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DATA ENTRY APPENDIX E → DSS-8125 (APPROVING AN APPLICATION)  
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EIS 4900 - DATA ENTRY - APPENDIX E - DSS-8125 (APPROVING AN APPLICATION)  
REISSUED 07/01/10 - CHANGE NO. 01-11

PART ONE - APPROVING AN APPLICATION

I. GENERAL INFORMATION

The EIS FORM 8125 screen is used to approve pending applications and also to make changes to an existing case. This section explains how to use the 8125 screen to approve a pending application. **For instructions on how to make changes to an existing case, refer to PART TWO of this appendix.**

Before you key the 8125 screen(s) to approve an application (DSS-8124), you must first key the application. Refer to EIS 4900, Appendix B, for keying instructions. Once the application is registered in the system, you may use the 8125 screen(s) to approve it.

The information keyed on the application screen is brought forward automatically to the EIS FORM 8125 and 8125 CONTINUATION screen(s). Therefore, you must key only new or changed information on the 8125 screen to approve an application.

The information keyed on the 8125 screen(s) is edited primarily on-line but does not process until the nightly update. During the nightly update, the system creates a case using the information that is keyed on the 8125 screen(s). Case and individual data are available for inquiry the next work day.

II. ACCESS

- A. To access the 8125 screen from the **EIS LOGON PROCEDURE** screen, key "8" in the **FUNCTION** field and press ENTER.

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* * E I S * *
  L O G O N   P R O C E D U R E
PLEASE ENTER THE FOLLOWING:
  ENTER A NEW PASSWORD THE FIRST TIME YOU SIGN ON
  YOU MAY ENTER A NEW PASSWORD AT ANY TIME
  OPERATOR ID.....
  PASSWORD.....
  FUNCTION..... 8
  NEW PASSWORD.....
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II. (CONT'D)

- B. To access the 8125 screen from the **EIS INQUIRY MENU** or any other EIS screen where the **SELECTION** field is displayed, key **"8"** in the **SELECTION** field and press ENTER.
- C. The system will display the EIS FORM 8125 screen.

PAGE NO	** EIS FORM 8125 ** RE ENTRY					FORM ID
CASE ID	WORKER NO					
CO NO	CTY CASE	DIST	CO REASGN	AID PROG/CAT		
CASEHEAD/PAYEE					CASEHEAD PAYEE CHG	
ADDRESS 1	ADDRESS 2			FACILITY		
CITY	STATE	ZIP	PHONE #	VERIFIED		
SUB PAYEE NAME					NEEDS UNIT	
CHANGE CD	NOTICE	ONGOING	RETRO	C/TERM	OLD CASE TERM	
APPL NO	DISP					
CTY ISSUED DATE 1	AMOUNT 1	CTY ISSUED DATE 2		AMOUNT 2		
PAY REV	MED	CERT				
PAY	MED CLASS	DB/PML	DB/PML AMT	DED AMT		
RET PAY 1	RETRO MA 1					
RET PAY 2	RETRO MA 2					
GROSS EARNED INC	DISREGARD		SSI AMT	MAINT AMT		
SPEC. REV1	SPEC. REV2		SPEC. REV3	OTH UNEARN		
FOOD STAMP NO	STEPPARENT	WORK EXPENSES		NET EARNED		
RSDI AMT	AMB.CAP.	GRANDFATHER	SSI	VA	EPICS CLM DQ	
CHILD/ADULT CARE	TOTAL NET UNEARNED			DOMICILIARY RATE		
JOB/WORK SAV	GRANT RECOUP.			SPEC. USE		
TOTAL MONTHLY INC.	SANC MRA			IVD		
PRESS ENTER TO EDIT THIS SCREEN AND DISPLAY THE NEXT SCREEN						

III. KEYING INSTRUCTIONS

- A. The following is a list of function keys that are utilized to approve an application on the 8125 screen(s).

The system will often display, at the bottom of the screen, messages regarding these function keys. Read these messages carefully before proceeding to the next screen.

**ENTER** Press ENTER to tell the system you are finished keying the information for a particular screen. The system will edit the screen for errors.

**PF1** Press PF1 to move from the 8124 Process Menu to an 8125 screen or vice versa.

**PF2** Press PF2 to move to the EIS INQUIRY MENU.

**NOTE:** EIS displays the most current EPICS Claim Indicator in the EPICS CLM field for the casehead/payee of the case. THE CLAIM INDICATOR MAY CHANGE EACH TIME YOU KEY AN 8125 FOR THE CASE.

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III.A. (CONT'D)

- PF4** Press PF4 to place the form on hold. You are not allowed to use the PF4 key on any screen except the FORM 8125 ERROR screen or the last screen of individuals.
- PF5** Press PF5 to delete the form you are keying and display a blank 8125 screen. **PF5 will not delete the form once you have pressed ENTER on the last screen of individuals.**
- PF7** Press PF7 to delete an 8125 that is on hold.
- PF8** Press PF8 to ignore the error(s) on the current screen and display the next screen.

B. SPECIAL FIELDS

- There are certain fields that you cannot key. These fields are highlighted and protected.
- In most cases, the cursor does not stop in these fields, or if it does, the system will not allow any information to be keyed.
- The system displays the "not allowed" symbol in the lower left corner of the screen. This symbol is an X and a little stick figure with arrows beside each hand.
- To remove this figure, press the RESET key. Tab to the next appropriate field and continue keying.

C. MEDICAID APPLICATIONS (TWO PART)

When keying a two-part application with one part denied/withdrawn and the second part approved (on the same day), the denial/withdrawal must be keyed before the 8125 approval.

**If you key the 8125 first, the system deletes the 8125 when the denial/withdrawal (8124) is keyed.**

D. REQUIRED FIELDS

Refer to the appropriate section in Volume II of the EIS Manual to determine the specific information you must key to approve an application.

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III. (CONT'D)

E. EIS FORM 8125 SCREEN

1. There are multiple screens involved in keying an 8125. The EIS FORM 8125 screen is the first screen you must complete to approve an application. Key the applicable information on this screen according to the instructions in Volume II.

**NOTE: DO NOT KEY THE CASE ID NUMBER ON THE 8125 SCREEN. IT IS AUTOMATICALLY BROUGHT FORWARD FROM THE APPLICATION SCREEN.**

**IF YOU ATTEMPT TO KEY AN 8125 WITH BOTH A CASE ID AND AN APPLICATION NUMBER, THE SYSTEM WILL DISPLAY THE FOLLOWING MESSAGE: CASE ID NOT ALLOWED WHEN APP NO ENTERED. IF YOU MAKE THIS MISTAKE, DELETE THE CASE ID AND PRESS ENTER TO CONTINUE.**

2. Press ENTER. The system automatically assigns a form ID number to the action and displays the form ID in the top right corner of the screen. **If your county procedures require that you document the form ID, record this number before proceeding.**

**NOTE: ONLY ONE 8125 FOR A CASE CAN BE KEYED INTO THE SYSTEM ON THE SAME DAY. THIS INCLUDES ANY 8125'S THAT ARE PUT ON HOLD AND REMAIN IN THE SYSTEM SEVERAL DAYS.**

**IF YOU ATTEMPT TO KEY AN 8125 TO APPROVE AN APPLICATION AND THERE IS ALREADY AN 8125 ON HOLD, THE SYSTEM WILL DISPLAY A MESSAGE AT THE BOTTOM OF THE SCREEN TELLING YOU THAT ANOTHER 8125 EXISTS FOR THE CASE. THE FORM ID FOR THE OTHER 8125 IS DISPLAYED IN THE MESSAGE. SHOULD THIS OCCUR, PRESS PF5 TO DELETE THE 8125 YOU JUST KEYED.**

F. ERRORS - EIS FORM 8125 SCREEN

When ENTER is pressed, the system edits the screen for errors.

1. **If the information is incorrect**, the incorrect information is highlighted. The system displays an error number and error message at the bottom of the screen. If there is more than one error, the

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III.F.1. (CONT'D)

additional error numbers will also be displayed. Up to 19 additional error numbers can be displayed.

- a. Correct the highlighted fields and press ENTER.
  - b. The system will continue to highlight incorrect information until it is corrected.
2. **When all information on the first screen is entered correctly**, the system displays the EIS FORM CONT screen.

G. EIS FORM 8125 CONTINUATION SCREEN(S)

PAGE NO	** EIS FORM 8125 CONT. **				FORM ID
EJA007					
SG1	SG2			SG3	
SP1	2			3	
PACE/CAP REP				ADDR1	
ADDR2	CTY	ST	ZIP	PH#	
AUTHRZED REP				ADDR1	
ADDR2	CTY	ST	ZIP	PH#	
NOTICE CODE	SPOUSE	CHILD ONLY	RSN	REL CD	LNG
TX1					
TX2					
TX3					
*****					
INDIVIDUAL ID	NAME				
SOC SEC NUM	INDIV TERM DATE	STATUS R		BIRTH	
SEX F RSDI CLAIM	MED A	MED B	FAM ST	LIV.ARR.	
SPEC.RPT	JOBS/WORK REG	SPECIAL USE		REFG STATUS	
DATE OF DEATH	CITIZEN/ID		ALIEN ID		
REL TO PAYEE	SPEC NEED	E&T	JOBS/WORK SAV	ED. EMPL	
INCOME	EXPENSES	C/A CARE	NET INC.	ED. LEVEL	
EPICS CLM N	DQ N	ED	ISSUE CRD		
CAROLINA ACCESS	PCP: AUTO ASGN	CHG CD	DISTPV		
PRESS ENTER TO EDIT THIS SCREEN AND UPDATE DATA BASE					

1. Information keyed on this screen includes SPECIAL COVERAGE GROUP, SUB PROGRAM, SPOUSE INDICATOR, CHILD ONLY REASON, **PACE/CAP**/AUTHORIZED REPRESENTATIVE, SUPPLEMENTAL NOTICE CODE, RELATIONSHIP TO PAYEE, ISSUE CARD and other INDIVIDUAL DATA. **NOTE: Child Only Reason field is applicable only to Work First Cases. Do not complete this field for Medicaid cases. (See [WF 700 CODES](#)).**

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III.G. (CONT'D)

ISSUE CARD field is applicable to new applications, reapplications, and add an individual applications to indicate if the individual needs an annual Medicaid ID card issued. Do not enter data in this field for other 8125 changes.

2. The individual data that was previously keyed on the application is brought forward to the 8125 CONTINUATION screen. Each individual is displayed in the order he was keyed on the application.

**NOTE: If the CASEHEAD/PAYEE on line one of the application is not included in the case as a recipient, the system does not display individual data for him.**

When approving an add-an-individual/inclusion application, the individual you are adding/including is displayed first followed by the other active members in the case.

3. Key all necessary information on the 8125 CONTINUATION screen and press ENTER. The system edits the screen for errors.

**NOTE: EIS displays the most current EPICS Claim Indicator in the EPICS CLM field for each individual. THE CLAIM INDICATOR MAY CHANGE EACH TIME YOU KEY AN 8125 FOR THE CASE.**

H. ERRORS - EIS FORM 8125 CONTINUATION SCREEN(S)

1. **If the information is incorrect**, the incorrect information is highlighted. The system displays an error number and error message at the bottom of the screen. If there is more than one error, the additional error numbers will also be displayed. Up to 19 additional error numbers can be displayed.
  - a. Correct the highlighted fields and press ENTER.
  - b. The system will continue to highlight incorrect information until it is corrected.

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III. H. (CONT'D)

2. When all information on the continuation screen is entered correctly and there is more than one individual on the application, the system displays another EIS FORM 8125 CONTINUATION screen. This process continues until all individuals on the application have been displayed.

I. ERRORS - EIS FORM 8125 ERROR SCREEN

1. The last screen to display when there are errors, is the EIS 8125 ERROR SCREEN. On this screen, the system displays all unresolved errors from any of the preceding screens. Up to 18 error numbers and error messages can be displayed.
2. To review the preceding screens for errors:
  - a. Key "01" beside PAGE NO in the upper left hand corner of the EIS FORM 8125 ERROR SCREEN.
  - b. Press ENTER. The system displays the first screen of the 8125.
  - c. Press ENTER on the first screen. If there were no errors on the first screen, press ENTER to move to the next screen.
  - d. Repeat this process until you have reviewed every screen or the screen with the error is displayed.
3. You may press PF4 or ENTER on the EIS FORM 8125 ERROR screen to place the action on hold. If the form is error free, you may press PF4 on the last individual screen to place the action on hold.

**NOTE: IF THE SYSTEM REQUIRES YOU TO PRESS PF4 TO PLACE THE FORM ON HOLD, YOU CANNOT RETURN TO THE FIRST SCREEN OF THE 8125 FROM THE EIS FORM 8125 ERROR SCREEN. TO VIEW OR CORRECT THE FORM, YOU MUST DO A REENTRY.**

J. PROCESSING THE APPROVAL

When information has been entered correctly for all the individuals on the application and ENTER is pressed, a blank 8125 screen is displayed.

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IV. ERROR AND ATTENTION REPORT

- A. The Error and Attention Report lists all unprocessed 8125 actions that are on hold in the system. The action appears on the report the first work day after it is placed on hold and continues to appear until the form is successfully processed.
- B. **Review the Error and Attention Report daily** to determine if any 8125 actions that processed on-line were rejected in the nightly update.
- C. This report is available in the Report Management Distribution System (RMDS). Refer to EIS 1060 for instructions regarding how to view and/or print this report.
- D. 8125 approvals that are on hold in the system are listed in the section of the report entitled **"ONLINE FORMS ON-HOLD OR REJECTED"**.
- E. The 8125 approval could be on hold because:

- 1. The keyer placed the action on hold and the form was not processed the same day, or
- 2. The system placed the action on hold because it rejected in the nightly update.

The approval action is listed on the report in either case.

- F. The following information is displayed for each 8125 action:
  - 1. WORKER NO - The worker number on the 8125 screen.
  - 2. POST DATE - The date the form was placed on hold.
  - 3. FORM ID.
  - 4. TYPE FORM - 8124, 8125, or 2041.
  - 5. OPERATOR ID - The operator ID (Worker Number) of the individual who keyed the action.
  - 6. ERROR MESSAGE - A message indicating why the form is on hold.
    - a. **If the keyer placed the action on hold**, the message will read **"FORMS ALREADY IN HOLD STATUS"** indicating that the form was already on hold before the system began the nightly update.

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IV.F.6. (CONT'D)

- b. If the system placed the action on hold because it rejects in the nightly update, a message is displayed indicating why the form was rejected.

Refer to EIS 3402 for a description of each of the error messages.

The error message is displayed only once on the first work day following the night the form rejects. If the form is not corrected, the next day the error message is replaced with "FORMS ALREADY IN HOLD STATUS".

7. CASE ID.

- G. Review the actions that are on hold and make the necessary corrections to ensure that all approvals are processed in a timely manner. Follow the instructions below to access any 8125 action that is on hold in the system.

V. ACCESSING 8125 ACTIONS PLACED ON HOLD

- A. The 8125 approval can be placed on hold in two ways:

1. The keyer places the 8125 on hold, or
2. The 8125 approval rejects during the nightly update. When this occurs, the system automatically places the 8125 and the 8124 application on hold.

B. Important Tips Regarding Forms On Hold

- When you key the 8125 screens necessary to approve an application and then place the action on hold, the system automatically places the 8124 application on hold.

Once the 8125 approval is accepted by the system, the system automatically takes the application out of the hold status.

- If the 8125 approval is on hold and a reentry is done on the application, the system DELETES the 8125.
- If an 8125 approval has been keyed and accepted by the system and you do a reentry on the 8124 application the same day, the system DELETES the 8125.

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V. (CONT'D)

- C. To call up any 8125 action that has been placed on hold:
1. Key "Y" beside RE-ENTRY.
  2. Key the form ID number.
  3. Key your COUNTY NUMBER.
  4. Press ENTER.
  5. The system displays the 8125 screen. Everything that was previously keyed is displayed with the following exception:
    - Any zeroes that were previously keyed (i.e., in the PAYMENT AMOUNT field) will no longer be on the first screen and must be rekeyed. **KEY THE ZEROES AGAIN.**
  6. Key corrections, if necessary, and press ENTER to process the action.

VI. DELETING 8125 ACTIONS

To delete any 8125 approval action that is on hold in the system:

- A. Key "Y" beside RE-ENTRY.
- B. Key the form ID number.
- C. Key your COUNTY NUMBER.
- D. DO NOT PRESS ENTER. PRESS PF7.
- E. The system displays the 8125 with the following message at the bottom of the screen: PF7/19 TO CONFIRM THAT THIS RECORD IS TO BE DELETED. Review the information on the screen to ensure it is the form you wish to delete.
  1. **If you have mistakenly called up the wrong form or decide not to delete the action,** press ENTER to put the form back on hold. The system displays a blank 8125 screen.
  2. **To delete the form, press PF7 again.** The system deletes the form and displays a blank 8125 screen with the following message: **FORM HAS BEEN DELETED.** Press ENTER to display a blank 8125 screen.

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CAUTION: PF5 DOES NOT DELETE A FORM ONCE THAT FORM HAS  
BEEN ACCEPTED BY THE SYSTEM OR PUT ON HOLD.  
THE ONLY TIME THE PF5 KEY WILL REMOVE A FORM  
IS WHEN YOU ARE KEYING THE FORM FOR THE FIRST  
TIME AND YOU HAVE NOT YET PRESSED ENTER ON  
THE LAST SCREEN.

**VII. CASE PROFILES**

Once an 8125 is keyed and accepted by the system, the system generates a case profile in the nightly update. The case profile is mailed to the county the following work day.

**VIII. FORMS PROCESSED REPORT**

Once an 8125 is keyed and accepted by the system, the form ID, case ID, operator ID, and district number for that case action is listed on the Forms Processed Report the following work day.

This report is available in the Report Management Distribution System (RMDS). Refer to EIS 1060 for instructions on how to view and/or print this report.