

## APPENDIX M- GEORGIA DATABROKER SYSTEM

<b>POLICY STATEMENT</b>	<p>Georgia Data Broker is a web-based application that provides a single point of access to a comprehensive database of national and state-specific public records from a variety of data sources. This system was designed to assist DFCS Medicaid staff by improving the efficiency and accuracy of the eligibility determination process by providing data that is not currently accessed by the State. The system is designed to compile this additional data and the current data sources currently accessed by the State.</p>
<b>BASIC CONSIDERATIONS</b>	<p>The use of the Georgia Data Broker system is valuable in helping DFCS Medicaid staff make well-informed decisions in the Medicaid eligibility process.</p> <p>Various types of data such as drivers licenses, property records, vehicle ownership, business and professional licenses are provided to uncover:</p> <ul style="list-style-type: none"> <li>• Identities, addresses and telephone numbers</li> <li>• Household composition, relatives and associates</li> <li>• Asset and financial status</li> <li>• Business ownership</li> <li>• Criminal and civil actions</li> </ul>
<b>PROCEDURES</b>	<p>Eligibility workers should conduct a search of all household members age 18 and over. This should be completed at application and review. Also copy and paste, screen print, or document any public record data provided by the databroker search in the appropriate remarks screen. For any institutionalized AU member, the last known residential address should be used to search, not the address of the institution.</p> <p><b>NOTE: Information from the credit report is not to be copied and pasted. It is for informational purposes only and should be used to gain a better overall understanding of the household circumstances of the a/r. The information could lead to follow up questions as to available household income and resources, and should be used as a guide in the interview process. Information in the credit report can be referenced in SUCCESS remarks, such as if the credit report shows possible new employment, but it is not to be copied in SUCCESS or the physical case record in any way.</b></p>

**PROCEDURES****(cont'd)**

Please treat the elements listed below as follows:

**Drivers License**

This database contains information on individuals with state issued motor vehicle operator licenses. Individuals holding a commercial class license are included in the database.

**NOTE:** Georgia is not currently listed in this database, however, you may use this information as documentation of identity if you get a response that the individual is registered in another state. No additional follow up is required.

**Real Property (Tax Assessor and Deed Transfers)**

Real Property data provides information about the ownership, values and characteristics of real estate as it relates to an individual or business. You may accept this as documentation of real property. No additional follow up is required.

**Vehicle Registrations**

Vehicle registration records contain data on owners and lien holders of the vehicle in addition to the registrant. You may accept this as documentation of real property. No additional follow up is required.

**FAA Aircraft Registrations and Pilot Licenses**

This dataset contains all currently registered individuals or businesses in the United States that own aircraft. It contains registration information and a description of the aircraft. You may accept this as documentation of ownership of an aircraft or pilot license. This may lead to unreported earnings or property essential for self support. You will need a statement of value of the aircraft from a dealer or aircraft sales source.

**Watercraft-State Registrations**

The watercraft database provides access to state registrations and boating accident information from various government agencies. This element includes additional recreational vehicles such as jet skis, wave runners and fishing boats. You may accept this as documentation of ownership of a watercraft. This may lead to unreported earnings or property essential for self support. You will need a statement of value of the watercraft from a dealer or watercraft sales source.

**PROCEDURES  
(cont'd)****Professional Licenses**

This database provides licensing information from various state agencies across the United States. The database provides the license type and status of licenses issued to a wide variety of professionals including physicians, dentists, accountants, engineers, nurses and contractors. Not all license types are received from each state. You will need to follow up with the a/r and document any statements in the appropriate remarks screen.

**Business Information Report**

The Dun & Bradstreet Full Business Information Report provides crucial information on over 9 million businesses. Dun & Bradstreet receives information on businesses from a wide variety of sources including direct contacts from the company, computer tapes of a company's accounts receivable, and courthouse data. Additionally, information is compiled from government sources, such as the Securities and Exchange Commission, Uniform Commercial Code filings, corporate charter and detail information, business licenses and registered trade styles. Financial institutions also provide information to Dun & Bradstreet. You will need to follow up with the a/r and document any statements in the appropriate remarks screen. Additional documentation such as most current year tax records should be requested.

**Federal Employer Identification Numbers (FEIN)**

The Employer ID numbers (FEINs) database provides a wide range of information about businesses, including executive names and operating classifications. The Taxpayer ID (FEIN) is the unique nine-digit federal employee identification number issued to each business by the IRS.

The Dun and Bradstreet D-U-N-S (Data Universal Numbering System) number is a nine-digit number assigned to each business location in the Dun & Bradstreet database that has a unique, separate, and distinct operation, and is maintained solely by Dun & Bradstreet.

The Standard Industrial Classification (SIC) classifies businesses by type. For example, household furniture stores have a SIC code of 5712. If more than one SIC code is listed, the first is the company's primary line of business. Any additional SIC codes indicate at least 10 percent of the company's business. A maximum of six SIC's will be listed.

You will need to follow up with the a/r and document any statements in the appropriate remarks screen. Additional documentation such as the most current year tax records should be requested.

**PROCEDURES  
(cont'd)****Fictitious Business Name (FBN)**

Fictitious Business Name (FBN) is a legally registered trade name by which an entity/company can conduct business. In addition to the term “Fictitious Business Name”, the following terms may also be used: “Doing Business As (DBA)””; “Assumed Name”.

You will need to follow up with the member and document any statements in the appropriate remarks screen. Additional documentation such as the most current year tax records should be requested.

**Uniform Commercial Code (UCC)**

The Uniform Commercial Code (UCC) governs commercial transactions in the U.S. Although all 50 states and D.C have adopted UCC filings, each has its own statutes and its own peculiarities and rules regarding secured transactions. A secured transaction occurs when a buyer wishes to make a purchase using credit or obtains a loan to make the purchase. The person or company to whom the credit or money is owed is the Secured Party. The person who owes payment is the debtor. When this type of relationship is established, the Secured Party requires some type of security that the debt will be repaid. This security is called collateral, which is something of value that the Secured Party can repossess and sell if the debtor does not pay the money owed within the agreed period of time. When a secured transaction occurs, a financing statement is filed at the Secretary of State office.

This information can be useful in determining whether personal property has been pledged or encumbered. Copy and paste or document any information provided from the search in remarks behind DEM2. No follow up is required.

**Bankruptcies, Liens and Judgments**

A bankruptcy is the formal condition of a person who is no longer capable of paying bills when they become due, being declared bankrupt under law.

A lien is any official claim or charge against property or funds for payment of a debt or an amount owed for services rendered, such as a federal tax lien.

A judgment is the final decision by a court in a civil or small claims lawsuit.

This information should only be used to provide a better understanding of the a/r's financial circumstances, and should not be copied and pasted into documentation. No follow up is necessary.