

## CHANGE NOTICE FOR MANUAL

**DATE:** February 13, 2004

**MANUAL:** EIS

**CHANGE NO.:** 05-04 WEB-BASED SAVE SYSTEM

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective March 1, 2004, unless noted otherwise.

### **I. SYSTEMATIC ALIENAGE VERIFICATION FOR ENTITLEMENTS SYSTEM (SAVE)**

The SAVE telephone verification system will be replaced by a web-based system effective April 1, 2004. The new web-based system, SAVE Verification Information System, is used for verifying the status of an alien in order to determine eligibility for Medicaid, Work First, Special Assistance, Food Stamps, and Energy Programs.

As of Thursday, April 1, 2004, please stop using the SAVE Telephone Verification System and begin using the following Internet site:

<https://www.vis-dhs.com/WebOne/>

In order to access this site, the computer must have Internet Explorer 5.5 or newer or Netscape 4.79 or newer and an email address. The Department of Homeland Security will allow multiple users to share an email address but individual email addresses are preferred. Your county security officer should provide you with a User ID and password. If you do not have this information, please contact your supervisor or county security officer.

### **II. MIC RE-ENROLL REPORTS 1 AND 2**

The Eligibility Information System currently produces Re-enroll Reports 1 and 2 for re-enrollment information of NC Health Choice (NCHC) cases. These reports indicate how many children remain eligible for NCHC and/or Medicaid and which children are terminated.

Effective February 1, 2004, EIS produces these monthly reports for MIC re-enrollments. The reports are available in XPTR on the first workday of the month. The XPTR report names are: "DHREJ RE-ENROLL MIC RPT SUM - 1" and "DHREJ RE-ENROLL MIC RPT SUM - 2".

The NCHC reports have had minor column changes made. They have been renamed: "DHREJ RE-ENROLL NCHC RPT SUM - 1" and "DHREJ RE-ENROLL NCHC RPT SUM - 2".

### **III. MANUAL SECTION CHANGES**

#### **A. Volume 1**

##### **1. EIS 1061 - X/PTR - REPORT DISTRIBUTION SYSTEM**

Added the following reports to the listing.

a. DHREJ RE-ENROLL MIC RPT SUM - 1

b. DHREJ RE-ENROLL MIC RPT SUM - 2

c. DHREJ RE-ENROLL NCHC RPT SUM - 1

- d. DHREJ RE-ENROLL NCHC RPT SUM - 2
- e. DHREJ PASSALONG POT ELIGS - D&W
- f. DHREJ PASSALONG 503 LEADS 97-02
- g. DHREJA COUNTY DISTRICT CHANGES
- h. DHRWDB SENIOR CARE MATCH

2. EIS 1108 - SAVE VERIFICATION SYSTEM

New section with instructions for accessing and using the web-based SAVE Verification Information System.

B. Volume II

1. EIS 2052 - MAKING CHANGES TO SA APPLICATIONS

Removed reference to Work First applications. Updated to indicate which information must be changed on the Name Change screen.

2. EIS 2303 - CASEWORKER SUPERVISOR REPORT

Added the XPTR name and updated to indicate that the Application Number has been added to the report effective March 1, 2004.

3. EIS 2400 PART VII - APPLICATION PROCESSING REPORTS

Updated to indicate that effective January 8, 2004, Report Card Reports indicate "Monthly" or "Weekly" in the title.

C. Volume III

1. EIS 3554 - CASEWORKER SUPERVISOR REPORT

Added the XPTR name and updated to indicate that the Application Number has been added to the report effective March 1, 2004.

2. EIS 3557 - MIC RE-ENROLL REPORTS 1 AND 2

New section with information about the new MIC re-enroll reports that indicate which children are re-enrolled in MIC, authorized for NC Health Choice or other Medicaid, and which children are terminated. These new reports became available February 1, 2004.

D. Volume IV

1. EIS 4000 APPENDIX A - WORK FIRST CODES

Revised web link to Work First Codes.

2. EIS 4300 PART SEVEN - NC HEALTH CHOICE - REPORTS

a. Updated to indicate Application Number is added to the Caseworker Supervisor Report.

b. Updated to indicate changes made to the Re-Enroll Report Summaries 1 and 2 effective February 1, 2004.

3. EIS 4900 APPENDIX H - DSS-8128

Updated to indicate that cross-referenced IDs are listed on the EIS INDIVIDUAL PROFILE (IP) screen in the "CROSS-REF-IDS" field.

IV. EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume I			
Table of Contents	1-6	1-6	
<a href="#">1061</a>	17-23	17-23	Added new reports listed in III.A.1 above
<a href="#">1108</a>	Nothing to remove	1-9	New section with instructions for using the SAVE website
Volume II			
Table of Contents	1-6	1-6	
<a href="#">2052</a>	1-3	1-2	I, II, III, V
<a href="#">2303</a>	1-7	1-4	I, IV, VII, Example
<a href="#">2400 Part VII</a>	21-23	21-23	U, Note
Volume III			
Table of Contents	1-6	1-6	
<a href="#">3554</a>	1-3, Example	1-4	I, IV, VII, Example
<a href="#">3557</a>	Nothing to remove	1-4	New section with information for the MIC Re-Enroll Reports 1 & 2
Volume IV			
Table of Contents	1-6	1-6	
<a href="#">4000 Appendix A</a>	1	1	Revised web link to Work First Codes.
<a href="#">4300 Part Seven</a>	1-6, 29-33	1-6, 29-34	I.D., G., H., Example, XIV. A., C., Example, XV.A., Example
<a href="#">4900 Appendix H</a>	3-4	3-4	IV

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

Sincerely,

Gary Fuquay, Director  
Division of Medical Assistance

(This material was researched and prepared by Debbie Daniels, EIS Program Consultant and Ken Maddox, IEVS Coordinator.)