
SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

EIS 4200 - SSI MEDICAID-CHANGING AN SSI MEDICAID CASE
PART FIVE

REISSUED 09/01/06 - CHANGE NO. 02-07

CHANGING AN SSI/MEDICAID CASE

The SDX controls certain data for SSI Medicaid cases in EIS. Other data can be changed in EIS by the IMC.

I. SDX CONTROLLED DATA

The SDX always controls the following data and the county worker can never alter it. If any of the following data is incorrect, refer to the appropriate policy manual for instructions.

- A. NAME (First, Middle, Last, Suffix)
- B. DATE OF BIRTH
- C. SSN
- D. SEX
- E. SSI STATUS

 SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 09/01/06 - CHANGE NO. 02-07

II. COUNTY/SDX CONTROLLED DATA

The SDX or the county controls the following data elements according to the type of EIS case.

	TYPE OF SSI MEDICAID CASE				
	MAABD/PLA	MAABD/LTC	SAA/SAD	HSF	AAF TYPE 5, 6, OR 7
ADDRESS	SDX	COUNTY	COUNTY	COUNTY	COUNTY
AID PROGRAM CATEGORY	SDX	SDX	SDX	COUNTY	COUNTY
CAP	COUNTY	COUNTY	COUNTY	COUNTY	NA
CAROLINA ACCESS	COUNTY	COUNTY	COUNTY	COUNTY	COUNTY
CERT FROM AND THRU	SDX	SDX	NA	SDX	NA
CITIZEN/ IDENTITY	SDX/COUNTY	SDX/COUNTY	SDX/ COUNTY	SDX/ COUNTY	SDX/COUNTY
COUNTY NUMBER	SDX	COUNTY	COUNTY	COUNTY	COUNTY
DISTRICT	SDX	COUNTY	COUNTY	COUNTY	COUNTY
INCOME	SDX	COUNTY	COUNTY	COUNTY	COUNTY
LIVING ARRANGEMENT CODE	SDX/COUNTY	COUNTY	COUNTY	COUNTY	COUNTY
MAINTENANCE	SDX	COUNTY	COUNTY	COUNTY	COUNTY
MEDICAID CLASS	SDX	SDX	SDX	COUNTY	COUNTY
MEDICAID STATUS- (A)	SDX	SDX	SDX	SDX	SDX
PML	NA	COUNTY	COUNTY	COUNTY	NA
TPR	COUNTY	COUNTY	COUNTY	COUNTY	COUNTY
WORKER NUMBER	SDX/COUNTY	COUNTY	COUNTY	COUNTY	COUNTY

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 10/01/09 - CHANGE NO. 01-10

III. SDX CHANGES

A. AID PROGRAM/CATEGORY TRANSFERS BY SDX

EIS automatically processes program transfers based on the age of the recipient. SAD transfers to SAA and MAD transfers to MAA when the SDX age of the recipient equals 65.

B. COUNTY TRANSFERS BY SDX

1. For MAABD in PLA, when the county of residence changes on the SDX, EIS transfers the SSI Medicaid case to the new county.

If EIS processes the change before the program keying deadline (fourth worknight from the end of the month) the change is effective the next calendar month. For example, a change is processed April 5. The county number changes in EIS effective May.

If EIS processes the change after the program keying deadline (fourth worknight from the end of the month) the change is effective the second calendar month. For example, the change is processed April 23. The county number changes in EIS effective June.

There is no notice to the old county that the transfer has taken place. The new county receives a case profile. The county may not change the county number.

2. For SAA, SAD, HSF, AAF or MAABD-LTC, when county of residence changes on the SDX, the county number in EIS does not change. The county is allowed to complete county transfers on these cases.

C. CASE TERMINATIONS BY SDX

1. When SSI terminates, EIS takes certain actions. Refer to EIS 4200, PART SIX.
2. The county cannot terminate an SSI Medicaid case when the SSI STATUS is Y.

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REISSUED 10/01/09 - CHANGE NO. 01-10

IV. ALLOWABLE COUNTY CHANGES

A. MAABD-PLA

The county can make the following changes for an MAABD-PLA SSI case:

1. Post and/or terminate CAP coverage.
2. Enter or change a Carolina Access Provider/Exempt number.
3. Change the LIVING ARRANGEMENT to LTC and post PML.
4. Change the AID PROGRAM/CATEGORY to HSF.
5. Enter or change CITIZEN/ID code and date.
6. Enter the REL TO PAYEE code if blank.

B. MAABD-LTC

The county controls all data on an SSI Medicaid MAABD-LTC case except the data listed in I. and II. above. The county can make the following changes:

1. Change the address and/or county.
2. Post and/or terminate CAP coverage.
3. Change the MAINTENANCE, PML, and/or INCOME fields.
4. Change the LIVING ARRANGEMENT to PLA.
5. Change the AID PROGRAM/CATEGORY to HSF.
6. Enter or change CITIZEN/ID code and date.
7. Enter the REL TO Payee code if blank.

C. HSF

The county controls all data on an SSI Medicaid HSF case except the data listed in I. and II. above. The county can make the following changes:

1. Change the address and/or county.
2. Post and/or terminate CAP coverage.
3. Change the MEDICAID CLASS, MAINTENANCE, PML, and/or INCOME fields.

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 10/01/07 - CHANGE NO. 02-08

IV. (CONT'D)

4. Change the LIVING ARRANGEMENT.
5. Change the AID PROGRAM/CATEGORY to MAABD.
6. Change the MEDICAID CLASSIFICATION.
7. Enter or change CITIZEN/ID code and date.
8. Enter the REL TO PAYEE code if blank.

D. Special Assistance

The county controls all data on an SSI Medicaid SAA or SAD case except the data listed in I. and II. above.

E. AAF (PAYMENT TYPE 5)

The county controls all data on an SSI Medicaid AAF case except the data listed in I. and II. above.

Refer to the Work First Manual for instructions regarding AAF (Payment type 5) case changes.

V. INSTRUCTIONS FOR ALLOWABLE CHANGES

A. KEYING AN 8125 TO CHANGE AN SSI MEDICAID CASE

Key the 8125 according to instructions found in this section of the EIS Manual. SSI Medicaid cases are not allowed to have an 8125 placed on hold with errors or placed on hold by the worker. If you attempt to place an 8125 on hold for an SSI case, the message displays CANNOT PUT FORM ON HOLD-SSI CASE. PRESS PF5 TO ERASE THIS FORM.

B. CAP

Post CAP Special Coverage according to existing instructions. Refer to EIS 3101 for MAABD and HSF. Refer to EIS 3102 for SAA and SAD.

C. Carolina Access

Enter a Carolina Access Provider Code according to existing instructions.

D. COUNTY TRANSFERS

If the SSI Medicaid case is SAA, SAD, HSF, AAF or MAABD-LTC, the county may complete a county transfer, according to existing instructions. Refer to EIS 3500.

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REISSUED 10/01/07 - CHANGE NO. 02-08

V. (CONT'D)

E. IVD REFERRAL

You may complete a referral to IVD for a child receiving SSI Medicaid, though you are not required to do so. The approval notice indicates the recipient should contact the IVD office for Child Support Enforcement Services. If the county chooses to complete the automated referral to IVD, the process is the same as for any other active case. Refer to EIS 4900, Part C.

F. LIVING ARRANGEMENT

1. MAABD-LTC to PLA

a. Complete a DSS-8125 transaction. Enter the following data:

- CASE ID
- WORKER NUMBER
- COUNTY NUMBER
- M AA, M AB, or M AD as the AID PROGRAM/CATEGORY
- MEDICAID EFFECTIVE DATE-Must be the first day of the ongoing month.
- LIVING ARRANGEMENT CODE
- PML CODE and AMT-Enter * in P field to delete PML CODE and AMT.

b. EIS enters the following data:

- ADDRESS from the SDX
- CASEHEAD NAME from the SDX
- CERTIFICATION THRU-12/31/9999
- COUNTY NUMBER from the SDX
- DISTRICT NUMBER-SDX
- INCOME from the SDX
- MEDICAID CLASS based on SDX data-C or Q
- MEDICAID STATUS-A
- PAYMENT TYPE-9
- SSI STATUS-Y

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 04/01/05 - CHANGE NO. 05-05

V.F. (CONT'D)

2. MAABD-PLA to LTC

- a. Complete a DSS-8125 transaction. Enter the following data:
- CASE ID
 - WORKER NUMBER
 - COUNTY NUMBER
 - DISTRICT NUMBER
 - M AA, M AB, or M AD as the AID PROGRAM/CATEGORY
 - ADDRESS
 - CHANGE CODE 50 (Key a text message)
 - MEDICAID EFFECTIVE DATE-Must be the first day of the ongoing month.
 - PML CODE and AMOUNT
 - LIVING ARRANGEMENT CODE
- b. EIS enters the following data:
- CASEHEAD NAME from the SDX
 - Certification THRU-12/31/9999
 - INCOME from the SDX
 - MEDICAID CLASS based on SDX data-C or Q
 - Medicaid Status-A
 - Payment type-9
 - SSI STATUS-Y

G. PROGRAM TRANSFERS

1. MAABD TO SAA OR SAD-This is a reapplication. Refer to the SA Policy Manual for instructions.

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REISSUED 04/01/05 - CHANGE NO. 05-05

V.G.(CONT'D)

2. SAA OR SAD TO MAABD-PLA

NOTE: All SA TO MAABD NOTICES ARE MANUAL.

- a. **Complete a DSS-8125 transaction. Enter the following data:**
- CASE ID
 - WORKER NUMBER
 - COUNTY NUMBER
 - M AA, M AB, or M AD as the AID PROGRAM/CATEGORY.
 - Delete the DOM FACILITY CODE.
 - Enter another FACILITY CODE, if needed.
 - MEDICAID EFFECTIVE DATE-Must be the first day of the on-going month.
 - LIVING ARRANGEMENT CODE
- b. **EIS enters the following data:**
- ADDRESS from the SDX
 - CASEHEAD NAME from the SDX
 - CERTIFICATION THRU-12/31/9999
 - COUNTY NUMBER from the SDX
 - DISTRICT NUMBER-SDX
 - INCOME from the SDX
 - MAINTENANCE-zeroes
 - MEDICAID CLASS based on SDX data-C or Q
 - MEDICAID STATUS-A
 - PAYMENT TYPE-9
 - SSI STATUS-Y
- c. **EIS deletes the following data:**
- COUNTY CASE NUMBER
 - PAYMENT DATA
 - PAYMENT REVIEW PERIOD
 - GRANT RECOUPMENT
 - DOMICILIARY RATE

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 03/01/99 - CHANGE NO. 10-99

V.G.(CONT'D)

- AMBULATION CAPACITY
 - INDIVIDUAL Income fields
3. SAA, SAD, HSF, AAF TO MAABD-LTC
- a. Complete a DSS-8125 transaction. Enter the following data:
- CASE ID
 - DISTRICT NUMBER
 - WORKER NUMBER
 - COUNTY NUMBER
 - M AA, M AB, or M AD as the AID PROGRAM/CATEGORY
 - ADDRESS
 - Delete the DOM FACILITY CODE, if present.
 - Enter another FACILITY CODE, if needed.
 - MEDICAID EFFECTIVE DATE-Must be the first day of the on-going month.
 - Enter the CERT FROM DATE.
 - PML CODE and AMOUNT
 - MAINTENANCE AMOUNT
 - INCOME
 - LIVING ARRANGEMENT CODE
- b. EIS enters the following data:
- CASEHEAD NAME from the SDX
 - CERTIFICATION THRU-12/31/9999
 - MEDICAID CLASS based on SDX data-C or Q
 - MEDICAID STATUS-A
 - PAYMENT TYPE-9
 - SSI STATUS-Y
- c. EIS deletes the following:
- PAYMENT DATA
 - PAYMENT REVIEW PERIOD
 - GRANT RECOUPMENT

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 03/01/99 - CHANGE NO. 10-99

V.G. (CONT'D)

- DOMICILIARY RATE
- AMBULATION CAPACITY
- INDIVIDUAL Income fields
- WORK EXPERIENCE
- EDUCATION LEVEL
- JOBS/WORK REGISTRATION

4. HSF TO MAD-PLA OR MAB-PLA

a. Complete a DSS-8125 transaction. Enter the following data:

- CASE ID
- WORKER NUMBER
- COUNTY NUMBER
- M AB or M AD as the AID PROGRAM/CATEGORY
- MEDICAID EFFECTIVE DATE-Must be the first day of the on-going month.
- LIVING ARRANGEMENT CODE

b. EIS enters the following data:

- ADDRESS from the SDX
- CASEHEAD NAME from the SDX
- CERTIFICATION THRU-12/31/9999
- COUNTY NUMBER from the SDX
- DISTRICT NUMBER-SDX
- INCOME from the SDX
- MAINTENANCE-zeroes
- MEDICAID CLASS based on SDX data-C or Q
- MEDICAID STATUS-A
- PAYMENT TYPE-9
- SSI STATUS-Y

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 03/01/99 - CHANGE NO. 10-99

V.G. (CONT'D)

5. AAF TO MAD-PLA OR MAB-PLA

- a. Complete a DSS-8125 transaction. Enter the following data:
- CASE ID
 - WORKER NUMBER
 - COUNTY NUMBER
 - M AB or M AD as the AID PROGRAM/CATEGORY
 - MEDICAID EFFECTIVE DATE-Must be the first day of the on-going month.
 - LIVING ARRANGEMENT CODE
- b. EIS enters the following data:
- ADDRESS from the SDX
 - CASEHEAD NAME from the SDX
 - CERTIFICATION THRU-12/31/9999
 - COUNTY NUMBER from the SDX
 - DISTRICT NUMBER-SDX
 - INCOME from the SDX
 - MAINTENANCE-zeroes
 - MEDICAID CLASS based on SDX data-C or Q
 - MEDICAID STATUS-A
 - PAYMENT TYPE-9
 - SSI STATUS-Y
- c. EIS deletes the following data:
- COUNTY CASE NUMBER
 - PAYMENT DATA
 - INDIVIDUAL INCOME
 - WORK EXPERIENCE
 - EDUCATION LEVEL
 - JOBS/WORK REGISTRATION

SSI MEDICAID-CHANGING AN SSI MEDICAID CASE - PART FIVE

REVISED 03/01/99 - CHANGE NO. 10-99

V.G. (CONT'D)

6. MAABD TO HSF

- a. Complete a DSS-8125 transaction. Enter the following data:
- CASE ID
 - WORKER NUMBER
 - DISTRICT NUMBER
 - COUNTY NUMBER
 - COUNTY CASE NUMBER
 - H SF as the AID PROGRAM/CATEGORY
 - MEDICAID EFFECTIVE DATE-Must be the first day of the on-going month.
 - MAINTENANCE
 - MEDICAID CLASS
 - LIVING ARRANGEMENT CODE
- b. EIS enters the following data:
- CASEHEAD NAME from the SDX
 - CERTIFICATION THRU-12/31/9999
 - INCOME from the SDX
 - MEDICAID STATUS-A
 - PAYMENT TYPE-9
 - SSI STATUS-Y

H. Third Party insurance

If the county becomes aware of Third Party Insurance, enter a DMA-2041 according to existing instructions, OR have the client report the information to DMA, Third Party Recovery Section.