

**TRANSITIONAL MEDICAID WORKSHEET**

CASE NAME: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

**USE EIS PROCEDURE 2003-2**

Processing Month	CASEWORKER ACTIONS (First Six Months)	Benefit Month
1. Enter Last Month of FM	<p>To authorize the 1<sup>ST</sup> BENEFIT MONTH of TM:  <i>Note: If processing a Med Review, go directly to step D.</i></p> <p>A. Review the <b>MEIH</b> to determined the last paid month of FM.                      B. Enter the last paid med month on the <b>APEM</b> and NEXT to the <b>MIBW</b>.                      C. Select each <b>IN</b> client and tab to the <b>THRU MO</b> field and change it to the last paid med month.                      D. In the initial Trans Med month, enter gross wages on the <b>EAIN</b> screen.                      E. On the <b>MIBW</b> screen, enter client number and press &lt;Enter&gt;.</p>	Enter First Month of TM
2.	<p>F. In the <b>CATEGORY</b> field enter <b>PM</b>                      G. In the <b>SUBTYPE</b> Field enter subtype <b>T1</b>.                      H. In the <b>THRU MO</b> field, enter the <b>6th</b> TM month.                      I. In the <b>BUDGET</b> field enter appropriate codes for each household member &lt;PF5&gt;                      J. Repeat steps E through I for each household member, as necessary.                      K. On the <b>MIAU</b> screen, check to make sure each client has the correct thru date, type in your AUTH PCN and an 'R' in the <b>BENEFIT ISSUANCE</b> field and press &lt;ENTER&gt;.                      L. The <b>MERE</b> will appear showing the edit: "MIAU cannot authorize – Press &lt;ENTER&gt; to check Post Med start Date". If necessary, change the date in the <b>POST MED START MONTH</b> back from the current month. &lt;ENTER&gt; will return you to the MIAU. <i>Note: You can change this date <u>only in the first month</u> of TM. If you encounter problems, send an email to <u>DPA EIS Helpdesk</u>.</i></p>	
3.	<p>M. On the <b>MIAU</b> screen, authorize the TM benefits. <i>Note: If you are not in current system benefit month, use an 'I' issuance until you get to the following month's "R" issuance.</i>                      N. Send notice <b>M702</b>.                      O. Document actions in the <b>CANO</b> labeled <b>Trans Med Begins</b>.</p>	
4. TR1 Report Due by 21 <sup>st</sup>	<p><i>EIS generates notice X016 "4<sup>TH</sup> Month Trans Med Report Not Received" if the 4<sup>TH</sup> month report is not received and registered by the 10<sup>TH</sup> of the 4<sup>th</sup> TM month. If the 4<sup>TH</sup> month report is not received and registered, the case auto-closes at the end of the 6<sup>TH</sup> month of TM.</i></p> <p><u>If the 4<sup>TH</sup> month report is received by the 21<sup>st</sup> day:</u></p>	
5.	<p>K. Initialize to the <b>6<sup>th</sup></b> benefit month.                      L. On the <b>RERE</b> screen, register the 4<sup>th</sup> month report.                      M. Initialize to the 7<sup>th</sup> benefit month. On the <b>MIBW</b> screen, in the <b>CLIENT #</b> field enter client number &lt;ENTER&gt;                      N. On the <b>MIBW</b> screen, in the <b>CLIENT #</b> field, enter client number &lt;ENTER&gt;                      O. In the <b>CATEGORY</b> field, enter <b>PM</b>. Change the ME subtypes to "T2", the THRU MO field will display the 7<sup>th</sup> month. <b>Do not change this date.</b></p>	
6.	<p>P. In the <b>BUDGET</b> field enter appropriate codes for all household members &lt;PF5&gt;                      Q. Repeat steps for all household members                      R. On the <b>MIAU</b> AUTHORIZE THE 7<sup>TH</sup> BENEFIT MONTH, and send notice <b>M850</b>                      S. Document actions in <b>CANO</b> labeled <b>TM 4<sup>th</sup> Month Report</b>.</p>	

**TRANSITIONAL MEDICAID WORKSHEET**

Processing Month	CASEWORKER ACTIONS (Second Six Months)	Benefit Month
7. TR1 Report Due by 21 <sup>st</sup>	<p><i>EIS generates notice X017 "Trans Med Report Not Received" if the 7<sup>TH</sup> month report is not received and registered by the 10<sup>TH</sup> of the 7<sup>th</sup> TM month. NOTE: If the report is not received and registered, the case auto closes at the end of the 7<sup>TH</sup> month of TM.</i></p> <p><u>If the 7<sup>TH</sup> month report is received by the 21<sup>st</sup> day:</u></p> <p>A. Register the report on the <b>RERE</b> screen.</p>	
8.	<p>B. Initialize to the <b>8<sup>th</sup> benefit</b> month.</p> <p>C. Code the <b>EAIN</b> screen <b>T2</b> and enter average gross wages from months 4, 5, &amp;6. <b>Do not delete or change income that is already coded on the screen for another program.</b></p> <p>D. On the <b>DEMH</b> screen, verify that allowable expenses for childcare and/or child support payments are listed. <b>IMPORTANT: Do not make any unnecessary changes as any changes to this screen will de-authorize benefits for other programs.</b></p> <p>E. On the <b>MIBW</b> screen enter client number in the <b>CLIENT #</b> field, <b>CATEGORY PM</b> and <b>SUBTYPE T2</b>.</p>	
9.	<p>F. Go to the <b>THRU MO</b> field &amp; enter the <b>10<sup>th</sup></b> mo.</p> <p>G. In the <b>BUDGET</b> field enter appropriate codes &lt;PF5&gt;</p> <p>H. &lt;PF6&gt;</p> <p>I. Repeat for each household member.</p> <p>J. Authorize on the <b>MIAU</b> screen, if eligible and send notice <b>M850</b>.</p> <p>K. Document actions in <b>CANO</b> labeled <b>TM 7<sup>th</sup> Month Report</b>.</p>	

**\*Redetermine Eligibility for Family Medicaid if Ineligible for Continued Transitional Medicaid Benefits**

10. TR1 Report Due by 21 <sup>st</sup>	<p><i>EIS generates notice X017 "Trans Med Report Not Received" if the 10<sup>TH</sup> month report is not received and registered by the 10<sup>TH</sup> of the 10<sup>th</sup> TM month. NOTE: If the 10<sup>TH</sup> month report is not received and registered, the case auto closes at the end of the 10<sup>TH</sup> month of TM.</i></p> <p><u>If the 10<sup>TH</sup> month report is received by the 21<sup>st</sup> day:</u></p> <p>A. Register the report on the RERE screen.</p> <p>B. Initialize to the <b>11<sup>th</sup> benefit</b> month.</p>	
11.	<p>C. On the <b>EAIN</b> screen, enter the average gross wages from months 7, 8, &amp; 9 with the <b>T2</b> code. <b>Do not delete or change other income that is already coded on the screen for another program.</b></p> <p>D. On the <b>DEMH</b> screen, verify that allowable expenses for childcare and/or child support payments are listed. <b>IMPORTANT: Do not make any unnecessary changes as any changes to this screen will de-authorize benefits for other programs.</b></p> <p>E. On the <b>MIBW</b> screen, enter client number in the <b>CLIENT #</b> field, <b>CATEGORY PM</b>, <b>SUBTYPE T2</b>, and appropriate budget codes in the <b>BUDGET</b> field &lt;PF5&gt;</p>	
12.	<p>F. &lt;PF6&gt;</p> <p>G. Complete this process for each household member.</p> <p>H. Authorize on the <b>MIAU</b> screen, if eligible, and send notice <b>M850</b>.</p> <p>I. Document actions in <b>CANO</b> labeled <b>TM 10<sup>th</sup> Month Report</b>.</p> <p><i>EIS generates notice X015 "Transitional Medicaid Case Closes".</i></p> <p><i>Case auto closes at the end of the 12<sup>TH</sup> month of TM.</i></p> <p><i>Evaluate and determine DKC eligibility for children under age 19 and anyone pregnant in the household.</i></p>	NO 13 <sup>th</sup> MONTH BENEFIT