
DISABILITY DETERMINATION SECTION (DDS) DATA

EIS 2400 - DISABILITY DETERMINATION SECTION (DDS) DATA
REVISED 04/01/05 - CHANGE NO. 05-05

IV. DISABILITY DETERMINATION SECTION (DDS) DATA

A. DDS SCREEN UPDATE

When a DSS-8124 application is keyed with "Y" in the "DIS/DET" indicator field, the DDS Screen is immediately created.

1. The DDS Screen is displayed below.

EIS DDS INQUIRY/UPDATE			
APPLICANT NAME:		APPL NUM:	
APPLICANT ADDRESS:		APPL DATE:	
		APPL STATUS:	
SSN:	DOB:	SEX:	DATE CREATED:
COUNTY:	COUNTY CASE NUMBER:		LAST DATE UPDATED:
SOCIAL SECURITY DECISION ADOPTED?			
DATE DDS BEGINS PROCESSING CLAIM			
DISABILITY INDICATOR	DATE OF ONSET		
EXCLUSION BEGIN DATE	END DATE		
DATE CASE RELEASED BY DDS			
PF1/13=NEXT RECORD SELECTION	PF2/14=INQUIRY MENU KEY		
THIS SCREEN CAN NOT BE UPDATED			

2. The DDS Screen contains the following information:

- a. Applicant Name
- b. Applicant Address
- c. Applicant's Social Security Number
- d. Applicant's Date of Birth
- e. Applicant's Sex
- f. Application Number
- g. Application Date
- h. Application Status

P = Pending

D = Disability determination no longer needed

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IV.A.2. (CONT'D)

- i. Date Created
 - j. County Number
 - k. County Case Number
 - l. Last Date Updated
 - m. Social Security Decision Adopted
 - n. Date DDS Begins Processing Claim
 - o. Disability Indicator
 - D = Under disability
 - N = Not under disability
 - I = Insufficient evidence or failure to attend a consultative exam
 - p. Date of Onset of Disability
 - q. Exclusion Begin Date
 - r. End Date
 - s. Date Case Released By DDS - The system enters this date the day DDS enters the Disability Indicator.
- 3. The DDS screen informs DDS of a disability determination request which is being sent to them from the county. This screen is only created once, regardless of how many parts are involved.
 - 4. The DDS Screen is created when "Y" is entered on the 8124. If the 8124 is registered with "N", the DDS screen is not created. However, if the DDS REQUIRED: field is changed from "N" to "Y" on the Date Screen, the DDS Screen is then created.
 - 5. Only DDS has the capability to update the DD Screen and DDS is only allowed to key the following:
 - a. Social Security Decision Adopted
 - b. Date DDS Begins Processing Claim (this date cannot be prior to the application date)
 - c. Disability Indicator
 - d. Date of Onset of Disability

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IV.A.5. (CONT'D)

- e. Exclusion Begin Date
- f. End Date
- 6. DDS can change what was keyed on 5.c. through 5.f., above, at anytime prior to a determination/decision being made. This information CANNOT be changed the day after 5.a. and 5.d., above, are keyed.
- 7. When the disability determination is made, DDS indicates the decision on the "DD" screen so the county knows immediately what the decision is and what action to take on the application.
- 8. The DDS Screen is updated automatically if the DSS-8124 is modified. This occurs at the same time the DSS-8124 is modified.
- 9. If the DDS REQUIRED: "Y", on the Date Screen, is changed to "N", anytime prior to disposition of the application, the system immediately enters "D" in the Application Status field on the DD Screen.
- 10. If an MAD "Y" application is approved, denied, or withdrawn prior to a disability decision, the system enters "D" in Application Status on the DD Screen during the nightly update. This indicates to DDS that the application has been dispositioned in the county.
- 11. Once the Application Status on the DD Screen is updated with "D", DDS cannot access the DD Screen to update information.

B. DDS SCREEN INQUIRY

Counties see a decision immediately if an inquiry is done on the "DD" screen the day a decision is made and keyed by DDS. Otherwise, the "Adjusted Application Management Report" shows the following information the day after it is keyed by DDS:

- The Decision From DDS.
- The Date the Decision Was Keyed Into the DDS Screen.
- The Date of Onset of the Disability.

This allows the IMC to complete the processing of the application without having to wait for the notification from DDS via mail.

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IV.B. (CONT'D)

1. To access DDS data, key selection "DD" and enter one of the following in the "Key" field:
 - a. Applicant's Social Security Number
 - b. Applicant's Last Name
 - c. County Number
 - d. Application Number
 - e. Date Created or Date Last Changed:
 - (1) Enter the month, day, century, and year you wish to view in "Key". The date must be entered as MMDDCCYY.
 - (2) All DDS records which were created on the date entered and all DDS records which were changed on the date entered will display.
2. One of the following messages appears at the bottom of each screen:
 - a. **INQUIRY IS COMPLETE** - NO MORE SCREENS TO DISPLAY.
 - b. **PRESS PF1 KEY FOR NEXT SCREEN** - view the next screen, if the request returns multiple applications.
 - c. **PRESS PF2 KEY TO CONTINUE INQUIRY** - inquiry finished, display a blank EIS DDS INQUIRY/UPDATE screen.