

**SUCCESS DOCUMENTATION STANDARDS FOR ALL
MEDICAID PROGRAMS**

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SUCCESS DOCUMENTATION

Preface

A thorough interview is the cornerstone of accurate casework. However, SUCCESS fields do not always capture all the aspects of an effective interview. It is necessary to DOCUMENT to accurately address all required elements.

The following pages contain guidelines to standardize **basic** documentation in SUCCESS. Basic documentation is the minimal “generic documentation” that is required on all cases. There are, however, no “generic cases”. All cases are individual. Basic documentation addresses the elements shared by most cases. Additional documentation is usually required to address the unique aspects of each case.

General Rules

The purpose of documentation is to explain what SUCCESS cannot. When a SUCCESS field alone fully and clearly documents a situation, additional documentation is not required. It is not necessary to do “negative” documentation.

For example, there are multiple codes to document type of verification. “CS” for client statement, is usually a clear enough documentation of the source of verification. “TC” for telephone call would never, alone, be adequate for documentation.

Examples:

TC (telephone call)- requires documentation of the phone number called, the name of the person spoken to, the date of the contact and any other parts of the conversation that are relevant to the case.

OT (other)- requires documentation of the source of verification.

LE (letter)- requires documentation of who sent the letter.

Include additional documentation when required.

Identification

All documentation should start with the date of the action and include the case manager’s last name and first initial and caseload number. Revenue Maximization Units should indicate the unit you work for (Rev Max Region V, Rev Max Intake Unit, etc.) A blank line should separate the documentation for each date.

Children in Placement Medicaid

Documentation standards that are applicable to all Medicaid Programs also apply to Children in Placement. While SUCCESS is not programmed for certain COAs for foster or adopted children, all information and standard documentation must be entered when a foster or adopted child is determined to be RSM eligible.

RevMax staff are responsible for following all Medicaid SUCCESS Standardized Documentation for all case actions or contacts for cases in county caseloads when assisting counties in removing a child. Include the date of the action, case manager's last name and first initial, case load number, contact number and reason for the action or change and the actual date of the child's removal from the home.

Documentation for case circumstances, placement episodes, AFDC relatedness criteria and budgeting, removal home circumstances, court orders, reimbursability, and COA determination are in REMA behind the FCAR screen. Reference the FCAR Screen documentation standards for specific information.

A child must be removed from all active or pending cases prior to being placed in RSM Medicaid by Revenue Maximization Regional Centers. If the child is included in pending related cases (Food Stamps, TANF, LIM, RSM, etc.), the county is responsible for removing the child from the case in order for the RevMax MES to register the foster care case on SUCCESS. When a county removes a child from an active or pending TANF, Food Stamp and/or Medicaid case, the county will use code 569 to remove the child and waive Medicaid Adverse Action for the child only to prevent a delay in processing the Foster Care and Medicaid application. Adverse Action is not waived for TANF or Food Stamp cases. The RevMax MES will assist county offices in removing children from active cases when coming into custody.

Manual Tracking, Relative Placement, Continuing Benefits

There are circumstances when a child in care has a IV-E eligibility determination and is tracked manually and not through SUCCESS.

Food Stamp Applications

A Food Stamp application that includes a foster or adopted child may be completed by a county without transferring the Medicaid case from a RevMax caseload. The RevMax case will have the child as HOH, the living arrangement coded as FC and is a child only case. The Food Stamp application may be registered by another county using standard procedures. The living arrangement code will be entered as FC and the MISC screen will have the child coded as "Y" at the Auto Reassign Override.

Adoption Assistance

If during registration screening it is discovered that an Adoption Assistance child is receiving Food Stamps, do not remove the child from the ongoing benefits case, but notify the county worker to code the child's living arrangement as FC and to code the child's

Children in Placement Medicaid (cont'd)

Auto Reassign Override as “Y”. RevMax will process the Adoption Assistance Medicaid application.

Relative Home Placement – Reference Section 2848 – Relative Care Placement

If a county DFCS requests closure of a foster or adopted child’s case in order to process a relative’s pending application for TANF and/or Family Medicaid that will include the foster or adopted child in the AU/BG, MES will complete a CMD on the existing child’s case. The MES will code and document SUCCESS with the details of the change in placement, the outcome of the CMD determination and reimbursability. The case will then be transferred in SUCCESS to the county requesting closure following standard transfer procedures.

DFCS Relieved of Legal custody - Reference Section 2848 – Relative Care Placement

When a county requests closure of a foster or adopted child’s through Form 227, the RevMax MES will complete a CMD on the existing child’s case. The MES will code and document SUCCESS with the details of the change in custody, the change in placement, the new address of the child, outcome of the CMD determination and reimbursability. The case will then be transferred in SUCCESS to the resident county following standard transfer procedures. A “transfer” case record will be created and sent to the county.

Minor Parent Foster Child

A foster child has their child living with him/her in placement and assistance is requested for the minor parent’s child. If the child is not in DFCS custody, the minor parent’s child is not considered a foster child. The minor parent or the agency may apply for LIM, Newborn or RSM Medicaid for the child. It is preferable for the child to be F15, Newborn Medicaid, if all eligibility criteria for this COA are met. Reference 2162-Low Income Medicaid, Section 2174-Newborn Medicaid and Section 2182-RSM Child for eligibility criteria. Reference Section 2850- Special Considerations for procedures.

If the minor parent’s child is approved for any COA, the case is a child only case and the minor parent must be included in the child’s case as a Non Member (NM) in SUCCESS. The minor parent’s child’s case is retained in the same Rev Max caseload as the minor parent foster child. These procedures must be followed to prevent SUCCESS from pulling the minor parent foster child’s case into a county caseload with their child.

If the minor parent and his/her child are in an existing active Medicaid case when the minor parent comes into care, code the minor parent as a Non Member in the existing case and transfer to the Rev Max caseload. Complete the IV-E and Medicaid determination for the minor parent foster child per policy and procedures as a child only case.

Narrative Screen

The NARR screen should be documented for all case actions (application, review or change) and indicate what action is occurring. The documentation should include type of contact and/or action being taken. For all interviews, the documentation on NARR should reflect the initial conversation that the case manager conducts with the A/R prior to starting the interview on SUCCESS. Document the name of the person spoken to and that s/he is the best source of information. Document whether face to face, alternate or telephone interview is being completed. Document that A/R or authorized representative was mailed HIPAA form and/or EMA notification form if form was not completed at interview and is not in case record. Document date that a Form 315 was given or mailed for all LO1 cases and WO1 cases over age 55. If a SUCCESS letter template has been used, document the date letter was written, type of letter template (ex. M400), Load ID and name of the worker using the letter template. For Medically Needy, document actions taken and any pertinent information entered on SDME screen. Document validity of QITs, when sent to DCH Legal, when returned & outcome, if applicable. For Supervisory reviews document Supervisor's name, date reviewed, and accuracy of AU, either "No corrections needed" or "Corrections due by mm/dd/yy".

ADDR											
CHANGE		HOUSEHOLD ADDRESSES - ADDR						ADDR 01			
Month 11 02		10 19 01									
CO	LO	Load ID	Client ID			Prev CO/LO					
HOH F Name		L Name						Suf			
Auth Rep	Prim Lang	Voter Reg	Visually Impaired	Hearing Impaired	Public Hsng/ Rent Subsidy	Serial Number	Census Tract				
Y	E	N	N	N							
Residential Address											
Address Line 1				Line 2							
Street	Number	Dir	Name	Type	City	Dir	Apt				
City		ST	GA	Zip	Phone						
Mailing Address Del											
Address Line 1				Line 2							
Street	Number	Dir	Name	Type	City	Dir	Apt				
City		ST	GA	Zip							
								Previous Addresses in last 2 years N			
Message											
15-lett				21-narr		23-alau		24-del			

Document:

Questionable mailing address

Directions to A/R home, if needed

AREP			
CHANGE Month 11 02	AUTHORIZED REPRESENTATIVE - AREP 11 05 99		AREP A 01
HOH Name		Client ID	
Rep Type R1	Relationship OR	Del	
F Name	L Name		
Address Line 1		Line 2 / Apt	
City	ST GA	Zip	Phone
Rep Type	Relationship	Del	
F Name	MI	L Name	
Address Line 1		Line 2 / Apt	
City	ST	Zip	Phone
Rep Type	Relationship	Del	
F Name	MI	L Name	
Address Line 1		Line 2 / Apt	
City	ST	Zip	Phone
			More
Message			
			24-del

Document circumstances related to A/R choice of:

Authorized representative (responsible person) for ABD and why (if not included on NARR screen)

For Children in Placement Document:

For Adoption Assistance children, complete AREP screen for adoptive parents.

For children who move from an approved foster home placement to a relative placement, and custody is removed from DFCS, complete the AREP screen for new relative care placement. Document the relative's name, relationship and address. Details of the move from DFCS custody to a Relative Care Option are documented on REMA behind the FCAR screen.

TMAI				
INQUIRY Month 09 05	TMA INCOME - TMAI			TMAI
HOH Name AU ID	Client ID			
Date QRF Received	QRF Status Code	QRF Good Cause	Unemployed Good Cause	RSN QRF Incomplete
07 05 05	C			
QRF Months	Gross Inc	V	Dep Care	V
06 05	675.68	CS	0.01	CS
05 05	742.65	CS	0.01	CS
04 05	757.59	CS	0.01	CS
Message				

Document:

How QRF information was received if QRF was not returned
 If QRF was received late or incomplete

STAT											
CHANGE		ASSISTANCE STATUS - STAT						STAT A			
Month 11 02		11 05 99						01			
AU ID		Prog MA		Prog Type A		Prev ABD Type B		Med COA L01		Claim N	
CO	LO	Load ID		Conversion Date							
AU	AU Status	AU Stat	Appl	Begin	Pd Thru	---Penalty---		Appeal			
Stat	Reasons	Date	Date	Date	Date	Type	End Date	Ind			
A		120197	112497	112597							

First	Last	Rel V	Mand Finl	--Stat--	Rsn	Appl	Begin	Pd Thru	Penalty		
Name	Name	Incl	Resp	Date	Date	Date	Date	Date	T	Date	
		SE OT	N RE	A	120197	112497	112597				
Message											
20-rmen 22-alau(arch) 23-alau(curr)											

For all Medicaid programs Document:

Name, age, relationship of non-AU members and why they are not included in AU

Unusual and/or financial responsibilities (example: step-parent with a mutual child)

Denials/closures codes entered by EW

Changes in AU (additions and deletion of AU members)

Circumstances and outcome of completing a CMD

Dual eligibility for more than one COA

Trace the relationship of the non-parent grantee relative to the children in the AU

If A/R over CAP, document if QIT is in place and effective date.

If coverage for retroactive months was requested then list what months and the eligibility determination for each of the months. If another AU ID number was used to process the prior months, cross reference this AU ID.

Note:

At application or review it is never acceptable to document:

“client states no change” or “client states no change in AU composition”

“Best Practice”: Document any referrals done on closed/denied cases.

For Newborn cases in which the child no longer lives with the mother, document as follows if child lives with a female caretaker: **This child is Newborn eligible. This child is the (grandchild, niece, nephew, etc.) of the head of household. Due to system limitations, it is not possible to code the relationship correctly.**

When the child lives with a male caretaker: **The child in this case is Newborn eligible. Due to system limitations, it is not possible for this child to be in an F15 case because he/she lives with a male caretaker. This child is eligible through the month in which he/she turns 1. The 6 month review will completed as a dummy review.**

DEM1											
CHANGE		CLIENT DEMOGRAPHIC 1 - DEM1						DEM1 01			
Month 11 02		A574 10 19 01									
Client Name				Suf		Client ID					
Alt	SSA/SSN	SSN Appl	SSN1	V	More	DOB	V	Sex	Race	Eth	
Name	Appl For	Date			SSNs	(MMDDYYYY)					
							M	B	N		
GA	Marital	Living	RSM	Min Par	Boarder	Amt Paid	--	Family Planning	--		
Res	Status	Arrngmt	Ad/Ch	/LA	Num Meals	for Meals	Referral	Date			
Y	W		A								
Concurr	SSI	Depriv V	Prenatal Care	-----	Pregnant	-----	FTC				
Out of St	Recip	Ind	Good Cse	Term/Due	Term/Due	V	Num V	Code			
CA	FS	MA		Code	Date	Exp					
N	N	N	I								
Message											
15-lett			16-crs			23-alau					

For Family Medicaid Document:

Details of any enumeration penalty imposed

Details of deprivation

Any unusual circumstances about Georgia Residency

How pregnancy was verified

If pregnancy was terminated for a reason other than a live birth

Code deprivation field correctly for CSE referral

Form 138 was signed at interview or mailed to A/R (if required)

For ABD Medicaid Document:

Previous Marriages

SSI ineligibility

Any unusual circumstances about Georgia Residency

Reason for the Living Arrangement code entered; at reviews document that A/R remains in same LA or why it has changed

For Children in Placement Document:

If an incorrect deprivation code is entered, document reason and correct deprivation.

Details of deprivation are documented in REMA behind the FCAR screen.

DEM2

CHANGE	CLIENT DEMOGRAPHIC 2 - DEM2	DEM2 01
Month 11 08	A574 10 19 08	
Client Name		Client ID
Citiz V	Orig ID	Student V
Cert	Stat	Completed
C	BC	Y
AF	FT	CS
High Grade V		Striker ---
Completed		Stat
N		
Immunization --		Law -Health Chk -
Curr GCse Due Dt		Brkr Ref Date
TPL TPL V		-----
Coop	Entitlmnt	Claim Num
N	C	CS
Medicare -----		Disability / Incapacity -----
Disab Approval		Begin Date
Type Source (MM YYYY)		(MM YYYY)
Joint Vet		Military
SSI/FS Stat	Serv Num	Death
N	N	
TANF Cap Parent -----		TANF Cap Child ----
End Date		Parnt ID Rcv Mo Cncpt GCse
Non-Custodial Parent?		V
Message		
15-lett		22-tpl 23-alau

For all Medicaid programs Document:

Details of disability/incapacity codes

Details, resolution of Death Match interface

Citizenship verification or Alien status if A/R is not a citizen. The type of evidence used to verify citizenship should be documented if not fully explained by the valid value. If receipt of Medicare or SSI is used to verify citizenship, this should be clearly documented. If citizenship is not verified by a document from the first tier, what was used for identity needs to be documented if not fully explained by the valid value. This should be done for each AU member.

Declaration of Citizenship is in record. Declaration of Citizenship can be addressed on DEM2 01 for ALL AU members.

Availability of TPL (TPL1 screen should not be used)

What form was signed for assignment of TPL. If A/R has TPL or there has been a change, document date form 285 sent to Health Management Systems, Inc.

For Peachcare Rebounds, document that assignment of rights was completed on PCK application.

Document that trusts and QITs are sent to DCH

Details of non-cooperation for TPL, if applicable

HIPP referral if applicable

Form DMA-327 sent to DCH upon death of recipient in L01 or W01Health Check

Program Referral (except for ABD COAs) TPL/Health Check can be addressed on DEM2 01 for ALL AU members.

ALAS

CHANGE ALIENS AND STUDENTS - ALAS ALAS 01
 Month 11 02 10 19 01

Client Name Client ID

Permanent

Citiz Elig V Doc Spons Country Entry Date INS -- Emergency Med ---
 Stat Type Alien of Origin (MM YYYY) Number Ind Beg Dt End Dt
 C

INS Auth To Work Refugee Resettlement Agency

Student Educ School Name Dep Care Grad Date Meals 20 Hr/Wk
 Status Level Respon (MM YY) Provided Work Rqmt
 NO

School Attend Cd

Message
 15-lett

For all Medicaid programs document:

The 40 qualifying quarters for aliens
 Details of form 526 for EMA

For Children in Placement Document:

Alien status if applicable and all known school information

INST												
CHANGE		INSTITUTION - INST						INST 01				
Month 11 02		05 03 02						01				
Client Name						Client ID						
D Inst	Prov	Admission	Discharge	NH	LOC	V	Payment	--	Payment	--		
Type	ID	Date	Date	Perdiem	Auth		Auth Date	Term	DT	Rsn		
NH		08 15 98		106.00	I	DM	05 01 01	05	01	03	L	
Diversion		Dep/Family	Divert	Pat Liab	Inc	Incurr	MedExp	Inc	-	Medicare	-	
Amount	V	Num	Gross	Inc	V	Amount	V	Amount	V	Prot	Prem	Amt V
Extra	-	HCW Waiver	-	Deem	Wvr	DMA	Spcl	Length/	V	ICD-9	Recon	
Hardship	Type	Slot	Date	Cost	Eff	Wvr	Code	Stay	Met		Ind	
								Y	NH	25001	N	
												More Institutions
Message												
15-lett 16-pmen						24-del						

For ABD Medicaid Document:

Level of Care: changes, date packet sent to GMCF & returned, reason if LOC is denied

Limited Stay extensions

Changes in institutional status (such as a change to Hospice COA)

Residence prior to admission and upon discharge for protection of income determinations

IMEs and verification source

Diversion, if applicable

Differences between admission date and payment date

Reason for reconciliation and months affected

Any periods not covered by DMA-6, Communicator or other LOC instrument

Reason for use of Pat Liab Amount field; explain how the amount entered was obtained

Hospital stays and how verified

Explain reason for protection of income

Circumstances behind reconciliation

APID													
CHANGE		ABSENT PARENT IDENTIFICATION - APID								APID		A	
Month 11 02										01			
HOH Name								Del AP		AP Returned Home			
AP Name				Suf									
SSN		Seq Num											
Dep First Last Legal Pat		Dep First Last Legal Pat		Dep First Last Legal Pat		Dep First Last Legal Pat							
Name Name Rel Type		Name Name Rel Type		Name Name Rel Type		Name Name Rel Type							
IV-D --- Good Cause Claim --- Referral 130 Form UCB Other Income													
Coop Ind Rsn Stat Date		Date		Date		Ind		Types					
Union/Local													
Message													
15-lett		20-next ap		23-alau		24-del							

For Family Medicaid Document:

Non-cooperation with CSS

Good cause for failure to cooperate

Changes and discrepancies in A/P information and dates any email Form 713 is sent to CSS

If system Form 130 is sent, document date and worker load number

If A/P unknown, explain

If A/P has health insurance for the child(ren) and no CSS referral is made, enter "NOT APPLICABLE" for A/P name and document details

For Children in Placement Document:

Deprivation code must be entered to display the five (5) APID screens required to interface with the \$TARS child support system.

Document all known information.

APAD				
ABSENT PARENT ADDRESS - APAD			APAD	A
Month 11 02			01	
HOH Name		Client ID		
AP Name	SSN			
Curr Addr Line 1		Line 2		
City	ST	Zip	Phone	
Date at Address				
Prev Addr Line 1		Line 2		
City	ST	Zip	Phone	
Date at Address				
AP's Father		Delete		
Street	City	ST	Zip	
AP's Mother		Delete		
Maiden				
Street	City	ST	Zip	
Message				
15-lett		20-next ap		24-del

For Family Medicaid Programs Document:

Changes and date email Form 713 sent to CSS

For Children in Placement Medicaid Document:

All known information

APDE

Month 11 02 ABSENT PARENT DEMOGRAPHIC - APDE APDE A
01

HOH Name Client ID
AP Name SSN

----- Marital Information ----- Rel HOH Drvr Lic License Plate
Stat Date City ST To AP ST ST Number
N

DOB Approx ---- Birth Place ---- Sex Race Hgt Hair Eye Wgt
(MMDDYYYY) Age City ST Inches Color Color Lbs

----- Military Information -----
Stat ID Num Branch Entry Dt Exit Dt Allotment Pay Allotment Recip

----- Incarceration Information -----
Cd Release Dt Sentence Lgth Min Confine Institution
Yr Mo Yr Mo

Message

For Family Medicaid Programs Document:

Changes and date email Form 713 sent to CSS

For Children in Placement Medicaid Document:

All known information

APEM				
ABSENT PARENT EMPLOYMENT - APEM			APEM	A
Month 11 02			01	
HOH Name			Client ID	
AP Name	SSN			
Primary Employer	Delete	Occupation		
Name	Empl Date (MM YY)			
Address Line 1	Line 2			
City	ST Zip		Phone	
Secondary Employer	Delete	Occupation		
Name	Empl Date (MM YY)			
Address Line 1	Line 2			
City	ST Zip		Phone	
Former Employer	Delete	Occupation		
Name	Empl Date (MM YY)			
Address Line 1	Line 2			
City	ST Zip		Phone	
Message				
15-lett	20-next ap		24-del	

For Family Medicaid Programs Document:

Changes and date email Form 713 sent to CSS

For Children in Placement Document:

All known information

APCO

ABSENT PARENT COURT ORDER - APCO APCO A
 Month 11 02 01

HOH Name Client ID
 AP Name SSN

Order Support Support Freq Payee Docket
 Date Obligation Arrears Code Number

Paying Date of Last Pymnt Agency Receiving Payment
 Support Last Pymnt Amount

15-lett 20-next ap

For Family Medicaid Programs Document:

Changes and date email Form 713 sent to CSS

For Children in Placement Document:

All known information concerning court ordered child support and/or insurance coverage
 Copy of insurance card in file

FCAR		
CHANGE Month 11 02	FOSTER CARE - FCAR	FCAR 01
Client Name		Client ID
Date Petition Filed	Type of Placement	
Date of Court Order/Placement Agreement		
Order Wording/Valid Agreement Indicator	Elig/AFDC When Removed	
Name of Agency/Individual with Placement Responsibility		
Date Court Order/Placement Expires		
Name of Foster Parent/Placement Source		
Message	15-lett	

For all Medicaid Programs Document:

Details of home from which child was removed and how the child's eligibility for IV-E eligibility was determined

Reimbursability, status of foster home, court orders and required language, deprivation and child's income

Identify any months of non-reimbursability and explain

Document Chafee Independence Program new application details for verification of foster care status, Third Party Resources, citizenship/identity, residency, and age..

For Children in Placement Document:

Initial removal and placement, all additional court orders, placement episodes, changes

The case narrative for all children in placement is REMA behind the FCAR screen. This includes initial placement and application, reviews, subsequent placement episodes and/or changes. All narratives should start with the date of the action, the type of action and include the case manager's last name, first initial and caseload number, Revenue Maximization location and telephone number. A blank line should separate the narrative for each date.

REMA should be a chronological narrative of the case's history.

Initial placement information should include:

- Date entered into custody
- Date of application and SOP
- SSCM's name, county and telephone number
- Initial court order type, date and required language, date order received from SSCM
- "removal from" and "living with" specified relative, removal home information
- Briefly address the AFDC relatedness criteria for age, deprivation, financial need and citizenship/alienage for the eligibility month and address OCSS referral requirements. Alien status verified? Reference Section 2215.
- Current placement and reimbursability
- COA determination and/or CMD
- Follow-ups needed with type and date, any specific information that was unusual and needed for the case. An ALERT will be used as a follow-up to complete information needed.
- 962 requests, document who requested, 962 sent to, date sent, and address
- Date Form 529 sent to county and accounting
- Need for prior months MAO, gaps in Medicaid coverage reinstated and any action taken

Chafee Independence Program Medicaid:

Verification of foster care status. If contacting a state other than Georgia for verification of foster care status and no written verification is provided, document state, agency, contact name and number, details of verification of foster care status for month of 18th birthday. Screen print this information for case record documentation

Verification of TPR.

Document the CMD process for existing foster care youth.

All subsequent narratives should include type of action, collateral contact and all information relevant to the action.

RES1					
CHANGE Month 11 02	RESOURCES 1 - RES1 10 19 01			RES1 01 01	
Client Name		Client ID			
Do you have any of the following: cash, money loaned out, checking, savings, credit union, CD's, stocks, bonds, or secured notes?					
Del Type	Amount	V	Acct Num	Institution Name	
PF	75.61	OT			
Do you have any of the following: life insurance, pre-paid burial contracts, real estate, or cemetery lots?					
Del	Type	Face Amt	Cash Amt	V	Policy Num
					Company Name
					More
Message					
15-lett			23-alau 24-del		

For all Medicaid Programs Document:

Conversion or disposition of resources at review or interim change, including spousal impoverishment

Explain any unusual activity involving resources and countable value if amount is not readily apparent

For ABD Medicaid Program Document:

Dates of letters, bank statements, etc. used as verification

Potential inheritances

Disposition of previously owned bank accounts or other resources, and potential jointly owned resources at review or interim change

Burial fund exclusions (life insurance, burial contracts, burial funds)

Explain financial instrument used to fund QIT

For Promissory Notes, Loans and Property Agreements explain how the resource amount was calculated

RES2											
CHANGE Month 11 02	RESOURCES 2 - RES2						RES2 01 01				
Client Name				Client ID							
Do you have any of the following: truck, motorcycle, tractor, farm equipment, licensed/unlicensed vehicle(s), boat, camper, income producing vehicle?											
Del Type	Use	FMV	V	Encumb	V	Yr	Make	Mod	Lic Num	Registration	
MA/AF FS											
VIN											
Do you have any of the following: vacation home, real estate, or rental prop?											
Address			City			ST		Zip			
Del	Use	FMV	V	Encumb	V	Try to Sell	Annl Rate Ret Amt	V	Age Life Est Own		
Message									More		
15-lett				23-alau 24-del							

For all Medicaid programs Document:

Good faith efforts to sell

Bankruptcy

Conversion or disposition of resources at review or interim change, including spousal impoverishment

Vehicle use if use code is not self explanatory

Joint ownership

For ABD Medicaid programs Document:

Liens

Rebuttal process

Completion of property search the results and any discrepancies

If more than one vehicle, vehicle excluded and reason

Life estate

Disposition of previously owned property

All real property other than homeplace

RES3						
CHANGE Month 11 02	RESOURCES 3 - RES3				RES3 01 01	
Client Name		Client ID				
Do you have any of the following: safety deposit box, business holdings, non-home consumption produce, livestock, or other valuables?						
----- Other Property -----						
Del	Type	FMV	V	Encumb	V	Annl Rate V Return
						More
Message						
15-lett			24-del			

For all Medicaid programs Document:

Details of any resource listed on this screen

Conversion or disposition of resources at review or interim change, including spousal impoverishment

For ABD Medicaid programs Document:

For FBR cases, burial space exclusion if not evident from verification in record

Any amount entered as "OC" due to burial exclusion

TRAN									
CHANGE		TRANSFER OF RESOURCES - TRAN					TRAN 01		
Month 11 02							01		
Client Name					Client ID				
Del	Transf	Discovery	Transferee	Resource	FMV	V	Amt	V	
Ind	Date	Date	R'Ship	Type			Rec'd		
	(MM YY)	(MM YY)							
Reason for		Undue Hardship		1st Mth					
Transfer		Ind	Rsn	NH/Wvr MA					
				(MM YY)					
							More		
Message									
15-lett					24-del				

For ABD Medicaid programs Document:

Details of any transfer and verification used or A/R's statement that no transfers have been made

Details of any recalculation of penalty and verification used

For Promissory Notes, Loans, Property Agreements that result in a transfer penalty explain how the penalty amount was calculated.

ERN1									
CHANGE		EARNED INCOME 1 - ERN1					ERN1 01		
Month 11 02							01		
Client Name					Client ID				
Do you have any of the following: wages, self-employment, commissions/tips, roomer/boarder income, rent, mortgage payment, sick pay, work program, JTPA, Job Corps, training allowance, use/sale of personal property, or other income?									
Employer Name					AJS Employ				
Line 1		Line 2							
City		ST		Zip		Phone			
Begin	First	End	Late	SON	\$30+1/3	\$30+1/3	\$30		
Type	Date	Pay Date	Date	Rpt	Ovrd	Ind Cntr	End Date	End Date	
TANF									
ARM									
		Num of	ABD Stdnt	TANF Student		-----JTPA----			
		Bordrs	Excl	Ind Cnt		Ind Cnt	Excl		
								More Jobs	
Message									
15-lett									

For all Medicaid programs Document:

Current employment record to track employer's name, begin/end dates, reason for termination, date last pay received and how verified

When clearinghouse (DOL) information automatically appears after matching on SSN for AU member's age 16 or older. When DOL information appears, press the tilde key and the information will copy and paste to the ERN1 REMA screen

Discrepancies in clearinghouse information

For Family Medicaid programs Document:

Months of 30 & 1/3

ERN2									
EARNED INCOME 2 - ERN2								ERN2 01	
Month 11 02									
Client Name				Client ID					
Employer Name									
Avg Hrs		Freq		Day Week Pd			Extra Pay		
Del									
Amt 1	V	Amt 2	V	Amt 3	V	Amt 4	V	Extra	V
----- Work Expenses -----									
Type	Amount	Freq	V	Type	Amount	Freq	V		
								More Jobs	
Message									
15-lett		16-evnc		23-alau		24-del			

For all Medicaid programs Document:

Hourly pay rate

Tips, if not included in gross pay on the pay stubs

Reason any pay period is NOT considered representative pay

If actual income used in budgeting explain

If verification is required but is not in case record, how was information verified

For example: YTD, TC

IF EVNC is not used, explain calculation and frequency of pay

EVNC

CHANGE EARNED VARIABLE INCOME CALCULATION - EVNC EVNC 01
Month 11 02

Client Name

Client ID

Del Avg Hours Freq Day Week Pd Extra Pay

PP End Date Pd/Rcvd Date Amount V Repres
MM DD YY

Message

24-del

All documentation should be on the ERN2 screen

DEAL			
CHANGE Month 11 02	DEEM/ALLOCATE - DEAL		DEAL 01
Client Name		Client ID	
----- Deemor Budget -----		----- CS Paid Outside Home -----	
Num IRS Dep	Alimony V	Other Exp V	Del Oblig Amt V Paid Amt V
----- ABD Allocation -----			
Inelig		Inelig	
Del Ind	Amount V	Del Ind	Amount V
		Number Of ABD Child Appl Recip	
----- Alien Sponsor -----		----- AF Allocation -----	
Amt Actually Contributed/V		Client ID	
Number of Other Spons Aliens		Who can	
Number of Other FS Recips Spons		Allocate to me	
Message			
15-lett		24-del	

For all Medicaid programs Document:

Alien sponsor's name and address

For Family Medicaid programs Document:

For deemor budgets: Names of persons counted as IRS dependents

For allocation, who can income be allocated to

For ABD Medicaid programs Document:

Ineligible children and type of income

CARE										
CHANGE		DEPENDENT CARE EXPENSES - CARE						CARE 01		
Month 11 02		07 23 02						01		
Client Name						Client ID				
Provider		Phone								
Address		City		ST GA		Zip				
More providers										
Del	Extra Dependent Expense			Day of Week Pd			Rsn EM			
Depname	Und2	Freq	Date Pd	Amt	Date Pd	Amt	Date Pd	Extra	V	
JONAH	N	BW	04 04 02	50.00						
PR										
More Dependents For This Provider										
Message										
15-lett					24-del					

For Family Medicaid programs Document:

If AU is eligible for the dependent care deduction and no expense is reported, document childcare arrangements

If subsidized care is being provided

Each child for whom care is being paid should be listed individually on the CARE screen

UINC									
CHANGE Month 11 02		UNEARNED INCOME - UINC				UINC 01 01			
Client Name					Client ID				
Do you have any of the following: RSDI, alimony, direct child support, contributions, VA, workers compensation, unemployment, sick/disability benefits, pension, railroad retirement, any other retirement, rent, interest, annuities, dividends, educational income, or striker benefits?									
Type	Del	Freq	Claim Number	Ded	Ded Amt	V	Extra Pay		
Date Rcvd	Amount	V	Date Rcvd	Amount	V	Date Rcvd	Amount	V	
Client Potentially Elig For Other Benefits? More									
Appl Type	Stat	Date	Appl Type			Stat	Date		
Message									
15-lett			16-uvnc			23-alau		24-del	

For all Medicaid programs Document:

Date payments will begin and/or terminate

The source and expected duration of any contributions

Reason net instead of gross income is used

Calculation of monthly interest payment or child support payments, if needed

Financial aid for students

Reason for any changes to the auto update

If A/R is receiving RSDI on someone else's account, the name and relationship,

The reason any fluctuating income is not considered representative

Details of application for any other benefits; explanation for not requiring application when potentially eligible.

The results of clearinghouse (UCB/SDX/BENDEX) automatic matches and the resolution of any discrepancies

For ABD Medicaid programs Document:

Dates of award letters, bank statements, etc

Reason for any deductions or exclusions, including for QITs

Potential income based on past work history, spouse, etc

If no income, document potential SSI eligibility

Document receipt of or potential benefits for VA, when application filed with VA, etc.

For Promissory Notes, Loans, and Property Agreements document any resulting countable income and how it was calculated.

For Children in Placement:

See Appendix K, work around for receipt of SSI

PLAW		
CHANGE Month 11 02	PUBLIC LAW DISREGARD - PLAW	PLAW 01
Client Name		Client ID
Client RSDI Claim Number		
Previous SSI/MSS/AABD		
Concurrent & Correct SSI/MSS/AABD		
Date of SSI/MSS/AABD Inelig		
Reason for SSI/MSS/AABD Inelig		
RSDI Initial/Increase Entitlement		V
COLA Disregard Amt		V
Message		
15-lett		

For ABD Medicaid programs Document:

How determination was made and why person is eligible
Yearly COLA

ISM1									
CHANGE		INKIND SUPPORT & MAINTENANCE 1 - ISM1					ISM1		A
Month 11 02									
HOH Name					AU ID				
HH Expense Type		Amt		V	HH Expense Type		Amt		V
Rent					Mortgage				
Electric					Taxes				
Gas					Water				
Sewer					Garbage				
Heating Fuel					Insurance				
Food					Other				
Clients Contrib			Outside Contrib			Inside Contrib			
Type	Amt	V	Type	Amt	V	Type	Amt	V	
Food			Food			Food			
Shelter			Shelter			Shelter			
Other						Other			
Number	Sharing	Household	Ownership	Parent/					
Food	Shelter	Situation	Rent Lib	Child					
Message									
15-lett									

For ABD Medicaid programs Document:

Details of determination of ISM, including manual budget or “see Form 969 in case record”

MISC														
CHANGE		AU NON-FINANCIAL MISCELLANEOUS - MISC										MISC		A
Month 11 02														
HOH Name					Client ID									
AU ID					Prog MA									
Pre	Pre	AU	ATP	ATP	QRF	QRF	Pre-	Calc	Trial	Pro	Exp	SLAM	-Extended	MA-
Issn	EBT	Issn	Prnt	Cyc	Status	Ctr	sump	Elig	HH	Ovr	Svc	Cd	Start	Dt
Card		Mode	Cnty	Num	Code		Elig	Ind	Ind					Cor
----- Review ----			Auto		-----Lump Sum Remainder-----			Delay	QMB	RSM				
Compl	Mand	Last	Reasgn	Amount	100%	133%	185%	Rsn	Ovr	Elig				
Std		Type	Ovr								Ovr			
			N											
Sched Interview					QC Penalty End Date									
Del	Unit Number				Inquiry Date					Load ID				
Next Review S					Appt Date					Appt Type				
Appt Begin Time (HH:MM)					:									
Appt End Time (HH:MM)					:					Appt Letter Print Location L				
L Name/Appt Remarks														
Message														
13-note 14-schd 15-lett					20-schs					23-alau				

For all Medicaid programs Document:

Why the case is over the SOP (Valid Value is never sufficient)

For Family Medicaid programs Document:

How the first month of TMA was established

For ABD Medicaid programs Document:

QMB override reason