

- CHANGE NOTICE FOR MANUAL

DATE: February 27, 2008

MANUAL: EIS

CHANGE NO.: 05-08 DATE SCREEN/APPLICATION PROCESSING REPORT MODIFICATIONS

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

This change notice transmits revisions to the EIS Manual. Revisions are effective March 1, 2008, unless noted otherwise.

I. DATE SCREEN MODIFICATIONS

The Date Screen has been modified to include two new codes which allows for the exclusion of days from the North Carolina Health Choice and Medicaid application processing times. The two new codes are FEE and TIM.

II. OVERDUE APPLICATION TOTALS ADDED TO VARIOUS REPORTS AVAILABLE IN NCXPTR ON FEBRUARY 8, 2008

- A. The Weekly and monthly Adjusted and Actual Applications Included Reports (including North Carolina health Choice) have been modified to add totals for "Worker Total Applications" and "Worker Total Overdue Applications".
- B. The Weekly and Monthly Adjusted and Actual Time Application Report Cards (including North Carolina Health Choice) have also been modified to include an "Overdue" column. This will indicate overdue applications with totals for each aid program/category for each county and for the state.

III. MANUAL SECTION CHANGES

A. Volume I

1. EIS 1056 - COMMON NAME DATABASE

Effective 02/12/2008, an edit was added to the Eligibility Information System (EIS). When changing the date of birth on the Name Change Screen for HSF, IAS, MIC (including NCHC), MAA, MAD, and MAF, and there is a DSS-8125 pending for an action other than a termination, you must delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

2. EIS 1061 - X/PTR REPORT DISTRIBUTION SYSTEM

Added three new DHREJA reports that provide a cross reference of Social Security Number based IDs changed as a result of the Identity Theft Protection Act. The three new DHREJA report titles are XREF Active Individuals, XREF Terminated Individuals, and XREF All Individuals.

Changed the report name "DHREJ RECIP IN NON-MED INSTIT" to "DHRWDB RECIP IN NON-MED INSTIT".

3. EIS 1063 - AUTOMATED DMA-5016

Corrected the contact information for assistance in finding domiciliary care facilities in the Facility Inquiry.

4. EIS 1107 - STATE ONLINE QUERY/THIRD PARTY QUERY

Corrected page breaks.

B. Volume II

1. EIS 2051- MAKING CHANGES TO MEDICAID APPLICATIONS

Effective 02/12/2008, an edit was added to the Eligibility Information System (EIS). When changing the date of birth on the Name Change Screen for HSF, IAS, MIC (including North Carolina Health Choice), MAA, MAD, and MAF, and there is a DSS-8125 pending for an action other than a termination, you must delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

2. EIS 2264 - APPROVING AN S-AA OR S-AD NEW APPLICATION OR REAPPLICATION

Effective 02/12/2008, an edit was added to the Eligibility Information System (EIS). When changing the date of birth on the Name Change Screen and there is a DSS-8125 pending for an action other than a termination, you must delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

3. EIS 2265 - APPROVING AN S-CD NEW APPLICATION OR REAPPLICATION

Effective 02/12/2008, an edit was added to the Eligibility Information System (EIS). When changing the date of birth and there is a DSS-8125 pending for an action other than a termination, you must delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change

ensures the action processes through the appropriate age edits in EIS.

4. EIS 2266 - APPROVING AN S-CD ADD-ON INDIVIDUAL APPLICATION

Effective 02/12/2008, an edit was added to the Eligibility Information System (EIS). When changing the date of birth and there is a DSS-8125 pending for an action other than a termination, you must delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

5. EIS 2400 III - EIS 8124 DATE SCREEN

The Date Screen is modified to include the following two additional exclusion reason codes:

- a. FEE - Allows for the exclusion of days from the North Carolina Health Choice application processing time when the applicant is required to pay an enrollment fee and the application must pend beyond the processing deadline.
- b. TIM - Allows for the exclusion of days from the Medicaid application processing time when the applicant requests more time to obtain required information and the application must pend beyond the processing deadline.

6. EIS 2400 VII - APPLICATION PROCESSING REPORTS

Reports are modified to reflect the time excluded for payment of the North Carolina Health Choice enrollment fee and for additional time given to the Medicaid applicant to provide information.

7. EIS 2400 VII - APPLICATION PROCESSING REPORTS

Included statement to indicate the NC Health Choice and Medicaid Adjusted Report Card Summaries would display a "blank" rather than pass/fail when no applications were processed by the county in a given month.

8. EIS 2400 VII - APPLICATION PROCESSING REPORTS

Weekly and Monthly Adjusted and Actual Applications IncludedReports (including North Carolina Health Choice) have been modified to add totals for "Worker Total Applications" and "Worker Total Overdue Applications".

9. EIS 2400 VII - APPLICATION PROCESSING REPORTS

Weekly and Monthly Adjusted and Actual Time ApplicationReport Cards (including North Carolina Health Choice) have been modified to include an "Overdue" column. This will indicate overdue applications with totals for each aid program/category for each county and for the state.

C. Volume III

1. EIS 3102 - CHANGES TO R-RF AND SA CASES

Effective 02/12/2008, an edit was added to the Eligibility Information System (EIS). When changing the date of birth on the Name Change Screen, and there is a DSS-8125 pending for an action other than a termination, you must delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

2. EIS 3558 - RECIPIENTS IN NON-MEDICAL INSTITUTIONS REPORT

Changed the report name from "DHREJ RECIP IN NON-MED INSTIT" to "DHRWDB RECIP IN NON-MED INSTIT".

D. Volume IV

1. EIS 4000 CODES APPENDIX B - MEDICAID CODES

B4 denial code is valid for all aid program/categories.

2. EIS 4300, PART THREE - MAKING CHANGES TO APPLICATIONS

Effective 02/12/2008, an edit was added to the Eligibility Information System (EIS). When changing the date of birth on the Name Change Screen for HSF, IAS, MIC (including North Carolina Health Choice), MAA, MAD, and MAF, and there is a DSS-8125 pending for an action other than a termination, you must delete the pending DSS-8125 before the date of birth can be changed. If you attempt to change the date of birth before deleting the DSS-8125, EIS displays the error message: TO MAKE CHANGE ON DOB, YOU MUST DELETE 8125 FORM. Keying the DSS-8125 after the date of birth change ensures the action processes through the appropriate age edits in EIS.

3. EIS 4900, APPENDIX D - DATE SCREEN

Date Screens are now allowed for North Carolina Health Choice when applicants are required to pay an enrollment fee and the application must pend beyond the processing deadline.

The Date Screen is modified to allow for the exclusion of time for Medicaid applications when the applicant requests additional time to provide required information and the application must pend beyond the processing time.

IV. EIS MANUAL INSTRUCTIONS

SECTION	REMOVE PAGES	INSERT PAGES	ONLINE CHANGE
Volume I			
1056	17-18	17-18	Name Change Screen. New edits for date of birth changes.
1061	19-27	19-27	Added report names for 3 new ID conversion reports. Corrections to report name for Recipients in Non-Medical Institutions.
1063	7-8	7-8	Changed telephone number and contact information for Special Assistance facility inquiry issues.
1107	7-42	7-44	Change in page breaks.
Volume II			
2051	1-3	1-3	Added information regarding deleting a pending DSS-8125 before making a date of birth change on the Name Change Screen.
2264	9-13	9-13	Name Change Screen. New edits for date of birth changes.
2265	7-10	7-10	Name Change Screen. New edits for date of birth changes.
2266	3-13	3-13	Name Change Screen. New edits for date of birth changes.
2400 III	1-25	1-28	Updated Date Screen information to include the Fee and Time Exclusions.
2400 VII	3-10	3-10	Modified reports to reflect time exclusions for NC Health Choice fee and additional time given to provide information.
2400 VII	11-18	11-18	Modified application report information to include overdue application totals.
2400 VII	19-20, 23-24	19-20, 23-24	Indicate blank rather than pass/fail when no apps processed on NCHC and Medicaid Adjusted Report Card Summary Reports.

Volume III			
<u>3102</u>	50-53	50-53	Name Change Screen. New edits for date of birth changes.
<u>3558</u>	3	3	Corrections to Report Name for Recipients in non-medical institutions.
Volume IV			
<u>4000</u> <u>Appendix B - Medicaid Codes</u>	17 - 18	17 - 18	Codes Appendix B - Medicaid denial code B4 valid for all aid program/categories.
<u>4300 Part III</u>	1-2	1-2	Added information regarding deleting a pending DSS-8125 before making a date of birth change on the Name Change Screen.
<u>4900</u> <u>Appendix D</u>	1-4	1-4	Changes to Date Screen.

If you have any questions regarding this information, please contact your Medicaid Program Representative. For any issues that are not able to be handled through that venue, Mrs. Angela Floyd, Assistant Director for Recipient and Provider Services, will be your point of contact and can be reached at (919) 855-4000.

William W. Lawrence, Jr., M.D.,
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Division of Medical Assistance

(This material was researched and prepared by Barbara Daniels, Sharon Barnes, Virginia Ramirez, Brenda Gooch, and Wanda McLeoud, EIS Program Consultants, Sharon McDougal, EIS Project Director, and Thelma Hassell, DSS Program Consultant.)