

MAKING CHANGES TO CASES

EIS 3100 - MAKING CHANGES TO CASES
 REVISED 01/01/06 - CHANGE NO. 03-06

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GENERAL INFORMATION

I. GENERAL INSTRUCTIONS

- A. Use the DSS-8125, Eligibility Information System Data Sheet and/or the NAME CHANGE screen to make changes to case and/or individual information. Review the current Case Profile to determine what information is currently in EIS for the case/individual.

Find the specific change you wish to perform in the Table of Contents. Then turn to the referenced page number for instructions.

- B. If a case requires more than one change, refer to the appropriate sections for instructions on each type of change.
- C. Complete a DSS-8126, Continuation Sheet, as a continuation of the DSS-8125 to enter individual data when there is more than one person. If there are five or more individuals complete a second DSS-8126(s). A sample of the DSS-8126 is located at the end of this volume.

II. UPDATING MEDICAID EFFECTIVE DATE

Certain changes to a case require the Medicaid effective date to be updated. When the following information changes, update the Medicaid effective date.

- A. Add-An-Individual
- B. Aid Program/Category Transfers
- C. Approvals for the Ongoing Period
- D. Deductible Balance (DB)
- E. Patient Monthly Liability (PML)
- F. Medicaid Classification
- G. Medicaid Status
- H. Medicaid Redeterminations
- I. Payment Type (When changing from "1" or "2" to "4", "5", or "9".)

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III. UPDATING PAYMENT EFFECTIVE DATE

(A-AF, R-RF, and SA only)

Certain changes to a case require the payment effective date to be updated. When the following information changes, update the payment effective date.

- A. Add-An-Individual
- B. Delete An Individual
- C. Grant Recoupment Data
- D. Maintenance Amount
- E. Monthly Payment Amount
- F. Total Countable Monthly Income

IV. REMOVAL OF INFORMATION

- A. Information may be removed from money amount fields by entering zeroes.
- B. The following information may be removed by entering an asterisk (*) in the first position of the field on the DSS-8125.
 - 1. Case Level
 - a. Subpayee Code
 - b. Subpayee Middle Initial (Initial only removed)
 - c. Subpayee Suffix (Suffix only removed)
 - d. Address Line 2
 - e. Phone Number
 - f. New County Number
 - g. Deductible Balance/Patient Monthly Liability (This will also delete the DB/PML Amount.)
 - h. Special Review Code and Date (Enter the Code you want deleted in the Special Review Code field, then enter an asterisk in the first position of the date field).

For example, Citizenship may require an 8125 to be keyed with the Special Review Code (Z) and date. If the citizenship/identity documentation is received prior to the Special Review Date, the Special Review Code and Date can be deleted.

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IV. B. 1. (CONT'D)

- i. Food Stamp Number
- j. Ambulation Capacity
- k. Grant Recoupment Code (Enter zeroes in the Amount and Date fields.)
- l. Stepparent Indicator (MAF, MIC, or MRF only)
- m. Special Use Data (Enter the Code you want deleted in the Special Use Code field.)
- n. Authorized Representative/CAP Manager/PACE Agency (Entering an asterisk (*) in the first space of the name field removes all data.)

2. Individual Level

- a. Special Report Code
- b. RSDI Claim Number
- c. Special Use Data (Enter the Code you want deleted in the Special Use Code Field)
- d. Refugee Status Code (To remove a Refugee Status Code, when the Citizen/ID code is 60-66, both the Refugee Status Code and the Citizen/ID must be deleted on the same DSS-8125. Both codes and the dates are deleted. The Alien ID will be automatically deleted).
- e. Jobs/Work Registration/Exemption Code
- f. Work Experience Code
- g. Educational Level Code
- h. Citizen/ID Code (Key ** in the code field. Both the code and date are deleted. If the Citizen/ID of 60-66 needs to be deleted, the Refugee Status Code must be removed on the same DSS-8125. The Alien ID will be automatically removed).

C. Relationship To Payee indicator can be changed to any valid code but cannot be removed to become a blank value.

V. UPDATING INFORMATION FOR A TIMELY NOTICE

Certain changes to a case or individual require a timely (10 workday) notice. When information is keyed on a DSS-8125 using a timely notice code, some information processes the same night the DSS-8125 is keyed. Other information is held by EIS and will not process until the 10 workday period has elapsed.

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V. (CONT'D)

The following information is held by EIS until the 10 workday period has elapsed. All other information not listed below processes on the night the DSS-8125 is keyed.

A. Case Information

1. District Number
2. Termination Date
3. Termination Reason
4. Aid Program/Category
5. Payment Review Period
6. Medicaid Status
7. Medicaid Effective Date
8. Medicaid Certification Period
9. Monthly Payment Amount
10. Payment Effective Date
11. Medicaid Class
12. DB/PML
13. DB/PML Amount
14. Deductible Amount
15. Gross Earned Income
16. Disregard
17. Net Earned Income
18. SSI Amount
19. Maintenance Amount
20. Work Expenses
21. RSDI Amount
22. Child Adult Care
23. Total Unearned Income
24. Job Work Savings
25. Grant Recoupment
26. Total Monthly Income
27. Sanction MRA
28. Sanction IV-D

B. Individual Information

1. Job Work Registration
2. Date of Death
3. Termination Date
4. Gross Income
5. Child Adult Care
6. Work Expense
7. Net Earned Income
8. Provider Number

C. Medicare A\B\D Screens