
TRANSITIONAL BENEFITS REPORTS TRACKING INQUIRY

EIS 1062 - TRANSITIONAL BENEFITS REPORTS TRACKING INQUIRY
REVISED 10/01/02 - CHANGE NO. 02-03

I. GENERAL INFORMATION

- A. The Eligibility Information System (EIS) creates a Transitional Benefits Reports Tracking (TBR) screen for each Medicaid case that is transferred to transitional Medicaid (Payment Type 5).
- B. EIS uses the TBR tracking screen to track the 4th, 7th, and 10th month transitional Medicaid reporting requirements.
- C. The REPORT MONTHS on the transitional benefit report correspond with the CURRENT QUARTER REPORT MONTHS on the TBR tracking screen. The REPORT MONTH indicated on the Work First/Transitional Quarterly Reporting Screen is the last month of the current quarter.
 - 1. You must **use the Work First/Transitional Quarterly Reporting Screen** to indicate that the transitional benefit report **for the CURRENT QUARTER** is returned (complete or incomplete) or to indicate that the payee has good cause for not returning the report for the current quarter. When you enter a STATUS CODE of C, I, or G on the Work First Quarterly/Transitional Reporting Screen, EIS automatically updates the REPORT RESPONSE field for the corresponding report month as well as the previous two months of the quarter on the TBR tracking screen. This is an immediate on-line update.
 - 2. **Use the TBR tracking screen** to indicate that a transitional benefit report **for a HISTORICAL QUARTER** is returned (complete or incomplete) or to indicate that the payee has good cause for not returning the report.
- D. On the night that second quarterly reports are generated, EIS reviews the TBR tracking screen for each Transitional Medicaid reporting case (payment type 5) that is in the 4th, 7th, or 10th month of transitional coverage. EIS produces a second quarterly report for each case where the payee neither completed the required transitional benefit (quarterly) report nor established good cause. The "Good Cause" insert (DMA-5084) is mailed with the 2nd report. Refer to Family and Children's Manual Section MA-3405 to see a sample of this insert.
- E. Refer to EIS 3600 for additional information regarding transitional benefit reporting or refer to EIS 3800 for additional information regarding the TBR Tracking Screen.

II. LOGON PROCEDURES

Use the following instructions to access the Transitional Benefits Reports Tracking screen:

- A. Refer to EIS 4900, Appendix A, for instructions to logon to IMS.

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II. (CONT'D)

- B. From the Inquiry Menu, enter "TR" in the SELECTION field and the Case ID in the KEY field. Press ENTER. The Transitional Benefits Reports Tracking Screen is displayed.

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EJAXXXxx          ELIGIBILITY INFORMATION SYSTEM          01/15/99
                   TRANSITIONAL BENEFITS REPORTS TRACKING  12:08:55
CASE ID XXXXXXXX
CO XX   CO-CASE XXXXXX   DIST XXX   WORKER XXX   PAY TYPE X
CASEHEAD/PAYEE XXXXXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXX   XXX   PHONE NUMBER
XXXXXXXXXX
ADDRESS LINE 1 XXXXXXXXXXXXXXXXXXXXXXXX   ADDRESS LINE 2
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CITY XXXXXXXXXXXXXXXXXXXXXXXX           STATE XX           ZIP CODE XXXXXXXXXXXX

  TRANSITIONAL   REPORT   REPORT
  MONTH          MONTH   RESPONSE

      01          05/1998      C
      02          06/1998      C
      03          07/1998      C
      04          08/1998
      05          09/1998
      06          10/1998
      07          11/1998
      08          12/1998
      09          01/1999
      10          02/1999
      11          03/1999
      12          04/1999

ENTER = UPDATE   PF2/PF14 = INQUIRY MENU
SELECTION        KEY
  
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III. REPORT RESPONSE CODES DEFINED

- A. C = Complete.
 The payee returns a complete transitional benefit report form.
- B. G = Good Cause.
 The payee does not return a transitional benefit report but has established good cause.
- C. I = Incomplete.
 The payee returns an incomplete transitional benefit report form.

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IV. MOVING TO OTHER IMS FUNCTIONS

You may return to the EIS Inquiry Menu, or move to another authorized IMS function, at any time. Press PF2 to return to the Inquiry Menu. Use the SELECTION and KEY fields at the bottom of the screen and press ENTER to move to another IMS function.

Use the same procedures to move to the Transitional Tracking screen from another IMS function.

V. LOGOFF PROCEDURES

Refer to EIS 4900, Appendix A, for instructions to logoff IMS.