EIS produce an automated notice. To have EIS produce an automated notice, you must include on the DSS-8125 screen information about the CAP services in the "Notice Text" fields and the CAP Case Manager's Name and Address must be entered in the "Authorized Representative" fields. EIS will produce automated notices to be mailed to both the recipient and the CAP Case Manager.

B. Changes

1. When you add CAP or close CAP on an authorized case, you have the option to override the notice and send a manual notice or you may elect to have EIS produce an automated notice by using change codes "72", "42", or "7I". These codes include text regarding being accepted into CAP or no longer receiving CAP. The "Notice Text" fields are not allowed with these codes. To have EIS produce an automated notice, you must enter on the DSS-8125, the CAP Case Manager's Name and Address in the "Authorized Representative" fields. EIS will produce automated notices to be mailed to both the recipient and the CAP Case Manager.
2. When you make changes to a CAP case and want EIS to produce an automated notice that includes information about the CAP services, you may use the "Other" codes "02" or "50" on the DSS-8125 screen and enter the CAP information in the "Notice Text" fields. This includes changing the case from "A" (Authorized) status to "D" (Deductible) status. To have EIS produce an automated notice you must enter the CAP Case Manager's Name and Address in the "Authorized Representative" fields. EIS will produce automated notices to be mailed to both the recipient and the CAP Case Manager.

EXCEPTION: EIS WILL NOT PRODUCE AN AUTOMATED NOTICE WHEN YOU TRANSFER TO A DIFFERENT AID PROGRAM/CATEGORY. YOU MUST SEND A MANUAL NOTICE IN THIS SITUATION.

C. Redeterminations

When you key a no change review for an authorized case that includes CAP, you have the option to override the automated notice and send a manual notice or you may elect to use "01" and have EIS produce an automated notice. To have EIS produce an automated notice, you must include on the DSS-8125 information about the CAP services in the "Notice Text" fields and the CAP Case Manager's Name and Address must be entered in the "Authorized Representative" fields. EIS will produce automated notices to be mailed to both the recipient and the CAP Case Manager.

D. Terminations

When you terminate a case with CAP coverage, you have the option to override the automated notice and send a manual notice or you may have EIS produce an automated notice. To have EIS produce an automated notice, you must include on the DSS-8125 information about the CAP services in the "Notice Text" fields and the CAP Case Manager's Name and Address must be entered in the "Authorized Representative" fields. EIS will produce automated notices to be mailed to both the recipient and the CAP Case Manager.

II. CAP CHOICE

In Duplin and Cabarrus counties a new CAP program called CAP CHOICE is starting effective January 1, 2005. This program is an alternative to CAP-DA in those 2 counties. The two new CAP Choice codes of ID and SD are added to the list of Individual Special Coverage codes.

III. RSDI CLAIM NUMBER EDITS

Additional online edits have been added to the DSS-8125 in EIS for the RSDI Claim Number. These edits are:

A. A "Z" suffix is not allowed if:

1. The Medicaid Classification is Q, B, or E.
2. The individual is under 65 years of age in the ongoing month.

B. The RSDI claim number can not be blank or zeros if the Medicaid Classification is Q, B, or E.

C. The RSDI Claim number must be the individual's own Social Security Number if the suffix is A, M, or T.

IV. INDIVIDUAL SPECIAL USE CODES

After Hurricanes Floyd, Isabel, and Frances the certification periods automatically were extended in EIS for cases due for review for some counties affected by the hurricane to allow the counties time to complete the reviews. The individuals in these cases that had the automatic certification period extensions were identified with an Individual Special Use code specific to that hurricane. These codes are added to the Codes Appendix.

V. AMBULATION CAPACITY

The Ambulation Capacity codes are updated.

VI. SSI MEDICAID REPORTS

The existing SSI/SDX EXCEPTIONS ERROR report is added to the manual. It is being noted in the manual that the SSI TERMINATION INDIVIDUAL PREVIOUSLY AFDC report is obsolete.

VII. IMPLEMENTATION OF WORK FIRST CODE CHANGES IN THE TANF STATE PLAN

The TANF State Plan changes include changes in the Work First Sanction policy, notice text and codes. New WF codes have been added to identify and better track sanctioned cases during approval, county transfer and program transfer. A new XPTR report has been added to identify cases updated to new payment type "S" cases under sanction. Refer to Work First User Manual Change No: 3-2004 for change details.

- A. Payment Type "S" - Identifies Work First Cases Under Sanction
- B. Approval Code "D1" - To be used to update notice text with TANF application types of "3" and "6"
- C. Approval Code "S1" - Substance Abuse Code
- D. Sanction Transfer Code "6U" - Used to transfer from AAF pay type "S" to MAF after three months of unissued Work First Checks.

VIII. NO CHANGE REVIEWS

Effective January 1, 2005, "No Change Reviews" that you would normally key using change code "9A" can now be keyed using change code "01".

IX. MANUAL SECTION CHANGES

A. Volume I

- 1. EIS 1054 - INDIVIDUAL INQUIRY

Added information to clarify what a Z at the end of the RSDI Claim number means.

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

- a. Added AAF CASES UPDATED TO PAYMENT TYPE S report to the list.
- b. Added SSI/SDX EXCEPTIONS ERROR report to the list. This report already exists but was left off this list.

B. Volume II

- 1. EIS 2251 - APPROVING M-AA, M-AB, AND M-AD NEW APPLICATIONS OR REAPPLICATIONS

- a. Updated information regarding automated notices for CAP cases.
- b. Added RSDI Claim number edit information.

2. EIS 2252 - APPROVING M-SB NEW APPLICATIONS OR REAPPLICATIONS
 - a. Updated information regarding automated notices for CAP cases.
 - b. Added RSDI Claim number edit information.
3. EIS 2253 - APPROVING MQB NEW APPLICATIONS OR REAPPLICATIONS
Added RSDI Claim number edit information.
4. EIS 2258 - APPROVING I-AS (TITLE IV-E FOSTER CARE/ADOPTION ASSISTANCE) NEW APPLICATIONS OR REAPPLICATIONS
 - a. Updated information regarding automated notices for CAP cases.
 - b. Added RSDI Claim number edit information.
5. EIS 2259 - APPROVING H-SF (NON TITLE IV-E FOSTER CARE) NEW APPLICATIONS OR REAPPLICATIONS
 - a. Updated information regarding automated notices for CAP cases.
 - b. Added RSDI Claim number edit information.
6. EIS 2264 - APPROVING AN S-AA OR S-AD NEW APPLICATION OR REAPPLICATION
Added RSDI Claim number edit information.
7. EIS 2268 - DMA-5022 INSTRUCTIONS FOR SPECIAL ASSISTANCE APPLICATION APPROVALS

Added link to ambulation capacity codes in EIS 4000 CODES APPENDIX.

C. Volume III

1. EIS 3000 - BENEFIT ISSUANCE FOR ACTIVE CASES
 - a. Revised General Information.
 - b. Revised pull check instructions for Sanction Cases.
2. EIS 3101 - CHANGES TO MEDICAID CASES
 - a. Updated information regarding automated notices for CAP cases.
 - b. Added new CAP codes ID and SD for CAP Choice program.
 - c. Updated references about RMDS to XPTR.
 - d. Added RSDI Claim number edit information.
3. EIS 3102 - CHANGES TO A-AF, R-RF, AND SA CASES
 - a. Added RSDI Claim number edit information for SA.
 - b. Updated payment types to include new TANF State Plan Changes.

4. EIS 3104 - DMA-5022 INSTRUCTIONS FOR MAKING CHANGES TO SPECIAL ASSISTANCE CASES

Added link in this section to the ambulation capacity codes located in EIS 4000 CODES APPENDIX.
5. EIS 3451 - AID PROGRAM/CATEGORY TRANSFERS TO MEDICAID PROGRAMS
 - a. Updated references about RMDS to XPTR.
 - b. Obsolete information deleted.
 - c. Updated to include new TANF State Plan Changes relevant to program transfers on sanctioned cases.
6. EIS 3500 - COUNTY TRANSFERS FOR ACTIVE CASES

Updated to include new TANF State Plan Changes relevant to exceptions to county transfer of sanctioned cases.
7. EIS 3555 - CASE PROFILE

Included instructions on Automatic Transfer of Sanctioned Cases in AAF Payment Type "S" or "2".
8. EIS 3563 - AAF AUTOMATIC TRANSFERS TO MAF 24/60 MONTH, PAY AFTER PERFORMANCE, SANCTIONS, AND BENEFIT DIVERSION CASES TIME LIMITS HAVE BEEN REACHED
 - a. Revised General Information.
 - b. Updated Report Data Screen Sample.

D. Volume IV

1. EIS 4000 - CODES APPENDIX
 - a. Special Coverage codes ID and SD are added for the CAP Choice program.
 - b. Clarified that Individual Special Use code SN is no longer valid.
 - c. Added Individual Special Use codes that were used to indicate which individuals had certification extensions due to Hurricanes Floyd, Isabel, and Frances.
 - d. Updated the ambulation capacity codes.
2. EIS 4000 CODES APPENDIX B - MEDICAID CODES
 - a. Change and Transfer Codes
 - (1) All Change and Transfer codes have been updated and the sections reformatted. Adequate and Timely codes are listed together with the text that is printed on automated notices. Obsolete codes have been deleted. Some new codes have been provided to ensure we have adequate and timely codes where applicable.

(2) No Change Review code "9A" is obsolete effective January 1, 2005. You may now use code "01".

b. Current Cap Codes

The following codes will now produce an automated notice for CAP cases in authorized status.

- (1) Adequate Code "72" - "You have been accepted into the Community Alternatives Program (CAP)."
- (2) Timely Code "42" - "You are no longer receiving Community Alternatives Program (CAP) services."

c. New Cap Code

The following code has been added and will produce an automated notice for CAP cases in authorized status.

Adequate Code "7I" - "You are no longer receiving Community Alternatives Program (CAP) services."

3. EIS 4200 PART EIGHT

- a. Added SSI/SDX EXCEPTIONS ERROR report to list. This report already exists but was not included in this section.
- b. Indicated that SSI TERMINATION INDIVIDUAL PREVIOUSLY AFDC report is obsolete.

4. EIS 4300 PART FIVE - NC HEALTH CHOICE - ONGOING CASE MAINTENANCE

- a. Updated to clarify that when a NCHC recipient requires pregnancy related Medicaid coverage for a retro period only and remains eligible for NCHC ongoing, an open/shut application for Medicaid must be completed prior to contacting claims for an overlay.
- b. Updated to clarify that when authorizing ongoing pregnancy related Medicaid, the IE for months authorized for Medicaid that were already authorized for NCHC must be corrected by claims.

5. EIS 4300 PART SIX - NC HEALTH CHOICE - NOTICES AND CODES

Change reason code "9A" is deleted. Use "01" for No Change Reviews.

X. EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume I			
1054	5-6	5-6	III.A.7
1061	15-24	15-24	DHREJ SSI/SDX EXCEPTIONS ERROR DHREJ AAF CASES UPDATED TO PAYMENT TYPE S

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume II			
2251	11-16	11-16	II.L.1.and 3, M.3., V.D.
2252	3-10	3-10	II.E., K., L.3 and 12
2253	11-12	11-12	III.M.3.
2258	5-10	5-10	II.K.1 and 3, L.3, V.D.
2259	11-12	11-12	II.L.1 and 3, M.3.
2264	9-13	9-13	II.L.9.
2268	1-2	1-2	IV.A.6., B.6.
Volume III			
3000	1-4	1-4	I.D, III.A.1 and 3, III.E.
3101	4-7, 11-16, 25-28, 41-42, 44-45, 48-49, 60-61, 64-65, 66-71	4-7, 11-16, 25-18, 41-42, 44-45, 48-49, 60-61, 64-65, 66-71	CHG IN LIV ARR - I.A.9, 15, VI.A.4, MQB-E - I.A.8.-11., VI.A.4 DED TO AUTH - I.A.8, 9, 15, VI.A.4, AUTH TO DED - VI.C.7.c., SPEC COVERAGE - I.A., 9.e. VI.A.4, OTHR CHGED DATA - II.A.15, H.1, H.3., J.1, K.9., VI.A.4
3102	53-56, 59-62	53-56, 59-62	II.B.3, II.C.2, II.I.9, II.I.26, 31.
3104	1-2	1-2	III.A.6., B.6.
3451	1-2, 18-19, 26-27, 32-33, 36-37, 40- 41, 49-50, 58-59, 66-67, 75-76, 83- 84, 91-101, 129-130	1-2, 18-19, 26-27, 32-33, 36-37, 40- 41, 49-50, 58-59, 66-67, 75-76, 83- 84, 91-101, 129-130	All Notes that included RMDS are changed to XPTR. II.B, IV.B.7.b, IV.C.7.b, I.C.2, IV.C.7.c, II.C.2, IV.C.7.c, IV.C.7, IV.B.7.b, I., II.B.9, II.B.21, IV.B.7, II, II.B.9.
3500	1-2	1-2	I.A.
3555	1-2	1-2	II.H, III.B., IV.E.
3563	1-2	1-2	I., III.I.
Volume IV			
4000 Codes	Table of Contents 1-16	Table of Contents 1-16	Ambulatory Capacity, Case Status, Category of Assistance, Grant Recoupment Educational Level, Family Status, Jobs/Work Participation/Exemption Codes, Jobs/Work Requirement Savings Codes, Payment Type, Special Coverage Groups, Special Review, Special Use, Work Experience,
4000 Appendix B	Table of Contents 1-41	Table of Contents 1-39	Change and Transfer Codes
4200 Part Eight	7-17	7-15	VII. and added XI.
4300	5-6, 10	5-6, 10	X., Change Table

Part Five			
4300	7-8	7-8	Code 9A deleted
Part Six			

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

Sincerely,

Gary H. Fuquay, Director
Division of Medical Assistance

(This material was researched and prepared by Cindy Wilson, Mary Spivey and Debbie Daniels, EIS Program Consultants.)