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of **ALASKA**
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MEMORANDUM

DATE: January 8, 2015

TO: All Eligibility Staff

FROM: Char Ervin, PAPO
Systems Operations

SUBJECT: EIS Procedure 2015-1 (revised 10/29/15)
Hospital Presumptive Eligibility Processing

Introduction

The new Hospital Presumptive Eligibility (HPE) program allows participating hospitals in Alaska to submit approved HPE Medicaid applications to DPA Offices. These abbreviated HPE applications will be processed quickly by field staff in EIS. Refer to the Employee Resources link on the DPA Webpage for additional HPE processing rules and guidance.

It is extremely important that all HPE cases are registered and assigned to the new Field Service Office (FSO) # **015**, which is specific to the HPE Program. The assigned Unit number will correlate to the designated Region in which the application is being processed. The Caseload number will reflect the specific hospital which approved and submitted the HPE application. The Full Service Office (FSO) processing the HPE approved application will be listed in the FILE LOCATION field (3 digits) on the CARC screen. This will identify which field office processed the HPE application and has the case file.

Table of Contents

Introduction 1

Basic Rules of HPE Application Processing 3

HPE Screen Processing Steps and Printouts 6

HPE End Date Extension18

Changing (Pulling-Back) HPE End Date(s)19

Helpful Hints/Tips 20

Basic Rules of HPE Application Processing

- HPE applications will be registered and processed in EIS under the ME-AF program to a new (stand-alone) case number.
- HPE applications will be registered and assigned to the new FSO **015** HPE Office. The Unit number will reflect the Region the case is assigned and the two digit CASELOAD number will reflect which hospital location submitted the 'approved' HPE application. See Caseload assignment numbers posted on the DPANet under ET Resources.
- The assigned Unit Number represents the Region processing the HPE application, listed as follows:

UNIT Numbering Assignment

- a. 1 = CENTRAL
 - b. 2 = MAT-SU
 - c. 3 = NORTHERN
 - d. 4 = COASTAL
 - e. 5 = SOUTHEAST
- In the FILE LOCATION: field on the CARC screen, type in the FSO number processing the HPE application. For example, type 083 if the Gambell Office is processing the HPE application.
 - HPE applications may include a single individual or an entire household.
 - All blank verification fields are coded as CS (CLIENT STATEMENT).
 - HPE applications may or may not include client social security numbers (SSNs), completing a thorough client search in EIS and ARIES is of utmost importance to prevent duplication of clients and Medicaid benefits. If an HPE application is received without SSN(s) for the household member(s), and the worker cannot locate the client(s) in EIS or ARIES, the worker must code the SS5 DATE field on the SSDO screen with the HPE Application Received Date and CS in the VR field.
 - No RESOURCE or INCOME information will be entered into EIS.
 - Follow the normal ME-AF screen <ENTER> sequence when processing HPE applications for individuals with no previous history in EIS, enter information on the following screens as appropriate:
 1. SEPA
 2. ADDR
 3. SSDO
 4. HERC

5. RACE
6. APID (leave blank)
7. SPRD (leave blank)
8. CSEA - enter EX in the COOP field
9. ENTER or NEXT through the remaining EIS screens, leaving all blank (RESOURCE, INCOME, EXPENSES)

In situations where resource, income or expense information is displayed on the HPE case from another active or inactive program in EIS, workers will leave the information on the screens. If the cause of ineligibility is resource or income related, copy/print the EIS Resource and/or Income screen(s) before removing the information from the HPE case. Once the HPE case is authorized and paid/issued (via MIMI) the worker will re-enter the deleted RESOURCE / INCOME information to ensure the other case(s) will accurately reflect resources and income.

10. Select each member individually on the MIBW and code the following fields based on the FPL Income and program subtype manual guides and PRESS F5 to determine eligibility
 - a. CATEGORY
 - b. SUBTYPE
 - c. THRU MO; and
 - d. BUDGET
11. NEXT to the MIAU and AUTHORIZE
12. NEXT to the MERE screen, and update the HIC NUMBER field with **HPEXXXXXXXX** for each HPE member. (The "X" in HPEXXXXXXXX does not represent a number, it's simply an X).

If a real HIC NUMBER or Medicare codes exist on the MERE and MERI screens for any client, contact the EIS Help Desk for assistance in establishing the HPE codes and dates on these screens.

NOTE: DO NOT delete/remove existing HIC NUMBER(s) or Medicare code(s) from the MERE or MERI screen/fields

13. Press ENTER to go to the MERI screen and type the hospital 'approval date' in the MCR1 START field and the last day of the following month in the END field.
14. Type a K in the CODE field on the MCR1 line and press ENTER
15. Repeat 13 and 14 for each HPE household member
16. Type MEBH in the NEXT field on the NORE screen to view the authorized benefit
17. INITIALIZE the HPE case into the next calendar month
18. NEXT to the MEBH and see the 1st and 2nd HPE authorized months displaying
19. SELECT the first HPE month on the MEBH by typing an X to the right of it and press ENTER

20. On the MIMI (MEDICAL INSURANCE MANUAL ISSUANCE) screen, note that **'HOSPITAL PRESUMPTIVE ELIGIBLE SPECIAL ISSUANCE COUPON'** displays in the center area of the screen
21. Type an **F** in the ISSUANCE INDICATOR: field on the last MIMI page with AF related subtypes and press ENTER
NOTE: Only field coupons can be issued for HPE clients
22. Notice a DOCUMENT# now displays, making this an issued (paid) benefit.
23. Move your cursor to the right of the SPECIAL INFORMATION (OPTIONAL) line (plus one space) and type in the special HPE information:
Refer to the Field Processing document for the specific HPE MIMI text. Print the MIMI screen before pressing ENTER. Type the same text on each MIMI page and print each page that follows.
Repeat steps 19 through 23 for all MIMI pages with DKC related subtypes
24. Repeat steps 18 through 22 to issue/pay the second HPE Medicaid month via the MIMI.
NOTE: Step 23 is not necessary for the second month since the HPE period was already printed for the first month
25. NEXT to the MEIH to verify both HPE months are issued:
 - a. DOC TYPE of MIMI
 - b. ISS DATE is the date the MIMI was updated with the F Issuance code
26. Scan the printed and signed MIMI screens to the hospital and mail one to the client
27. NEXT to the NOHS and delete any notices displaying;
 - a. by entering a D in the ACTN field to the left of each notice
28. Revert the case to closed status using REPC and confirm case closure by verifying the CLOSED STATUS on the CAP2 screen

NOTE: The FULL SERVICE OFFICE: field on the CARC screen for FSO 015 is hard-coded to prevent HPE cases from being moved out or other programs from being assigned to the special HPE FSO. All HPE cases must be assigned to **FSO – 015** and remain there even after the case is closed. The UNIT and CASELOAD numbers **should not** be changed to 9 99 when the HPE case is closed, leave them as previously assigned for reporting purposes.

HPE Screen Processing Steps and Printouts

```

CLIENT 02 - HPE, CHILD SAVED FOR REG.
EIS CLIR                CLIENT INQUIRY/REGISTRATION MENU                090514 14:57
                                                                    TRN-RONDA T

      1.  INQUIRE ON PERSON
      2.  CREATE AND SAVE CLIENT FOR REGISTRATION
      3.  REGISTER APPLICATION WITH EXISTING CASE NUMBER
      4.  REGISTER APPLICATION WITH NEW CASE NUMBER
      5.  DELETE PREVIOUSLY SAVED PERSONS

          FUNCTION: 4

INQUIRE BY CLIENT DATA:

SURNAME      :                ( * )
GIVEN NAME   :                ( * ) Remove '*' for direct
MIDDLE INITIAL:                name matches
DOB (MMDDYYYY):
SSN          :
SEX          :

ENTER EXISTING CASE NUMBER (FOR FUNCTION 3)                :
ENTER OFFICE, UNIT, AND CASELOAD NUMBER (FOR FUNCTION 4): 015 1 01

```

After completing a thorough client search in EIS and in ARIES, register the HPE clients using a **NEW CASE NUMBER** and assign the case to FSO **015**.

- The Unit # will correlate to the appropriate Regional Office processing the HPE application:

UNIT Numbering Assignment

- a. 1 = CENTRAL
 - b. 2 = MAT-SU
 - c. 3 = NORTHERN
 - d. 4 = COASTAL
 - e. 5 = SOUTHEAST
- The Caseload Number field will reflect which hospital submitted the approved HPE application

Reference the Hospital Caseload Assignment Numbers on the DPAnet under ET Resources, type the assigned hospital numbers in the Caseload Number fields during application registration (see high-lighted above and below).

```

EIS REAP                                REGISTER APPLICATION                                090514 14:38
                                           TRN-RONDA T
CASE NAME:                                CASE NUMBER: 00042677
CASELOAD:  01 ANCHORAGE , REGIONAL        FULL SERVICE OFFICE: 015
UNIT: 1          LIMITED SERVICE OFFICE:    FEE AGENT:
EXPEDITED FS: N  TA TYPE APPLIED FOR:

PROGRAMS APPLIED FOR: me af
APP RECEIVED DATE: 090514
BENEFIT START DATE: 090414

CLIENT          DATE OF          SSN          SEX          RELATION          POSITION
NAME            BIRTH
HPE , ADULT     02141985 321 54 8765  F           pi           01
HPE , CHILD     04012000                M           ch           02

ADDRESS INFORMATION TO BE ENTERED ? :    Y    PRINT IVR NOTICE ? : Y

```

Enter the date the DPA Office received the HPE application in the APP RECEIVED DATE: field and the HPE Hospital APPROVAL date in the BENEFIT START DATE: field above.

Do not change the BSD to the first day of any month, unless the first day is the APPROVAL date indicated by the hospital.

```

EIS CARC                                CASE RECORD CONTROL                                090514 14:53
                                           TRN-RONDA T
CASE NAME: HPE , ADULT                    CASE NUMBER: 00042677
FULL SERVICE OFFICE: 015    UNIT: 1    CASELOAD: 11
FILE LOCATION: 083    DATE:          LIMITED SERVICE OFFICE:
FEE AGENT:
REPORT TO IVR?          Y
CLIENT NAME            FILE
                       OFC U CS LOC PGM CASE MANAGER

NEXT-->

```

Enter the DPA Field Office processing the HPE application in the FILE LOCATION: field on the CARC screen (high-lighted above).

```

EIS SSDO                                SSN / DATE OF BIRTH / SEX                                090514 15:12
                                           TRN-RONDA T
CASE NAME: HPE , ADULT                    CASE NUMBER: 00042677
      NAME      REL      SSN      SS5      VR      PEND      SVES      REQ?      DOB      VR      PEND      SEX      INCAP
      01 ADULT H  PI      321548765      cs      02141985      cs      F
      02 CHILD H  CH      090514      cs      04012000      cs      M
                                           MORE CLIENTS:                                NEXT-->
    
```

If verification codes are not already displayed for the client, code all required Verification (VR) fields with CS for Client Statement (displayed above).

If a Social Security Number is not provided for any household member, and after completing a thorough client search in EIS and ARIES, type in an SS5 date using the DPA APPLICATION RECEIVED date as the SS5 DATE.

Code the HERC and RACE screens with information from the HPE application.

Leave the APID and SPRD screens blank, if information is displaying from another case ENTER through the screens.

```

EIS CSEA                                CSEA                                090514 15:19
                                           TRN-RONDA T
CASE NAME: HPE , ADULT                    CASE NUMBER: 00042677
      NAME      REL      LAST      FIRST      M      COOP      START      PEND      APP      DET      DATE
      01 ADULT H  PI      ABSENT PARENT NAME      - G O O D C A U S E -
      02 CHILD H  CH
                                           MORE CLIENTS:                                NEXT-->
    
```

Code EX in the COOP field next to the adult(s) on the CSEA screen.

Press ENTER to pass through remaining screens (Resources/Income and Expenses), leaving all screen fields blank. If information is displaying from another case, press ENTER to pass through them.

If RESOURCE or INCOME information left on the HPE screens causes the HPE case to fail eligibility on the MIBW screen, the worker must:

- 1) **print** a copy of the relevant RESOURCE and/or INCOME screen(s); and
- 2) remove the RESOURCE and/or INCOME information from the HPE case
DO NOT remove information until the screen print(s) are completed

```

EIS MIBW                MEDICAL INSURANCE BUDGET WORKSHEET                090514 15:29
                                TRN-RONDA T
CASE NAME: HPE , ADULT                CASE NUMBER: 00042677 MONTH: 0914
CLIENT ##: 01                NAME : HPE, ADULT                AGE : 29
CATEGORY : FM                SUBTYPE: AF                FROM MO : 0914 THRU MO : 1014
MED INS :                EIS CASE: 00042677
                                ( Eligible / NOT Authorized )
      NAME REL PAR AUTH GET CATG TYPE                AMOUNT TEST
01 ADULT H PI IN P ? FR FM AF                COUNTABLE RESOURCES : 0.00 Pass
02 CHILD H CH IN ? CH                GROSS EARNED INCOME : 0.00
                                TOTAL UNEARNED INCOME : 0.00
                                NET DEEMED INCOME : 0.00
                                TOTAL GROSS INCOME : 0.00 Pass
                                WORK EXPENSE : 0.00
                                EARNED INCOME DEDUCTIONS: 0.00
                                DEPENDENT CARE EXPENSES : 0.00
                                NET EARNED INCOME : 0.00
                                CHILD SUPPORT DEDUCTION : 0.00
                                NET COUNTABLE INCOME : 0.00 Pass
SWITCH MODE : PF2 Trial Mode
CLEAR CLIENT: PF4
DETERM ELIG : PF5 Applicant for FM STD HH GROSS NEED/NET
                PF6 Recipient of FM TYPE SIZE AMOUNT AMOUNT DESCR
                AI 02 2569 1389 Table 32
Elig for client 01 PASSED - authorize on MIAU                NEXT-->

```

- 1) Select each HH member(s) one at a time, by typing their position number in the CLIENT ##: field on the MIBW screen
- 2) Type the correct Medicaid Category in the CATEGORY: field; and
- 3) Type the month following the HPE APPROVAL month, in the THRU MO: field
- 4) Type the appropriate Budget code for each client in the BUDGET field
- 5) Select PF5 to determine eligibility for each client

In the example above, the HPE application was RECEIVED and APPROVED in 09/14. 1014 is the month following the application approval month and typed in the THRU MO: field (as shown above).

```

EIS MIAU                MEDICAL INSURANCE AUTHORIZATION                090514 15:37
                                TRN-RONDA T
CASE NAME: HPE , ADULT                CASE NUMBER: 00042677 MONTH: 0914

      HSEHOLD  SUB-  PASSED  ELIGIBLE
CLIENT NAME  CATG  REL  TYPE  SZ  TYPE  ELIG  FROM  THRU  PCN
ADULT       H  FM  PI  AI  02  AF  Pass  0914  1014
CHILD       H  KIDS CH      02  SU  Pass  0914  1014

AUTH PCN   : 9999      BENEFIT ISSUANCE : I      REVIEW MONTH :
DENY/CLOSE :          ALERT DATE       :          DELAY REASON CODE :
                                                NEXT-->
    
```

After processing and determining all HH members eligibility on the MIBW screen, NEXT to the MIAU screen and type your PCN in the AUTH PCN: field. Type an 'I' in the BENEFIT ISSUANCE: field and either press ENTER or you can type MERE into the NEXT field and press ENTER, which will bypass the MIED screen displayed below.

Note: It is extremely important to update the MERE and MERI screens when processing HPE applications. They capture the special HPE identifying codes for MMIS that are required for processing medical claims and issuing field coupon issuance for HPE Medicaid benefits via the MIMI.

```

EIS MIED                MEDICAL INSURANCE ELIGIBILITY DETERMINATION        090514 15:38
                                TRN-RONDA T
CASE NAME: HPE , ADULT                CASE NUMBER: 00042677 MONTH: 0914

ELIG FACTOR      ----- INDIVIDUALS -----
                   IN          IN
                   ADULT      CHILD
SOCIAL SECURITY   PASS        PASS
RESOURCES        PASS        N/A
GROSS INCOME     PASS        N/A
NET INCOME TEST  PASS        PASS
CITIZENSHIP      PASS        PASS
RESIDENCY        PASS        PASS
CSEA COOPERATE   PASS        N/A
CLIENT AGE       PASS        PASS
INSURANCE        N/A        PASS

CLIENT CAT/SUB   FM/AF    KIDS/SU

                                                NEXT-->
    
```

When ENTER is pressed on the MIAU screen, the MIED screen displays. This screen lists Eligibility Factors for each IN HH member(s), many will reflect a PASS next to the Eligibility Factor. Press ENTER again to display the MERE screen.

Note: The worker can NEXT directly to the MERE screen by typing MERE in the NEXT field on the MIAU screen.

```

EIS MERE                                MEDICAL REFERENCE                                090514 15:40
                                           TRN-RONDA T
CASE NAME: HPE , ADULT                    CASE NO: 00042677                    MONTH: 0914
POST MED START MONTH:
      MED  ELIG
NAME  REL  SUBTYPE  CODE  EPSDT  PHS  VER  CARE  HIC NUMBER  TPL-TPR  DATE OF
01 ADULT H  PI    AF    20    N
                                           HPEXXXXXXXX
02 CHILD H  CH    SU    50    B
                                           HPEXXXXXXXX

RESOURCE INFO? (Y):    MORE CLIENTS:    NEXT-->
    
```

Type **HPEXXXXXXXX** in the HIC NUMBER field for each HH member coded IN and press ENTER to display the MERI screen, shown below.

```

EIS MERI                                MEDICAL RESOURCE INFORMATION                                090514 15:43
CASE NAME: HPE , ADULT                    CASE NO : 00042677                    TRN-RONDA T
CLIENT: HPE , ADULT                        REL: PI    CLIENT NO: 0600093036
START      END    CODE TYPE POLICY NUM GROUP NUM  A/P NAME    APID DEL
TPR1
TPR2
TPR3
TPR4
MCR1  09042014  10312014  K
MCR2
MCR3
MCR4
CLIENT: HPE , CHILD                        REL: CH    CLIENT NO: 0600093037
START      END    CODE TYPE POLICY NUM GROUP NUM  A/P NAME    APID DEL
TPR1
TPR2
TPR3
TPR4
MCR1  09042014  10312014  K
MCR2
MCR3
MCR4

MORE CLIENTS:    NEXT-->
    
```

- 1) Type the HPE Hospital APPROVAL date in the MCR1 START field
- 2) Type the last day of the following month in the END field on the same line (displayed above); and
- 3) Type a K in the CODE field for all members coded IN

This coding indicates this case is an HPE approved application.

When this information is entered on the MERI screen and ENTER is pressed, a system created CANO will be generated on the case capturing the HPE coded individuals, with their START and END dates. (See below)

EIS CANO	CASE NOTES		090514 15:44
			TRN-RONDA T
CASE NAME: HPE , ADULT		CASE NUMBER: 00042677	
		PRINTER ID:	
RECORD DATE	RECORD TIME	RECORD TITLE	WHO CREATED RECORD
090514	15:43	HPE ELIGIBLE PERIOD	SYSTEM G
PF2=ADD PF3=TOP PF4=REV PF5=PRN PF7=UP PF8=DWN DATE-->			NEXT-->

Each time information is updated on the MERI screen a new system generated CANO will be created. A new CANO will also be created every time the MERI screen is ENTERED through, even when the screen is not updated. PF9 off the screen when no changes have been made to avoid creating unnecessary system generated CANOs. The system generated CANO captures the HPE START and END dates and the K code for each IN HPE member (see below)

END OF CASE NOTE	CASE NOTE DISPLAY SCREEN	111714 14:39
EIS CAND		TRN-RONDA T
CASE NUMBER: 00042677	RECORD DATE: 190514	
CASE NAME: HPE , ADULT	RECORD CREATED BY: SYSTEM G	
	Page 1 of 1	
CASE NOTE TITLE: HPE ELIGIBLE PERIOD		
HPE ELIGIBILITY FOR:		
HPE , ADULT	09042014 10312014 K	
HPE , CHILD	09042014 10312014 K	
PF3-TOP PF7-UP PF8-DOWN		NEXT-->

Note: Similar to the MERI screen, the system created case note includes a maximum of two HPE members per created case note. If the HPE case involves three or more HPE members, additional system generated case notes will be created to capture the additional members, (two per CANO).

Example: If an HPE case includes five members, a total of three system generated case notes will be created. The first includes members 01 and 02, the second displays members 03 and 04 and the third CANO displays the 05 HPE member.

When ENTER is pressed on the MERI the NORE screen displays next, unless the NEXT field is updated with another screen name.

There are no DPA notice requirements for the HPE program. Participating hospitals are responsible for and required to provide all HPE notifications.

Any outstanding notice situations should be deleted from the NOHS screen.

At this time, the worker can now NEXT to an EIS Menu, like APEM or CAMM, so they can INITIALIZE the HPE case into the following month, 10/14 in the example below. This authorizes the second and final HPE month for the case.

```

SE193-I MONTH FOR PROGRAM(S) INITIALIZED
EIS APEM                ELIGIBILITY INFORMATION SYSTEM                090514 15:50
                        APPLICATION ENTRY MENU                TRN-RONDA T

1. APPLICATION ENTRY SEQUENCE
2. ESTABLISH RETRO MONTH MEDICAL
3. ESTABLISH RETRO MONTH MEDICAID
4. INITIALIZE MONTH
5. DELETE MONTH
6. DELETE RETRO MONTH MEDICAID
7. DELETE RETRO MONTH MEDICAL

ENTER FUNCTION (BY NUMBER):
CASE NUMBER (FOR 1 - 7): 00042677
MONTH (FOR 1 - 7): 1014

BUDGETING METHOD (FOR 1,2): P

NEXT-->
    
```

Worker can NEXT to the MEBH screen now and see both HPE months display as authorized, as displayed below.

```

SE002-I END OF DISPLAY REACHED
EIS MEBH                ME BENEFIT HISTORY                090514 15:52
                        TRN-RONDA T
CASE NAME: HPE , ADULT                CASE NUMBER: 00042677
BENEFIT CREATED DATE                GROSS CNTBL                WORK DED                DEP CARE IND
MONTH HOUSEHOLD MEMBERS
1014 HPE , ADULT                0.00                0.00                0.00 R
      HPE , CHILD
0914 HPE , ADULT                0.00                0.00                0.00 I
      HPE , CHILD

NEXT-->
    
```

```

SE002-I END OF DISPLAY REACHED
EIS MEBH                                ME BENEFIT HISTORY                                090514 15:52
                                                TRN-RONDA T
CASE NAME: HPE , ADULT                    CASE NUMBER: 00042677
BENEFIT                                  GROSS
CREATED                                  CNTBL   WORK   DEP ISS
DATE                                     INC     DED    CARE IND
1014   HOUSEHOLD MEMBERS                 0.00   0.00   0.00 R
      HPE , ADULT
      HPE , CHILD
0914   X HPE , ADULT                      0.00   0.00   0.00 I
      HPE , CHILD
                                                NEXT-->
    
```

On the MEBH screen type an X to the right of the BENEFIT MONTH as shown above, and press ENTER. The MEDICAL INSURANCE MANUAL ISSUANCE (MIMI) screen will display and allow issuance of a manual Field issued coupon. See below.

```

DENALI KIDCARE PAGES EXIST
MIMI                                MEDICAL INSURANCE MANUAL ISSUANCE                                090514 15:54
                                                TRN-RONDA T
RECIPIENT                                D.O.B.                                ELIG PGM/ RE-
I.D.      RECIPIENT NAME                 MM DD YY SEX                        CODE MEDSB SRCE(S)
600093036 HPE      ADULT                 02 14 85 F                          20 ME AF K
ADULT      HPE                                HOSPITAL PRESUMPTIVE ELIGIBLE
3601 C ST., STE 434                        SPECIAL ISSUANCE COUPON
ANCHORAGE      AK99503                                VILL: K02
                                                DIST: 083
SPECIAL INFORMATION (OPTIONAL)  THIS IS THE OPEN TEXT SPECIAL INFORMATION INSTRUCTION
                                                FIELD, WHICH MUST BE COMPLETED BY THE WORKER. REFER
                                                TO THE PROCESS GUIDE FOR SPECIFIC BENEFIT LANGUAGE.
AUTHORIZATION SIGNATURE:                                DOCUMENT#  Z0016418
*** STATE OF ALASKA ***                                ISSUANCE INDICATOR: F
    
```

The MIMI screen displays the HPE Special Issuance Coupon text in the middle of the screen, highlighted in green above.

The following fields will be blank:

- ISSUANCE INDICATOR
- DOCUMENT #; and
- SPECIAL INFORMATION (OPTIONAL) text area

1. Type an F in the ISSUANCE INDICATOR: field and press ENTER to issue/pay the approved HPE Medicaid benefit. For households with multiple members, enter the F on the last MIMI page. AF related subtypes are always separate from DKC related subtypes. This means an F is required on the last MIMI page for AF subtypes and an F on the last MIMI page for DKC subtypes.

The screen will re-display showing the DOCUMENT # (Z0016418 – as shown above)

2. Position your cursor to the right of the SPECIAL INFORMATION (OPTIONAL) line, and type the special HPE Medicaid coverage text as provided in the Field Processing Guide for each MIMI screen and print each MIMI page.

NOTE: **DO NOT** PF9 off of the MIMI screen.

When ENTER is pressed, the last EIS menu (APEM or CAMM) will display.

Repeat the above steps if a DKC MIMI page exists or if multiple copies are required. The SPECIAL HPE INFORMATION text previously typed on the MIMI is not a permanent record and must be typed again.

EIS APEM	ELIGIBILITY INFORMATION SYSTEM APPLICATION ENTRY MENU	090514 16:07 TRN-RONDA T
1. APPLICATION ENTRY SEQUENCE 2. ESTABLISH RETRO MONTH MEDICAL 3. ESTABLISH RETRO MONTH MEDICAID 4. INITIALIZE MONTH 5. DELETE MONTH 6. DELETE RETRO MONTH MEDICAID 7. DELETE RETRO MONTH MEDICAL		
ENTER FUNCTION (BY NUMBER): CASE NUMBER (FOR 1 - 7): 00042677 MONTH (FOR 1 - 7): 1014		
BUDGETING METHOD (FOR 1,2): P		
NEXT--> MIMI		

Since a Field Issuance coupon (MIMI) for 09/14 HPE month was completed in the above example, you can now either:

- 1) NEXT to the MEBH and type an X next to 1014 Benefit Month to complete the next HPE MIMI Field Issuance coupon; or
- 2) Change the MONTH: field on the menu to 1014 and NEXT directly to the 1014 MIMI (as shown above)

NOTE: Although the worker must complete a MIMI coupon for the 2nd HPE month (1014 in this example), there is no need to PRINT the 2nd MIMI coupon because the MIMI printed for the initial month (0914 in this example) should already specify the HPE coverage period in the SPECIAL INFORMATION (OPTIONAL) text area, indicating the START and END dates.

HPE End Date Extension

When an HPE recipient submits a completed GEN50C (MAGI Medicaid) application that does not get processed prior to the end date of their HPE period, the client(s) is entitled to one additional HPE month.

Complete the following steps to extend an HPE period:

- 1) Revert the HPE case back to OPEN status (REPT)
- 2) Review the CAP2 for the CURRENT MONTH
- 3) Type the CURRENT MONTH into the MONTH field on the APEM
- 4) NEXT to the MIBW
- 5) Select the first HPE HH member (01) and press ENTER
- 6) Tab to the THRU MO: field and change it to the next month. For example, the information displaying shows a FROM MO: of 0914 and a THRU MO: 1014, change the THRU MO: field to 1114 (the next HPE month)
- 7) Press ENTER (edit will display regarding changing month)
- 8) Repeat steps 6) and 7) for each HPE household member
- 9) NEXT (or F1) back to the menu screen (APEM or CAMM) and INITIALIZE MONTH to the following month, (1114 in the example above)
- 10) NEXT to the MERI and change the MCR1 (K coded) END DATE field to reflect the extension month end date, (11302014 from 10312014 in this example) for all HPE household members
Note: Contact the EIS Help Desk for assistance if other Medicare codes display on the MERI / MCR# fields.
- 11) Press ENTER or NEXT to the MEBH. This will create a new system generated CANO capturing the updated EXTENSION END DATE for each HPE member (2 clients per CANO)
- 12) On the MEBH enter an X next to the recently authorized month and press ENTER
- 13) On the MIMI screen, type an F in the ISSUANCE INDICATOR: field on the last MIMI page with AF related subtypes and press ENTER
- 14) A document number will appear in the DOCUMENT# field. Type the special HPE field coupon text as outlined in the HPE Field Processing guide, citing the extended HPE END period.
- 15) Print the MIMI screen before pressing enter.
- 16) Type in the special HPE text and print all MIMI pages that follow
- 17) Repeat steps 12) thru 15) for MIMI pages with DKC related subtypes
- 18) Scan the printed and signed MIMI field coupon to the hospital and mail one field coupon copy to the client.
- 19) Revert the case back to CLOSED status (REPC)
NOTE: DO NOT update the CARC Unit or Caseload # to 9 99

Repeat the above steps for any additional HPE extension months.

Changing (Pulling Back) HPE End Date(s)

When an HPE recipient submits a GEN50C MAGI Medicaid application prior to the end of their HPE period and the client is determined ineligible for MAGI Medicaid, the HPE END DATE must be updated on the HPE case and pulled-back to the date that MAGI Medicaid ineligibility was determined.

For example, an HPE application is received and processed 09/05/14 through 10/31/14; field coupons were previously issued for both months. On 10/05/14 the client submits a full GEN50C MAGI Medicaid application. It is quickly processed on 10/06/14 and the client(s) is found ineligible for Magi Medicaid.

The worker must update the MERI **END DATE(S)** on the HPE case to reflect the denial date the MAGI Medicaid ineligibility was determined. In this example, by changing the END DATE on the MERI screen to 10062014 from 10312014.

A new field coupon (MIMI) must be issued to update the MMIS interface file.

Complete the following steps to change the HPE END DATE field on the MERI screen and reissue a new Field Coupon (MIMI).

- Go into the last HPE month (1014 in this example)
- NEXT to the MERI screen and update the MCR1 END DATE to reflect the new end date and press ENTER. Update the end date for each HPE household member
- NEXT to the MEBH and enter an X next to the last HPE month and press ENTER
- Type an F in the ISSUANCE INDICATOR: field on the MIMI and press ENTER
- Complete a new MIMI for each separate Medicaid category page
- Review the CANO screen to ensure a new CANO was created indicating the changed END DATE
- Create a case note documenting why the END DATE has changed

NOTE: DO NOT update the CARC Unit and Caseload Numbers to 9 99 on HPE cases

Helpful Hints/Tips

Before processing HPE applications carefully review and search EIS and ARIES to ensure the HPE client is not currently receiving assistance in either system. This will also assist with verifying client identifying information, such as their SSNs, DOBs etc., as it may already exist in either system.

Workers should review closed Medicaid cases to determine if the CEP period needs to be pulled back prior to processing the HPE application.

If an existing HIC# displays on the MERE screen, do not change it to HPEXXXXXXX, contact the EIS Help Desk for assistance.

Do not change the Unit or Caseload Number to 9 99 for any HPE case.

Revert the HPE cases to closed status (REPC) once processing and field coupon issuances (MIMI's) are completed.

Remember to update the MERE and MERI screens during HPE application processing. They display towards the end of the application screen sequence.

The MERI also requires updating when completing HPE Extensions and HPE END DATE changes (pull-backs), a field coupon issuance (MIMI) is also required.

Each time the MERI screen is updated or ENTERED through, a system generated CANO is created (2 HH members per CANO)

Care Management clients within the 12 month CMP period must have their field coupons (MIMIs) issued by Xerox staff. Workers will need to coordinate this with an identified Xerox staff to ensure timely authorizations of the coupons (MIMIs). Refer to the Field Processing guide for additional instruction.

If an 'I' is incorrectly typed in the ISSUANCE INDICATOR: field on the MIMI, when ENTER is pressed, EDIT Message "CE560-E MUST USE 'F' AS THE ISSUANCE INDICATOR FOR CASES IN FSO 015 will display at the top of the MIMI. When the 'F' is typed in and ENTER is pressed again, the MIMI will display the 2nd MIMI page, so if a 2nd page exists (DKC coded children), the worker can process the 2nd MIMI page first than go back in to the same MIMI month to complete a field issued coupon for MIMI page one.

View the MEIH/MEBH screens to verify Medicaid issuance is displaying for all HPE household members.