

DATA ENTRY APPENDIX H → DSS-8128

EIS 4900 - DATA ENTRY APPENDIX H - DSS-8128
REISSUED 10/1/08 - CHANGE NO. 01-09

I. GENERAL INFORMATION

The EIS 8128 function is used to combine duplicate Individual IDs that are detected either by the worker or the system.

If the 8128 is system-generated, the information on the form will be preprinted and have a control number at the top. If the 8128 is generated by the worker, it will be completely handwritten with no control number.

II. ACCESS

- A. To access the DSS-8128 function, you must access the Data Entry Menu.
- B. From the EIS LOGON PROCEDURE screen, or the EIS INQUIRY MENU, or any other EIS screen where the SELECTION field is displayed, key 'D'.
- C. Press ENTER. EIS displays the DATA ENTRY MENU.

* * E I S * *			
D A T A E N T R Y M E N U			
	FORM TYPE		FUNCTION
5022	PROCESS.....5022	APPLICATION ENTRY.....	7
8128	PROCESS..... 8128	8125 PROCESS	8
8129	PROCESS	8129	WORKER/SUPERVISOR UPDATE... W
		INQUIRY MENU.....	I
		2ND MONTHLY REPORTING.....	M
		DB/PML ENTRY.....	P
		TPR DATA ENTRY.....	T
		EMERGENCY ASSISTANCE:	
		ADD/UPDATE.....	A
		INQUIRY.....	E
FORM TYPE:	FUNCTION:		

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II. (CONT'D)

D. Enter "8128" for FORM TYPE. Press ENTER. EIS displays the 8128 screen.

```
NC DEPARTMENT OF HEALTH AND HUMAN SERVICES      FORMID: 9999999 X
ELIGIBILITY INFORMATION SYSTEM                   DATE: 99/99/9999
DUPLICATE ID RESOLUTION - FORM 8128             TIME: 99:99:99

COUNTY NO: 99
WORKER NO: XXX

CONTROL NO: 99999999999999

M  IND  ID      INDIVIDUAL NAME      SUF      SSN      DOB      S  RACE  E  LA
X  999999999X  XXXXXX      X XXXXXXXXXX  XXX  99999999  99999999 X  XXXX  X  XX

X  999999999X  XXXXXX      X XXXXXXXXXX  XXX  99999999  99999999 X  XXXX  X  XX

PF2-MAIN MENU      PF5-DATA ENTRY MENU      PF9-REFRESH
```

E. SYSTEM-ASSIGNED FORM NUMBERS

EIS automatically assigns a form number to the action and displays the form number in the top right corner of the screen. If your county procedures require that you document the system-assigned number, record this number when it displays.

NOTE: Line through the form number on the paper form and write in the form number displayed on the screen.

III. KEYING THE DSS-8128

A. If the 8128 is handwritten (county initiated), key the following fields:

1. Enter County Number.
2. Enter Worker Number.
3. Enter Two Individual ID numbers (2 numbers MUST be entered).

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III. A. (CONT'D)

4. Press Enter.

After pressing enter, the 8128 screen displays with client demographic information for each Individual ID number.

NOTE: The maximum number of Individual IDs to be entered is two (2).

- B. If the 8128 is system-generated, key the following fields:

1. Enter County Number.
2. Enter Worker Number.
3. Enter only one of the following:
 - a. Control Number (From EIS generated DSS-8128 Form).OR
 - b. Two Individual ID numbers (2 numbers MUST be entered).
4. Press Enter.

After pressing enter, the 8128 screen displays with client demographic information for each Individual ID number.

NOTE: The maximum number of Individual IDs to be entered is two (2).

IV. 8128 SCREEN DISPLAYS CLIENT DEMOGRAPHIC INFORMATION

- A. Control Number is entered on the initial screen

EIS displays the Individual ID, First Name, Middle Initial, Last Name, Suffix, SSN, DOB, and Sex for each Individual ID associated with the control number (Race, Ethnicity, and Language are not displayed when using the control number. If the SSN field on the database is spaces, zeroes will display for the SSN). The demographic information displayed is as it appears on the system generated 8128. The maximum number of Individual IDs displayed is five (5).

- B. Two Individual ID Numbers are entered on the initial screen

EIS displays the First Name, Middle Initial, Last Name, Suffix, SSN, DOB, Sex, Race, Ethnicity, and Language for each Individual ID number entered.

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IV. B. (CONT'D)

1. If the Individual ID number entered is on the individual database, the client demographic information displayed is from the EIS Individual Database.
2. If the Individual ID number entered is not on the Individual Database, the client demographic information displayed is from CNDS (if the Individual ID number is a valid CNDS Person ID number).

V. **SELECTED FOR MATCHING**

Check the demographic data to ensure the individuals are really the same person. After verifying that the individuals are the same, the ID numbers can be selected for matching.

Individuals are selected for matching by entering a "Y" in the Match (M) column. To indicate the individuals are not the same and should not be combined, enter an "N" in the Match (M) column. The only valid values for this field are Y and N.

Y - Indicates "Yes" - Individuals are the same and should be combined.

N - Indicates "No" - Individuals are not the same and should not be combined. (Please note "N" is only applicable when the 8128 is system generated).

NOTE: If the individuals are the same person, but the demographic data does not match, press F9 to clear the screen and use the Name Change screen to make changes. Return to the 8128 screen to combine the ID numbers after making the changes to demographic data.

A. Control Number Entered

Each Individual ID must have a "Y" or "N" in the M column. If more than two Individual ID numbers are displayed, a "Y" or "N" must be entered for each ID. Individual IDs will not be combined unless at least two of the IDs have a "Y".

B. Two Individual ID Numbers Entered

If two Individual ID numbers are entered, a "Y" must be entered in the M column for both IDs after the demographic data displays. If determined the two ID numbers entered are for different individuals, press F9 to clear the screen.

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V. B. (CONT'D)

1. If both Individual ID numbers are on the EIS Individual Database:
 - a. At least one of the Individual ID numbers must be terminated.
 - b. Client demographic data does not have to match, except for the sex code.
 - c. EIS determines which Individual ID and demographic data to keep based on the ID screen Create Date.
2. If one or both Individual ID numbers are not on the EIS Individual Database:
 - a. All demographic information for both Individual ID numbers must match in CNDS unless one of the individuals is active on the EIS Individual Database. If one Individual ID is active on the Individual Database, this ID number and demographic data is retained as the Target ID.
 - b. An individual is not on the EIS Individual Database when they are a payee only or have applied for benefits and never been approved (denied/withdrawn application only).
 - c. SSN does not have to match if one is zero.
3. At least one Individual ID number must be associated with an EIS case by one of the following:
 - a. Payee only.
 - b. Application only (never approved for benefits - denied/withdrawn application).
 - c. Eligibility exists in EIS.

NOTE: When the demographic data does not match, use the Name Change screen to make changes and then return to the 8128 screen to combine the ID numbers.

- C. Press ENTER to process the form.
- D. The DSS-8128 must be keyed without errors. You cannot place the form on hold. You may correct the errors and press ENTER to process, press F9 to clear the data entered, or press PF5 to return to the Data Entry Menu without processing the form.

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Once the form processes online, EIS displays the Data Entry Menu. You cannot recall the form. When there are no errors, the form processes overnight.

VI. OUTPUT TURNAROUND

There is no turnaround generated for the 8128. When the IDs are correctly combined, the EIS INDIVIDUAL PROFILE (IP) screen displays the cross-referenced IDs in the CROSS-REF-IDS field.

VII. PF KEYS

PF2- Returns to the EIS Main Menu.

PF5- Displays the EIS DATA ENTRY MENU screen, without processing the form.

PF9- Clears the data keyed, without processing the form.

VIII. ONLINE ERROR MESSAGES

MESSAGE: CONTROL NUMBER NOT FOUND

REASON: The control number is not on file.

(1) The control number was keyed wrong.

(2) The control number has been keyed previously/Individuals already combined with this control number.

ACTION: Compare the printed control number to the same numbers keyed on the 8128. If not the same, rekey.

OTHER SELF EXPLANATORY ONLINE ERROR MESSAGES:

MESSAGE: COUNTY NUMBER REQUIRED

MESSAGE: INVALID COUNTY NUMBER

MESSAGE: WORKER NUMBER REQUIRED

MESSAGE: ENTER EITHER CONTROL NUMBER OR INDIVIDUAL IDS

MESSAGE: TWO INDIVIDUAL IDS MUST BE ENTERED

MESSAGE: ENTER TWO DIFFERENT IDS

MESSAGE: INDIVS ALREADY COMBINED WITH THIS CTL NO

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- MESSAGE:** INDIVIDUAL NOT FOUND OR ALREADY COMBINED
- MESSAGE:** MATCH MUST BE Y OR N
- MESSAGE:** TWO MATCHES (Y) MUST BE ENTERED TO COMBINE OR PF2 OR PF5 TO EXIT
- MESSAGE:** TWO DIFFERENT SEX CODES - CANNOT COMBINE
- MESSAGE:** ONE INDIVIDUAL MUST BE TERMINATED
- MESSAGE:** DEMOGRAPHICS DIFFERENT - USE NAME CHANGE TO CORRECT
- MESSAGE:** SSN DIFFERENT - USE NAME CHANGE TO CORRECT
- MESSAGE:** COMBINE NOT ALLOWED - NEITHER INDIVIDUAL IN EIS

IX. ERRORS AND UPDATES FROM 8128 UPDATE REPORT

This report is produced in XPTR when a DSS-8128 has processed. Refer to [EIS 3300](#) for additional information.