
MQB-E AUTOMATED RE-ENROLLMENT PROCESS

EIS 3210 - MQB-E AUTOMATED RE-ENROLLMENT PROCESS
REVISED 02/01/07 - CHANGE NO. 04-07

I. GENERAL INFORMATION

MQB-E eligibility must be redetermined each calendar year. All MQB-E cases with a certification ending date of December 31, of the current year, are displayed on the **Case Management Report** which runs, initially, the last work day of October. EIS generates a preprinted re-enrollment application (DMA 5060) for each of these active recipients. These are mailed the first work day of November. If the completed re-enrollment application is not returned to the county DSS by the required deadline, the case is subject to termination. This process is explained below.

II. RE-ENROLLMENT PROCESS

A. Re-enrollment Application

1. The following are mailed the first workday in November to active MQB-E recipients.
 - a. A re-enrollment application (DMA-5060). See [Figure 1](#).
 - b. An insert containing the recipient's rights and responsibilities (DMA-5061). See [Figure 2](#).
 - c. A return window envelope imprinted in large purple letters with "QI" and "MQB-E Re-Enrollment Application" (DMA-5062).

NOTE: The county *MUST* issue the re-enrollment application for applications taken prior to November 1 which are not approved until on or after November 1. See [Section 2160](#) of the Aged, Blind and Disabled Medicaid manual.

2. The following information is printed on the re-enrollment application.
 - a. Date the form was mailed to the recipient
 - b. Case ID
 - c. District number
 - d. County return address
 - e. County name

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- f. Date completed re-enrollment application is due to be returned to the county department of social services

NOTE: This date is November 25th of the current year.

- g. The recipient's name and address
- h. The phone number for the county department of social services.

B. Re-enrollment Report

As an optional documentation tool for tracking QI re-enrollment, EIS creates a report titled "MQB(QI) Re-enrollment Due". Each county receives one paper copy of the report. The report is also available in NCXPTR. The NCXPTR report name is "**DHREJ MQB(QI) RE-ENROLLMENT**".

The report is sorted by county, district and alphabetically by casehead name. See [Figure 4](#) at the end of this section. See [EIS 1061](#) for information about accessing reports in NCXPTR.

County transfers that process the last workday of October that are effective December 1 process prior to the report run. Therefore, the case appears on the new county's re-enrollment report and the re-enrollment application contains the new county's return address.

C. Mailing Labels

For caseworker use, mailing labels are printed and mailed to counties the first work day of November for each case displayed on the Case Management Report.

The labels are sorted by county, district number and alphabetically by casehead payee name.

D. Processing the Re-Enrollment Application

- 1. If continued MQB-E eligibility is determined
 - a. Key the DSS-8125 by the December "Pull" date to continue eligibility for the case. Follow keying instructions in [EIS 3051](#) (Redetermining Eligibility for Medicaid Only Programs).

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- b. The certification period is January thru December of the next calendar year.
 - c. EIS generates a Notice of Redetermination (DSS-8108A).
2. If the recipient is determined ineligible for MQB-E
 - a. Key the DSS-8125 to terminate the case. Follow keying instructions in [EIS 3200](#) (Terminating A Case).
 - b. Enter the correct termination code on the DSS-8125 based on the reason for ineligibility. See [EIS 4000 Appendix B](#) (Medicaid Codes).
 - c. The termination effective date is December 31.
 3. If the recipient is determined eligible under another aid program/category or classification
 - a. Key the DSS-8125 by the December "Pull" date to make the appropriate transfer. Follow keying instructions in [EIS 3101](#) (Change in Medicaid Classification) or [EIS 3451](#) (Aid Program/Category Transfers).
 - b. Enter the correct certification period. See [Section 2160](#) of the Aged, Blind & Disabled Medicaid manual.
 - c. Enter the correct code for the transfer. See [EIS 4000 Appendix B](#) (Medicaid Codes).
 4. If the recipient fails to return the signed re-enrollment application or fails to provide information necessary to determine eligibility
 - a. Send a manual "timely" notice. See [Section 2160](#) of the Aged, Blind and Disabled Medicaid manual (Processing Requirements).
 - b. If no action is taken by the caseworker by pull night in December, EIS terminates the case and sends an adequate notice. (See [III.TERMINATIONS](#), below.)

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(II. D. CONT'D)

5. If the re-enrollment application or information necessary to determine eligibility is received after the case has been terminated
 - a. Process the re-enrollment application (DMA-5060) as an application in EIS. (Do not require the recipient to complete and sign a new application.) Application processing standards apply.
 - b. Enter a **reapplication** in EIS. See [EIS 2253](#) (Approving MQB New Applications or Reapplications).
 - c. The date of application is the date the DMA-5060 is received.

III. TERMINATIONS

On "pull" night in December, EIS generates a termination code of "92" and termination effective date of December 31 for all active MQB-E cases that have a certification end date of December 31 of the current year. The following are automatically generated by the system.

- A. An adequate termination notice is issued to each individual whose case is closed.
- B. The notices generated from this automation are displayed on the daily Notice Register Report in NCXPTR ("DHREJ NOTICE REGISTER") and on the printed version for the county. See [EIS 2304](#) (Notice Register Report) and also [EIS 1061](#) for information about accessing reports in NCXPTR.
- C. A case profile is generated for each case terminated.
- D. The "Qualifying Individuals Terminated" report is displayed in NCXPTR. There is no paper copy for this report. The NCXPTR name is "DHREJ QUAL INDIV TERMINATED". The report is sorted by county and alphabetically by casehead last name. See [Figure 5](#). See [EIS 1061](#) for information about accessing reports in NCXPTR.