
EIS 8124 DATE SCREEN

EIS 2400 - EIS 8124 DATE SCREEN
REVISED 02/01/11 - CHANGE NO. 03-11

III. EIS 8124 DATE SCREEN

Below is an example of the EIS 8124 Date Screen.

EIS 8124 DATE SCREEN					
APPL:	RETRO:	ONGOING:	CNTY NO:	ADMIN:	CASE ID:
APPLICANT NAME:				SSN:	
DDS REQUIRED:	DATE CREATED:		LAST UPDATED:		
EXCLUSIONS					
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE		
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL		
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER			
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY			
EXCL2 REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY			
REOPENS					
STATE/COUNTY APPEAL REVERSAL:					
DTE NEW INFO REQUESTED: MMDDCCYY		RECEIVED: MMDDCCYY			
RSDI OR SSI APPEAL REVERSAL/SSI APPL:					
INCORRECT DENIAL:					
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:					
FOUND BY MONITOR/CORRECTIVE ACTION:		DTE OF INIT DISC: MMDDCCYY			
ORIG DTE OF APPL: MMDDCCYY		ORIG DTE OF DISP: MMDDCCYY			
ORIG EXCL RSN CDE:		ORIG BEG DTE: MMDDCCYY		ORIG END DTE: MMDDCCYY	
ORIG EXCL2 RSN CDE:		ORIG BEG DTE: MMDDCCYY		ORIG END DTE: MMDDCCYY	
PF1/PF13=DELETE RECORD		PF2/PF14=INQUIRY MENU		PF3/PF15=APP PROCESS MENU	

EIS 8124 DATE SCREEN GENERAL INFORMATION

1. The EIS 8124 Date Screen is used to:
 - a. Build the DDS Screen, which communicates with the Disability Determination Section.
 - b. Exclude allowable application processing time.
 - c. Allow applications to be reopened and benefits issued when:
 - (1) The original application was denied or withdrawn improperly or incorrectly. Or,
 - (2) The applicant was discouraged. Or,
 - (3) The reopen is due to an Appeal Reversal (State/County or RSDI)
 - d. Calculate processing time used in determining compliance in the county's Report Card.
 - e. Show that an application is administrative.

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III.A. (CONT'D)

2. The EIS 8124 Date Screen cannot be entered before the application is registered. It can be entered the same day the application is registered, or any day after the application is registered. However, it MUST be entered BEFORE the disposition is accepted in order for information to be captured for computing compliance thresholds.

For two-part applications, each Date Screen must be keyed if one is needed for both ongoing and retro.

3. The EIS 8124 Date Screen is required on the following applications:
 - a. MAD Applications ("N"/"Y" indicator entered on the DSS-8124 creates the Date Screen.)

- (1) Example of a **MAD-N (No Disability Determination needed)** Date Screen.

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APPL: 0000000G	RETRO: ONGOING: Y	CNTY NO: 00	ADMIN: CASE ID: 00000000
APPLICANT NAME: HAPPY	B INDIVIDUAL		SSN: 000 00 0000
DDS REQUIRED: N	DATE CREATED: 00 00 0000		LAST UPDATED: 00 00 0000
EXCLUSIONS			
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER	
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
EXCL2 REASON CODE	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
REOPENS			
STATE/COUNTY APPEAL REVERSAL:		RECEIVED: MMDDCCYY	
DTE NEW INFO REQUESTED: MMDDCCYY			
RSDI OR SSI APPEAL REVERSAL/SSI APPL:			
INCORRECT DENIAL:			
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:		DTE OF INIT DISC: MMDDCCYY	
FOUND BY MONITOR/CORRECTIVE ACTION:			
ORIG DTE OF APPL: MMDDCCYY	ORIG DTE OF DISP: MMDDCCYY		
ORIG EXCL RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY	
ORIG EXCL2 RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY	
PF1/PF13=DELETE RECORD	PF2/PF14=INQUIRY MENU	PF3/PF15=APP PROCESS MENU	

- (2) Example of a **MAD-Y (Disability Determination needed)** Date Screen.

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III.A.2. (CONT'D)

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APPL: 0000000G	RETRO:	ONGOING: Y	CNTY NO: 00
ADMIN: 00000000	APPLICANT NAME: HAPPY	B	INDIVIDUAL
SSN: 000 00 0000	DDS REQUIRED: N	DATE CREATED: 00 00 0000	LAST UPDATED: 00 00 0000
EXCLUSIONS			
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER	
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
EXCL2 REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
REOPENS			
STATE/COUNTY APPEAL REVERSAL:			
DTE NEW INFO REQUESTED: MMDDCCYY		RECEIVED: MMDDCCYY	
RSDI OR SSI APPEAL REVERSAL/SSI APPL:			
INCORRECT DENIAL:			
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:			
FOUND BY MONITOR/CORRECTIVE ACTION:		DTE OF INIT DISC: MMDDCCYY	
ORIG DTE OF APPL: MMDDCCYY			
ORIG EXCL RSN CDE:		ORIG BEG DTE: MMDDCCYY	
ORIG EXCL2 RSN CDE:		ORIG BEG DTE: MMDDCCYY	
ORIG END DTE: MMDDCCYY		ORIG END DTE: MMDDCCYY	
PF1/PF13=DELETE RECORD	PF2/PF14=INQUIRY MENU	PF3/PF15=APP PROCESS MENU	

- (3) The MAD Date Screen must be updated when you send the "Your Application for Medicaid Is Pending" (DMA-5098) notice or the "Your Application For Medicaid Is Pending For A Deductible" (DMA-5099) notice, or "Your Application for Health Coverage for Workers with Disabilities (HCWD) Notice of Enrollment Fee Pending".
- b. Appeal Reversals (State/County and RSDI)
 - c. Retro SSI Applications
 - d. Improper Denials/Withdrawals
 - e. Discouragements
 - f. Incorrect Denials
 - g. Deductibles, when the only information needed is medical bills and you have sent the "Your Application For Medicaid Is Pending For A Deductible" (DMA-5099) notice.
 - h. Request for medical records for emergency dates for non-qualified aliens and the "Your Application for Medicaid Is Pending" (DMA-5098) notice has been sent.
 - i. Receipt of the FL2/MR2 and the DMA-5098 notice has been sent.

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III.A.3. (CONT'D)

- j. Receipt of a CAP Plan of Care and the DMA-5098 notice has been sent.
- k. Request for citizenship and/or identity documentation and the DMA-5098 notice has been sent.
- l. DMA-5113 (Notice of Right to Request an Undue Hardship Waiver) and the DMA-5098 notice has been sent.
- m. Request for enrollment fee for NC Health Choice and the Notice of Enrollment Fee has been sent.
- n. Request for additional time to provide information and the DMA-5097 notice has been sent.
- o. Request for enrollment fee for (HCWD) Health Coverage for Workers with Disabilities and the Notice of Enrollment Fee has been sent.
- p. Low Income Subsidy (LIS) Applications. EIS creates the Date Screen for the original LIS applications.
- q. Administrative Applications ("Y" indicator entered in the ADMIN field on the DSS-8124 creates the Date Screen.) The ADMIN field on the Date Screen is blank if the application is not administrative.

The "DDS Required" field must be coded "N" (no disability determination needed) on an administrative application.

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III.A.3. (CONT'D)

Example of an administrative Date Screen.

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APPL: 0000000G	RETRO:	ONGOING: Y	CNTY NO: 00	ADMIN: Y	CASE ID: 00000000
APPLICANT NAME: HAPPY	B	INDIVIDUAL			SSN: 000 00 0000
DDS REQUIRED: N		DATE CREATED: 00 00 0000			LAST UPDATED: 00 00 0000
EXCLUSIONS					
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE		
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL		
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER			
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY			
EXCL2 REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY			
REOPENS					
STATE/COUNTY APPEAL REVERSAL:					
DTE NEW INFO REQUESTED: MMDDCCYY			RECEIVED: MMDDCCYY		
RSDI OR SSI APPEAL REVERSAL/SSI APPL:					
INCORRECT DENIAL:					
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:					
FOUND BY MONITOR/CORRECTIVE ACTION:			DTE OF INIT DISC: MMDDCCYY		
ORIG DTE OF APPL: MMDDCCYY					
ORIG EXCL RSN CDE:			ORIG DTE OF DISP: MMDDCCYY		
ORIG EXCL2 RSN CDE:			ORIG END DTE: MMDDCCYY		
PF1/PF13=DELETE RECORD		PF2/PF14=INQUIRY MENU		PF3/PF15=APP PROCESS MENU	

Example of a Date Screen based on excluding time for g through o.

NOTICE DMA-5098, DMA-5099, NOTICE OF ENROLLMENT FEE, HCWD NOTICE OF ENROLLMENT FEE, or DMA-5113, OR DMA-5097 MAILED.

EIS 8124 DATE SCREEN					
APPL: 0000000G	RETRO:	ONGOING: Y	CNTY NO: 00	ADMIN:	CASE ID: 00000000
APPLICANT NAME: HAPPY	B	INDIVIDUAL			SSN: 000 00 0000
DDS REQUIRED:		DATE CREATED: 00 00 0000			LAST UPDATED: 00 00 0000
EXCLUSIONS					
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE		
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL		
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER			
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY			
EXCL2 REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY			
REOPENS					
STATE/COUNTY APPEAL REVERSAL:					
DTE NEW INFO REQUESTED: MMDDCCYY			RECEIVED: MMDDCCYY		
RSDI OR SSI APPEAL REVERSAL/SSI APPL:					
INCORRECT DENIAL:					
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:					
FOUND BY MONITOR/CORRECTIVE ACTION:			DTE OF INIT DISC: MMDDCCYY		
ORIG DTE OF APPL: MMDDCCYY					
ORIG EXCL RSN CDE:			ORIG DTE OF DISP: MMDDCCYY		
ORIG EXCL2 RSN CDE:			ORIG END DTE: MMDDCCYY		
PF1/PF13=DELETE RECORD		PF2/PF14=INQUIRY MENU		PF3/PF15=APP PROCESS MENU	

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III.A.3. (CONT'D)

When "N" or "Y" is keyed on the DSS-8124, "N" or "Y" displays by DDS REQUIRED.

4. The categories that are **NOT ALLOWED** to have an EIS 8124 Date Screen are:
 - a. Special Assistance Applications
 - b. Transitional Applications
 - c. MPW - Presumptive Eligibility (If a Date Screen has been entered, it will not be "erased" when the presumptive approval is keyed)
 - d. Automatic Newborn Applications and Inclusion Applications - Application Types "3" and "7"
 - e. RRF and MRF Applications
 - f. IAS and HSF Applications
 - g. MSB - Medicaid-State Aid to Blind
5. The first time the Date Screen is accessed, there will be a message displayed at the bottom of the screen indicating it is being created. The message will also indicate "Ongoing" or "Retro".
6. The Date Screen fields are:
 - a. "APPL NO:"

Application Number - brought forward from the DSS-8124.
 - b. "RETRO:"

If "R" was entered on the Application Process Menu by "Retro/Ongoing Ind", a "Y" displays here. The "ONGOING" field is blank.
 - c. "ONGOING:"

If "O" was entered on the Application Process Menu by "Retro/Ongoing Ind", a "Y" displays here. The "RETRO" field is blank.

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III.A. 6. (CONT'D)

d. "COUNTY NO:"

Brought forward from the DSS-8124.

e. "ADMIN:"

System generated by the "Y" entered on the DSS-8124 in the administrative field. Blank if the application is not administrative.

f. "CASE ID:"

Brought forward from the DSS-8124.

g. "APPLICANT NAME:"

Brought forward from the DSS-8124.

h. "SSN:"

Brought forward from the DSS-8124.

i. "DDS Required:"

Disability Determination Required

(1) System generated by the "N" or "Y" entered on the DSS-8124 for MAD applications.

(a) "N" = a disability determination is not required.

(b) "Y" = a disability determination is required.

(2) If "N" was entered on the DSS-8124, "N" displays in this field.

(3) If "Y" was entered on the DSS-8124, "Y" displays in this field. Also, if "Y", the link is established with the Disability Determination Section.

(4) If the "N"/"Y" indicator entered on the DSS-8124 needs to be changed, the change must be made on the Date Screen. This also changes the pending DSS-8124.

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III.A. (CONT'D)

- j. "DATE CREATED:"
- (1) The date this Date Screen was first keyed.
 - (2) If MAD, the date EIS created this Date Screen based on the "N"/"Y" indicator entered on the DSS-8124.
- k. "LAST UPDATED:"
- The date of the last change made to this Date Screen.
- l. "EXCL REASON CODE/EXCL REASON CODE2:"
- Exclusion Reason Code/**Code2**
- (1) Code indicating why processing time is being excluded for the application.
 - (2) The valid codes are listed on the lines above the "EXCL REASON CDE" field. The codes are:
 - (a) MED - Medical Bills
 - (b) DDS - Disability Determination
 - (c) EMG - Medical Records for Emergency Dates for Non-Qualified Aliens
 - (d) HCW - HCWD Enrollment Fee
 - (e) FL2 - FL2/MR2
 - (f) CAP - CAP Plan Of Care
 - (g) CID - Citizenship and/or Identity
 - (h) WVR - Hardship Waiver
 - (i) FEE - NCHC Fee
 - (j) TIM - Additional Time
 - (k) LIS - LIS Application

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III.A.6.1. (CONT'D)

- (3) If entered, a Begin Date, "Beg Date", must be entered.

m. "BEG DATE:" Begin Date

- (1) Date the DMA-5098, DMA-5099, DMA-5113, HCWD or NCHC Notice of Enrollment Fee or DMA-5097 is mailed.
- (2) If entered, must be month, day, century, year (MM/DD/CCYY). If the Exclusion Code is CID, the Begin Date must not be earlier than September 1, 2006.
- (3) If "Excl Reason Cde" and "Beg Date" are present, "End Date" must be entered before the application can be disposed. If enter "Excl2 Reason Code" "Beg Date" and "End Date" for "Excl Reason Code" must be entered.
- (4) If the "Excl Reason Cde" is "WVR", the "Beg Date" must not be earlier than November 1, 2007.
- (5) If the "Excl Reason Cde" is "HCW", the "Beg Date" must not be earlier than May 1, 2009.
- (6) If the "Excl Reason Cde" is "FEE", the "Beg Date" must not be earlier than March 1, 2008.
- (7) If the "Excl Reason Cde" is "TIM", the "Beg Date" must not be earlier than March 1, 2008.
- (8) If the "Excl Reason Cde" is "LIS", EIS enters applicable Begin Date automatically for the original LIS application.

n. "END DATE:"

- (1) If entered, must be month, day, century, year (MM/DD/CCYY).

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III.A.6. (CONT'D)

- (2) If "Excl Rsn Cde" is "LIS", EIS enters **applicable "End Date" for the original LIS** application.
- (3) If "Excl Rsn Cde/**Excl2 Rsn Cde**" and "Beg Date" are present, "End Date" is required before an application can be disposed. This includes, approvals, denials, and withdrawals.
- o. "STATE/COUNTY APPEAL REVERSAL:"
 - (1) Enter "Y" for yes. Leave blank for no.
 - (2) If yes, Original Date of Application is required.
 - (3) Refer to D.1., below, for specific instructions.
- p. "DTE NEW INFO REQUESTED:"

Date New Information Requested

 - (1) If entered, must be month, day, century, year (MM/DD/CCYY).
 - (2) Only allowed for State/County Appeal Reversals.
 - (3) If present, "Received" date must be entered before the application can be disposed.
- q. "RECEIVED:"
 - (1) If entered, must be month, day, century, year (MM/DD/CCYY).
 - (2) Only allowed for State/County Appeal Reversals.
 - (3) Required (before disposition) if "Dte New Info Requested" is present.
- r. "RSDI OR SSI APPEAL REVERSAL/SSI APPL:"

Social Security or SSI Appeal Reversal/Retro SSI Application

 - (1) Enter "Y" if this is a "RSDI APPEAL REVERSAL".

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III.A.6.r. (CONT'D)

- (2) Leave blank for no.
- (3) If "Y" is entered, "ORIG DTE OF APPLI" must be entered.
- (4) Enter "S" if this is a "RETRO SSI APP".
- (5) Leave blank for no.
- (6) If "S" is entered, enter the SSI Original Date of Application in the "ORIG DTE OF APPLI:" field.
- (7) Refer to D.2., below, for specific instructions for a RSDI APPEAL REVERSAL or D.3., for a Retro SSI APPLICATION.

s. "INCORRECT DENIAL:"

- (1) Enter "Y" for yes, leave blank for no.
- (2) If "Y" is entered, the following are required:
 - (a) ORIG DTE OF APPLI
 - (b) ORIG DTE OF DISP
- (3) Refer to D.4., below, for specific instructions.

t. "IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:"

- (1) Enter "Y" for yes, leave blank for no.
- (2) If "Y" is entered, the following are required for:
 - (a) Discouragement
 - FOUND BY MONITOR/CORRECTIVE ACTION
 - DTE OF INIT DISC
 - Refer to D.5., below, for specific instructions.
 - (b) Improper Denial/Withdrawal
 - FOUND BY MONITOR/CORRECTIVE ACTION

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III.A.6.t. (CONT'D)

- ORIG DTE OF APPLI
- ORIG DTE OF DISP
- Refer to D.6., below, for specific instructions.

u. "FOUND BY MONITOR/CORRECTIVE ACTION:"

- (1) Required if "IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL is "Y".
- (2) Enter "N" if **not** found by Monitor/Corrective Action.
- (3) Enter "Y" if found by Monitor/Corrective Action.

v. "DATE OF INIT DISC:"

Date of Initial Discouragement

- (1) If entered, must be month, day, century, year (MM/DD/CCYY).
- (2) Required for Discouragement.

Remember, these dates must be prior to the date of application on the current DSS-8124.

w. "ORIG DTE OF APPLI:"

Original Date of Application

- (1) If entered, must be month, day, century, year (MM/DD/CCYY).
- (2) Required for:
 - (a) State/County Appeal Reversal
 - (b) RSDI Appeal Reversal
 - (c) Retro SSI Applications
 - (d) Improper Denial/Withdrawal
 - (e) Incorrect Denial

Remember, these dates must be prior to the date of application on the current DSS-8124.

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III.A.6.w. (CONT'D)

x. "ORIG DTE OF DISP:"

Original Date of Disposition

(1) If entered, must be month, day, century,
year (MM/DD/CCYY).

(2) Required for:

(a) Incorrect Denial

(b) Improper Denial/Withdrawal

y. "ORIG EXCL RSN CDE/ORIG EXCL2 RSN CDE:"

Original Exclusions Reason Code

(1) Code indicating why processing time was
excluded from the original application.

(2) The valid codes are listed on the lines
above the "EXCL REASON CDE" field. The
codes are:

(a) MED - Medical Bills

(b) DDS - Disability Determination

(c) EMG - Medical Records For Emergency
Dates For Non-Qualified Aliens

(d) HCW - HCWD Enrollment Fee

(e) FL2 - FL2/MR2

(f) CAP - CAP Plan Of Care

(g) CID - Citizenship and/or Identity

(h) WVR - Hardship Waiver

(i) LIS - LIS Application

**NOTE: THE ONLY ALLOWABLE EXCLUSION FOR
APPLICATIONS DATED PRIOR TO
10/01/2002 IS "MED".**

**THE "CID" EXCLUSION IS ALLOWABLE FOR
APPLICATIONS TAKEN ON OR AFTER
9/1/2006.**

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III.A.6. (CONT'D)

THE "WVR" EXCLUSION IS ALLOWABLE FOR
APPLICATIONS TAKEN ON OR AFTER
11/1/2007.

THE "HCW" EXCLUSION IS ALLOWABLE FOR
APPLICATIONS TAKEN ON OR AFTER
05/01/2009.

(3) If "ORIG EXCL RSN CDE"/"ORIG EXCL2 RSN
CDE" is entered, an "ORIG BEG DTE" must be
entered.

(4) May be changed if the reason for pending
the application changes.

z. "ORIG BEG DTE:"

Original Begin Date

(1) Date original DMA-5098 or DMA-5099 notice
was mailed to exclude time from the
original application. **(Or the date the
original DSS-5025 notice was mailed if the
date of application on the original
application is prior to 10/1/2002.)**

(2) If applicable, date original DMA-5113,
NCHC FEE NOTICE, or HCWD FEE NOTICE was
mailed to exclude time from the original
application.

(3) If entered, must be month, day, century,
year (MM/DD/CCYY)

(4) If present, "ORIG END DATE" must be
entered before the application is
disposed.

(5) May be changed when appropriate.

aa. "ORIG END DTE"

Original End Date

(1) Date exclusion of time ended on the
Original Application.

(2) If entered, must be month, day, century,
year (MM/DD/CCYY).

(3) Required if "ORIG BEG DATE" is entered.

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B. ACCESSING THE EIS 8124 DATE SCREEN

1. From the EIS Inquiry Menu, enter "7" by Selection. Press Enter. The Application Process Menu is displayed.

***** APPLICATION PROCESS MENU *****			
FUNCTION			ENTER/KEY
NEW APPLICATION			APPLICATION TYPE 1 OR 4 OR 7
REAPPLICATION AGAINST A CASE			APPLICATION TYPE 2 OR 5 CASE ID. AID PROG/CAT
REAPPLICATION AGAINST A DENIED/ WITHDRAWN APPLICATION			APPLICATION TYPE 2 OR 5 FORM ID. AID PROG/CAT
RE-DISPLAY A PENDING APPLICATION			RE-ENTRY=Y FORM ID.
ADD INDIVIDUAL TO A CASE			APPLICATION TYPE 3 OR 6 CASE ID.
ADD INDIVIDUAL TO AN APPLICATION			APPLICATION TYPE 6 FORM ID.
GO TO 8124 DATE SCREEN	FORM ID.	RETRO/ONGOING IND	CO NUM
PF1/13 8125 PROCESS * PF2/14 INQUIRY MENU * PF3/15 DATA ENTRY PF4/16 PUT APP ON HOLD/REDISPLAY 8124 SCREEN * PF5/17 REDISPLAY THIS SCREEN			

2. From the Application Process Menu, enter the following fields.

a. **"GO TO 8124 DATE SCREEN"**

Enter the application number, (9999999G).

b. **"RETRO/ONGOING IND"**

- (1) For Medicaid applications, enter "R", for Retro, or "O", for Ongoing.
- (2) For Work First applications, enter "O", for Ongoing. If an "R" is entered for a Work First application, EIS changes it to "O" on the Date Screen because there are no two-part Work First applications. However, Medicaid can still be authorized for the retro period if eligibility is established.

c. **"CO NUM"**

Enter the county number.

3. Press ENTER to display the Date Screen.

C. TO ENTER OR MAKE CHANGES TO THE DATE SCREEN

1. For one-part of a two-part application:

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III.C. 1. (CONT'D)

- a. Use instructions in B., above, to access the Date Screen.
 - b. Verify you have requested the correct Date Screen by the Retro and Ongoing indicators at the top of the screen.
 - c. Make the necessary additions and/or changes and press Enter to update the Date Screen.
2. For two-part applications:

If changes need to be made to both the Retro and Ongoing Date Screen, you must follow the instructions in C.1. above, for each part. You can only update one Date Screen at the time.
 3. For one-part applications:
 - a. If a Date Screen exists for Ongoing, and "R" for Retro is entered on the Application Process Menu, when the Date Screen is displayed, you will receive the following error message at the bottom of the screen:

"DELETE ONG REC BEFORE ADDING RET REC TO THIS 1-PART APP", "NO FURTHER UPDATES ALLOWED--PRESS ENTER TO CONTINUE".
 - b. If a Date Screen exists for Retro, and "O" for Ongoing is entered on the Application Process Menu, when the Date Screen is displayed, you will receive the following error message at the bottom of the screen:
"DELETE RET REC BEFORE ADDING ONG REC".

Ensure the correct Date Screen was requested from the Application Process Menu.
 4. After data is keyed on the Date Screen, press ENTER.
 - a. If the Date Screen is error free, the following message displays at the bottom of the screen:

"DATE RECORD UPDATED NO FURTHER UPDATES ALLOWED--PRESS ENTER TO CONTINUE".
 - b. If there is an error on the Date Screen, correct the error and press Enter or the appropriate PF key for the next desired function.

THE DATE SCREEN CAN NOT BE PLACED ON HOLD.

EIS 8124 DATE SCREEN

- c. Press ENTER again to return to the Application Process Menu; OR
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III.C.4.c. (CONT'D)

- (1) Use PF2 to go to the Inquiry Menu; OR
(2) Use PF3 to return to the Application Process Menu.

IF PF2 OR PF3 IS USED PRIOR TO PRESSING ENTER, THE DATA IS NOT REGISTERED.

5. If you access a Date Screen and receive one of the following messages, it means the application has been disposed:
- a. "ONGOING RECORD-EXISTING"
"NO FURTHER UPDATES ALLOWED--PRESS ENTER TO CONTINUE".
- b. "RETRO RECORD-EXISTING"
"NO FURTHER UPDATES ALLOWED--PRESS ENTER TO CONTINUE".
6. Error messages related to problems with the Date Screen may appear on the Date Screen, the DSS-8124 Screen, or the DSS-8125 Error Screen.

D. INFORMATION FOR SPECIFIC DATE SCREENS

REMEMBER: WHEN YOU REOPEN ANY APPLICATION FOR THE FOLLOWING REASON, THE DSS-8124 WILL HAVE A CURRENT DATE. THE DATE SCREEN IS FOR ENTERING THE ORIGINAL DATE OF APPLICATION OR ORIGINAL DATE OF DISCOURAGEMENT.

1. STATE/COUNTY APPEAL REVERSAL

a. MAD Applications

- (1) Enter "Y" for "STATE/COUNTY APPEAL REVERSALS".
- (2) Enter the "ORIG DTE OF APPLI". The "ORIG DTE OF DISP" is optional.

Remember, these dates must be prior to the date of application on the DSS-8124.

- (3) Enter, if applicable:

"DTE NEW INFO REQUESTED" and "RECEIVED".

This can be information needed on the DMA-5097, DMA-5098, or DMA-5099.

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III.D.1.a. (CONT'D)

- (a) If only DMA-5098 or DMA-5099 information is needed, the date the DMA-5098 or DMA-5099 notice is mailed is entered in "DTE NEW INFO REQUESTED". When the last information is received, enter that date in "RECEIVED".
- (b) If a DMA-5098 or DMA-5099 is necessary **after** all other information has been received from the DMA-5097, DO NOT enter a date in the "RECEIVED" field until the LAST DMA-5098 or DMA-5099 information has been received. The date this information is received is the date entered in "RECEIVED".
- (4) Ensure the field "DDS REQUIRED" contains the correct indicator of "N".

Remember, once the application is registered with the "N" or "Y" and the "DDS REQUIRED" indicator needs to be changed, the Date Screen **MUST** be used to make the change. It **CANNOT** be changed using the DSS-8124.

b. All Other Applications

- (1) Enter "Y" for "STATE/COUNTY APPEAL REVERSAL".
- (2) Enter the "ORIG DTE OF APPLI". The "ORIG DTE OF DISP" is optional.

Remember, these dates must be prior to the date of application on the DSS-8124.

- (3) Enter: "DTE NEW INFO REQUESTED" and "RECEIVED", if applicable.

This can be information needed on the DMA-5097, DMA-5098, or DMA-5099.

- (a) If only DMA-5098 or DMA-5099 information is needed, the date the DMA-5098 or DMA-5099 notice is mailed is entered in "DTE NEW INFO REQUESTED". When the last information is received, enter that date in "RECEIVED".

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III.D.1.b. (CONT'D)

(b) If a DMA-5098 or DMA-5099 is necessary **after** all other information has been received from the DMA-5097, DO NOT enter a date in the "RECEIVED" field until the LAST DMA-5098 or DMA-5099 information has been received. The date this information is received is the date entered in "RECEIVED".

c. Examples of a State/County Appeal Reversal Date Screen. Required information is in bold print.

(1) **STATE/COUNTY APPEAL REVERSAL NO
INFORMATION REQUESTED**

EIS 8124 DATE SCREEN		
APPL: 0000000G	RETRO: ONGOING: y	CNTY NO: 00
ADMIN: CASE ID: 00000000	SSN: 000 00 0000	
DDS REQUIRED:	DATE CREATED: 00 00 0000	LAST UPDATED: 00 00 0000
EXCLUSIONS		
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARSHIP WAIVER
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY
EXCL REASON CODE2:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY
REOPENS		
STATE/COUNTY APPEAL REVERSAL: Y		
DTE NEW INFO REQUESTED: MMDDCCYY		RECEIVED: MMDDCCYY
RSDI OR SSI APPEAL REVERSAL/SSI APPL: INCORRECT DENIAL: IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL: FOUND BY MONITOR/CORRECTIVE ACTION:		
DTE OF INIT DISC: MMDDCCYY		
ORIG DTE OF APPL: MMDDCCYY		ORIG DTE OF DISP: MMDDCCYY
ORIG EXCL RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY
ORIG EXCL2 RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY
PF1/PF13=DELETE RECORD	PF2/PF14=INQUIRY MENU	PF3/PF15=APP PROCESS MENU

When "N" or "Y" is keyed on the DSS-8124, "N" or "Y" displays by DDS REQUIRED.

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III.D.1.c. (CONT'D)

(2) STATE/COUNTY APPEAL REVERSAL INFORMATION
REQUESTED

EIS 8124 DATE SCREEN		
APPL: 0000000G	RETRO: ONGOING: Y	CNTY NO: 00
ADMIN: CASE ID: 00000000	SSN: 000 00 0000	
APPLICANT NAME:	DATE CREATED: 00 00 0000	LAST UPDATED: 00 00 0000
DDS REQUIRED:		
EXCLUSIONS		
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARSHIP WAIVER
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY
EXCL2 REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY
REOPENS		
STATE/COUNTY APPEAL REVERSAL: Y		
DTE NEW INFO REQUESTED: MMDDCCYY		RECEIVED: MMDDCCYY
RSDI OR SSI APPEAL REVERSAL/SSI APPL: INCORRECT DENIAL: IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL: FOUND BY MONITOR/CORRECTIVE ACTION:		
		DTE OF INIT DISC: MMDDCCYY
ORIG DTE OF APPL: MMDDCCYY		ORIG DTE OF DISP: MMDDCCYY
ORIG EXCL RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY
ORIG EXCL2 RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY
PF1/PF13=DELETE RECORD	PF2/PF14=INQUIRY MENU	PF3/PF15=APP PROCESS MENU

When "N" or "Y" is keyed on the DSS-8124, "N" or "Y" displays by DDS REQUIRED.

2. RSDI APPEAL REVERSAL

a. MAD "N" Applications
(No Disability Determination Needed)

- (1) Enter "Y" for "RSDI OR SSI APPEAL REVERSAL".
- (2) Enter the "ORIG DTE OF APPLI".

Remember, this date must be prior to the date of application on the DSS-8124.

- (3) Ensure the field "DDS REQUIRED" is "N".

Remember, once the application is registered as "Y" or "N" and the indicator needs to be changed, the Date Screen **MUST** be used to make the change. It **CANNOT** be changed using the DSS-8124.

b. All Other Applications

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III.D.2.b. (CONT'D)

- (1) Enter "Y" for "RSDI OR SSI APPEAL REVERSAL".
- (2) Enter the "ORIG DTE OF APPLI".

Remember, this date must be prior to the date of application on the DSS-8124.

c. Example of an **RSDI or SSI Appeal Reversal Date Screen**.

EIS 8124 DATE SCREEN			
APPL: 0000000G	RETRO: ONGOING: Y	CNTY NO: 00	ADMIN: CASE ID: 00000000
APPLICANT NAME:			SSN: 000 00 0000
DDS REQUIRED:	DATE CREATED: 00 00 0000		LAST UPDATED: 00 00 0000
EXCLUSIONS			
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER	
EXCL REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
EXCL2 REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
REOPENS			
STATE/COUNTY APPEAL REVERSAL:			
DTE NEW INFO REQUESTED: MMDDCCYY		RECEIVED: MMDDCCYY	
RSDI OR SSI APPEAL REVERSAL/SSI APPL:Y			
INCORRECT DENIAL:			
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:			
FOUND BY MONITOR/CORRECTIVE ACTION:		DTE OF INIT DISC: MMDDCCYY	
ORIG DTE OF APPL: MMDDCCYY			
ORIG EXCL RSN CDE:		ORIG DTE OF DISP: MMDDCCYY	
ORIG EXCL2 RSN CDE:		ORIG END DTE: MMDDCCYY	
ORIG BEG DTE: MMDDCCYY		ORIG END DTE: MMDDCCYY	
PF1/PF13=DELETE RECORD PF2/PF14=INQUIRY MENU PF3/PF15=APP PROCESS MENU			

"N" keyed on the DSS-8124 creates "N" in the DDS REQUIRED field.

3. RETRO SSI APPLICATION

a. MAD N/Y Applications

- (1) Enter "S" for "RSDI OR SSI APPEAL REVERSAL/SSI APPLI".
- (2) Enter the SSI Original Date of Application in "ORIG DTE OF APPLI".

Remember, this date must be prior to the date of application on the DSS-8124.

- (3) Ensure the field "DDS REQUIRED" contains the correct indicator of "N" or "Y".

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III.D.3. (CONT'D)

Remember, once the application is registered as "Y" or "N" and the indicator needs to be changed, the Date Screen **MUST** be used to make the change. It **CANNOT** be changed using the DSS-8124.

b. All Other Applications

- (1) Enter "S" for "RSDI OR SSI APPEAL REVERSAL/SSI APPLI".
- (2) Enter the SSI "ORIG DTE OF APPLI".

Remember, this date must be prior to the date of application on the DSS-8124.

c. Example of a **RETRO SSI APPLICATION** Date Screen.

EIS 8124 DATE SCREEN			
APPL: 0000000G	RETRO:	ONGOING: Y	CNTY NO: 00
ADMIN: CASE ID: 00000000	APPLICANT NAME: HAPPY	B	INDIVIDUAL
SSN: 000 00 0000	DDS REQUIRED: N	DATE CREATED: 00 00 0000	LAST UPDATED: 00 00 0000
EXCLUSIONS			
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARSHIP WAIVER	
EXCL REASON CODE:	BEG DTE:	END DTE:	
EXCL2 REASON CODE:	BEG DTE:	END DTE:	
REOPENS			
STATE/COUNTY APPEAL REVERSAL:	DTE NEW INFO REQUESTED: MMDDCCYY	RECEIVED: MMDDCCYY	
RSDI OR SSI APPEAL REVERSAL/SSI APPL: S			
INCORRECT DENIAL:			
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:	FOUND BY MONITOR/CORRECTIVE ACTION:	DTE OF INIT DISC: MMDDCCYY	
ORIG DTE OF APPL: MMDDCCYY		ORIG DTE OF DISP: MMDDCCYY	
ORIG EXCL RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY	
ORIG EXCL2 RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY	
PF1/PF13=DELETE RECORD	PF2/PF14=INQUIRY MENU	PF3/PF15=APP PROCESS MENU	

When "N" or "Y" is keyed on the DSS-8124. "N" or "Y" displays by DDS REQUIRED.

4. **INCORRECT DENIALS**

a. MAD N/Y Applications

- (1) Enter "Y" for "INCORRECT DENIAL".

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III.D.4.a. (CONT'D)

- (2) Enter the "ORIG DTE OF APPLI" and the "ORIG DATE OF DISP".
Remember, these dates must be prior to the date of application on the DSS-8124.
- (3) Enter the "ORIG EXCL RSN CDE", "ORIG BEG DTE", and "ORIG END DTE", if applicable.
- (4) Enter the "ORIG EXCL2 RSN CDE", "ORIG BEG DTE", and "ORIG END DTE", if applicable.
- (5) Enter "EXCL REASON CDE", "BEG DATE", and "END DATE" if applicable.
- (6) Ensure the field "DDS REQUIRED" contains the correct indicator of either "N" or "Y" depending on the situation.

Remember, once the application is registered as "Y" or "N" and the indicator needs to be changed, the Date Screen **MUST** be used to make the change. It **CANNOT** be changed using the DSS-8124.

b. All Other Applications

- (1) Enter "Y" for "INCORRECT DENIAL".
- (2) Enter the "ORIG DATE OF APPL" and the "ORIG DATE OF DISP".

Remember, these dates must be prior to the date of application on the DSS-8124.
- (3) Enter the "ORIG EXCL RSN CDE", "ORIG BEG DTE", and "ORIG END DTE", if applicable.
- (4) Enter "EXCL REASON CDE", "BEG DATE", and "END DATE", if applicable.

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III.D.4. (CONT'D)

c. Example of an **INCORRECT DENIAL** Date Screen.

EIS 8124 DATE SCREEN			
APPL: 0000000G	RETRO: ONGOING: Y	CNTY NO: 00	ADMIN: CASE ID: 00000000
APPLICANT NAME: HAPPY	B	INDIVIDUAL	SSN: 000 00 0000
DDS REQUIRED: N	DATE CREATED: 00 00 0000	LAST UPDATED: 00 00 0000	
EXCLUSIONS			
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER	
EXCL REASON CODE:	BEG DTE:	END DTE:	
EXCL2 REASON CODE:	BEG DTE:	END DTE:	
REOPENS			
STATE/COUNTY APPEAL REVERSAL:			
DTE NEW INFO REQUESTED: MMDDCCYY		RECEIVED: MMDDCCYY	
RSDI OR SSI APPEAL REVERSAL/SSI APPL: S			
INCORRECT DENIAL:			
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL:			
FOUND BY MONITOR/CORRECTIVE ACTION:		DTE OF INIT DISC: MMDDCCYY	
ORIG DTE OF APPL: MMDDCCYY			
ORIG EXCL RSN CDE:		ORIG DTE OF DISP: MMDDCCYY	
ORIG EXCL2 RSN CDE:		ORIG END DTE: MMDDCCYY	
PF1/PF13=DELETE RECORD		ORIG END DTE: MMDDCCYY	
PF2/PF14=INQUIRY MENU		PF3/PF15=APP PROCESS MENU	

When "N" or "Y" is keyed on the DSS-8124, "N" or "Y" displays by DDS REQUIRED.

5. DISCOURAGEMENT

a. MAD N/Y Applications

- (1) Enter "Y" for "IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL".
- (2) Enter "Y" or "N" for "FOUND BY MONITOR/CORRECTIVE ACTION".
- (3) Enter the "DATE OF INIT DISC".

Remember, this date must be prior to the date of application on the DSS-8124.

- (4) Ensure the field "DDS REQUIRED" contains the correct indicator of either "N" or "Y" depending on the situation.

Remember, once the application is registered as "Y" or "N" and the indicator needs to be changed, the Date Screen **MUST** be used to make the change. It **CANNOT** be changed using the DSS-8124.

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III.D.5. (CONT'D)

b. All Other Applications

- (1) Enter "Y" for "IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL".
- (2) Enter "Y" or "N" for "FOUND BY MONITOR/CORRECTIVE ACTION".
- (3) Enter the "DATE OF INIT DISC".

Remember, this date must be prior to the date of application on the DSS-8124.

c. An example of a **DISCOURAGEMENT** Date Screen.

EIS 8124 DATE SCREEN		
APPL: 0000000G	RETRO: ONGOING: Y	CNTY NO: 00
ADMIN: CASE ID: 00000000	APPLICANT NAME: HAPPY	B INDIVIDUAL
SSN: 000 00 0000	DDS REQUIRED:	DATE CREATED:
LAST UPDATED:		
EXCLUSIONS		
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS
HCW = HCWD FEE	DDS = DIS DET	FEE = NCHC FEE
LIS = LIS APPL	FL2 = FL2/MR2	CID = CITIZEN/ID
WVR = HARSHIP WAIVER	EXCL REASON CODE: XXX	BEG DTE: MMDDCCYY
END DTE: MMDDCCYY	EXCL2 REASON CODE:	BEG DTE: MMDDCCYY
END DTE: MMDDCCYY	REOPENS	
STATE/COUNTY APPEAL REVERSAL:	DTE NEW INFO REQUESTED: MMDDCCYY	RECEIVED: MMDDCCYY
RSDI OR SSI APPEAL REVERSAL/SSI APPL:	INCORRECT DENIAL:	
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL: Y	FOUND BY MONITOR/CORRECTIVE ACTION: Y/N	DTE OF INIT DISC: MMDDCCYY
ORIG DTE OF APPL: MMDDCCYY	ORIG DTE OF DISP: MMDDCCYY	ORIG END DTE: MMDDCCYY
ORIG EXCL RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY
ORIG EXCL2 RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY
PF1/PF13=DELETE RECORD	PF2/PF14=INQUIRY MENU	PF3/PF15=APP PROCESS MENU

When "N" or "Y" is keyed on the DSS-8124, "N" or "Y" displays by DDS REQUIRED.

6. **IMPROPER DENIAL/WITHDRAWAL**

a. MAD N/Y Applications

- (1) Enter "Y" for "IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL".
- (2) Enter "Y" or "N" for "FOUND BY MONITOR/CORRECTIVE ACTION".
- (3) Enter the "ORIG DTE OF APPLI" and the "ORIG DTE OF DISP".

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III.D.6.a. (CONT'D)

Remember, these dates must be prior to the date of application on the DSS-8124.

- (4) Enter "ORIG EXCL REASON", "ORIG BEG DTE" and "ORIG END DTE" if this information had been requested and/or entered on the Date Screen for the original application.
- (5) Enter "ORIG EXCL2 REASON", "ORIG BEG DTE" and "ORIG END DTE" if this information had been requested and/or entered on the Date Screen for the original application.
- (6) Ensure the field "DDS REQUIRED" contains the correct indicator of either "N" or "Y" depending on the situation.

Remember, once the application is registered as "Y" or "N" and the indicator needs to be changed, the Date Screen **MUST** be used to make the change. It **CANNOT** be changed using the DSS-8124.

b. All Other Applications

- (1) Enter "Y" for "IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL".
- (2) Enter "Y" or "N" for "FOUND BY MONITOR/CORRECTIVE ACTION".
- (3) Enter the "ORIG DTE OF APPLI" and the "ORIG DTE OF DISP".

Remember, these dates must be prior to the date of application on the DSS-8124.

- (4) Enter "ORIG EXCL RSN CDE", "ORIG BEG DTE", and "ORIG END DTE", if this information had been requested and/or entered on the Date Screen for the original application.

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III.D. b (CONT'D)

(5) Enter "ORIG EXCL2 RSN CDE", "ORIG BEG DTE", and "ORIG END DTE", if this information had been requested and/or entered on the Date Screen for the original application.

c. An example of an IMPROPER DENIAL/WITHDRAWAL Date Screen.

EIS 8124 DATE SCREEN			
APPL: 0000000G	RETRO:	ONGOING: Y	CNTY NO: 00
ADMIN: 00000000	CASE ID: 00000000	SSN: 000 00 0000	
APPLICANT NAME: HAPPY	B	INDIVIDUAL	
DDS REQUIRED:	DATE CREATED: 00 00 0000	LAST UPDATED: 00 00 0000	
EXCLUSIONS			
MED = MED BILL	CAP = CAP	EMG = EMG FOR ALIENS	HCW = HCWD FEE
DDS = DIS DET	FEE = NCHC FEE	TIM = ADDITIONAL TIME	LIS = LIS APPL
FL2 = FL2/MR2	CID = CITIZEN/ID	WVR = HARDSHIP WAIVER	
EXCL REASON CODE: XXX	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
EXCL2 REASON CODE:	BEG DTE: MMDDCCYY	END DTE: MMDDCCYY	
REOPENS			
STATE/COUNTY APPEAL REVERSAL:			
DTE NEW INFO REQUESTED: MMDDCCYY		RECEIVED: MMDDCCYY	
RSDI OR SSI APPEAL REVERSAL/SSI APPL:			
INCORRECT DENIAL:			
IMPROPER DISCOURAGEMENT/DENIAL/WITHDRAWAL: Y			
FOUND BY MONITOR/CORRECTIVE ACTION: Y		DTE OF INIT DISC: MMDDCCYY	
ORIG DTE OF APPL: MMDDCCYY		ORIG DTE OF DISP: MMDDCCYY	
ORIG EXCL RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY	
ORIG EXCL2 RSN CDE:	ORIG BEG DTE: MMDDCCYY	ORIG END DTE: MMDDCCYY	
PF1/PF13=DELETE RECORD	PF2/PF14=INQUIRY MENU	PF3/PF15=APP PROCESS MENU	

When "N" or "Y" is keyed on the DSS-8124, "N" or "Y" displays by DDS REQUIRED.

7. COMBINATIONS

Based on the situation, you may enter more than one type of action on the Date Screen. You may have for example:

- a. Improper Denial/Withdrawal and Notice of Eligibility With DMA-5098 or DMA-5099 Mailed Combination.
- b. Improper Discouragement and Request For Information with DMA-5097 Mailed Combination.
- c. Incorrect Denial and Notice of Eligibility with DMA-5098 or DMA-5099 Mailed Combination.

There can be other combinations.

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III. (CONT'D)

E. TO DELETE/REMOVE A DATE SCREEN

NOTE: THE DATE SCREEN CAN NEVER BE DELETED FOR MAD APPLICATIONS.

1. Use the instructions in [B.](#), above, to access the Date Screen.
2. When the Date Screen appears, press PF1/13. The message "**DATE RECORD DELETED**" displays at the bottom of the screen.
3. Press the appropriate "PF" key for your next selection or press Enter to return to the Application Process Menu.

F. MAD APPLICATIONS THAT SHOULD BE MAA, MAB, OR MQB

When an application is registered as MAD but should be MAA, MAB, or MQB, the aid program/category **CANNOT** be changed.

The following steps must be taken to administratively deny the MAD application so another application can be registered as MAA, MAB, or MQB.

1. MAD "N" Application
(No Disability Determination Needed)
 - a. Redisplay the application and enter "Y" in the "Admin" field. Press enter to update the application.
 - b. Redisplay the 8124 and verify the ADMIN field is "Y". Or, Check the Date Screen(s) (retro and ongoing) and verify the ADMIN field is "Y." Or, Check the "Adjusted Application Management Report" the next day to ensure the application is registered as Administrative.

NOTE: THIS TWO STEP PROCESS IS NEEDED IN ORDER TO ENSURE THE ADMINISTRATIVE INDICATOR IS REGISTERED INTERNALLY. IF NOT, THE PROCESSING TIME WILL COUNT IN THE COUNTY REPORT CARDS, BOTH ACTUAL AND ADJUSTED.

- c. Enter the denial/withdrawal information on the DSS-8124. Press Enter to update the form.
- d. If the application is two-part, ensure that the ongoing and retro are both denied/withdrawn.

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III.F.1. (CONT'D)

- e. Take a NEW application (type 1 or 4) with the correct aid program/category using the SAME Date of Application that was on the MAD application.
2. MAD "Y" Application
 - a. On the Date Screen, change the "DDS Required:" indicator from "Y" to "N". This step is needed because all Administrative MAD applications must be registered as "N" (no Disability Determination Needed).
 - b. If the application is two-part, BOTH the ongoing and retro Date Screens must be changed.
 - c. Redisplay the application and key "Y" in the "ADMIN" field to make the application Administrative. Press Enter twice to update the application.
 - d. Redisplay the 8124 and verify the ADMIN field is "Y". Or,

Check the Date Screen(s) (retro and ongoing) and verify the ADMIN field is "Y." Or,

Check the "Adjusted Application Management Report" the next day to ensure the application is registered as Administrative.
- NOTE: THIS TWO STEP PROCESS IS NEEDED IN ORDER TO ENSURE THE ADMINISTRATIVE INDICATOR IS REGISTERED INTERNALLY. IF NOT, THE PROCESSING TIME WILL COUNT IN THE COUNTY REPORT CARDS, BOTH ACTUAL AND ADJUSTED.**
- e. Enter the denial/withdrawal information on the DSS-8124. Press Enter twice to update the form.
 - f. If the application is two-part, ensure that the ongoing and retro are both denied/withdrawn.
 - g. Take a NEW application (type 1 or 4) with the correct aid program/category using the SAME Date of Application that was on the MAD application.

G. SPECIAL INSTRUCTIONS FOR DISPOSING OF AN APPLICATION WITH A DATE SCREEN ERROR

1. Denials/Withdrawals

The Date Screen may be corrected or additional information entered on the same day a Denial/Withdrawal is keyed:

EIS 8124 DATE SCREEN

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III.G. (CONT'D)

- a. Re-enter the DSS-8124 and remove the Denial/Withdrawal information; and
 - b. Correct or enter additional information on the Date Screen; and
 - c. Re-enter the DSS-8124 and enter the Denial/Withdrawal information.
2. Approvals
- a. Ensure the Date Screen is complete before the DSS-8125 is keyed.
 - b. After you key the DSS-8125, if you receive a message the Date Screen is in error or if you wish to enter additional information before the DSS-8125 updates, you must:
 - (1) Re-enter the DSS-8125 and place the DSS-8125 on hold by pressing the PF4 key on the first screen; and
 - (2) Correct or enter additional information on the Date Screen; and
 - (3) Re-enter the DSS-8125 and press Enter to process.

NOTE: FOR ALL APPROVALS, IF THE DATE SCREEN IS INCOMPLETE, ERROR MESSAGES WILL APPEAR ON THE DSS-8125 ERROR SCREEN BEFORE ANY ERRORS FOR THE DSS-8125 APPEAR.

H. DATE SCREEN INQUIRY

Inquiry may be completed on the Date Screen when an application has been disposed.

NOTE: YOU MUST HAVE DATE SCREEN AUTHORIZATION IN ORDER TO COMPLETE THE INQUIRY.

1. Use the instructions in B., above, to access the Date Screen.
2. The Date Screen displays with the following message at the bottom of the screen:
 - a. If "0" for ongoing is entered on the Application Process Menu screen:

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III.H.2.a. (CONT'D)

**"ONGOING RECORD-EXISTING" "NO FURTHER UPDATES
ALLOWED--PRESS ENTER TO CONTINUE".**

- b. If "R" for retro is entered on the Application Process Menu screen:

**"RETRO RECORD-EXISTING" "NO FURTHER UPDATES
ALLOWED--PRESS ENTER TO CONTINUE".**

3. For two-part applications with a Date Screen for both parts, complete two inquiries to view both Date Screens, one for "O" and one for "R".