LOUISIANA DEPT. OF HEALTH & HOSPITALS

Medicaid Eligibility Data System

External Design Part1a: Core System--Certification

Table of Contents

DOCUMENT INFORMATION 6

REVISION SUMMARY 6

CERTIFICATION SUBSYSTEM 12

CASE APPLICATION 13

CASE MAINTENANCE 13
Parish History Moreable 17
Initial Contact Moreable 18
APPLICATION MAINTENANCE 19
Disability Type Pop-up 22
Application Moreable 23
Other Moreable 24
Source of Application crosswalk 25
APPLICATION MEMBER MAINTENANCE 27
APPLICATION TYPE CASE MAINTENANCE 33
CASE MEMBER MAINTENANCE 37
PERSON MAINTENANCE 39
Person Address Moreable 53
Phone Information Moreable 55
Address Notes Moreable 55
Secondary Name Pop-up 56
Race/Ethnicity Pop-up 56
Race/Ethnicity crosswalk 57
Citizenship Verification Pop-up 58
Identity Verification Pop-up 59
PCP Details Moreable Window 59
Medicaid Children Pop-up 60
Address/Phone/Parish Copy Pop-up Window 61
Date of Death Verification Pop-up Window 61
LAMI/SDX Person Maintenance (PERX) 62
PERSON GROSS INCOME MAINTENANCE 63
COMMUNITY CARE / PROVIDER LOCK-IN MAINTENANCE 65
SWIPE CARD REQUEST MAINTENANCE 68
PROVIDER LOOKUP 70
COMMUNITY CARE PROVIDER LOOKUP 72
CASELOAD REASSIGNMENT - ACTIVE 73
Reassign All Confirmation Moreable 75
CASELOAD REASSIGNMENT - PENDING 76
CASELOAD REASSIGNMENT – ACTIVE/PENDING 78
DIAGNOSIS CODE LOOKUP 79

CASE APPLICATION INQUIRIES 80

PENDING APPLICATION INQUIRY BY WORKER 80
PENDING APPLICATIONS OVER 45 DAYS BY LOCATION 81
PENDING APPLICATION INQUIRY BY TYPE CASE 82
PERSON GROSS INCOME INQUIRY 83
PROVIDER LOCK-IN INQUIRY BY PROVIDER 84

CERTIFICATION 85

ELIGIBILITY DETERMINATION MAINTENANCE 85
THIS KEY POINTS TO THE APPLICATION MEMBER MAINTENANCE 87
USING THE PROCESS KEY 94
Scenario 1 - No budgets exist 97
Scenario 2 – Application Type Case Rejection 99
Scenario 3 - Close Certifications 99
Scenario 4 - 'Eligible' budgets 103
CERTIFICATION BUSINESS RULES 107
THE "IN PROGRESS" BROWSE POP-UP WINDOWS 114
AU Member Browse Pop-Up Window 114
Absent Parent Browse Pop-Up Window 115
LASES Case Browse Pop-Up Window 116
LASES Case Child Browse Pop-Up Window 117
MPP Premium History Pop-Up Window 118
THE 'IN PROGRESS' MAINTENANCE FUNCTIONS 120
Certification Pop-Up Maintenance 121
Segment Pop-Up Maintenance 138
AU Member Pop-Up Maintenance 144
Person Pop Up Maintenance 154
Medicare Dates Pop Up Maintenance 154
LASES Case Pop-Up Maintenance 155
LASES Case Child Pop-Up Maintenance 160
Absent Parent Pop-Up Maintenance 162
RETROACTIVE MPP CERTIFICATION MAINTENANCE 168
CERTIFICATIONS TO BE DETERMINED MAINTENANCE 170
UNLINK BUDGET MAINTENANCE 173
THE 'COMPLETED' MAINTENANCE FUNCTIONS 175
Certification Maintenance 175
Segment Maintenance 195
Hospice Segment Maintenance 201
Hospice Services Periods Pop-up Window 204
AU Member Maintenance 205
Absent Parent Maintenance 219
LASES Case Maintenance 226
LASES Case Child Maintenance 230

RENEWAL CODE – STATE TRANSITION TABLE 233

TABLE A. BATCH TRANSACTIONS ALLOWED 233
TABLE B. ON-LINE TRANSACTIONS ALLOWED 235
1. For BHSF Workers 235
2. For OCS Workers 236

ABSENT PARENT HELP 237

ABSENT PARENT HELP MENU 237
ABSENT PARENT BY MEDS NAME 238
ABSENT PARENT BY LASES NAME 239
ABSENT PARENT HELP BY MEDS SSN 240
ABSENT PARENT HELP BY LASES SSN 241

CERTIFICATION INQUIRIES 242

SEGMENT INQUIRY BY CASE / CERTIFICATION PERIOD 242
HOSPICE SEGMENT INQUIRY BY CASE / CERT PERIOD / AU MEMBER 243
AU MEMBER INQUIRY 244

Copyright © 2003 RedMane Technology LLC
For DHH

OUTSTANDING DETERMINATIONS BY CASELOAD 246
LASES CASE CHILD INQUIRY 247
ABSENT PARENT INQUIRY 248
ACTIVE SEGMENT INQUIRY 249

PERSON HELP / PERSON INQUIRIES 250

PERSON HELP MENU 250
PERSON HELP BY LAST NAME/FIRST NAME/PARISH/BIRTH DATE 251
PERSON HELP BY SSN 253
PERSON HELP BY MAIDEN NAME 254
PERSON HELP BY SECONDARY NAME 255
PERSON INQUIRY BY LAMI PID 256

CASE INQUIRY MENU 257

CASE INQUIRY BY PERSON NUMBER 257
CASE INQUIRY BY NAME, PARISH 258
CASE INQUIRY BY SSN 259
CASE INQUIRY BY CATEGORY, TYPE CASE 260
CASE SUMMARY INQUIRY 261
Certification Summary 264

ADMINISTRATION TABLES SUBSYSTEM 267

LOCATION MAINTENANCE 267
Location Address Moreable Pop-up 269
Field Descriptions 269
WORKER MAINTENANCE 270
WORKER INQUIRY BY USER ID 272
CASELOAD MAINTENANCE 273
STANDARD VALUE MAINTENANCE 274
TYPE CASE MAINTENANCE 275
Screen 1 275
Screen 2 279
CLOSE TYPE CASE REQUEST MAINTENANCE 281
TYPE CASE APPROVAL CODE MAINTENANCE 282
TYPE CASE CLOSURE CODE MAINTENANCE 283
MONTHLY CUTOFF MAINTENANCE 284
APPLICATION/CONTRACTOR CENTER MAINTENANCE 285
APPLICATION OTHER SOURCE MAINTENANCE 286
ANNUAL HOLIDAY SCHEDULE 288

APPENDIX A 289

Document Information

Created for:	Louisiana Dept. of Health & Hospitals
Project Name:	Medicaid Eligibility Data System
Project Abbreviation:	MEDS
Document Title:	External Design Part1a: Core System--Certification
Document Subject:	
Revision Number:	752 (incremented each time the document is saved)
Status:	Final
Last Saved:	Dec 29, 2011 09:54:00 AM
Printed:	Dec 29, 2011 09:54:00 AM
Comments:	
Document Template:	RedManeSpec_W2000.dot

Revision Summary

The following revisions have been made to the document since it was first published:

Date	Description of Change	By
4/29/2003	Revised with RedMane templates	M. Smutko
5/6/2003	New Medicare Claim Number edits for T BICS – SIR 757	Jennifer Leslie
5/7/2003	Add (L)ast action to view previous record – SIR 799	L. Nel
5/12/2003	Remove Buy In as a source of Medicare Code updates – SIR 340	Jennifer Leslie
5/14/2003	Add comments for Redet rule - SIR814, changed NOW waiver date to July 1 – SIR753	J. Flosi
5/30/03	Add residential address & modify address window – SIR 769	Jennifer Leslie
6/23/03	Cert/AU Member start date cannot be prior to Budget Date when being added – SIR 808	Jennifer Leslie
07/17/03	Pop-up window if swipe card is requested for a sanctioned person	Denise DeLaurentis
7/23/03	Add Date of Birth Verification Code to Person – SIR 859	Jennifer Leslie
7/28/03	Increase Hospice Entitlement Date occurrences to 18 – SIR 905	Jennifer Leslie
7/31/03	Add city/zip code help & validation to Person & LOCN – SIR 777	Jennifer Leslie

Copyright © 2003 RedMane Technology LLC
For DHH

Date	Description of Change	By
8/12/03	Require Client Heard Via on APPL except for LTC-Waiver on Add - SIR 895	David Von Bargen
9/9/03	Add Client information to Case Maintenance – SIR 790	Jennifer Leslie
9/24/03	Add additional fields to REDTQ per SIR 787 Add edit for CHAMP PW per SIR 830	Jackie Flosi
10/02/03	Add pseudo SSN alert pop-up window for children	Denise DeLaurentis
10/07/03	Reorganize the document	Denise DeLaurentis
10/21/03	Review AUMs Relationship to client on client change – SIR 935	Jennifer Leslie
10/28/03	Add city/zip code help & validation to Responsible Party– SIR906	Jennifer Leslie
11/21/03	Add Type Case 107 – Pending SSI Decision – SIR 976	Jennifer Leslie
12/04/03	Add Community Care Provider Name to Person and Community Care Provider Table Browse – SIR 925	Jennifer Leslie
12/12/03	Add TPL key from AU Member Maintenance – SIR 871	Jennifer Leslie
12/30/03	Add Medicaid Purchase Plan – SIR784	Lizette Nel
1/5/04	New type case for CHAMP PW Interim Certs (03-104) – SIR966	Lizette Nel
1/12/04	New renewal code 14 – Telephone – SIR985	Lizette Nel
1/19/04	Add Medicaid Mother – SIR941	Lizette Nel
1/22/04	Type case 60 (EW/W) and 61 (DW/W) edits – SIR908	Jennifer Leslie
2/11/04	Renewal Edits for redet code 8	Jennifer Leslie
2/24/04	Include logic for maintaining Eligibility Segments	Jennifer Leslie
2/27/04	Correct logic in documentation for setting MMIS Run number	Jennifer Leslie
3/1/04	Add OCS Closure//renewal code 13 logic – SIR 812	Jennifer Leslie
3/12/2004	Add changes for SIR924 – Renewal Guide Move REDTQ to Renewal spec	Lizette Nel
3/30/2004	Add Dummy Provider Code defaults for Waiver type cases (IP segments) plus Edits to prevent a regular type case from being assigned a Waiver Provider code and conversely (Validate Segment IP & Validate Segment) – SIR 1003 Add edits to prevent Waiver type case providers being assigned to regular type cases and conversely (Validate Segment IP & Validate Segment.	Vincent Tlhapi
3/30/2004	Add Address Notes moreable to PERS, PERX and person pop-up.	Lizette Nel

Date	Description of Change	By
4/13/2004	Add PF12 – Wflow Function key to CERT – SIR0132	Lizette Nel
6/18/2004	Updated LASES validation logic for SIR838	Jackie Flosi
7/1/2004	Added purge on CERT – SIR 843	David von Bargen
7/1/2004	Added Redet Code Transitions – SIR 1039	David von Bargen
7/6/2004	Add a Medicare Claim Number pop-up alert, when changes are made to a case or a PF11 decision is made on a certification for a case and there is a person on the case that requires a Medicare Claim Number. – SIR 1018. Issue an error message for a person requiring a Medicare Claim Number, when changes are made for a person on Person Maintenance. – SIR 1018.	Vincent Tlhapi
7/6/2004	Remove Renewal code 3 on active QMB Certs. – SIR 971. Change SSI certification process for current run date if changing from MEDS owned to SDX owned. – SIR 971.	Vincent Tlhapi
7/13/2004	Person Maintenance (PERX): Added edit to disallow changes if AUM Close Date is past current month for a person marked as invalid. – SIR 999. PF11 Decision: Added changes to bypass certain edits if the person is marked as invalid and AU member is being closed at the end of the current month. – SIR 999.	Vincent Tlhapi
7/30/2004	Remove duplicate sections 'Certification Business Rules' and create one section containing all the business rules. Add additional changes for SIR838.	Lizette Nel
8/5/2005	Regular Cert Validation for SLMB (40/81) – SIR 1096.	Vincent Tlhapi
8/9/2005	BCC Cert Renewal Extension – SIR 1029.	Vincent Tlhapi
8/20/2004	Add Disability Type pop-up for MPP (type case 88) - SIR1090	Lizette Nel
9/01/2004	Do not allow Caseload/Worker Purge if linked to an open determination - SIR 953.	Vincent Tlhapi
9/15/2004	Add Replacement swipe card pop-up (SIR1110)	Lizette Nel
9/20/2004	Change Closure code from N2 to N3 (SIR1010)	Lizette Nel
9/24/2004	Add Changes to LOCN maintenance (SIR938)	Lizette Nel
10/13/2004	Add Form Type to APPL – SIR1122	Lizette Nel
10/14/2004	Earned income is required for a new MPP cert – SIR1091	Lizette Nel
11/1/2004	Add Max Close date to SGMT and HSPC – SIR936	Lizette Nel
11/30/2004	Add source ED = EDB – SIR1050	Lizette Nel
12/22/2004	Can not link incomplete or eligible budget to rejection at APTC	Karl Powers

Copyright © 2003 RedMane Technology LLC
For DHH

Date	Description of Change	By
1/17/2005	Add LTC Provider number on Segment maintenance (SIR1079)	Lizette Nel.
1/24/2005	Additional Address Edits (SIR1149)	Jonathan Go
02/07/2005	Add new Application Source 'F' for Rapides Foundation. (SIR1148)	Anton Steyn
4/4/2005	Add changes for LaHIPP (SIR867): • Type case table • Case Maintenance • Determination Completion popup • Person Maintenance • Cert Period Maintenance • AU Member Maintenance • Certification Business Rules	Lizette Nel
4/25/2005	Remove Hospice from MEDS (SIR1145)	Lizette Nel
6/8/2005	Answer to LaHIPP question 'Do you wish to refer this case to LaHIPP' must be 'Y' or 'N' (SIR1183)	Lizette Nel
6/13/2005	Do not create MOVEIN workflow if caseload is S 11 – SEU (SIR1179)	Lizette Nel
6/14/2005	Allow day specific close date on DE certs (SIR1155)	Lizette Nel
6/14/2005	Add LaHIPP Referral Confirmation Popup in Case Screen (SIR1183)	Jonathan Go
6/24/2005	Add Retrocative MPP Certification changes (SIR1036)	Peter Crowley
7/25/2005	Add Pending Application Type Case Inquiry (SIR1154)	Peter Crowley
8/1/2005	Add level of care codes for ICAP (SIR1125)	Lizette Nel
8/12/2005	Remove hospice except inquiry and display (SIR1186	Karl Powers
8/24/2005	Do not allow modify of Initial Issue swipe card request (SIR1207)	Lizette Nel
8/28/2005	Add PACE (SIR1127)	Lizette Nel
11/01/2005	Allow MEDS unit members to modify EPSDT code of L'AMI owned records (SIR855)	Jonathan Go
11/1/2005	Add Renewal code 15 – Katrina evacuee (SIR1219)	Lizette Nel
11/1/2005	Add edits for category 11 (Katrina evacuee) (SIR1217)	Lizette Nel
11/2/2005	Add edits for appvroval code 44,45,34,35 as well as the updating of the Katrina ind (SIR1224)	Lizette Nel
11/11/2005	Add Update of permanently stored Parish of Residence as well as edit to check for approval code 45 (SIR1236)	Lizette Nel
11/21/2005	Remove Form Type field and convert form type 'O' into Form #	Karl Powers

Copyright © 2003 RedMane Technology LLC
For DHH

Date	Description of Change	By
	(SIR1188)	
11/21/2005	Do not send mmis run num for LIS (SIR1238)	Karl Powers
12/08/2005	SIR 1169 – Correct field description for Invalid Person Record	Peter Crowley
01/10/2006	SIR 1245 - Out-of-State Evacuees	Jonathan Go
03/09/2006	SIR 1270 – Refer closed LAHIPP eligible AU Member	Peter Crowley
06/07/2006	SIR 1305 – Remove hospice from purge confirmation screen	Karl Powers
07/01/2006	SIR 1298 - Citizen/Identity Verification changes	Karl Powers
11/22/2006	SIR 1184 – Race and Ethnicity Codes for MMIS	Jonathan Go
02/05/2007	SIR 1343 – Allow Medicare Start Date Inputs	Jonathan Go
04/20/2007	SIR 1389 – Disability Medicaid Type Case Edits	Jonathan Go
08/01/2007	SIR 1364 – Admin Renewals	Karl Powers
10/30/07	SIR 1374 – APPL Screen Changes	Lauren O'Neil
01/23/2008	SIR 1453 – Add MEDT indicator to the PNDA screen	K Powers
03/10/2008	SIR 1314 – Remove Katrina/Rita related text	Lauren O'Neil
5/19/2008	SIR 1479 – Update screenshots due to new PF key added	Lauren O'Neil
5/20/2008	SIR1251 – Insurance reminder when replacing non-LaCHIP with LaCHIP cert.	Lauren O'Neil
5/29/2008	SIR1436 – Include PACE as an LTC Provider	Niki Wells
6/4/2008	SIR866 – Update Swipe Card documentation	Lauren O'Neil
5/1/2009	SIR1489 – Application Member Maintenance	Karl Powers / Rajesh Cheebur
12/03/2009	SIR1493 – Display CCN on Person Record	Guy Fankam
04/12/2010	SIR1621 – Validations on AU Member and Person for female related type cases (Pregnancy, Take Charge and Breast and Cervical Cancer)	Niki Wells
10/12/2010	SIR1584 – Add Date of Death Verification Pop-up window	Jonathan Go
01/20/2011	SIR1456 – Approval Code expanded to 3 digits	Lauren O'Neil
03/31/2011	SIR1701 - Remove actual SSN numbers and names	Jacobus Badenhorst
06/13/2011	SIR1663 – Allow SSN to begin with '8' as SSA will begin issuing numbers in this range June2011	Jonathan Go
08/08/2011	SIR1579 – Add Type Case vs. Closure Code Table (TCCL)	Jonathan Go
09/30/2011	SIR1694 – Add Temp/Trans TCAS & LOC in Segment Modules	Jonathan Go

Formatted: Normal

Copyright © 2003 RedMane Technology LLC
For DHH

Copyright © 2003 RedMane Technology LLC
For DHH

Certification Subsystem

The Certification subsystem consists of the following functions:

- Case Application
- Case Application Inquiries
- Certification
- Certification Inquiries
- Person Inquiries
- Case Inquiries
- Renewals

Copyright © 2003 RedMane Technology LLC
For DHH

Case Application

Case Maintenance

```
Message line
      CASE                    *** M.E.D. SYSTEM ***                05/19/08
      MECCASF                   CASE MAINTENANCE                   11:40:11
                                                                   METEST
 *Action                  : _ (A,B,C,D,M,N,P,L)
  CASE NUMBER             : _____________       Status :
 *Parish of Residence     : ____
  Parish History          :                   +
 *Caseload Location Type  : ____
 *Caseload Location Id    : ____
 *Caseload Number         : ___
  Earliest Renewal Date   :
  Initial Contact Info    : +
                   Type   :
                   Date   : 00 / 00 / 0000
                   Appl   :
  LaHIPP Referral Date    :
  Override Admin Renewal  : _ (Y/N)


  Admin Renewal Included  :
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum  Appl  CMem
```

The Case Maintenance Screen is used to create or maintain a MEDS case. A MEDS case represents a group of people who live together or are related in some way.

The fields on the Case Maintenance screen are described below:

Action (A1)

The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

CASE NUMBER (N13)

The number that identifies the Case. This field is mandatory except for the Add action when it should be blank as the system will generate the Case number.

Use the random number module

Status (A1)

The status of the Case. This is a display only field. Valid values are 'Active', 'Inactive'. The system will derive the value. This status is informational only i.e. a worker is not prevented from working on a case based on this status. It is merely used to tell at a glance whether or not there is an open certification for the case.

Use common routine 'Check if Open Cert exists for Case'. If open certifications exist, then the status will be 'ACTIVE'

Parish of Residence (N4)

The parish in which the Case members reside. This is a mandatory field. Help is available for this field. The name of the parish will be displayed. The parish must be a valid parish on the location file.

If the parish of residence is modified, a workflow message is sent to the case's worker saying that case has moved out of the parish. A workflow message is also sent to the supervisor of the new

parish asking to assign the case to a worker. This workflow is not created if the caseload is S 11 – Strategic Enrollment Unit.

This field is used to display the most recent parish (when it can be modified), or it is used to allow the user to enter a new parish that will eventually become the most recent history entry. A maximum of 99 history entries are allowed, the most recent entry being the first and the oldest entry being the last. This field will contain a redundant copy of the first occurrence of the parish.

Parish History

The following fields describe the Parish History.

Parish of Residence Effective Date (MM/DD/YYYY)

The most recent date the Parish of Residence was added/changed. This field is display only.

Parish History Moreable Indicator (A1)

Indicator to allow access to the Parish History Moreable window. See the Parish History Moreable screen.

Caseload Location Type (N4)

This is the code identifying the type of location of the case load. This is an optional field on the Add action, but it is mandatory for the Modify action. The code must be a valid code for the type of location. Help is available for this field. A description is displayed next to the code.

Caseload Location Id (N4)

This is the code identifying the location within the type of location of the case load. This is an optional field on the Add action, but it is mandatory for the Modify action. The code must be a valid code. Help is available for this field. The location name is displayed next to the code.

Caseload Number (N3)

The caseload to which the Case is assigned. This is an optional field on an Add action, but it is mandatory for the Modify action. Help is available for this field. The name and number of the worker assigned to the caseload is displayed next to the caseload number.

Use the Worker Object Subprogram to get the Worker Name

Earliest Renewal Date (N8)

This is the renewal date of the certification period type case for this case that has the earliest renewal date. This field is display only. This field will help the worker to know when a re-determination needs to be done for the case.

This field will be updated by the CPTC Maintenance function.

The earliest-redet-date-9c must be updated when the earliest renewal date is updated.

Initial Contact Moreable Indicator (A1)

Indicator to allow access to the Contact Moreable window. See the Initial Contact Moreable screen.

Initial Contact Info

The Latest Contact information will be displayed.

Type (A1)

The type of contact that was made. Help is available for this field. The description of the contact will be displayed. The type must be a valid type on the lda. Required if a date is entered.

Date (N8)

The date the contact was established. Valid format is (MM/DD/YYYY). Required if a type is entered.

Copyright © 2003 RedMane Technology LLC
For DHH

Appl (N4)
Application number to which the contact is linked. This is display only. The link is created by the application maintenance.

This field is used to display the contact information, or it is used to allow the user to enter a new contact. A maximum of 10 contact entries are allowed. If an application is linked then the entire line is protected.

LaHIPP Referral Date (N8)
The date the Case was referred to LaHIPP. This field is display only.

Override Admin Renewal (A1)
This is a 'Y' or 'N' field. A 'Y'es indicates that the case and all related certs are to be excluded from the Admin Renewal (AR) process. The default is 'N'.

Client Number and Name
These fields are display only. If no certifications exist the probable client from the most recent application is displayed. A message is displayed if multiple clients on active certifications for the case.

Client SSN
The SSN of the client if they exist on the case. This is display only.

Additional PF Keys

PF Key 5 – CSUM
This key points to the Case Summary Inquiry Screen.

PF Key 6 - Appl
This key points to the Case Application Maintenance Screen.

PF Key 7 - CMem
This key points to the Case Member Maintenance Screen.

PF12 – LHIPP
This key refers a Case and all its Clients, AU and IU Members to LaHIPP. If the Case has previously been referred to LaHIPP, referring it again will refresh all the information in LaHIPP. The referral date on the Case and Person record is updated with the new referral date. If the Client(s) on this Case is a Client on any other Case, then the other Case is also referred to LaHIPP. If a Case Member has eligibility in any Case other than the Case being referred, then this Person is also referred to LaHIPP.

Prior to the actual referral process, a confirmation pop up screen will appear to provide the analyst a way to proceed with or cancel the referral. Valid value is 'Y' or 'N'.

```
                    Confirmation Window

 Do you wish to refer this case to LaHIPP? (Y/N): _
```

Adding a Case

When adding a case, the Case Member Pop-up will open to allow the worker to add up to seven case members. At lease one case member must be added. If the Cancel PF key is pressed from the pop-up the application will be backed out.

When adding case members, pass the last name to the help routine on person number.

```
Message line
                        *** M.E.D. SYSTEM ***              04/04/01
   MECCSMN                   CASE MEMBER                   14:04:15

  *PERSON NUMBER  Name                      SSN           Birth Date
   -------------  -----------------------  -----------   ----------
   _____________
   _____________
   _____________
   _____________
   _____________
   _____________
   _____________

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF
       Help        Cont        Canc
```

When adding a new case, the following next numbers must be set to 1:

next-appl-num,
next-elig-deter-num,
next-cert-period-num

Call the common routine 'Get next Run Number' for the client run number and update the case with this new number.

Modifying a Case

If the Parish of Residence changes call the common routine 'Get next MMIS Run Number' and update the MMIS run number on the case unless the cert type is an LIS type then ignore.

If the caseload changes call the common routine 'Get next Run Number' for the client run number and update the case with this new number unless the cert type is an LIS type then ignore, and call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

When updating the Res. Location Id of a Case record, a Case segment may need to be sent to LASES.

Using the Case Ids of the current record,

Read the LASES Case file by Case Num
and Require that either the Close Date > Current Date or the Close Date is zero

Stamp this LASES Case record with the next LASES run number and an X in the LASES-CASE-RUN field only if the record is not stamped to go out in a New Referral

End LASES Case Read Loop

- If any of the following fields change on a LaHIPP Case, then the current LaHIPP Run Number is stamped on the Case and the Case is sent to LaHIPP:
  - Parish of Residence
  - Earliest Renewal Date

Purging a Case

A Case cannot be purged if there are any Applications, Case Members, Eligibility Determinations, Certification Periods or Budget Questions linked to it.

Copyright © 2003 RedMane Technology LLC
For DHH

Parish History Moreable

```
     CASE                    *** M.E.D. SYSTEM ***                *DATE
     MECCASF                   CASE MAINTENANCE                   *TIME
       +-------------------------------------------------------------+
 *Action|                                                            |
 *CASE N|                    *** M.E.D SYSTEM ***            *DATE     |
 *Parish|  MECCASN       PARISH OF RESIDENCE MOREABLE        *TIME     |
 *Caselo|                                                            |
 *Caselo|                   Parish of  Effective                      |
 *Caselo|                   Residence  Date                           |
  Earlie|                   ---------  ----------                    |
        |                     9999     MM/DD/YYYY                     |
        |                     9999     MM/DD/YYYY                     |
        |                     9999     MM/DD/YYYY                     |
        |                     9999     MM/DD/YYYY                     |
        |                     9999     MM/DD/YYYY                     |
        |                     9999     MM/DD/YYYY                     |
        |                                                             |
        | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--- |
        |       Help        Retn                    Back  Fwrd        |
       +-------------------------------------------------------------+
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Appl  CMem
```

This pop-up window is available from the Case Maintenance screen and allows the user to view (in display only mode) a Case's Parish of Residence History. A maximum of 99 history entries may exist. Parish of Residence History is displayed in reverse chronological order (*i.e.,* most recent change first).

Parish of Residence
: Display only. The parish in which the Case members resided.

Parish of Residence Effective Date (MM/DD/YYYY)
: Display only. The effective date of the parish of residence.

Initial Contact Moreable

```
Case displayed
      CASE
      MECCASF     +-------------------------------------------------------+
                  |                 *** M.E.D. SYSTEM ***         01/28/02 |
 *Action          | MECCASN5     Initial Contact Information     09:10:09 |
  CASE NUMBER     |                                                        |
 *Parish of Resi  | *Contact                        Contact        Appl    |
  Parish History  |   Type                           Date          Num     |
 *Caseload Locat  |    P   Phone                 9_ / 11 / 2001            |
 *Caseload Locat  |    P   Phone                10 / 12 / 2001            |
 *Caseload Numbe  |    P   Phone                11 / 12 / 2001            |
  Earliest Renew  |    M   Mail                 11 / 13 / 2001            |
  Initial Contac  |    M   Mail                 11 / 21 / 2001            |
                  |    A   Unknown              12 / 1_ / 2001            |
                  |    A   Unknown              12 / 2_ / 2001            |
                  |    B   BHSF Office          12 / 14 / 2001            |
                  |    B   BHSF Office          12 / 25 / 2001            |
                  |    B   BHSF Office          12 / 26 / 2001            |
                  |    _                        __ / __ / ____            |
                  |Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---P|
                  |      Help        Cont        Canc                     |
 *Tran: _______   +-------------------------------------------------------+
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Appl  CMem
```

This pop-up window is available from the Case Maintenance screen and allows the user to view a Case's Contact History. A maximum of 10 history entries may exist. Contact Information is displayed in chronological order (*i.e.,* most recent change last). If a new (11th) entry is added then the oldest is eliminated to make room for the latest entry.

The following fields describe the Contact Information.

Type (A1)
: The type of contact that was made. The description of the contact will be displayed.

Date (N8)
: The date the contact was established. Valid format is (MM/DD/YYYY).

Appl (N4)
: Application number to which the contact is linked.

Copyright © 2003 RedMane Technology LLC
For DHH

Application Maintenance

```
Message line
      APPL                    *** M.E.D. SYSTEM ***                05/19/08
      MECAPLF             CASE APPLICATION MAINTENANCE             11:42:54
                                                                   METEST
 *Action             : _ (A,B,C,D,M,N,P,L)
 *CASE NUMBER        : _____________      LAMI Case Id:
  APPLICATION NUMBER : ___
  Application Date   : __ / __ / ____     Pended Date :
 *Application Form # : _______
 *Application Worker : ____ ____ ____
 *Probable Client    : _____________
 *Source of Appl     : _    +









 *Tran: _______ Act: _ Key: ______________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum  Elig  CMem  Pers  Amem
```

The Application Maintenance screen is used to create the initial application and whenever a new APPLICATION DATE has to be captured.

The fields on the Case Application Maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

CASE NUMBER (N13)
The number that identifies the Case. This field is mandatory. Help is available on this field.

LAMI CID (N9)
The LAMI case id number. This field is display only.

APPLICATION NUMBER (N3)
The number that identifies the Application within a Case. This field is mandatory except for the Add action when it should be blank as the system will generate the Application number.

The appl-num-9c must be updated with application number updates.

Application Status (A1)
The status of the application. This field is display only. The word 'Application Pending' will be displayed if the status is 'pending', or 'Application Pending (LAMI)' if it is a LAMI application. The status will default to 'Application Pending' when an application is added. When all of the application type case statuses are set to (D)one the system will change the status from 'pending' to blank. Blank indicates that all of the probable type cases have been processed.

Application Date (N8)
The date of the case application. This is a mandatory field and it must be a valid date.

Pended Date (N8)

The date that the Application was pended. This date is display only. The system will populate this field with the current date when an Application is added.

Application Form #(A7)

The number of the form used by the client for the Application. This field is required for all Type Cases except Categories 6,8,15, and 22, Cat-Type 03-02, and Type Cases 78,79,80,81 in Categories 1,2, and 4. Help is available for this field.

The field is not required if the Source of Application is Buy-in (SIR1552).

Worker Location Type (A4)

The type of location of the application worker. This is a mandatory field. Help is available for this field. The location type description will be displayed. The location type must be a valid location type. If Worker Location Type is OCS the Caseload location type must also be OCS, and if the Worker Location Type is not OCS the Caseload location type cannot be OCS.

Worker Location Id (N4)

The location id of the application worker. This is a mandatory field. Help is available for this field. The location description will be displayed. The location id must be a valid location on the location file.

Application Worker No (N4)

The worker number of the worker who will do the determination of the application. This is a mandatory field. Help is available for this field. The worker name will be displayed. The worker must be a valid worker on the worker file. On an Add action the worker number, location type and location id can be defaulted to the worker assigned to the caseload on the Case (if available).

Use common routine 'Format Name for Display' for worker name.

Location id and location type are used to access the worker name.

Probable Client (N13)

The person number of the probable client. This is a mandatory field. Help is available for this field. The name of the person chosen will be displayed in the format of 'Last Name, First Name Middle Initial'. The person must be a valid person on the person file.

Warn the user if the probable client is not the client on all previous certs for that case.

Use common routine 'Get Client Name and Format for Display'

Validate that the person is a Case Member for this Case.

Source (A1)

The location from which the application was obtained. This field is mandatory. The source must be a valid source from a predetermined LDA.

The Buy-in source code "Y" may only be populated by specific users defined in LDA METSRCL1 (see SIR1552).

Copyright © 2003 RedMane Technology LLC
For DHH

Source Indicator (A1)

Used to enter and display detailed source information via a moreable window. Based on the source value one of two possible moreable windows will be displayed. A description is displayed on the right based on the source field and the fields entered on the moreable. See Application Moreable or Other Moreable for more information.

Additional PF Keys

PF Key 5 – CSUM

This key will point to the Case Summary Inquiry Screen.

PF Key 6 - Elig

This key will point to the Eligibility Determination Maintenance screen.

PF Key 7 - CMem

This key will point to the Case Member Maintenance screen.

PF Key 8 - Pers

This key will point to the Person Maintenance screen.

PF Key 9 - Amem

This key will point to the Application Member screen.

Copyright © 2003 RedMane Technology LLC
For DHH

Adding an Application

Find the supervisor on the workers record.

Use the next-appl-num on the CASE file to get the next application number to use. Set the next-appl-num on the CASE file up by 1

Call the common routine 'Update Client Run Number on Case' to set the case to be extracted in the client interface.

If the application date is equal to the latest initial contact on case, then update the case file with the application number. The latest contact on case should now be linked to this application. If the latest contact already has an application number then create a new contact with the previous contact information and use the current application number. If necessary, scroll off the oldest value of contact information.

Once the Application has been completed, automatically invoke the Application Member screen.

Modifying an Application

Modifications to type case information are only allowed through the APPLICATION TYPE CASE MAINTENANCE screen. Modifications are not allowed after the application status has been changed to blank.

The Loc-Type, Loc-Id, Wrkr-Num and Appl-Date fields are kept redundantly on the Application Member file. If any of these fields are changed on the Application, read the Application Member file and update all the AMEM's for the Application with the new values.

On change of application date, status, probable client call the common routine 'Update Client Run Number on Case' to set the case to be extracted in the client interface.

Purging an Application

An Application may only be purged if there are no Eligibility Determinations attached to it.

An application can only be purged if all the application member records have a blank status code.

Upon purging an application the case contacts must be reviewed. If a contact is currently linked, then the case contact must be updated to remove the associated application number.

Disability Type Pop-up

```
Message Line
                      *** M.E.D. SYSTEM ***           08/20/04
   MECPERNC              DISABILITY TYPE              06:52:06

   Client:

   Disability Type is required for Type Case 2-88

    *Disability Type: __


  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
        Help        Cont        Canc
```


Copyright © 2003 RedMane Technology LLC
For DHH

This pop-up allows the Analyst to enter the Disability Type for the Person when a MPP Application (type case 88) is added. See Person Maintenance (page 39) for the valid Disability Types.

Application Moreable

```
Message Line
      APPL                    *** M.E.D. SYSTEM ***                10/31/07
      MECAPLF             CASE APPLICATION MAINTENANCE             09:51:33
                                                                   METEST
 *Action             : _ (A,B,C,D,M,N,P,L)
 *CASE NUM
  APPLICAT  +-------------------------------------------------------+
  Applicat  |                *** M.E.D. SYSTEM ***         10/31/07 |
 *Applicat  | MECAPLN3   Application/Contractor Center     09:51:34 |
 *Applicat  |                Source of Application                  |
 *Probable  |                                                       |
 *Source o  | *Center Type: _                                       |
            | *Center Id  : _________                               |
            |                                                       |
            |                                                       |
            |                                                       |
            |                                                       |
            |Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---P|
            |      Help        Cont        Canc                     |
            +-------------------------------------------------------+

 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Elig  CMem  Pers  ApTC
```

This pop-up window is available from the Application Maintenance screen and allows the user to view and update source information.

This screen pops-up when the user has selected a Source of A (Application Center).

Application / Contractor Moreable

The following fields describe the Application/Contractor Moreable.

Center Type (A1)

The type of center the application was obtained at. Help is available for this field. The type must be a valid type on the lda.

Center Id (A9)

Center Identification at which the application was obtained. Help is available for this field.

Other Moreable

```
Message Line
     APPL                    *** M.E.D. SYSTEM ***                10/30/07
     MECAPLF             CASE APPLICATION MAINTENANCE             15:47:44
                                                                  METEST
*Actio
*CASE   +-------------------------------------------------------------+
 APPLI  |                    *** M.E.D SYSTEM ***           10/30/07  |
 Appli  | MECNOTN2      SOURCE OF APPLICATION MOREABLE      15:47:46  |
*Appli  |                                                             |
*Appli  |                         Notes                               |
*Proba  |                -------------------------                    |
*Sourc  |                  _____________________                      |
        |                                                             |
        |                                                             |
        |                                                             |
        |                                                             |
        |                                                             |
        | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---|
        |      Help        Cont        Canc                           |
        +-------------------------------------------------------------+

*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit        Elig  CMem  Pers  ApTC
```

This pop-up window is available from the Application Maintenance screen and allows the user to view and update source information.

This screen pops-up when the user has selected a Source of O (Other).

Other Moreable

The following fields describe the Other Moreable.

Notes (A20)

Notes about where the application was obtained. These notes will be displayed on the Source of Application line.

Copyright © 2003 RedMane Technology LLC
For DHH

Source of Application crosswalk

The following tables show the original source of application codes and the revisions of the source of application codes. Some codes will be changed to fall under the Other category. They can be typed in the Other Notes moreable. With the removal of Appl picked up at field, some updating was done to not lose the data (see the below table). Any applications that were pending at the time of this change have been updated accordingly.

Table 1: Original vs. New Sources of Application

NEW Source of Application	**ORIGINAL Source of Application**	**ORIGINAL Appl picked up at**
A – Application Center	A – Application Ctr	4 – Application Center
B – Business (Store, Work)		15 – Business (Grocery, Thrift Store, Fast Food, Laundromat)
C – LaCHIP/Medicaid Office	B	1 – Medicaid Office
D – Doctor's Office		19 – Dentist Office or Doctor Office (non-hospital)
F – Friend/Relative		3 – Family/Friends/Personal
H – Hospital		7 – Hospital/Clinic
I – Internet		42 – Internet
K – Festival/Health Fair		2 – Outreach event (Health Fair, Festival, etc.)
L – LAMI	L – Lami	
M – EDB	M – EDB	
O – Other	O – Other	17 – Other
P – Pharmacy		8 – Pharmacy
S – SDX	S – SDX	
T – School Clinic		23 – SBHC (School Based Health Center)
U – Office of Family Support (Food Stamps Office)	K	14 – Welfare Office (DDS-OFS, OCS, SES)
V – Office of Publie Health (Health Unit)		22 – OPH (Health Unit, WIC, CSHS)
W – On-Line		
X – Bendex	X – BENDEX	
Z – Pre-Conversion Data	Z – Pre-Conv Data	

Using this table, here is the logic for converting the data:
If there is something in the ORIGINAL Source of Application column, use this when converting. If there is nothing in the ORIGINAL Source of Application column, then convert using information from the ORIGINAL Appl picked up at column (ie: If both columns have data, keep information in Source of Application, not Appl picked up at column).

Table 2: Sources that were converted

CONVERTED Source of Application	ORIGINAL Source of Application
C	B – BHSF Office
O 'Direct Mail'	D – Direct Mail
O 'Part C SPOE'	E – Part C SPOE
U	K – Kinship Care Rf
O 'Renewal'	R – Renewal
O 'SSI Manual Cert'	T – SSI Manual Cert

Table 3: Sources that were not Converted

ORIGINAL Source of Application	ORIGINAL Appl picked up at
L – LaChoice	Clubs/Organizations
Q – PE Qual Providr	Council on Aiging
	Families Helping Families
	SSA
	Other Govt Agency (Library / City / Parish / DMV / Post)
	Church or Religious Alliances
	Toll Free Hotline Number
	Head Start
	OMH (Mental Health)
	Schools, Universities, Colleges, Vo-Tech
	Child Care Provider
	KIDMED Clinic
	Employer
	Covering Kids & Families (Agenda for Cldren / Cabri)
	Not Indicated
	Medicare Contractor
	Community Action Agency
	Senior Citizen Center
	Senior Housing
	People with Disabilities Housing
	Home Health Agency
	Medical Supply Company (Durable Med Equip, ect)
	Case Management Agencies
	Elderly Affairs
	Rapides FWT (Walker-Talker Project)

Notes:

Table 1: The letters in the NEW Source of Application column are what is shown on the Application Maintenance screen.

Table 2: These sources were taken out of the original Source Of Application list, and placed into another source as indicated by the table.

Table 3: The items listed in both of these columns were not converted.

Copyright © 2003 RedMane Technology LLC
For DHH

Application Member Maintenance

```
     AMEM                *** M.E.D. SYSTEM ***                    03/01/09
     MECAPMF         APPLICANT MEMBER MAINTENANCE                 09:41:20 1 >
                                                                  METEST
*Action             : _ (B,C,D,M,N,L)
*CASE NUMBER        : _____________
*APPLICATION NUMBER : ___  *Application Form # : _______
 Start Scroll From Person : _____________
                                          *Type   --- Approval/Rejection ----
*A *PERSON NUMBER Name                     Case   *St *Code    Date      Elig
 -  ------------- -------------------- ------- ---------------------------
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___

*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Csum  Elig  Back  Fwrd  Case  Left  Rght  Pers
```

```
     AMEM                *** M.E.D. SYSTEM ***                    03/01/09
< 1  MECAPMF         APPLICANT MEMBER MAINTENANCE                 09:42:46
                                                                  METEST
*Action             : _ (B,C,D,M,N,L)
*CASE NUMBER        : _____________
*APPLICATION NUMBER : ___  *Application Form # : _______
 Start Scroll From Person : _____________                            PW
                                                              MEDT  Appl *Qual
*A *PERSON NUMBER Name               Birth Date *Deter *Budg (Y/N) Recv  Prov
 -  ------------- ------------------ ----------  -----  ---- ----- ----  ----
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _

*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Csum  Elig  Back  Fwrd  Case  Left  Rght  Pers
```

The Application Member screen is used to create applicant records and to keep track of which programs the applicant applied for and whether the applicant was approved or rejected for a program. The screen is pre-populated with all Case Members and the Action field for each member is pre-populated with an 'A' (Add) when coming from the APPL function with the 'A'dd action. The worker will need to deselect those members that are not valid application members.

For a given set of members within the same category type case, only one value is allowed for the following fields: Deter Number, Budget Number, and MEDT indicator.

Panel 1

The fields on the Applicant Member Maintenance screen are described below:

Action (A1)
The action codes for this field are (B)rowse (C)lear, (D)isplay, (M)odify, (N)ext and (L)ast.

CASE NUMBER (N13)
The number which identifies the case for which member maintenance is required. This field is mandatory and must be a valid case number on ME-CASE. Help is available for this field. The client name for the case is displayed next to the case number. Use the probable client name of the related application.

Use common routine "Get client name and format for display". See MECCSMF

Use MECCINB for the help routine.

APPLICATION NUMBER (N3)
The number which identifies the application for which member maintenance is required. This field is mandatory and must be a valid application number on ME-APPLICATION. Help is available for this field – it will list only those application numbers for the given case number.

Use MECAPLH1 for the help routine

Application Form # (A7)
The number of the form used by the client for the Application. This field is required for all Type Cases except Categories 6, 8, 15, and 22, Cat-Type 03-02, and Type Cases 78, 79, 80, 81 in Categories 1, 2, and 4. Help is available for this field.

Command (A1)
The command to add or remove a person as a case member. This is an optional field. Valid commands are: (A)dd, (M)odify, (P)urge

PERSON NUMBER (N13)
The person number of the application member. This field is mandatory if a command is entered. It must be a valid case member that exists on ME-CASE-MEMBER for the given case number. Help is available on this field – it will list all case members for the given case number.

Use MECCSMH4 for the help routine.

Name (A30)
The name of the person identified by the person number. This field is display only. It contains the name of the person in the following format: Smith, Jane M.

Use common routine "Format name for display". See MECCSMF.

Type Case (N6)
The probable category code and type case the member is applying for. A member may exist on multiple lines if the cat/type case is different for each instance. This field is optional on an Add action. If a member exists on multiple lines, only one line may have a no category/type case, all others will require a category and type case and each line must be different from all others for the same member.

Help is available – category help will list all valid category codes. The type case help will require the category code be present first and then display only those type cases that are valid for the given category code.

Copyright © 2003 RedMane Technology LLC
For DHH

Use common routine "Format name for display". See METCATH for category and MEATYCH for type case.

Approval/Rejection Group (optional)

St (A1)

The status of the applicant member record – either blank, (A)pproved or (R)ejected. This field is modifiable.

The other fields below are dependent upon the value of this field. If this field is an A then the other fields are associated to an Approval. If this field is an R then the other fields are associated to a Rejection.

Code (N3)

The reason for the approval or rejection. This field is modifiable and required if the St field is not blank. Help is available.

If field St = 'A':

An approval code must be entered if the type case is being approved for this member. Approval information should be completed via the Decision process but can be entered here. A determination number and budget number are required if the category/type-case require a budget, otherwise only a determination number is required. A valid cert is also required. A valid cert is one with the same category/type-case as the application member record.

If field St = 'R':

A rejection code must be entered if the type case is being rejected for this member. This code can only be entered if the eligibility determination attached to the application has a reason of 'A' (application). Can not reject if Budget Number is greater than zero and the budget status is 'In Progress' or 'Eligible'. The application member can only be rejected if an eligibility determination exists. If the code is 10 (excess income) then a determination number and budget number are required if the category/type-case requires a budget. All other rejection codes do not require a determination number or budget number regardless of whether the category/type-case requires a budget.

Use common routine METREJH to display rejection codes and routine MEATYAH for approvals.

Date (N8)

The date the applicant member record was added/updated. This field is display only.

Elig (A1)

The determination reason code (A,C, or R) used to process the application, if applicable. This field is display only. Help is available.

Use common routine METDETH.

Panel 2

The fields on the Applicant Member Maintenance screen are described below:

Action (A1)

The action codes for this field are (B)rowse (C)lear, (D)isplay, (M)odify, (N)ext and (L)ast.

CASE NUMBER (N13)

The number which identifies the case for which member maintenance is required. This field is mandatory and must be a valid case number on ME-CASE. Help is available for this field. The client name for the case is displayed next to the case number. Use the probable client name of the related application.

Use common routine "Get client name and format for display". See MECCSMF

Use MECCINB for the help routine.

APPLICATION NUMBER (N3)
The number which identifies the application for which member maintenance is required. This field is mandatory and must be a valid application number on ME-APPLICATION. Help is available for this field – it will list only those application numbers for the given case number.

Use MECAPLH1 for the help routine

Application Form #(A7)
The number of the form used by the client for the Application. This field is required for all Type Cases except Categories 6, 8, 15, and 22, Cat-Type 03-02, and Type Cases 78, 79, 80, 81 in Categories 1, 2, and 4. Help is available for this field.

Command (A1)
The command to add or remove a person as a case member. This is an optional field. Valid commands are: (A)dd, (M) odify, (P)urge

PERSON NUMBER (N13)
The person number of the application member. This field is mandatory if a command is entered. It must be a valid case member that exists on ME-CASE-MEMBER for the given case number. Help is available on this field – it will list all case members for the given case number.

Use MECCSMH4 for the help routine.

Name (A30)
The name of the person identified by the person number. This field is display only. It contains the name of the person in the following format: Smith, Jane M.

Use common routine "Format name for display". See MECCSMF.

Birth Date (N8)
The date of birth of the person identified by the person number. This field is display only.

"Inv" will display at the end of the row if the person has been marked as invalid. See MECCSMF.

Eligibility Determination Number (N4)
This is the eligibility determination for the application type case. Help is available on the field.

This field is mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'R' (rejection) and the code is 10 (excess income) and the TCAS record for the category/type case requires a budget (the exception to this rule is when a rejection is added by the LAMI interface (in fact, all batch)).

Also mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'A' (approved) regardless of the code and the TCAS record for the category/type case requires a budget. There must also exists a valid cert with the same category/type case linked to this determination number.

All other times this field cannot be entered by the worker.

Budget Number (N3)
This is the Budget Number that caused the Application Type Case to be rejected. Help is available on this field.

Copyright © 2003 RedMane Technology LLC
For DHH

This field is mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'R' (rejection) and the code is 10 (excess income) and the TCAS record for the category/type case requires a budget.

A budget number can be entered whenever rejecting a category/type case but the budget must have a status of Complete and a Deter Outcome of Ineligible.

Also mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'A' (approved) regardless of the code entered and if the TCAS record for the category/type case requires a budget. There must also exists a valid cert with the same category/type case linked to this determination number.

Call the Type Case object subprogram to check the Budgets Required Indicator.

MEDT indicator (A1)

This indicates whether the probable type case requires an MEDT decision. Valid values are (Y)es or (N)o. This is a mandatory field.

Will default to 'N' except when a Disability Medicaid (125) type case is used with a category of Blind (02) or Disabled (04), then the MEDT indicator will default to a 'Y'.

When adding or modifying and type case is MPP and the MEDT is set to Y, then invoke MECPERNC to capture the disability type for the client.

When adding or modifying and type case is FOA, the MEDT must be set to Y.

PW Application Received (A1)

Located under PW Appl Recv. This is an Output (view) only field at the present time.

Quality Provider (N3)

Located under Qual Provider. Help is available if needed. This is an Output (view) only field at the present time.

Additional PF keys

PF Key 5 – CSUM

This key points to the Case Summary Inquiry screen.

PF Key 6 - ELIG

This key points to the Eligibility screen.

PF Key 9 - CASE

This key points to the Case screen.

PF Key 12- PERS

This key points to the Person Maintenance screen.

Adding a member to an Application

The system will validate that the person is already defined as a Case Member. If the person is not a case member the worker will be required to add the person as a case member before continuing. Cannot add persons designated as 'Invalid' on the person file. Otherwise, can add a member to an application at any time.

Each member record must have a unique category type case associated to it. The member can exist multiple times as long as the category type case is unique each time. The category type case can be blank on one of the lines. The worker can enter a status indicator of (R)ejected but should not enter (A)pproved as the system will enter (A)pproved as a result of the decision process. If a status indicator is

entered, a valid status code must be entered. The status code will either be an approval code or a rejection code depending upon the status indicator.

Example of valid AMEM entries:

```
                                        *Type   --- Approval/Rejection ----
*A *PERSON NUMBER Name                   Case   *St *Code    Date      Elig
 -  ------------- -------------------- ------- ---------------------------
 _  1234567891234 DOE, CODY X          ___ ___   _   ___
 _  1234567891234 DOE, CODY X          1__ 25_   _   ___
 _  1234567891234 DOE, CODY X          17_ 95_   _   ___
 _  _____________                      ___ ___   _   ___
```

Example of invalid AMEM entries:

```
                                        *Type   --- Approval/Rejection ----
*A *PERSON NUMBER Name                   Case   *St *Code    Date      Elig
 -  ------------- -------------------- ------- ---------------------------
 _  1234567891234 DOE, CODY X          ___ ___   _   ___
 _  1234567891234 DOE, CODY X          1__ 25_   _   ___
 _  1234567891234 DOE, CODY X          17_ 95_   _   ___
 _  1234567891234 DOE, CODY X          ___ ___    <-- cannot have 2 blank type-cases for 1 member
 _  1234567891234 DOE, CODY X          1__ 25_    <-- cannot have duplicate type-case for 1 member
 _  _____________                      ___ ___   _   ___
```

For each set of category type cases, an APTC record is automatically created with a status of (P)ending if the Status Code field is left blank, otherwise the status will be (D)one.

Add Member Help

```
Position cursor or ENTER screen value to select - PF6 to select All
                        APPLICANT MEMBER HELP              09/18/08
     MECAPMH1                                            09:53:00 1 >

     Client Name      Person Number          Person Name
 -------------------- ------------- ------------------------------
 DOE, BRENDA; DOE     1234567891234 DOE, BRENDA
                      9876543210987 DOE, FERNANDO X
                       ****** End of Data ******



 Case Number: 9999984337865 Person Number: _____________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF1
       Help        Retn                    Back  Fwrd        Left  Rgh
```


Copyright © 2003 RedMane Technology LLC
For DHH

```
Position cursor or ENTER screen value to select
                        APPLICANT MEMBER HELP            03/01/09
< 1 MECCSMH4                                             09:59:25

    Client Name      Person Number    SSN      Date Of Birth
-------------------- ------------- ----------- -------------
DOE, BRENDA; DOE     1234567891234 999-99-9999   99/99/9999
                     9876543210987 999-99-9999   99/99/9999
                      ****** End of Data ******




Case Number: 9999984337865 Person Number: _____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF1
      Help        Retn                    Back  Fwrd        Left  Rgh
```

This screen will read all case members, then get the person info for each and display that info on the screen to allow the worker to select a member to be brought back to the Applicant Member screen.

Modifying a member from an Application

A person can be modified as long as the category/type-case is still considered in pending status – at least one member has a blank status code.

The MEDS unit has the capability via security on a field level to override the values even when the member has a status code already. See Appendix A.

Purging a member from an Application

A person cannot be purged from an Application if they have been used on that case either as a budget AU member or an AU member.

Application Type Case Maintenance

```
     APTC                    *** M.E.D. SYSTEM ***                05/19/08
     MECATCF            APPLICATION TYPE CASE MAINTENANCE          13:17:19
                                                                   METEST
*Action      : _ (B,C,D,M,N,L)
*CASE NUMBER : _____________
*APPLICATION : ___              Application Date :
 Start Scroll From Type Case : ___ - ___                          PW
                        *Reject                            MEDT   Appl *Qual
*Cmd *TYPE CASE *Stat  Code   Reject Date    *Deter *Budg (Y/N)  Recv  Prov
 ---  ---------  ----  ------ --------------  -----  ---- -----  ----  ----
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___
  _   ___ - ___   _     ___   __ / __ / ____  ____   ___    _     _     ___

*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Csum  CMem  Back  Fwrd  Appl  Elig
```

This screen serves more for historical reference. All fields are display only and should not be used by the worker. It will reflect only whether a category/type-case for an application is in Pending or Done status. All other fields will not be maintained and therefore, to determine whether a rejection or approval has been done it will be necessary to use the AMEM screen instead.

The fields on the Application Type Case Maintenance screen are described below:

Action (A1)
The action codes for this field are (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (L)ast.

CASE NUMBER (N13)
The number that identifies the Case. This field is mandatory. Help is available on this field. The name of the Client is displayed next to the Case Number.

Use common module 'Get client Name and Format for Display'

APPLICATION (N3)
The number that identifies the Application within a Case. This field is mandatory. Help is available on this field.

Application Status (A1)
The status of the application. This field is display only. The word 'Application Pending' will be displayed if the status is 'pending'. When all of the type case statuses are set to (D)one the system will change the status from 'Application Pending' to blank. Blank indicates that all of the probable type cases have been processed.

Read the Application Type Case file with Case Num / Appl Num. If all the APTC's for the Application have a status of (D)one, update the Application file and set the status to blank. If there are one or more APTC's with a status of (P)ending, set the application status on the Application file to (P)ending. Use the Application Update Subprogram to update the Application file.

Application Date (N8)
The date of the case application. This is a display field.

Cmd (A1)
The action to be taken for the Application Type Case. Valid values are 'A'dd, 'M'odify and 'P'urge. Help is available for this field.

CATEGORY CODE (N3)
The category of the probable type case. This field is mandatory on an Add action. Help is available.

Call the common routine 'Check Category Combinations on Cases' to validate category code to be added to that case.

TYPE CASE (N3)
The type case of the probable type case. This field is mandatory on an Add action. Help is available.

Status (A1)
The status indicates that the worker has completed the work associated with the probable type case. This field is mandatory. It will default to (P)ending when the application type case is added. The user will set the status to (D)one when the associated work is complete.

Call the Application Object subprogram to update the Application Status to blank or Pending.

Reject Code (N3)
The rejection code must be entered if the type case is being rejected. This code can only be entered if the eligibility determination attached to the application has a reason of 'A' (application). Help is

Copyright © 2003 RedMane Technology LLC
For DHH

available on this field. Can not reject if Budget Number is greater than zero and the budget status is 'In Progress' or 'Eligible'.

The application type case can only be rejected if an eligibility determination exists.

Reject Date (N8)

The date of the rejection must be entered if the application type case has been rejected. This date will be defaulted to the current date.

Eligibility determination Number (N4)

This is the eligibility determination for the application type case. Help is available on the field. This field is mandatory when adding rejected type cases with a rejection reason of 'Excess Income' or anytime the Status is (D)one and the reject code = 0 (the exception to this rule is when a rejection is added by the LAMI interface).

Budget Number (N3)

This is the Budget Number that caused the Application Type Case to be rejected. Help is available on this field. Budget Number is mandatory if the Eligibility Number has been entered, but only if the Type Case requires a Budget.

Call the Type Case object subprogram to check the Budgets Required Indicator.

MEDT indicator (A1)

This indicates whether the probable type case requires an MEDT decision. Valid values are (Y)es or (N)o. This is a mandatory field.

When a Disability Medicaid (125) type case is used with a category of Blind (02) or Disabled (04), the MEDT indicator is defaulted to a 'Y'.

Additional PF Keys

PF Key 5 – CSUM
This key will point to the Case Summary Inquiry screen.

PF Key 6 - CMem
This key will point to the Case Member Maintenance screen.

PF Key 9 - Appl
This key will point to the Application Maintenance screen.

PF Key 10 - Elig
This key will point to the Eligibility Determination Maintenance screen. The worker may have come to this maintenance during the certification process and might need to return to complete the certification.

Copyright © 2003 RedMane Technology LLC
For DHH

Case Member Maintenance

```
Message line
      CMEM                 *** M.E.D. SYSTEM ***                    05/19/08
      MECCSMF            CASE MEMBER MAINTENANCE                    11:44:30
                                                                    METEST
 *Action      : _ (C,D,M,N,L)
 *CASE NUMBER : _____________
  Start Scroll From Person : _____________

 *Cmd *PERSON NUMBER Name                           SSN         Birth Date
  ---  ------------- ------------------------------ ----------- ----------
   _   _____________
   _   _____________
   _   _____________
   _   _____________
   _   _____________
   _   _____________
   _   _____________
   _   _____________
   _   _____________


 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum  Pers  Back  Fwrd  Case  Appl  Elig
```

This screen is used to link Persons to a Case. All the Persons (if any) who are already linked to the Case will be displayed in the list.

When adding case members, pass the last name to the help routine on person number.

The fields on the Case Member Maintenance screen are described below:

Action (A1)
The action codes for this field are (D)isplay, (C)lear, (M)odify, (N)ext and (L)ast.

CASE NUMBER (N13)
The number which identifies the case for which member maintenance is required. This field is mandatory. Help is available for this field. The client name for the case is displayed next to the case number. Use the client name of the active certifications or else the most recent certification for the case. Use the probable client names if there are no certifications for the case.

Use common routine "Get client name and format for display".

Command (A1)
The command to add or remove a person as a case member. This is an optional field. Valid commands are: (A)dd, (P)urge

PERSON NUMBER (N13)
The person number of the case member. This field is mandatory if the command is entered. Help is available on this field.

Name (A30)
The name of the person identified by the person number. This field is display only. It contains the name of the person in the following format: Smith, Jane M.

Use common routine "Format name for display".

Copyright © 2003 RedMane Technology LLC
For DHH

Social Security Number (N9)
The social security number of the person identified by the person number. This field is display only.

Birth Date (N8)
The date of birth of the person identified by the person number. This field is display only.

"Inv" will display at the end of the row if the person has been marked as invalid.

Additional PF keys

PF Key 5 – CSUM
This key points to the Case Summary Inquiry screen.

PF Key 6 - Pers
This key points to the Person Maintenance screen.

PF Key 9 - Case
This key points to the Case Maintenance screen.

PF Key 10 - Appl
This key points to the Case Application Maintenance screen.

PF Key 11 - Elig
This key points to the Eligibility Determination Maintenance screen

PF12 – LHIPP
This key will refer a closed AU Member to LaHIPP. A pop-up window will be displayed showing all of the closed AU Members belonging to certifications eligibile to LaHIPP for the case and case member selected. This key will only be shown if the Case has previously been referred to LaHIPP and the user belongs to the LAHIPP security group. If the AU Member has previously been referred, referring it again will refresh all the information in LaHIPP. The referral date on the Person record is updated with the new referral date.

Prior to the actual referral process, a confirmation pop up screen will appear to provide the analyst a way to proceed with or cancel the referral. Valid value is 'Y' or 'N'.

```
                    Confirmation Window

  Confirm LaHIPP referral of this AU Member? (Y/N): _
```

Adding a member to a Case

The system will validate that the parish of the Person matches the parish of the Case. If the Person's parish does not match the Case's parish the worker will be required to change the parish of either the Case or the Person.

Purging a member from a Case

A person cannot be removed from a Case if they have been used in any way on that case (i.e., they are used on an application, or in a budget, or are an AU member, or are the client on the Certification Period).

Copyright © 2003 RedMane Technology LLC
For DHH

Person Maintenance

Screen 1

```
Message line
     PERS                    *** M.E.D. SYSTEM ***                08/28/02
     MECPERF                  PERSON MAINTENANCE                  14:16:18 2 >
                                                                  METEST
*Action        : _ (A,B,C,D,M,N,P,L)        Extrnl System :
*PERSON NUMBER : _____________              *Parish        : ____
 First Name    : ______________________      Middle Initial: ___   *Title:___
 Last Name     : ___________________________  *Suffix        : ___
 Maiden Name   : ___________________________  SSN           : ___ - __ - ____
*Id Veri. Type : _______________________ _ +  *SSN Verified  : _
 Birth Date    : __ / __ / ____              MCare Claim No: ____________
*DOB Verified  : __                          MCare Source  :
 Mailing Addr. : _________________________ + Address Notes :                  +
 City          : ______________________      *State        : __
 Zip Code      : _____ -  ____               Phone Number  :( ___ ) ___ - ____ +
*Sex           : _                           Race/Ethnicity: _ Description    +
 Date of Death : __ / __ / ____ +            *Preferred Lang: 1_ English
*Citizen Code  : __                          *Cit Veri. Type: _________________ _ +
 CCARE PCP     :                            + Alien Ent. Dte: __ / __ / ____
*Mcaid Mother  : _____________               Lock-in Code  :
 Mcaid Children: +                           Ext Med Ind   :
*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  DEXA  Case  Addr  Incm  CMem  Left  Rght
```

The Person Maintenance screen is used to create and maintain information about people who are either clients, Assistance Unit members or Income Unit members in a MEDS case.

The fields on the first Person Maintenance screen are described below:

Action (A1)

The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

PERSON NUMBER (N13)

The number that identifies a Person to the MED system. This field is mandatory except for the Add action when it should be blank as the system will generate the Person number.

Use the random number module to generate the person number.

Parish (N4)

The parish the Person lives in. This will be used for reporting and for search purposes. This field is mandatory. Help is available for this field. Help must allow selection from Meds parishes only. The value entered must be a valid parish code.

Validate that the Parish entered is a MEDS parish.

First Name (A20)

The first name of the person. This field is mandatory. A blank is not allowed as the first character. The following characters are invalid: '_', '`', ',', ';', " ', a double comma, and all numbers.

Title (A3)

The title of the person. This field is optional. Help is available for this field. If this field is entered it must be a valid title.

Middle Initial (A1)

The middle initial of the person. This is an optional field. The following characters are invalid: '_', '`', '.', ',', ';' ' " ', and all numbers.

Suffix (A3)

The suffix of the person. This is an optional field. Help is available for this field. If this field is entered it must be a valid suffix.

Secondary moreable (A1)

The Secondary name may be viewed, captured or changed via the Secondary "moreable".

Last Name (A25)

The last name of the person. This field is mandatory. A blank is not allowed as the first character. The following characters are invalid: '_', '`', ',', ';' ' " ', a double comma, and all numbers.

Maiden Name (A25)

The maiden name of the person. This field is optional. This field can only be entered for a Female. The following characters are invalid: '_', '`', ',', ';' ' " ', a double comma, and all numbers.

<u>Identity Group of fields</u>

Id Veri. Type (A15)

This will display the short description from the verification codes table.

Id Veri Level (N1)

This field has no label on the screen. It will display the verification level number from the verification codes table. This is a display only field.

Id Veri moreable (A1)

This pop-up is invoked when an 'M' is entered.

Identity Verification Type is not a required field. If the moreable contains an 'M', display the pop-up list of documents. When the record is displayed and there is a verification code, retrieve the short description and the verification level from the verification-code table.

SSN (N9)

The social security number of the person. This is a mandatory field. When entered, validate that the SSN is not already used on another person. If it has already been used then do not allow the user to enter the duplicate SSN and display an error message. This field cannot be changed when the SSN Verified Indicator is equal to 2 (Verified by SIEVS Interface). The first three characters of the SSN cannot start with 000, 666 or ~~800 through 899~~.

Formatted: Strikethrough

If this person is child with a pseudo social security number, a pop-up alert message will be given to inform the worker. This will not prevent the user continuing with the desired action.

SSN Verified Indicator (A1)

Indicates the SSN verification status. Valid values: (0 - Unverified, 1 - Verified by MEDS Worker, 2 - Verified by SIEVS Interface). This is a mandatory field. Default value is 0. This indicator may only be changed to a value of 2 from the SIEVS interface. This field cannot be changed once the SSN has been verified by SIEVS. Display value next to field. Help is available on this field.

Birth Date (N8)

The date of birth for the person. This is a mandatory field and it must be a valid date. This date cannot be in the future.

DOB Verification Code (A2)

Indicates how the date of birth was verified. This is a mandatory field and must be a valid value. The description of the code is displayed next to the field. Help is available on this field.

Copyright © 2003 RedMane Technology LLC
For DHH

MCare Claim No. (A12)

The Medicare claim number for the person. This field is optional. It can be updated if MCare Source is 'OL' or 'SX'. If MCare Source is 'BE', 'SO', 'ED' or 'BI' only authorized Users can change this field. If it is entered, only the following formats are valid:

If the first character is a digit;

The next 8 characters must be digits (0-9)

The 10th character must be an alpha character (A-Z)

The 11th and 12th character can only be alpha characters (A-Z), blanks or digits (1-9 only)

The alpha suffix (BIC) must be one of the allowed BICs defined in METMCNL (see Core Reference table spec for complete list).

If the alpha suffix is A, M, TA, TI, T, T1 – T9, J1, J2, J3, J4 or LM the 1st 9 characters must equal the SSN.

If the alpha suffix is not A, M, J1, J2, J3, J4 or LM or the alpha suffix is TB – TH or TJ – TZ the 1st 9 characters cannot be the SSN.

For BICs, a B that was changed to a D cannot change back to a B, and a W that was changed to a D cannot change back to a W.

If the first character is an alpha character (A-Z);

The MCare Claim Number can be one alpha character (A-Z) followed by 6 or 9 digits (0-9) OR

The MCare Claim Number can be two alpha characters (A-Z) followed by 6 or 9 digits (0-9) OR

The MCare Claim Number can be three alpha characters (A-Z) followed by 6 or 9 digits (0-9).

The alpha prefix must be one of the following valid Railroad Retirement Board prefixes – A, H, MA, MH, WCD, WCA, CA, WD, WA, WH, WCH, PD, PA, PH or JA.

If any change is made to a Person record and they have no Medicare Claim Number, check if they are an active AU Member with a Medicare Code A, B or X. If so, display an error message to the worker to force them to correct it.

MCare Source (A2)

The Source of the Medicare Claim Number for the person. Valid values are 'OL' Online, 'BE' BENDEX, 'SO' State Office, 'SX' SDX, 'ED' EDB and 'BI' Buy-In. Display the description next to the MCare Source value. Update this field to 'OL' if MCare Claim Number is modified, or to 'SO' if this is one of the authorized State Office users.

Address Line (3 * A35)

The mailing address lines for the person. This is display only on this screen and is input on the Person Address Moreable "moreable".

Address Notes (5 * 45)

The address notes for a person. This is display only on the screen and is input on the Address Notes Moreable.

City (A20)

The city for the persons mailing address. This is display only on this screen.

State (A2)

The state for the persons mailing address. Display only on this screen.

Zip code (N5)
The zip code for the persons mailing address. Display only in this screen.

Zip code +4 (N4)
The extended zip code for the persons mailing address. Do not display 0000 or 9999 as these are invalid values. Display only on this screen.

Phone Number (N10)
The phone number including area code for the person. This is an optional field. The area code is an optional field; but if an area code is entered, the remaining digits must be supplied, unless the data is entered by the LAMI interface.

Phone Notes (5 * A25)
The phone number information/notes for the person. This is a "moreable" field. Only the indicator for the field is displayed. See Phone Information Moreable for more details.

Sex (N1)
The sex of the person. This is a mandatory field. Help is available for this field. The value entered must be a valid sex code. Display the description next to the code. Field may not be modified from a Female to a Male if the person is active in a Pregnancy, Take Charge, or Breast and Cervical Cancer type case.

Race/Ethnicity (N1)
The race/ethnicity of the person. This is a display only field and the value is derived from the Race codes and Ethnicity entered on Race/Ethnicity Pop-up. See Race/Ethnicity crosswalk (page 57). Description is displayed next to the code.

Race/Ethnicity moreable (A1)
The race/ethnicity "moreable" field. The Race/Ethnicity Pop-up is invoked when an 'M' is entered.

Date of Death (N8)
The date of death of the person. This is an optional field, but it must be a valid date if it is entered. If entered, this date cannot be in the future and it cannot be before the Birth Date. Also, a date of death cannot be entered for a person associated with "active" eligibility (either as an AU Member or a Certification's Client). If eligibility was closed because of "Death", the Date of Death cannot be changed to a different date than the one on the AU Member's death closure date.

Date of Death moreable (A1)
The date of death "moreable" field. The Date of Death Verification Pop-up is invoked when an 'M' is entered.

Preferred Lang (A1)
Preferred Language Indicator. This indicator identifies the preferred communication language for this person. This is a mandatory field. Help is available for this field.

Citizenship Code (N2)
The code describing the citizenship or lack thereof of the person. This is a mandatory field. Help is available for this field. The value entered must be a valid citizenship code. Display the description next to the code. Citizenship is not required if the bypass edit flag is set as conversion.

Citizenship Group of fields

Cit Veri. Type (A15)
This will display the short description from the verification codes table. This is a display only field.

Cit Veri Level (N1)
This field has no label on the screen. It will display the verification level number from the verification codes table. This is a display only field.

Copyright © 2003 RedMane Technology LLC
For DHH

Cit Veri moreable (A1)

This pop-up is invoked when an 'M' is entered.

Citizenship Verification Type is not a required field. If the moreable contains an 'M', display the pop-up list of documents. When the record is displayed and there is a verification code, retrieve the short description and the verification level from the verification-code table.

If the verification code for both the citizenship and the identity fields is an 'Affidavit' type (#METVERL.#AFFIDAVIT) and the person's age is less than 16, then display an error message, this combination is not allowed.

If the verification code for the identity field is an 'Affidavit' type and the person's age is equal to or greater than 16, then display an error message, this combination is not allowed.

If the citizenship verify level is 1, then the identity verify level must be a 1 or a 5.
If the citizenship verify level is 2, 3, or 4, then the identity verify level must be a 5.

Ext Med Ind (A1)

Extended Medicaid Indicator. This indicator identifies the type of extended Medicaid for this person. Display only.

Community Care PCP Provider Name (A30)

The Name of the Primary Care Physician if the person is participating in Community Care. This is a display only field. It will be updated by the MMIS Community Care Interface only.

Community Care PCP Provider Moreable (A1)

Indicator to allow access to the PCP Details Moreable window. The moreable can only be invoked for persons participating in Community Care.

Alien Entry Date (N8)

The date the alien entered the country. This is an optional field, but must be entered if the 'Entry date required' indicator on the citizenship code is set to yes and is not allowed if the indicator is set to no. If entered the date must be a valid date. If entered, this date cannot be before the Birth Date, it cannot be after the Date of Death (if entered), and it cannot be in the future. Alien Entry Date is not required if the bypass edit flag is set as conversion.

Medicaid Mother (N13)

Person Number of the Medicaid Mother for this person. A Medicaid mother is someone who was receiving Medicaid on the day her child was born. Must be a valid person number in MEDS. The Medicaid Mother number may not be equal to the Person Num of the person being modified. Help will be available (the standard Person help by Name / Parish / Birth date will be available). Optional. This field will be available for update if the person is SDX/LAMI owned.

Lock-in Code (A1)

The code identifying the type of Lock-in that a person has. This is a display only field. Display the description next to the code.

This field is defaulted to "0" on an add. This field is updated when a lock-in record is created for this person using the Community Care / Lock-in maintenance screen.

Medicaid Children (A1)

Medicaid Children moreable. An 'M' in this field invokes the Medicaid Children Pop-up.

External System (A8)

The external system that is responsible for the maintenance of this case. This field is display only. If this field is present then all of the above fields except Action and Person Number will also be display

only. This is to prevent maintenance of this Person by MEDS workers - maintenance of this Person will be done through the appropriate interface.

Screen 2

```
Message Line ...
    PERS                        *** M.E.D.SYSTEM ***                  *DATE
 <1 MECPERF                      PERSON MAINTENANCE                   *TIME 1>

*Action         : _ (A,B,C,D,M,N,P,L)
 PERSON NUMBER  : _____________              LaHIPP Referral Date : mm/dd/yyyy
 Resp. Person First Name    : ____________________
              Last Name     : ___________________________
   OR Facility/Agency Name  : ___________________________
              Address Line 1: ___________________________________ +
             *City          : ____________________
             *State         : __ ____________________
             *Zip Code      : _____-____

     Phone Number   :(___)___-____

 EIE Start date           :               Invalid Person Record : Y
 Next EIE Entitlement date:               Invalid Person Nums:             +
 EIE $30 months remaining :              *Valid Person Num   :
 EIE 1/3 months remaining :               LAMI Pid :
 Student Earn Inelig Mths :   /        + *Multiple Birth Nums:             +
 Hospice Entitlement Date :   /   /    +
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
      Help  Main  Retn  Quit  DEXA  Case  Addr  Incm  CMem Left  Rght  Lock
```

The fields for the second Person Maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

PERSON NUMBER (N13)
The number that identifies a Person to the MED system. This field is mandatory except for the Add action when it should be blank as the system will generate the Person number.

LaHIPP Referral Date (N8)
The date the person was referred to LaHIPP. Display only.

The following fields for a third party are optional as group i.e. if one of the fields is entered then they must all be entered (except where noted as always optional).

Third Party First Name (A20)
The first name of the third party for the person.

Third Party Last Name (A25)
The last name of the third party for the person.

Third Party Provider (A25)
The agency or group home responsible for the Person. This field is mutually exclusive with the Third Party First and Last Names.

Third Party Address Line (3 * A35)
The address lines of the third party for the person. This is a 'moreable' field. Only the first line is mandatory within the group of fields.

Copyright © 2003 RedMane Technology LLC
For DHH

Third Party City (A20)

The city of the third party for the person. Help is available for this field. The value entered must be a valid city if the state is Louisiana. The following characters are invalid: '_', '`', '.', ',', ';' ' " ', all the numbers and a double comma.

Third Party State (A2)

The state of the third party for the person. Help is available for this field. If entered, the value entered must be a valid state code. Display the state name next to the code.

Third Party Zip Code (N5)

The zip code of the third party for the person. Help is available for this field. If the state is Louisiana the value entered must be a valid zip code and it must be a valid zip code for the city entered. If the state is not Louisiana it cannot be a Louisiana zip code. Validate that all 5 digits are entered

Third Party Zip Code +4 (N4)

The extended zip code of the third party for the person. This field is optional. If entered, validate that all 4 digits are entered. Value of 9999 is not valid.

Third Party Phone Number (N10)

The phone number including area code of the third party for the person. This field is optional. If entered validate that all 10 digits are entered.

Next EIE Entitlement date (N8)

This is the date the person may again be entitled to EIE disregard. This is a display field only.

It will be set to 12 months after the AU member close date when closing the AU member. The $30 and 1/3 months remaining fields must be zero (i.e. no exemption left) for the close date to be set. Previously this field was labeled the EIE Close date.

EIE Start date (N8)

This is the date on which the EIE will start. This is a display field only.

The EIE start date will be set when a certification decision is made. It will be set to the budget month.

EIE $30 months remaining (N2)

This field displays the number of months the person still has remaining of the $30 exemption. This field is display only

This field is updated during a certification decision.

EIE 1/3 months remaining (N1)

This field displays the number of months the person still has remaining of the 1/3 exemption. This is a display field only.

This field is updated during a certification decision.

Multiple Birth Numbers (9 * N13)

The Person Number(s) of sibling(s) with the same birth date. Used to prevent siblings with the same birth date (or birth date is different by 1 day) from being identified as duplicate entries. This is a 'moreable' field. When numbers are added or deleted, the Person records of those added or deleted will also be updated to reflect changes. Invalid Person records cannot have Multiple Birth Numbers

Student Earned Inelig Mths (6 * N6)

This field is used to store months of ineligibility for student earned income. This is a 'moreable' field.

Hospice Entitlement Date (18 * N8)
The date that hospice services for this Person begin. This is a 'moreable' field. The field is required if hospice type segments exists for persons with no Medicare coverage. This is a display field only.

Invalid Person Record (A1)
This field determines whether this is a primary person. If the person has been entered into MEDS multiple times only one person is valid. That person will have the indicator set to blank''. All other persons will be set to 'Y ', and should not be allowed for use on cases. If this is 'Y' no modifications can be made to the person. If this is 'Y' the valid person associated with this person must be entered.

Invalid Person Numbers (5 * N13)
Person Number of invalid persons associated with this person. This is a 'moreable' field. This is a display only field.

Valid Person Number (N13)
Person Number of the valid person associated with this person. This field can only be entered if the Invalid Person Record indicator is set to 'Y'. When valid person numbers are modified, the Person records of the valid persons will be updated to reflect the corresponding invalid person number.

LAMI Pid (N9)
The number by which the person is identified on the LAMI system. This is a display only field.

Screen 3

```
     PERS                    *** M.E.D. SYSTEM ***                11/06/03
 < 2  MECPERF                  PERSON MAINTENANCE                  06:58:26
                                                                   METEST
 *Action         : _ (A,B,C,D,M,N,P,L)
  PERSON NUMBER  : _____________

  TIPS Number        : _________
 *MPP Disability Type: __

  WIS Details
      Name           :
      Addr Line 1    :
      Addr Line 2    :
      Addr Line 3    :

  SDX Alien Code     :



*Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  DEXA  Case  Addr  Incm  CMem  Left  Rght  PIES
```

The fields for the third Person Maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

PERSON NUMBER (N13)
The number that identifies a Person to the MED system. This field is mandatory except for the Add action when it should be blank as the system will generate the Person number.

Copyright © 2003 RedMane Technology LLC
For DHH

TIPS Number (N9)
The number by which the person is identified in the TIPS system. This field is mandatory dependent on the TIPS number required indicator on the type case.

The validation to check if the TIPS number is required or not will be done in the AU Member Maintenance function. When the member is certified for a type case that requires a TIPS number, an error will be displayed telling the worker to update the person with the TIPS number.

MPP Disability Type (A2)
Disability type. The field can be left blank. Help is available on this field. Optional. This field will be available for update if the person is SDX/LAMI owned.

Valid values are (see LDA METDISL):

MI - Mental Illness
PD - Physical Disability
DD - Developmental Disability

The following fields are populated by the conversion. These fields are the WIS details about the person's name and address. These fields are display only and will be used to fix converted records if the name and/or address are not in the correct format.

WIS Name (A25)
The name of the person as in the WIS system.

WIS Address Line 1 (A25)
The first line of the person's address as in the WIS system.

WIS Address Line 2 (A25)
The second line of the person's address as in the WIS system.

WIS Address Line 3 (A25)
The third line of the person's address as in the WIS system.

Fields from SDX Interface:

SDX Alien Code (A1):

Additional PF Keys

PF Key 5 - DEXA
This key points to the Duplicate Entry XREF Access.

PF Key 6 - Case
This key points to the Case Maintenance screen.

PF Key 7 - Addr
This key invokes the Address/Phone/Parish Copy Pop-up Window.

PF Key 8 - Incm
This key points to the Person Gross Income Maintenance screen.

PF Key 9 - CMem
This key points to the Case Member Maintenance screen.

PF Key 12 - Lock
This key points to the Community Care / Provider Lock-in Maintenance screen.

Adding a Person

Use the following rules to decide if the person the worker is trying to ADD already exists on the system. The 'y' indicates a match with an existing Person.

SSN	Last Name	First Name	Date of Birth	Allow Add?
Y	Y	Y	Y	No
Y	Y	N	Y	No
Y	N	Y	Y	No
Y	N	N	Y	No
Y	N	N	N	No
N	Y	Y	Y	No
N	N	Y	Y	Yes
N	Y	N	Y	Yes
N	N	N	Y	Yes
N	Y	Y	N	Yes
N	Y	N	N	Yes
N	N	Y	N	Yes

The system will generate a Person number for an Add action, but if the number returned by the random number generator starts with '777' it cannot be used, as these numbers will cause confusion with swipe card numbers. The system should generate another random number.

Default numeric fields to zero.

Modifying a Person

Remember to check on Add rules when modifying.

If the Name changes a new Swipe Card may be required for the person. The person must be an active AU member on a Cert that requires a Swipe Card in order to be eligible for a new card. If the person is eligible for a new card, the following window will appear to an online user *(routine MECPERN3)*:

```
+-----------------------------------------------------------------------+
|  Should a replacement swipe card be requested? __ (Y/N)               |
+-----------------------------------------------------------------------+
```

The worker will then decide if a new Swipe Card request should be made.

If the person is currently sanctioned, a slightly different pop-up window will be displayed.

Copyright © 2003 RedMane Technology LLC
For DHH

```
+-----------------------------------------------------------------------+
|  The person is currently sanctioned, should a replacement swipe card be|
|  requested? __ (Y/N)
+-----------------------------------------------------------------------+
```

If the worker enters N in this pop-up window, a replacement swipe card will not be issued. If the worker enters Y, a replacement swipe card will be issued.

If the Name is changed by a Batch job (e.g. LAMI or SDX), a new Swipe Card request will not automatically be generated if the person is an active AU member on a cert that requires a Swipe Card. No notification will be given to the worker – the worker probably will not find out about the swipe card until the client calls.

Regardless of how a name change occurred, it will be the responsibility of the analyst to request the new swipe card if and when the sanction is lifted.

If the Birth Date is changed for an AU Member in a Deemed Eligible Child category and the person is now older than 13 months old display a warning to the worker and the cert should be closed or replaced.

If the Birth Date of the Person is changed, read the AU MEMBER file with the Person Number and update all the AU MEMBER records for the Person with the Birth Date on the PERSON record.

If the SSN / SSN Verified Indicator / Birth Date / Name / Address / Race / Sex changes, call the common routine 'Update the Client Run Number on the Person file'.

If any of the following information changes: SSN, Name, Birth Date, Address, City, State, Zip Code, Phone Number, Sex, Race, Ethnicity, Medicaid Mother Num, Date of Death or Lock-In Code and the person is not marked as an invalid person, call the common routine 'Update the MMIS Run Number on the Person' (MECUMPN) unless the cert type is an LIS type then ignore. This routine checks if the person has any eligibility (open, closed or future) and returns a MMIS run number if they do.

If any of the following information changes: SSN, Name, Birth Date,_Date of Death, SSN Claim Num, call the common routine Determine If BENDEX Update Required*' (MECUBPN). This verifies if a call is required to common routine 'Update the BENDEX Run Number on the AU Member file' (MECUBPN)*

MECUBPN:

```
Read the AU-Member File by PERSON-START-DATE-9C
       where Person Number = Person.Person Number
       starting from today's nines-complement date
   If AU-Member is active (i.e. Close Date or Claims Sus Date is on or after
   today) and cert period category is not 15 or 16:
       Call common module MECUBNN to update the AU-Member record with BENDEX Run
       Number.
End-Read.
```

If any of the following information changes: SSN, Name, Birth Date, and the SSN is not a pseudo SSN, call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

If any of the field LAST NAME, FIRST NAME, MIDDLE INIT, BIRTH DATE, SSN, SSN VERIF CODE, SEX CODE, RACE CODE, or RES PARISH changes call the common routine 'Update Client Run Number on Case' to set the case to be extracted in the client interface.

When updating a Person record, a Client, Payee or Child may need to be marked for the LASES extract.

1. *If one of the fields:*
   LAST-NAME
   FIRST-NAME

MIDDLE-INIT
SUFFIX
MAIDEN-NAME
SSN
SSN-VERIF-CODE
BIRTH-DATE
SEX-CODE
RACE-CODE
PHONE-NUM
ADDR (any of the three occurrences)
CITY
STATE-CODE
ZIP-CODE
EX-ZIP-CODE
are changing, then:

Read the Certification Period file by Client number
and require the Certification Period to be Non-LAMI
and require that either the Close Date > Current Date or the Close Date is zero

Read the LASES Case file by Case / Certification Period Number
and require that either the Close Date > Current Date or the Close Date is zero

Stamp this LASES Case record with the LASES run number and mark it for a LASES Custodial Parent extract only if the record is not stamped to go out in a New Referral.

End the LASES Case Read Loop

End the Certification Period Read Loop

End the Custodial Parent if

2. If one of the fields:
LAST-NAME
FIRST-NAME
MIDDLE-INIT
SUFFIX
SSN
SSN-VERIF-CODE
BIRTH-DATE
SEX-CODE
RACE-CODE
are changing, then:

Read the AU Member file by the Person number
and require that either the Close Date > Current Date or the Close Date is zero

Read the LASES Case Child file by Case / Certification Period / AU Member Number and LASES Include indicator to be I - Include.

Read the LASES Case file by Absent Parent / Case / Certification Period
If the LASES Case Record is not marked to go out in a New Referral

Copyright © 2003 RedMane Technology LLC
For DHH

Stamp this LASES Case Child record with the LASES run number
End LASES Case If
End the LASES Case Child Read Loop

End the AU Member Read Loop

End the Child if

On any given day, Person's Name, SSN and Date of Birth may not change more than once. Also a Person's Name & SSN cannot both change on the same day. Only one or the other may change.

The Current rules state that

- The Birth-Date field can only be changed once a day
- The SSN and Name fields can only be changed once a day. However only one of them can be changed. That is, you cannot change both the SSN and the Name on the same day.

Read ME-PERSON-LOG with PERSON-NUM-LOG-COUNTER to determine if any of the specified fields have already been changed today or not.

If the address, phone number or parish change on a person who is a client on a child-related case copy the changes to the address, phone number or parish of the active AU Members on that case, except from the SDX interface. The address, phone number and parish of active child AU Members will be protected and cannot be updated directly from Person Maintenance.

- If any of the following fields change on a LaHIPP Person, then the current LaHIPP Run Number is stamped on the Person and the Person is sent to LaHIPP:
  - Title, First Name, Middle Initial, Last Name and Suffix
  - Date of Birth and Date of Death
  - Social Security Number
  - Parish of Residence
  - Sex code
  - Phone Number and Phone Number Notes
  - Mailing Address (Address Line 1,2,3, City, State Code, Zip Code, Zip + 4)

Purging a Person

A Person may be purged from the system only if they are not linked to any other entities i.e. they must not be Case Members or Application Members anywhere on the system, or they must not have a Person Month Income linked to them.

A Person may not be purged if they belong to the group of MMIS blocked numbers. A person belongs to the group of MMIS Blocked numbers if the person number starts with '777'.

Security Access

All MEDS users will have inquiry access to L'AMI and SDX owned cases, but update access to only the address, phone number and community care indicator (protect the record on the Map).

Medicaid Mother Processing

- If a child that is less than 13 months old is added or modified and the Medicaid Mother is NOT entered, show the following warning to remind the analyst to enter the Medicaid Mother – '*Child is less than 13 months old - enter Medicaid Mother # if applicable*'.

NOTE: The warning will be shown if the child's birth date is changed and the child is less than 13 months old after the change,

Technical Note: If child is born on 10/11/2002, this edit must be performed until 11/10/2003. on 11/11/2003 the child is 13 months old and the pop-up should not be shown anymore. This pop-up should not be shown in BATCH.

- If a Medicaid Mother exists on the child's record, check if the Medicaid Mother:
  - Is female. Give error message '*Medicaid Mother must be female*'.
  - Was an active AU Member on any certification on the child's birth date. Give the error message '*Medicaid Mother was not an active AU Member on child's birth date*'.
- The Medicaid Mother cannot be removed from a child's record if the child is an active AU Member on a 03-02 cert. Give error message '*Can't remove Medicaid Mother if child is in 03-02 certification*'.

  NOTE: If the AU Member is closed on the last day of the current cutoff month, the child is not considered to be an active AU Member and the Medicaid Mother can be removed from the child's record.

  NOTE: If the wrong Medicaid Mother was entered and the analyst wants to correct it, the incorrect number must be changed to the correct number or the 03-02 cert must be closed before the Medicaid Mother can be removed from the child's record.
- If the birth date of a child with a Medicaid Mother is changed, check if the mother was an active AU Member on any certification on the child's 'new' birth date. Give the error message '*Medicaid Mother was not an active AU Member on child's birth date*'.
- If a person's sex code is changed from female to male and the person is a Medicaid Mother on any child record, give error message '*Person is a Medicaid Mother – cannot change sex'.'*
- If a person is changed from being valid to invalid (duplicate person) and the invalid person is a Medicaid Mother on any child record give the error message '*Person is a Medicaid Mother, cannot change to invalid*'.
- If a person is changed from being valid to invalid (duplicate person) and the invalid person has a Medicaid Mother give the error message '*Person has a Medicaid Mother, cannot change to invalid*'.
- If the valid person number is changed on an invalid person and the original valid person number is a Medicaid Mother on any child record give a warning '*Person ("original valid person number") is a Medicaid Mother, review children*'.

NOTE: None of these edits will be bypassed in BATCH. Warnings will be bypassed in BATCH.

Copyright © 2003 RedMane Technology LLC
For DHH

Person Address Moreable

```
                          *** M.E.D. SYSTEM ***                08/28/02
   MECADDN1                   PERSON ADDRESS                   14:22:26

Mailing Address    : ____________________________________
                     ____________________________________
                     ____________________________________
          *City    : ____________________  *State : __ *Zip Code: _____-____

Residential Address: ____________________________________
 (if different)      ____________________________________
                     ____________________________________
          *City    : ____________________   *State : __ *Zip Code: _____-____
Out of State Cde   : __           *Previous County : __ County Name

SDX Representative Payee
        Agency Name: ___________________________________________
            Name   : ___________________________________________
            Address: ___________________________________________ +
            City   : _______________________ *State : __ Zip Code: _____-____

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
        Help        Retn        Canc
```

The Person Address pop-up window is invoked by the moreable indicator. The indicator is located next to the address line field.

Address Line (3 * A35)

The mailing address lines for the person. Only the first line is mandatory. ‘C/O’, ‘C/’, ‘ATTN’ or ‘ATTENTION’ can be entered only on the first line. Spaces before and after the forward slash mark is not allowed. The following characters are invalid: ‘_’, ‘`’, ‘.’, ‘,’, ‘;’, ‘ ” ’ and a double comma, including ‘;’, ‘_’, ‘~’, ‘-‘, ‘:’, ‘#’, ‘%’, ‘`’, ‘\’.

City (A20)

The city for the persons mailing address. This is a mandatory field. Help is available for this field. The value entered must be a valid city if the state is Louisiana. The following characters are invalid: ‘_’, ‘`’, ‘.’, ‘,’, ‘;’,’ ” ’, all the numbers and a double comma, including ‘;’, ‘_’, ‘~’, ‘-‘, ‘:’, ‘#’, ‘%’, ‘`’, ‘\’.

State (A2)

The state for the persons mailing address. This is a mandatory field. Help is available for this field. The value entered must be a valid state code. Display the state name next to the code.

Zip code (N5)

The zip code for the persons mailing address. This is a mandatory field. Help is available for this field. If the state is Louisiana the value entered must be a valid zip code and it must be a valid zip code for the city entered. If the state is not Louisiana it cannot be a Louisiana zip code. Validate that all 5 digits were entered.

Zip code +4 (N4)

The extended zip code for the persons mailing address. This is an optional field. If it is entered validate that all 4 digits were entered. A value of 9999 is not valid.

Residential Address Line (3 * A35)

The residential address lines for the person.

Residential City (A20)
The city for the persons residential address. Help is available for this field. The value entered must be a valid city if the state is Louisiana. The following characters are invalid: '_', '`', '.', ',', ';' '" ', all the numbers and a double comma.

State (A2)
The state for the persons residential address.

Zip code (N5)
The zip code for the persons residential address. Help is available for this field. If the state is Louisiana the value entered must be a valid zip code and it must be a valid zip code for the city entered. If the state is not Louisiana it cannot be a Louisiana zip code.

Zip code +4 (N4)
The extended zip code for the persons residential address. A value of 9999 is not valid.

NOTE: Residential address should only be entered if it is different from the mailing address. If any part of residential address is entered it must all be entered and the rules for validating the mailing address apply.

Out of State Code (A2)
The state code of the out-of-state evacuee. Valid values are MS-Mississippi and AL- Alabama. If the residential address is populated and the state is MS or AL, then the Out of State Code is defaulted using the residential address state code.

Previous County of Residence (N2)
The Mississippi or Alabama County where the person evacuated from. Help is available for this field.

Fields from SDX Interface (display only):

SDX Representative Payee Agency Name (A40):

SDX Representative Payee Name (A54):
Last Name, Suffix, First Name, Middle Name

SDX Representative Payee Address (3 * A35):
This is a 'moreable' field. Only the first line is displayed on this screen.

SDX Representative Payee City (A22):

SDX Representative Payee State (A2):

SDX Representative Payee Zip code (N5):

SDX Representative Payee Zip code + 4 (N4):

Do not display value 9999 as it is invalid.

Copyright © 2003 RedMane Technology LLC
For DHH

Phone Information Moreable

```
                    *** M.E.D. SYSTEM ***          08/28/02
 MECPERN9             PHONE INFORMATION            14:22:26

                         Phone Notes
                   -------------------------
                   __________________________
                   __________________________
                   __________________________
                   __________________________
                   __________________________

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
       Help        Retn
```

The moreable indicator invokes the Phone Information/Notes pop-up window. The indicator is located next to the phone number field.

This pop-up window provides the worker with the opportunity to enter additional phone information for a person. This includes cell numbers, work phone extensions etc.

Phone Notes (5 * A25)
This field is alpha numeric. There are no edits on the information entered.

Use PF 3 to return to the prior screen.

Address Notes Moreable

```
                    *** M.E.D SYSTEM ***          03/30/04
 MEBNOTN               NOTES MOREABLE             10:55:39

                         Notes
        -------------------------------------------
        ___________________________________________
        ___________________________________________
        ___________________________________________
        ___________________________________________
        ___________________________________________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
      Help        Cont        Canc
```

This pop-up window provides the analyst with the opportunity to enter additional information regarding the person's address.

Notes (5 * A45)
This field is alpha numeric and can be used to enter notes regarding the person's address.

Secondary Name Pop-up

```
                    *** M.E.D. SYSTEM ***           07/06/06
 MECPSNF          SECONDARY LAST NAME POP-UP        13:52:04


  Secondary Last Name : FKMLM____________________


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
      Help        Cont        Canc
```

This pop-up allows the secondary name field to be entered. The Secondary Last Name is any other last name the person may previously have used. This field is optional. The following characters are invalid: ‘_’, ‘`’, ‘,’, ‘;’’ ” ’, a double comma, and all numbers.

Race/Ethnicity Pop-up

```
 Message Line -
                    *** M.E.D SYSTEM ***           06/07/05
  MECRECN           RACE/ETHNICITY POP-UP          15:46:35

  Select Race(s) by marking with an ‘X’:
     White                            : _
     Black/African American           : _
     American Indian/Alaskan Native   : _
     Asian                            : _
     Native Hawaiian/Pacific Islander : _

  Enter Ethnicity:
     Hispanic/Latino                  : _  (Y/N/U)

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
       Help        Cont        Canc
```

This pop-up allows the Analyst to enter any applicable race codes as well as the ethnicity for the person. More than one race code can be selected and the Analyst must indicate whether the person is Hispanic/Latino or not. This information is used to derive the original “race” code (see Race/Ethnicity crosswalk).

Description of Fields

Select Race(s) by marking with an ‘X’ (N1 * 5):

These fields are optional and the Analyst can select 1 or more races by marking the appropriate field with an ‘X’. The races marked are translated into a numeric value as follows:

Race Code	Description
1	White
2	Black/African American
3	American Indian/Alaskan Native
4	Asian
5	Native Hawaiian/Pacific Islander

Copyright © 2003 RedMane Technology LLC
For DHH

Ethnicity (Hispanic or Latino) (A1)

This field is required and indicates the ethnicity of the person. Currently the only available ethnicity is Hispanic/Latino and the Analyst must indicate 'Y'es, 'N'o or 'U'nknown.

Note: This field is actually stored as a 'N', 'Y' or a 'U' on the database and the conversion to 0, 1 or 9 happens during the daily MMIS extract.

Race/Ethnicity crosswalk

The following table shows the original "race" codes and the new race codes. The Analyst marks all the appropriate new races on the pop-up with an 'X' and every 'X' is translated to the appropriate numeric value before it is stored in the database. The Ethnicity is not translated, but is stored as a 'Y', 'N' or 'U' on the database. The translation to 0, 1 or 9 happens during the daily MMIS extract.

Original "Race" Codes	New Race Code / Ethnicity
1 – White	1 – White
2 – Black	2 – Black/African American
3 – Am Indian/Alaskan	3 – American Indian/Alaskan Native
4 – Asian	4 – Asian
6 – HI/Pacific Islander	5 – Native Hawaiian/Pacific Islander
5 – Hispanic/Latino	Ethnicity: Y, N, U – Hispanic or Latino
7 – Hispanic/Latino & Other	
8 – Multi Race Not Hispanic	
9 - Unknown	

Original "Race"		New Race					Ethnicity
	Description	1	2	3	4	5	Y, N, U
1	White	X					Unknown/No
2	Black		X				Unknown/No
3	Am Indian/Alaskan			X			Unknown/No
4	Asian				X		Unknown/No
5	Hispanic/Latino						Yes
6	Hi/Pacific Islander					X	Unknown/No
7	Hispanic/Latino & Other[1]	X	X	X	X	X	Yes
8	Multi Race Not Hispanic[2]	X	X	X	X	X	Unknown/No
9	Unknown[3]						Unknown/No

Notes:

1. If 1 or more new races are selected and ethnicity Hispanic/Latino is 'Y'es, the original "race" is 7.
2. If 2 or more new races are selected and ethnicity Hispanic/Latino is 'N'o, the original "race" is 8.

If no new race is selected and ethnicity Hispanic/Latino is 'U'nknown or 'N'o, the original "race" is 9.

Processing

Since all the original "race" codes cannot be converted fully, the following happens when a person is added / modified:

- When a new person is **added** the original "race" code is derived from the race codes/ethnicity entered on the Race/Ethnicity Pop-up (page 56) using the rules specified by the Race/Ethnicity crosswalk (page 57).

- When a person is **modified**, do NOT derive (or check) the original “race” code UNLESS the race codes/ethnicity is changed on the Race/Ethnicity Pop-up (page 56).

Citizenship Verification Pop-up

```
                    *** M.E.D. SYSTEM ***        10/26/10
 MECCVERN  CITIZENSHIP VERIFICATION POP-UP   14:08:06

Select Citizenship Verification Document Type
              by marking with an 'X'
US PUBLIC BIRTH RECORD                              _
VITAL RECORDS REGISTRY                              _
MEDICARE                                            _
SSI (FORMER OR CURRENT RECIPIENT)                   _
FINAL ADOPTION DECREE                               _
OFFICIAL MILITARY RECORD                            _
HOSPITAL BIRTH RECORD                               _
LIFE/HEALTH INSURANCE RECORD                        _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---
      Help        Cont        Canc        Back  Fwrd
```

This pop-up allows the worker to select the document that was used to verify citizenship.

Comment [LKO1]: Redid the above pop up to match current pop up. Had to accept changes/deletions for it to look right. Remove this comment after review.

Processing

Before the screen is displayed, read the verification code table by the citizenship display sequence field and build the list of available document types. Only one document can be marked but is not required unless the PF3 key is pressed. If PF5 key is pressed, then ignore any changes and take no action. If the PF3 key is pressed, pass back the verification code value that corresponds to the document that was marked. If there are more records than what fit on the screen, show the PF7 and 8 keys used to scroll.

Copyright © 2003 RedMane Technology LLC
For DHH

Identity Verification Pop-up

```
                    *** M.E.D. SYSTEM ***        10/26/10
 MECIVERN    IDENTITY VERIFICATION POP-UP    14:06:39

Select Identity Verification Document Type
              by marking with an 'X'
DRIVER'S LICENSE WITH PHOTO OR ID INFORMATION      _
MEDICARE                                           _
SSI (FORMER OR CURRENT RECIPIENT)                  _
DATA MATCH - CHILD CARE                            _
DATA MATCH - FOOD STAMPS                           _
DATA MATCH - LASES                                 _
DATA MATCH - LDET                                  _
DATA MATCH - OCS                                   _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---
      Help        Cont        Canc        Back  Fwrd
```

This pop-up allows the worker to select the document that was used to verify identity.

Comment [LKO2]: Redid the above pop up to match current pop up. Had to accept changes/deletions for it to look right. Remove this comment after review.

Processing

Before the screen is displayed, read the verification code table by the identity display sequence field and build the list of available document types. Only one document can be marked but is not required unless the PF3 key is pressed. If PF5 key is pressed, then ignore any changes and take no action. If the PF3 key is pressed, pass back the verification code value that corresponds to the document that was marked. If there are more records than what fit on the screen, show the PF7 and 8 keys used to scroll.

PCP Details Moreable Window

```
                         *** M.E.D. SYSTEM ***              08/28/02
   MECPCPN1            PRIMARY CARE PHYSICIAN DETAILS        14:22:26

Provider Number : _______
Site            : __
Name            : ________________________________
Address         : ____________________________________
City            : ________________________  State : __ Zip Code: _____
Phone Number    : ___-___-____

  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
        Help        Retn        Canc
```

The moreable indicator invokes the Primary Care Physician Details pop-up window. The indicator is located next to the PCP provider name field.

All fields on this window are **display only**.

Provider Number (N7)

The Primary Care Physicians Provider Number. It is optional and will have a value if the person is participating in Community Care. It will be updated by the MMIS Community Care Interface only.

Site (N3)

The site id of the provider.

Name (A30)
The name of the provider, as displayed on the main Person screen.

Address (A35)
The address line for the provider.

City (A20)
The city for the provider.

State (A2)
The state for the provider.

Zip code (N5)
The zip code for the provider.

Phone Number (N10)
The phone number including area code for the provider.

Medicaid Children Pop-up

```
Message Line
                        *** M.E.D. SYSTEM ***          *DATE
     MECMACN              MEDICAID CHILDREN             *TIME
                                                        *LIBRARY-ID
 Medicaid Mother: person-num     Name
 Person Num           Name                       Birth Date
 -------------  ------------------------------  ----------









Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--
      Help        Retn                    Back  Fwrd
```

This pop-up lists all the Medicaid children for a Medicaid Mother. List all persons with Medicaid Mother person number equal to the current person number. All information is display only.

Medicaid Mother
The Medicaid Mother's Person Number and Name (format last-name, first-name). Display only.

Person Number (N13)
The Medicaid Child's Person Number. Display only.

Name (A30)
The Name of the Medicaid Child. Display only (format last-name, first-name).

Birth Date (A10)
The Birth Date of the Medicaid Child. Display only (format mm/dd/yyyy).

NOTE: The Medicaid Children will NOT be shown in any specific sequence.

Copyright © 2003 RedMane Technology LLC
For DHH

Address/Phone/Parish Copy Pop-up Window

```
Message Line ...
  ADDR            *** M.E.D. SYSTEM ***              *DATE
   MECPADF        ADDRESS/PHONE/PARISH COPY           *TIME

  Press ENTER to complete the address copy.
  Copy Mailing Address, Residential Address, Phone & Parish
    From
 *Person Number   : _____________ ______________________________
    To
 *Person Number(s): _____________ ______________________________
                    _____________ ______________________________
                    _____________ ______________________________
                    _____________ ______________________________
                    _____________ ______________________________
                    _____________ ______________________________

   ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
         Help  Main  Retn  Quit
```

The Address/Phone/Parish Copy pop-up window is invoked when the PF 7 key on the Person Maintenance screens is pressed.

Comment [LKO3]: Removed the back ground screen since no other morable screenshot is like that. Remove this comment after review.

This pop-up window provides the worker with the opportunity to copy a Person's mailing address, residential address, phone number and Parish of Residence to several other Persons. This copy function is not intended for use when adding a Person, rather it is to be used when the address of a whole group of people changes. The worker can manually change the address (using Person maintenance) of the first person and thereafter use this address to copy the new address to all the other people in the group.

The fields on the Address Copy pop-up window are described below:

From Person Number (N13)

The person number of the person whose address is to be copied. This is a mandatory field. Default to the person number on the person maintenance screen. The name of the person is displayed next to the number. Help is available for this field.

To Person Number(s) (6 * N13)

The person number of the person(s) whose addresses are to be replaced. The first occurrence of the person number is mandatory. The name of the person is displayed next to the number. Help is available for each of these fields. If the From Person is a client on a case Help will display the other case members, otherwise Person Help by Name/Parish/Birth Date is used.

Use PF 4 to cancel (quit) out of this screen.

'Enter' will cause the addresses, phone number and parish to be copied.

Date of Death Verification Pop-up Window

```
                    *** M.E.D. SYSTEM ***                 05/04/10
                DATE OF DEATH VERIFICATION POP-UP         13:24:14


  *Verification status : 01 – VRR VERIFIED


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
```

This pop-up window is invoked so the workers can see how the locked date of death was verified.

DOD Verification Code (N2)
Indicates how the date of death was verified: 0 – Unverified, 1 – VRR Verified.

LAMI/SDX Person Maintenance (PERX)

MEDS users have inquiry access only to L'AMI and SDX owned cases on the Person Maintenance screen, but there can be a need for updates to be made to those people at times. An additional version of Person Maintenance exists (transaction PERX) that does allow modification of L'AMI and SDX data. This version includes the 4 person screens and all the functionality of the regular Person Maintenance. Only the MEDS unit can access this function.

Added edit to disallow changes to person if the AUM Close Date is zero or is past the current month for a person who is marked as invalid.

Changed invalid person error messages from 'Duplicate Person Lock Ind' to 'Invalid Person Record'

Invalid Person Processing:

If a person that has been referred to LaHIPP is made invalid, or the valid person number is changed, or the invalid Person is changed back to being valid, then LaHIPP must be notified of these changes.

- If a LaHIPP person is made invalid, then the LaHIPP referral date is updated on the valid person and the LaHIPP Run Number is stamped on both the invalid and the valid person. Both these person records are extracted and sent to LaHIPP at this time and the Person Detail record for the invalid person includes the person number of the valid person ('Replaced by MEDS person number' field on the interface file).
- If an invalid LaHIPP person is changed back to being valid, the LaHIPP Run Number is stamped on both the person records involved. The LaHIPP referral date is not removed from the valid Person since that Person might have been referred to LaHIPP for another Case. Both these person records are extracted and sent to LaHIPP at this time.
- If the valid person number on an invalid LaHIPP person is changed to a different person number, then the LaHIPP referral date is updated on the new valid person and the LaHIPP Run Number is stamped on both the invalid and the new valid person. Both these Person records are extracted and sent to LaHIPP at this time and the Person Detail record for the invalid person includes the person number of the new valid person ('Replaced by MEDS person number' field on the interface file). The LaHIPP referral date is not removed from the old valid Person since that Person might have been referred to LaHIPP for another Case. The LaHIPP Run Number is not stamped on the old valid person and this person is not extracted and sent to LaHIPP at this time.

Copyright © 2003 RedMane Technology LLC
For DHH

Person Gross Income Maintenance

```
Message Line ...
     INCM                    *** M.E.D.SYSTEM ***                    *DATE
     MECPRIF            PERSON GROSS INCOME MAINTENANCE              *TIME

*Action               : _ (C,D,M,N,L)
*CASE NUMBER          : _____________
*CERT PERIOD NUMBER   : ___ ______________________________
*PERSON NUMBER        : _____________ ________________________________
 Starting Income Type: __
*Cmd  *INCOME TYPE        Income Amount    Effective Date      Source
 ---  -----------------   -------------    --------------      ------
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______
  _   __ ______________   _____________       __ / ____        ______

*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      Help  Main  Retn  Quit        Pers  Back  Fwrd
```

This screen is used to record a Person's gross income by Certification Period.

The fields on the Person Income Maintenance screen are described below:

Action (A1)

The action to be taken on the Person Income Determination. The valid action codes for this screen are (C)lear, (D)isplay, (M)odify, (N)ext and (L)ast. This field is mandatory. Help is available for this field.

CASE NUMBER (N13)

The number identifying the Case. This field is mandatory. Help is available for this field.

CERT PERIOD NUMBER (N4)

The number that identifies the Certification Period within the Case. This field is mandatory. Help is available for this field. The Client name is displayed next to the Cert Period number.

Technical Note: Use common routine 'Get client name and format for display'.

PERSON NUMBER (N13)

The number that identifies the Person. This field is mandatory. Help is available for this field. The person's name is displayed next to the Person number.

Technical Note: Use common routine 'Format name for display'.

Starting Income Type (A2)

Displays the first Income type from INCOME TYPE field below

Command (A1)

The action to be taken on the line. This field is optional. Valid commands are (A)dd, (M)odify.

INCOME TYPE CODE (A2)
The type of income for the person. This field is mandatory. Help is available for this field. The description of the income type is displayed next to the Income Type code.

Income Amount (N11.2)
The amount of the income. This field is mandatory on an Add action.

Effective Date (N6)
The date this income amount became valid. This field is mandatory. It must be entered in MMYYYY format.

Source (A4)
The information to populate this record comes from various sources. If the record is populated by the certification process using a budget, this field will be set to 'BUDG'. If the record is being set up manually, it will be set to 'MANL'. If populated by a batch process, the value will be 'LAMI', 'SDX', or 'CONV' (for conversion). This is a display only field.

Additional PF Keys

PF Key 6 - Pers
This key points to the Person Maintenance screen.

Purging a Person's income

If a Person no longer has income of a particular income type the record cannot be purged, but the amount can be set to zero.

General

The NEXT action should read through all the Certification Periods for a Case and for each Certification Period, each Case member should be accessed. This will give the worker the ability to add income values for each case member in the certification period.

Adding a Person Income Record

When an income record is added call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

Modifying a Person Income Record

Changing an income type code or an income amount will cause the run number to be updated and the income record to be sent to SIEVS again. Call the common routine 'Determine If SIEVS Update Required' (MECUSVN) to verify this should be sent to SIEVS.

Copyright © 2003 RedMane Technology LLC
For DHH

Community Care / Provider Lock-in Maintenance

```
Message Line ...
     LOCK                    *** M.E.D.SYSTEM ***                  *DATE
     MECPLIF       COMMUNITY CARE / PROVIDER LOCK-IN MAINTENANCE    *TIME

*Action        : _ (C,D,M,N)
*PERSON NUMBER : _____________ ______________________________
 Parish        : __ ________________        *Lock-in Code : _ ________________
 Notes         : ____________________________________________ +
 Start scroll from: Start Date : __ / __ / ____    Provider : ____________

*Cmd START DATE   *PROVIDER                            Close Date  *Type *Stat
 --- -------------- ------------------------------ -------------- ----  ----
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _
  _  __ / __ / ____ __________ ______________________ __ / __ / ____  __    _

*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit        Pers  Back  Fwrd  Prov
```

This screen is used to link a Person to Providers because the Person is in a community care parish or because the Person has been identified for lock-in. This link between a Person and Providers establishes a limit on the providers that are covered for services for the Person involved. The links will be displayed in reverse chronological start date order i.e. the most recent start date will be at the top of the list.

Use the Person Num / Prov Num / Start Date 9c key to create this list.

The fields on the Community Care / Provider Lock-in screen are described below:

Action (A1)

The action that must be taken. This is a mandatory field. Help is available for this field. The valid action codes for this screen are (C)lear, (D)isplay, (M)odify, (N)ext.

PERSON NUMBER (N13)

The number that identifies the person who must be locked in to a provider. This is a mandatory field. Help is available for this field. The name of the person is displayed next to the person number.

Technical Note: Use the common routine 'Format Person Name for display'.

Parish (N4)

The parish the person resides in. This is a display only field. The name of the parish is displayed next to the parish number.

Lock-in Code (A1)

The code identifying the type of Lock-in that a person has. This is an optional field. The code entered must be a valid lock-in type. Help is available for this field. This field is mandatory if there are any approved lines with a type of 'LI'.

This field is on the Person file.

Notes (5*A45)

Notes or comments a worker wishes to attach to the person. This is an optional moreable field.

This field is on the Person file.

Command (A1)

The action to be taken on the line. The valid commands are (A)dd, (M)odify,.(P)urge Help is available for this field. The (P)urge command can only be used if the line is in 'Awaiting Approval' status. All fields can be modified with the (M)odify command, but if the status of the line is 'Approved' then only the close date can be modified.

START DATE (N8)

The start date of the lock-in period. This is a mandatory field. The date entered must be a valid date and cannot be less than the person's birth date.

The start-date-9c must be updated when updating the start-date

PROVIDER NUMBER (N7)

The number that identifies the provider. This is a mandatory field. Help is available for this field. The name of the provider is displayed next to the provider number. The Provider must be a Lock-in Provider and must be active.

Use Lock In Provider help.

Close Date (N8)

The date the lock-in ends. This is an optional field. The date entered must be a valid date and must not be prior to the start date. For a 'lock-in' the only people who are able to use this field are the Program Integrity Section.

Type (A2)

The type of lock-in. This field is mandatory. Help is available on this field. The valid values for this field are: CC - Community Care, LI - Lock-in. If the type is LI and status is 'A'pproved then the lock-in code must be entered.

Update the community care indicator on the Person when a community care line is approved.

Status (A1)

The status of the lock-in / community care period. This is a mandatory field. Help is available on this field. The status is defaulted to 'Approved' on the Add action for community care. The status is defaulted to 'Awaiting Approval' on the Add action for lock-in. The valid status values are 'Awaiting approval', 'Approved', 'Rejected'. The Lock-in may not be Purged or Modified after it has been Rejected. If the Lock-In is Approved, only the Close Date may be changed and only by the Program Integrity Section.

Comment [LKO4]: Should we remove this sentence since we are not using lock-in?

Additional PF Keys

PF Key 6 - Pers

This key points to the Person Maintenance screen.

PF Key 9 - Prov

This key points to the Provider Lookup screen.

Copyright © 2003 RedMane Technology LLC
For DHH

Status value processing

Status Value	Can change to ...	Additional notes
Awaiting Approval	Approved, OR Rejected	Send workflow to Program Integrity Section
Approved		
Rejected		Send workflow to worker

For lock-in: The status value will default to 'Awaiting Approval' when the lock-in request is added. This will automatically trigger a workflow to be sent to the Program Integrity Section. The Program Integrity Section must review the information and they can either approve or reject the lock-in request by changing the status to the appropriate value. If the request is rejected it must be sent back to the worker for follow-up. The worker can modify the lock-in at any time before the Program Integrity Section either approves or rejects it.

The following Review Groups are used for creating workflow:

PISUG: Program Integrity Section User Group.

The following Reason Codes are used for creating workflow:

CPLI0001: Workflow to Program Integrity Section for Status of Awaiting Approval.

CPLI0002: Workflow to Worker when the Program Integrity Section has Rejected the Request.

The lock-in must only be sent to MMIS when the status changes to 'approved'. The lock-in cannot be purged after status has changed to 'approved'.

Security Access

All MEDS users will have update access to L'AMI and SDX owned cases.

An access flag is required to implement Close Date field level security. This access flag must be created for the Transaction Group to which the "LOCK" transaction belongs.

Adding a Lock-in

Technical Note: If the Lock-in Type is Community Care then it can be added. If the Lock-in Type is Lock-in, then it can be added provided that it does not overlap with any current Lock-in's with a Lock-in type of Lock-in. The can also only be 4 Physicians and 2 Pharmacies with a Lock-in Type of Lock-in for any start-date/close-date group. (This can be further limited to to pharmacies depending on the lock-in code held on person.)

Modifying a Lock-in

A Lock-in with a Lock-in Status of Rejected cannot be modified. If the Lock-in Status is Awaiting Approval, all the fields can be modified. If the Lock-in status is Approved, then only the Close date can be modified. If the close date is modified then all Approved Lock-ins with the same start-date, must also be changed to reflect the new close-date.

Swipe Card Request Maintenance

```
     SWIP                    *** M.E.D. SYSTEM ***                 09/01/09
     MECSWPF            SWIPE CARD REQUEST MAINTENANCE             11:51:25
                                                                   METEST
*Action                  : _ (A,B,C,D,M,N,P,L)
*PERSON NUMBER           : _____________
 REQUEST DATE            : __ / __ / ____
*Request Reason code     : _
*Person Number of Mother : _____________
 Recipient CCN           : _________________
 MMIS Issue Date         : __ / __ / ____









*Tran: _______ Act: _ Key: ______________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Csum  Pers
```

This screen is used to create a request for a swipe card for a Person. Swipe card requests can only be entered for persons with “active” eligibility. Once a swipe card request has been added, any additional requests must wait at least 7 days. Once a swipe card request has been sent to MMIS the request cannot be modified or purged. Initial swipe card requests cannot be purged.

The fields on the Swipe Card Request screen are described below:

Action (A1)

The action that must be taken on the Swipe Card Request. This is a mandatory field. Help is available for this field. The valid action codes for this screen are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

PERSON NUMBER (N13)

The number which identifies the person for which a swipe card request is made. This is a mandatory field. Help is available for this field. The name of the person is displayed next to the person number.

Use the common routine ‘Format Person Name for display’.

REQUEST DATE (N8)

The date the request was made. This field is mandatory except on the Add action when the user must leave this field blank as it will be supplied by the system when a request is Added.

Request Reason Code (A1)

The reason for the swipe card request. This field is mandatory. Help is available for this field. The description of the request reason code is displayed next to the code. Initial Requests cannot be entered on this screen – they are system generated only. The request reason code cannot be changed if it is an Initial Issue.

Recipient CCN (N16)

The swipe card control number generated by MMIS for the AU member (display-only).

Copyright © 2003 RedMane Technology LLC
For DHH

MMIS Issue Date (N8)
The date MMIS issued the card control number (display-only).

Person Number of Mother (N13)

Comment [LKO5]: Removed a page break between this line and the one above. If one was supposed to be there, put it back.

The Person Number used to identify the mother. Help is available for this field. The name of the person is displayed next to the Person Number of Mother.

Technical Note: Use the common routine 'Format Person Name for display'.

Additional PF Keys

PF Key 5 – CSUM
This key points to the Case Summary Inquiry screen.

PF Key 6 - Pers
This key points to the Person Maintenance screen.

Adding a Swipe Card Request

Call the common routine 'Get Next MMIS Run Number' and update the MMIS run number on the Swipe Card Request

A Swipe Card Request may not be added or modified if the Person is not an AU Member.

An alert is giving if the person who the card is being requested for is currently sanctioned. The following is the pop-up:

```
+-------------------------------------------------------+
|  Person is sanctioned, do you wish to continue? __ (Y/N)  |
+-------------------------------------------------------+
```

Answering Y will allow the request to be generated.

Modifying or Purging a Swipe Card Request

A Swipe Card Request cannot be modified or purged after it has been sent to MMIS. An Initial Issue Swipe Card Request cannot be purged. An Initial Issue request reason cannot be modified. All fields will be protected on a Modify action if the record was already sent to MMIS.

A Swipe Card request can only be entered for persons who are AU Members in at least one cert with a Type Case where the 'Swipe Card Required' indicator is set to 'Y'es on the Type Case Table (TCAS). The cert may be open, closed, or suspended.

Use common routine 'Determine if sent to MMIS'

If the Swipe Card request modified, call the common routine 'Update the MMIS Run Number on the Person'.

If the reason code or mothers person number are changed resend the Swipe Card Request to MMIS.

Call the common routine 'Get Next MMIS Run Number' and update the MMIS run number on the Swipe Card Request

Provider Lookup

```
Message Line ...
PROV                        *** M.E.D. SYSTEM ***                      *DATE
MECPRVF                       PROVIDER LOOKUP                          *TIME

*Action              : _ (B,C,D,N,L)
 PROVIDER NUMBER     : ________
 Name                : ________________________________
 Provider Type       : _____ ___________________________________
 Specialty           : _____ ______________________________
 Address Line 1      : ________________________________
 City                : ________________________________
 State               : __ ________________
 Zip Code            : _____-____
 Phone Number        : (___)___-____

 LTC Provider        : _ (Y/_)
 Lock-In Provider    : _ (Y/_)
 Status              :


*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit        Lock  Sgmt
```

This screen is used to provide the worker with a screen where they can see the provider details. The information is protected, as the MED system does not maintain this information. The provider information is updated via an interface with the MMIS provider file.

The fields on the Provider Lookup screen are described below:

Action (A1)
The action to be performed. The valid actions for this screen are (B)rowse, (C)lear, (D)isplay, (N)ext and (L)ast.

PROVIDER NUMBER (N7)
The number that identifies a provider.

Name (A29)
The name of the provider. This field is display only.

Provider Type (N2)
The type of provider e.g. Doctor, pharmacy, nursing home. This field is display only.

Specialty (N2)
The specialty of the provider. This field is not always populated. This field is display only.

Address (A35)
The first address line for the provider. This field is display only.

City (A35)
The second address line for the provider. This field is display only.

Address Line 3 (A35)
The third address line for the provider. This field is display only.

City (A20)
The city for the provider. This field is display only.

Copyright © 2003 RedMane Technology LLC
For DHH

State (A2)
The state for the provider. This field is display only.

Zip code (N5)
The zip code for the provider. This field is display only.

Zip code +4 (N4)
The extended zip code for the provider. This field is display only. Do not display value of 9999 – it is invalid.

Phone Number (N10)
The phone number including area code for the provider. This field is display only.

LTC Provider (A1)
An indicator to say whether or not the provider is a LTC (Long Term Care) provider. This field is display only.

Lock-In Provider (A1)
An indicator to say whether or not the provider can be used as a Lock-In provider. This field is display only.

Status (A8)
An indicator to say whether or not the provider is active or inactive and displays the dates active from and active to. This field is display only.

Additional PF Keys

PF Key 6 - Lock
This key points to the Community Care / Provider Lock-in Maintenance screen.

PF Key 7 - Sgmt
This key points to the Segment Maintenance screen.

LTC Provider Help

LTC Provider help must be in Provider Name order and include the Provider Type and Specialty Type. This help will only display Providers with the LTC Provider field = “Y”.

Lock-In Provider Help

Lock-In Provider help must be in Provider Name order and include the Provider Type and Specialty Type. This help will only display Providers with the Lock-In Provider field = “Y”.

Community Care Provider Lookup

```
Message Line ...
PROVCC                        *** M.E.D. SYSTEM ***                      *DATE
MECPRCF                    COMMUNITY CARE PROVIDER LOOKUP                *TIME

*Action              : _ (B,C,D,N,L)
 CC PROVIDER NUMBER  : ________
 CC PROVIDER SITE    : ___

 Name                : ______________________________
 Address             : ______________________________
 City                : ______________________________
 State               : __ ________________
 Zip Code            : _____
 Phone Number        : (___)___-____


*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit        Pers
```

This screen is used to provide the worker with a screen where they can see the Community Care provider details. The information is protected, as the MED system will not maintain this information and it can be added and changed via the MMIS Community Care interface only.

The fields on the Community Care Provider Lookup screen are described below:

Action (A1)
: The action to be performed. Valid actions for this screen are (B)rowse, (C)lear, (D)isplay, (N)ext and (L)ast.

CC PROVIDER NUMBER (N7)
: The number that identifies a Community Care provider.

CC PROVIDER SITE (N3)
: The site id of the Community Care provider.

Name (A29)
: The name of the Community Care provider. This field is display only.

Address (A30)
: The first address line for the Community Care provider. This field is display only.

City (A20)
: The city for the Community Care provider. This field is display only.

State (A2)
: The state for the Community Care provider. This field is display only.

Zip code (N5)
: The zip code for the Community Care provider. This field is display only.

Phone Number (N10)
: The phone number including area code for the Community Care provider. This field is display only.

Additional PF Keys

PFF Key 6 - Pers
: This key points to the Person Maintenance screen.

Copyright © 2003 RedMane Technology LLC
For DHH

Caseload Reassignment - Active

```
    CSLA                      *** M.E.D. SYSTEM ***                07/09/03
    MECCASQ2             CASELOAD REASSIGNMENT - ACTIVE            14:49:07

 Case Number              Client            Cert  Cat-Typ     SSN     New Csld
------------- ----------------------------- ----  ------- ----------- --------









Reassign From  *Type: ____ *Id: ____ *Csld: ___  *Category: ___ Type Case: ___
         To    *Type: ____ *Id: ____ *Csld: ___
*Tran: _______ Act: _ Key: ______________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit              Back  Fwrd        ALL
```

The Caseload Reassignment Screen is used to reassign cases from a particular type, id and caseload to another type, id and caseload. Only cases with active certifications are displayed for selection.

The fields on the Active Caseload Reassignment screen are described below:

CASE NUMBER (N13)
The number that uniquely identifies the Case.

Client (A30)
The person represented for the certification.

Cert (N4)
The number that identifies the certification period that is currently active.

Type Case (N6)
This field consists of category and type case. This basically represents the type of program for which a certification period is approved.

New Caseload (N4)
The New caseload the Case is assigned to.

FROM:
These fields determine the display criteria for the browse. The Caseload Reassignment Screen will begin displaying information for cases that match the from Type, Id and Caseload. Only Cases with Active certifications will be displayed.

Caseload Location Type (N4)
This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location. Help is available on this field.

Caseload Location Id (N4)
This is the code identifying the location within the type of location of the caseload. The code must be a valid code. Help is available on this field.

Caseload Number (N3)
The caseload the Case is assigned to. Help is available on this field.

Category (N3)
The category or group assigned to this case. Help is available on this field. This input field is optional. If specified, only cases within the above selection criteria with this category will be displayed. If not specified, all case categories will be displayed.

Type Case (N3)
The type case assigned to this case. This input field is optional. If specified, only cases with this type case within the above selection criteria will be displayed. If not specified, all type cases within the above criteria will be displayed.

TO:
These fields determine the destination Type, Id and Caseload. These fields are required when selecting a line or using the reassign all function, PF10.

Caseload Location Type (N4)
This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location. Help is available on this field.

Caseload Location Id (N4)
This is the code identifying the location within the type of location of the caseload. The code must be a valid code. Help is available on this field.

Caseload Number (N3)
The caseload the Case is assigned to. Help is available on this field.

Additional PF Keys

PF Key 10 - ALL
This key allows the user to reassign all cases meeting the criteria. This will save the user from browsing and selecting potentially hundreds of records.

Copyright © 2003 RedMane Technology LLC
For DHH

Reassign All Confirmation Moreable

```
                    *** M.E.D. SYSTEM ***        03/10/00
MECCASN1     REASSIGN ALL CONFIRMATION      16:24:25

   There are 510   records that will be reassigned.

      From  Type: P       To  Type: P
              Id: 5             Id: 3
            Csld: 991         Csld: 991

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8-
      Help        Cont        Canc
```

This pop-up window is available from the Active Caseload Reassignment screen and allows the user to view the number of records that will be reassigned. A confirmation is required on this screen, either PF3 to continue or PF5 to abort the operation.

Comment [LKO6]: Updated this pop up by removing the back ground screen so it matches the other pop up screens. Had to take off tracking. Remove this comment when done reviewing.

FROM:

The following fields identify the source or search criteria that will be used to select the items to be reassigned.

Caseload Location Type (N4)

This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location.

Caseload Location Id (N4)

This is the code identifying the location within the type of location of the caseload. The code must be a valid code.

Caseload Number (N3)

The caseload number Case is assigned to.

Category (N3)

The category or group assigned to this case. Help is available on this field. This input field is optional. If specified, only cases within the above selection criteria with this category will be displayed. If not specified, all case categories will be displayed.

Type Case (N3)

The type case assigned to this case. This input field is optional. If specified, only cases with this type case within the above selection criteria will be displayed. If not specified, all type cases within the above criteria will be displayed.

TO:

The following fields identify the target. They will be used as the destination to which the items are reassigned.

Caseload Location Type (N4)

This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location.

Caseload Location Id (N4)

This is the code identifying the location within the type of location of the caseload. The code must be a valid code.

Caseload Number (N3)
The caseload the Case is assigned to.

Additional PF Keys

PF Key 3 - Cont
This key will proceed with the reassign all function.

PF Key 5 - Canc
This key will cancel the operation and return to the prior screen.

Caseload Reassignment - Pending

Comment [LKO7]: Removed page break between this line and the one above. If it should remain there, add it back in. Delete this comment when done reviewing.

```
Message Line…
     CSLP                      *** M.E.D. SYSTEM ***                 *DATN
     MECCASQ3             CASELOAD REASSIGNMENT - PENDING            *TIME

    Case Number               Probable Client     Appl  Type Case  New Csld
   -------------  ------------------------------  ----  ---------  --------









 Reassign From  *Type: ____ *Id: ____ *Csld: ___  *Category: ___ Type Case: ___
          To    *Type: ____ *Id: ____ *Csld: ___
 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit              Back  Fwrd        ALL
```

The Caseload Reassignment Screen is used to reassign cases from a particular type, id and caseload to another type, id and caseload. Only cases with pending applications are displayed for selection.

The fields on the Pending Caseload Reassignment screen are described below:

CASE NUMBER (N13)
The number that identifies the Case.

Probable Client (A30)
The person represented as probable client on the application.

Appl (N3)
The number that identifies the application that is currently pending.

Type Case (N6)
This field consists of category and type case. This basically represents the type of program for which the application is pending.

New Caseload (N4)
The New caseload the Case is assigned to.

Copyright © 2003 RedMane Technology LLC
For DHH

FROM:

These fields determine the display criteria for the browse. The Caseload Reassignment Screen will begin displaying information for cases that match the from Type, Id and Caseload. Only Cases with pending applications will be displayed.

Caseload Location Type (N4)

This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location. Help is available on this field.

Caseload Location Id (N4)

This is the code identifying the location within the type of location of the caseload. The code must be a valid code. Help is available on this field.

Caseload Number (N3)

The caseload the Case is assigned to. Help is available on this field.

Category (N3)

The category or group assigned to this case. Help is available on this field. This input field is optional. If specified, only cases within the above selection criteria with this category will be displayed. If not specified, all case categories will be displayed.

Type Case (N3)

The type case assigned to this case. This input field is optional. If specified, only cases with this type case within the above selection criteria will be displayed. If not specified, all type cases within the above criteria will be displayed.

TO:

These fields determine the destination Type, Id and Caseload. These fields are required when selecting a line or using the reassign all function, PF10.

Caseload Location Type (N4)

This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location. Help is available on this field.

Caseload Location Id (N4)

This is the code identifying the location within the type of location of the caseload. The code must be a valid code. Help is available on this field.

Caseload Number (N3)

The caseload the Case is assigned to. Help is available on this field.

Additional PF Keys

PF Key 10 - ALL

This key allows the user to reassign all cases meeting the criteria. This will save the user from browsing and selecting potentially hundreds of records. For more information refer to Reassign All Confirmation Moreable.

Caseload Reassignment – Active/Pending

```
Message Line…
     CSLE                     *** M.E.D. SYSTEM ***                *DATE
     MECCASQ4         CASELOAD REASSIGNMENT - ACTIVE/PENDING       *TIME
                   Parish of
   Case Number     Residence       Parish Description        Status   New Csld
   ------------- --------- ------------------------------ --------- --------


 Reassign From  *Type: ____ *Id: ____ *Csld: ___
          To    *Type: ____ *Id: ____ *Csld: ___
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit              Back  Fwrd        ALL
```

The Caseload Reassignment Screen is used to reassign cases from a particular type, id and caseload to another type, id and caseload. All cases regardless of application status or certifications are displayed for selection.

The fields on the Caseload Reassignment screen are described below:

CASE NUMBER (N13)
The number that identifies the Case.

Parish of Residence
The parish number the case resides in. This is a display only field.

Parish Description
The name of the parish the case resides in. This is a display only field.

Status
Eligibility Status of the Case. This is a display only field.

New Caseload (N4)
The New caseload the Case is assigned to.

FROM:
The following fields identify the source or search criteria that will be used to select the items to be reassigned. The Caseload Reassignment Screen will begin displaying information for cases that match the from Type, Id and Caseload.

Caseload Location Type (N4)
This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location. Help is available on this field.

Copyright © 2003 RedMane Technology LLC
For DHH

Caseload Location Id (N4)
This is the code identifying the location within the type of location of the caseload. The code must be a valid code. Help is available on this field.

Caseload Number (N3)
The caseload the Case is assigned to. Help is available on this field.

TO:
The following fields identify the target. They will be used as the destination to which the items are reassigned. These fields are required when selecting a line or using the reassign all function, PF10.

Caseload Location Type (N4)
This is the code identifying the type of location of the caseload. The code must be a valid code for the type of location. Help is available on this field.

Caseload Location Id (N4)
This is the code identifying the location within the type of location of the caseload. The code must be a valid code. Help is available on this field.

Caseload Number (N3)
The caseload the Case is assigned to. Help is available on this field.

Additional PF Keys

PF Key 10 - ALL
This key allows the user to reassign all cases meeting the criteria. This will save the user from browsing and selecting potentially hundreds of records. For more information refer to Reassign All Confirmation Moreable.

Diagnosis Code Lookup

Comment [LKO8]: Page break removed from between this line and the one above it. If a page break should be there, add it back in. Delete this comment after review.

```
Message Line ...
DIAG                        *** M.E.D. SYSTEM ***              *DATE
MECDIAF                     DIAGNOSIS CODE LOOKUP              *TIME

*Action          : _ (B,C,D,N,L)
*DIAGNOSIS CODE  : ________
 Description     : __________________________________

*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      Help  Main  Retn  Quit             Sgmt
```

This screen is used to provide the worker with a screen where they can see the diagnosis codes and their descriptions. The information is protected as the MED system does not maintain this information. The diagnosis codes are updated via an interface with the MMIS diagnosis code file.

The fields on the Diagnosis Code screen are described below:

Action (A1)
The action to be performed. The valid actions for this screen are (B)rowse, (C)lear, (D)isplay, (N)ext and (L)ast.

DIAGNOSIS CODE (A5)
The ICD9 code that identifies a diagnosis. Help is available on this field.

Diagnosis Description (A40)
The description on the diagnosis code. This field is display only.

Additional PF Keys

PF Key 7 - Sgmt
This key points to the Segment Maintenance screen.

Case Application Inquiries

Comment [LKO9]: Page break removed from between this line and the one above it. If a page break should be there, add it back in. Delete this comment after review.

Pending Application Inquiry by Worker

```
Position cursor or ENTER screen value to select
     PNDA                    *** M.E.D. SYSTEM ***                 01/23/08
     MECPAIQ         PENDING APPLICATION INQUIRY BY WORKER         10:47:05

 Wrkr                                            Applic   Type     Days MEDT
 Num   Case Number  Client SSN    Probable Client    Date    Case     Pnd  Ind
 ---- ------------- ----------- ------------------ -------- ------- - ---- ----
                          ****** End of Data ******









 *Location Type: ____ *Location Id: ____ *Worker Number: ____
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Elig  Csum  Back  Fwrd
```

This inquiry lists pending case applications by worker in application date order. The oldest pending applications will appear at the top of the list.

Read the ME-APPL-TYPE-CASE file by the super STAT-LOC-WRKR-DATE-CAT-TC. For each pending Application Type Case display a line. Start from a date of zero. Calculate the days pending using the application date and the current system date. Use the common routine 'Determine number of days'. Display an asterisk next to Type Case if it is a LAMI pending application.

Copyright © 2003 RedMane Technology LLC
For DHH

Additional PF Keys

PF Key 5 - Elig
This key points to the Eligibility Determination Maintenance screen.

PF Key 6 - Csum
This key points to the Case Summary Inquiry screen.

Pending Applications over 45 days by Location

Comment [LKO10]: Page break removed from between this line and the one above it. If a page break should be there, add it back in. Delete this comment after review.

```
Message line
     PNDA2                    *** M.E.D. SYSTEM ***                 05/19/08
     MECPAPQ       PENDING APPLICATION (>45 DAYS) BY LOCATION      11:51:20

       Type                                          Application Wrkr  Days
 Loc   Case    Case Number       Probable Client         Date      No  Pnding
 ---- ------- ------------- ------------------------- ----------- ---- ------









 *Location Type: ____ *Location Id: ____
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum        Back  Fwrd
```

This inquiry lists pending applications that are older than 45 days by Location in application date order. This means that the oldest applications will be displayed at the top of the list.

Read the Application file for applications in the 'pending' status. Read with the key Appl Status / Loc Type / Loc Id / Appl Date. Only read records for status of 'Pending'. Also start reading from date of zero and stop when date less than (current date – 45 days). For each Application read the Application Type Case file and display a line on the inquiry for each probable type case if the type case status is not set to 'done'. Calculate the days pending using the application date and the current system date. Use the common routine 'Determine number of days'.

Use the common routine to determine the date less than 45 days - 'Determine Date'.

The records are shown in Application date sequence. The type case details are for information only.

Additional PF Keys

PF Key 5 - CSUM
This key points to the Case Summary Inquiry screen. The user may place cursor on one of the entries and hit PF5 to display that entry's case.

Pending Application Inquiry by Type Case

```
Message Line…
    PNDATC                  *** M.E.D. SYSTEM ***                  *DATE
    MECPATQ         PENDING APPLICATION INQUIRY BY TYPE CASE       *TIME

 Type    Wrkr                                                   Applic      Days
 Case    Num   Case Number  Client SSN     Probable Client      Date       Pnd
 ------- ---- ------------- ----------- --------------------- ---------- - ----









 *Category: ___ *Type Case: ___ *Loc Type: ____ *Loc Id: ____ *Worker Num: ____
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Elig  Csum  Back  Fwrd
```

This inquiry lists pending case applications by type case worker in application date order. The oldest pending applications will appear at the top of the list.

Read the ME-APPL-TYPE-CASE file by the super STAT-CAT-TC-LOC-WRKR-DATE. For each pending Application Type Case display a line. Start from a date of zero. Calculate the days pending using the application date and the current system date. Use the common routine 'Determine number of days'. Display an asterisk next to Type Case if it is a LAMI pending application.

Additional PF Keys

PF Key 5 - Elig
This key points to the Eligibility Determination Maintenance screen.

PF Key 6 - Csum
This key points to the Case Summary Inquiry screen.

Copyright © 2003 RedMane Technology LLC
For DHH

Person Gross Income Inquiry

```
Message Line…
     ININQ                    *** M.E.D. SYSTEM ***                  *DATE
     MECPIIQ               PERSON GROSS INCOME INQUIRY               *TIME

 Person :                                  SSN :
               Cert   Current                                      Effective
  Case Number  Period Type Case  Income Type          Amount         Date
 ------------- ------ --------- ------------------ -------------- --------









 *Person Number: 6093759658483 *Case Number: _____________ *Cert Period: ____
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        AUInq Back  Fwrd
```

This inquiry shows all the income information that the system has for a particular Person for all Certification Periods. The Person's name and SSN will be displayed in a header line above the income details.

Read the Person Income file using the key – Person Number / Case Number / Cert Period Number / Income Type.

Use common routine 'Get Open CPTC for Cert' to display the Type case for the cert period.

Additional PF Keys

PF Key 6 - AUInq

This key points to the AU Member Inquiry screen.

Provider Lock-in Inquiry by Provider

```
Message Line…
    LKINQ                    *** M.E.D. SYSTEM ***                  *DATE
    MECPLIQ           PROVIDER LOCK-IN INQUIRY BY PROVIDER          *TIME

Provider                                                            Lock-In
Number   Provider Name         Person Number Person Name           Start Date
-------- --------------------- ------------- -------------------- ----------



*Provider Number: _______
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit              Back  Fwrd
```

This inquiry shows all the Persons who are locked in with a particular provider regardless of lock-in code. Community care lock-ins are not shown.

Read the PERSON PROVIDER LOCK IN file with the Lock-in Type = 'LI' and the Provider number. Read PROVIDER to get the Provider Name and read PERSON to get the Person Name.

Copyright © 2003 RedMane Technology LLC
For DHH

Certification

Eligibility Determination Maintenance

```
Message Line…
     ELIG                    *** M.E.D. SYSTEM ***                  *DATE
     MECDETF         ELIGIBILITY DETERMINATION MAINTENANCE          *TIME

*Action                : _ (A,B,C,D,M,N,P,L)
*CASE NUMBER           : _____________ ______________________________
 DETERMINATION NUMBER  : ___            Determination Date : __/__/____
*Status                : _ ______________
*Determination Reason  : _ ________
*Application Number    : ___            Application   Date : __/__/____
 Notes                 : ____________________________________________ +









*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12-
      Help  Main  Retn  Quit        Bdgt  Case  Prcss Amem  ElgCP  Renew
```

The Eligibility Determination Maintenance screen will control the creation of certification periods and AU members. The worker **must always** go through this screen to **create** the above entities.

The fields on the Eligibility Determination Screen are described below:

Action (A1)

The action to be taken on the Eligibility Determination. The valid action codes for this screen are (A)dd, (B)rowse, (C)lear, (M)odify, (N)ext, (P)urge and (L)ast. This field is mandatory. Help is available for this field.

CASE NUMBER (N13)

The number identifying the case for which an eligibility determination is to be done. This field is mandatory. Help is available for this field. The client name is displayed next to the Case Number.

Use common routine 'Get client name and format for display'.

DETERMINATION NUMBER (N4)

The number that identifies the eligibility determination within the case. This field is mandatory except on the Add action when it should be blank as the system will generate the number.

The elig-deter-num-9c must be updated with determination number updates.

Status (A1)

The status of the eligibility determination. This field is mandatory. Help is available for this field. See the 'Status value processing' below.

Validate that the status is being changed to the correct status.

The description of the status is displayed next to the field.

Determination Date (N8)
The date the determination was completed. This field is display only. The system will populate this field when the status is changed to 'Completed'.

The deter-date-9c must be updated with the determination date updates.

Determination Reason (A1)
The reason code for doing the determination. This field is mandatory. Help is available for this field.

The description of the code is displayed next to the field.

Application Number (N3)
The application the eligibility determination applies to. This field is mandatory. If the case only has one application, the application number is defaulted. Help is available on this field.

Application Date (N8)
The date of the application the eligibility determination applies to. This field is display only.

Notes (5*A45)
Notes or comments a worker wishes to attach to the determination. This is an optional 'moreable' field.

Status value processing

Status Value	Can change to ..	Additional notes
Open	Completed	Workflow to worker if determination reason is (C)hange Use workflow reason code: CDET0001 – Open Determination, Reason is Change
Completed	Open	Setting the status back to Open reinstates the Determination.

The status value will default to 'open' when a new eligibility determination is added.

The status can only be changed from 'Open' to 'Complete' by using the PF8 – Prcss key.

Changing the status from 'completed' to 'open' will reinstate the determination. If the determination reason is 'application', the application status to (P)ending and all application type cases that where completed and not rejected for this determination will be set to (P)ending.

Additional PF Keys

PF Key 6 - Bdgt
This key points to Budget Worksheet Maintenance. When the worker is ready to work on the determination (i.e., create budgets for the determination), they can press PF 6 to go to the budget worksheet screen. When the worker has completed all the budgets they wish to do, the worker should come back to this screen to process the budgets.

PF Key 7 - Case
This key points to Case Maintenance.

PF Key 8 - Prcss
This is the Process key. See Using the Process Key description below.

Copyright © 2003 RedMane Technology LLC
For DHH

PF Key 9 - Amem

This key points to the Application Member Maintenance

```
     AMEM                *** M.E.D. SYSTEM ***                    03/01/09
     MECAPMF         APPLICANT MEMBER MAINTENANCE                 09:41:20 1 >
                                                                  METEST
*Action             : _ (B,C,D,M,N,L)
*CASE NUMBER        : _____________
*APPLICATION NUMBER : ___  *Application Form # : _______
 Start Scroll From Person : _______________
                                          *Type   --- Approval/Rejection ----
*A *PERSON NUMBER Name                     Case   *St *Code    Date      Elig
 -  ------------- -------------------- ------- ---------------------------
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___
 _  _____________                       ___ ___   _   ___

*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Csum  Elig  Back  Fwrd  Case  Left  Rght  Pers
```

```
     AMEM                *** M.E.D. SYSTEM ***                    03/01/09
< 1  MECAPMF         APPLICANT MEMBER MAINTENANCE                 09:42:46
                                                                  METEST
*Action             : _ (B,C,D,M,N,L)
*CASE NUMBER        : _____________
*APPLICATION NUMBER : ___  *Application Form # : _______
 Start Scroll From Person : _______________
                                                                   PW
                                                          MEDT  Appl *Qual
*A *PERSON NUMBER Name               Birth Date *Deter *Budg (Y/N) Recv  Prov
 -  ------------- ------------------ ----------  -----  ---- ----- ----  ----
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _
 _  _____________                                 ____   ___   _

*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Csum  Elig  Back  Fwrd  Case  Left  Rght  Pers
```

The Application Member screen is used to create applicant records and to keep track of which programs the applicant applied for and whether the applicant was approved or rejected for a program. The screen is pre-populated with all Case Members and the Action field for each member is pre-populated with an 'A' (Add) when coming from the APPL function with the 'A'dd action. The worker will need to deselect those members that are not valid application members.

For a given set of members within the same category type case, only one value is allowed for the following fields: Deter Number, Budget Number, and MEDT indicator.

Panel 1

The fields on the Applicant Member Maintenance screen are described below:

Action (A1)
The action codes for this field are (B)rowse (C)lear, (D)isplay, (M)odify, (N)ext and (L)ast.

CASE NUMBER (N13)
The number which identifies the case for which member maintenance is required. This field is mandatory and must be a valid case number on ME-CASE. Help is available for this field. The client name for the case is displayed next to the case number. Use the probable client name of the related application.

Use common routine "Get client name and format for display". See MECCSMF

Use MECCINB for the help routine.

APPLICATION NUMBER (N3)
The number which identifies the application for which member maintenance is required. This field is mandatory and must be a valid application number on ME-APPLICATION. Help is available for this field – it will list only those application numbers for the given case number.

Use MECAPLH1 for the help routine

Application Form # (A7)
The number of the form used by the client for the Application. This field is required for all Type Cases except Categories 6, 8, 15, and 22, Cat-Type 03-02, and Type Cases 78, 79, 80, 81 in Categories 1, 2, and 4. Help is available for this field.

Command (A1)
The command to add or remove a person as a case member. This is an optional field. Valid commands are: (A)dd, (M)odify, (P)urge

PERSON NUMBER (N13)
The person number of the application member. This field is mandatory if a command is entered. It must be a valid case member that exists on ME-CASE-MEMBER for the given case number. Help is available on this field – it will list all case members for the given case number.

Use MECCSMH4 for the help routine.

Name (A30)
The name of the person identified by the person number. This field is display only. It contains the name of the person in the following format: Smith, Jane M.

Use common routine "Format name for display". See MECCSMF.

Type Case (N6)
The probable category code and type case the member is applying for. A member may exist on multiple lines if the cat/type case is different for each instance. This field is optional on an Add action. If a member exists on multiple lines, only one line may have a no category/type case, all others will require a category and type case and each line must be different from all others for the same member.

Help is available – category help will list all valid category codes. The type case help will require the category code be present first and then display only those type cases that are valid for the given category code.

Copyright © 2003 RedMane Technology LLC
For DHH

Use common routine "Format name for display". See METCATH for category and MEATYCH for type case.

Approval/Rejection Group (optional)

St (A1)

The status of the applicant member record – either blank, (A)pproved or (R)ejected. This field is modifiable.

The other fields below are dependent upon the value of this field. If this field is an A then the other fields are associated to an Approval. If this field is an R then the other fields are associated to a Rejection.

Code (N3)

The reason for the approval or rejection. This field is modifiable and required if the St field is not blank. Help is available.

If field St = 'A':

An approval code must be entered if the type case is being approved for this member. Approval information should be completed via the Decision process but can be entered here. A determination number and budget number are required if the category/type-case require a budget, otherwise only a determination number is required. A valid cert is also required. A valid cert is one with the same category/type-case as the application member record.

If field St = 'R':

A rejection code must be entered if the type case is being rejected for this member. This code can only be entered if the eligibility determination attached to the application has a reason of 'A' (application). Can not reject if Budget Number is greater than zero and the budget status is 'In Progress' or 'Eligible'. The application member can only be rejected if an eligibility determination exists. If the code is 10 (excess income) then a determination number and budget number are required if the category/type-case requires a budget. All other rejection codes do not require a determination number or budget number regardless of whether the category/type-case requires a budget.

Use common routine METREJH to display rejection codes and routine MEATYAH for approvals.

Date (N8)

The date the applicant member record was added/updated. This field is display only.

Elig (A1)

The determination reason code (A,C, or R) used to process the application, if applicable. This field is display only. Help is available.

Use common routine METDETH.

Panel 2

The fields on the Applicant Member Maintenance screen are described below:

Action (A1)

The action codes for this field are (B)rowse (C)lear, (D)isplay, (M)odify, (N)ext and (L)ast.

CASE NUMBER (N13)

The number which identifies the case for which member maintenance is required. This field is mandatory and must be a valid case number on ME-CASE. Help is available for this field. The client name for the case is displayed next to the case number. Use the probable client name of the related application.

Use common routine "Get client name and format for display". See MECCSMF

Use MECCINB for the help routine.

APPLICATION NUMBER (N3)
The number which identifies the application for which member maintenance is required. This field is mandatory and must be a valid application number on ME-APPLICATION. Help is available for this field – it will list only those application numbers for the given case number.

Use MECAPLH1 for the help routine

Application Form #(A7)
The number of the form used by the client for the Application. This field is required for all Type Cases except Categories 6, 8, 15, and 22, Cat-Type 03-02, and Type Cases 78, 79, 80, 81 in Categories 1, 2, and 4. Help is available for this field.

Command (A1)
The command to add or remove a person as a case member. This is an optional field. Valid commands are: (A)dd, (M) odify, (P)urge

PERSON NUMBER (N13)
The person number of the application member. This field is mandatory if a command is entered. It must be a valid case member that exists on ME-CASE-MEMBER for the given case number. Help is available on this field – it will list all case members for the given case number.

Use MECCSMH4 for the help routine.

Name (A30)
The name of the person identified by the person number. This field is display only. It contains the name of the person in the following format: Smith, Jane M.

Use common routine "Format name for display". See MECCSMF.

Birth Date (N8)
The date of birth of the person identified by the person number. This field is display only.

"Inv" will display at the end of the row if the person has been marked as invalid. See MECCSMF.

Eligibility Determination Number (N4)
This is the eligibility determination for the application type case. Help is available on the field.

This field is mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'R' (rejection) and the code is 10 (excess income) and the TCAS record for the category/type case requires a budget (the exception to this rule is when a rejection is added by the LAMI interface (in fact, all batch)).

Also mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'A' (approved) regardless of the code and the TCAS record for the category/type case requires a budget. There must also exists a valid cert with the same category/type case linked to this determination number.

All other times this field cannot be entered by the worker.

Budget Number (N3)
This is the Budget Number that caused the Application Type Case to be rejected. Help is available on this field.

Copyright © 2003 RedMane Technology LLC
For DHH

This field is mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'R' (rejection) and the code is 10 (excess income) and the TCAS record for the category/type case requires a budget.

A budget number can be entered whenever rejecting a category/type case but the budget must have a status of Complete and a Deter Outcome of Ineligible.

Also mandatory whenever the St (status) field on the first panel of AMEM is marked with an 'A' (approved) regardless of the code entered and if the TCAS record for the category/type case requires a budget. There must also exists a valid cert with the same category/type case linked to this determination number.

Call the Type Case object subprogram to check the Budgets Required Indicator.

MEDT indicator (A1)

This indicates whether the probable type case requires an MEDT decision. Valid values are (Y)es or (N)o. This is a mandatory field.

Will default to 'N' except when a Disability Medicaid (125) type case is used with a category of Blind (02) or Disabled (04), then the MEDT indicator will default to a 'Y'.

When adding or modifying and type case is MPP and the MEDT is set to Y, then invoke MECPERNC to capture the disability type for the client.

When adding or modifying and type case is FOA, the MEDT must be set to Y.

PW Application Received (A1)

Located under PW Appl Recv. This is an Output (view) only field at the present time.

Quality Provider (N3)

Located under Qual Provider. Help is available if needed. This is an Output (view) only field at the present time.

Additional PF keys

PF Key 5 – CSUM

This key points to the Case Summary Inquiry screen.

PF Key 6 - ELIG

This key points to the Eligibility screen.

PF Key 9 - CASE

This key points to the Case screen.

PF Key 12- PERS

This key points to the Person Maintenance screen.

Adding a member to an Application

The system will validate that the person is already defined as a Case Member. If the person is not a case member the worker will be required to add the person as a case member before continuing. Cannot add persons designated as 'Invalid' on the person file. Otherwise, can add a member to an application at any time.

Each member record must have a unique category type case associated to it. The member can exist multiple times as long as the category type case is unique each time. The category type case can be blank on one of the lines. The worker can enter a status indicator of (R)ejected but should not enter (A)pproved as the system will enter (A)pproved as a result of the decision process. If a status indicator is

entered, a valid status code must be entered. The status code will either be an approval code or a rejection code depending upon the status indicator.

Example of valid AMEM entries:

```
                                        *Type   --- Approval/Rejection ----
*A *PERSON NUMBER Name                   Case   *St *Code    Date      Elig
 -  ------------- -------------------- ------- ---------------------------
 _  1234567891234 DOE, CODY X          ___ ___   _   ___
 _  1234567891234 DOE, CODY X          1__ 25_   _   ___
 _  1234567891234 DOE, CODY X          17_ 95_   _   ___
 _  _____________                      ___ ___   _   ___
```

Example of invalid AMEM entries:

```
                                        *Type   --- Approval/Rejection ----
*A *PERSON NUMBER Name                   Case   *St *Code    Date      Elig
 -  ------------- -------------------- ------- ---------------------------
 _  1234567891234 DOE, CODY X          ___ ___   _   ___
 _  1234567891234 DOE, CODY X          1__ 25_   _   ___
 _  1234567891234 DOE, CODY X          17_ 95_   _   ___
 _  1234567891234 DOE, CODY X          ___ ___    <-- cannot have 2 blank type-cases for 1 member
 _  1234567891234 DOE, CODY X          1__ 25_    <-- cannot have duplicate type-case for 1 member
 _  _____________                      ___ ___   _   ___
```

For each set of category type cases, an APTC record is automatically created with a status of (P)ending if the Status Code field is left blank, otherwise the status will be (D)one.

Add Member Help

```
Position cursor or ENTER screen value to select - PF6 to select All
                        APPLICANT MEMBER HELP              09/18/08
     MECAPMH1                                            09:53:00 1 >

     Client Name      Person Number          Person Name
 -------------------- ------------- ------------------------------
 DOE, BRENDA; DOE     1234567891234 DOE, BRENDA
                      9876543210987 DOE, FERNANDO X
                       ****** End of Data ******



 Case Number: 9999984337865 Person Number: _____________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF1
       Help        Retn                    Back  Fwrd        Left  Rgh
```


Copyright © 2003 RedMane Technology LLC
For DHH

```
Position cursor or ENTER screen value to select
                        APPLICANT MEMBER HELP            03/01/09
 < 1 MECCSMH4                                            09:59:25

     Client Name      Person Number    SSN      Date Of Birth
-------------------- ------------- ----------- -------------
 DOE, BRENDA; DOE     1234567891234 999-99-9999   99/99/9999
                      9876543210987 999-99-9999   99/99/9999
                       ****** End of Data ******




 Case Number: 9999984337865 Person Number: _____________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF1
       Help        Retn                    Back  Fwrd        Left  Rgh
```

This screen will read all case members, then get the person info for each and display that info on the screen to allow the worker to select a member to be brought back to the Applicant Member screen.

Modifying a member from an Application

A person can be modified as long as the category/type-case is still considered in pending status – at least one member has a blank status code.

The MEDS unit has the capability via security on a field level to override the values even when the member has a status code already. See Appendix A.

Purging a member from an Application

A person cannot be purged from an Application if they have been used on that case either as a budget AU member or an AU member.

Application Type Case Maintenance function. This allows the worker to reject / approve particular application type cases.

PF key 10 - ElgCP

This key points to the Certifications To Be Determined Maintenance function. This will allow the worker to link particular certifications to the determination.

PF key 11 - Renew

This key points to the Renewal Documentation Maintenance function. This will allow the worker to document information regarding the Renewal of certifications linked to the determination.

Adding a determination

When adding a determination with a reason of 'change' or 'renewal', the 'Certifications to be Determined' window will open to allow the worker to add up to four linked certifications. At lease one certification must be linked. If the Cancel PF key is pressed from the pop-up the determination will not be added.

```
Message Line…
               *** M.E.D. SYSTEM ***        *DATE
MECDCPN2  CERTIFICATIONS TO BE DETERMINED   *TIME

                *Cert Period Number
                      ____
                      ____
                      ____
                      ____


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8-
      Help        Cont        Canc
```

When adding an Eligibility Determination, set the Next-Budg-Num to 1.

When adding an Eligibility Determination, use the next-elig-num on the CASE file as the eligibility determination number and then update the next-elig-num on the case file with the number plus 1.

When adding an application determination, the application determination must be unique i.e. the application number cannot be linked to other application determinations.

A determination cannot be added with a status of 'Complete'.

When adding an Eligibility Determination, check that at least one application member record exist. If no record exists, give error message that application members must exists before adding an Eligibility Determination record.

Modifying a determination

When closing a determination, use the common routine 'Close determination'. It then updates the determination date with the current date and changes the determination status to completed.

If the status is completed, no maintenance can be done except for the determination notes. Disable all the fields except determination notes.

Purging a Determination

An Eligibility Determination can only be purged if there are no Budgets or Application Type Cases linked to it.

Read ME-APPL-TYPE-CASE for the case and determination. If there are any application type cases linked to the determination, the determination cannot be purged.

When the determination is purged, the 'in progress' records associated with the record and the linked certifications for the determination are also purged.

Read ME-ELIG-CERT-PERIOD with case-deter-cert-num and for each certification found, call the linked cert-elig update subprogram with a purge action. This will purge itself and all the in progress records associated with the certification.

Using the Process Key

The Process key (PF8) can only be used when the eligibility determination status is 'Open'.

Use common routines 'Check for eligible budgets' to return whether all budgets have been completed, whether there are any budgets, whether all the budgets have been complete and whether there are any

Copyright © 2003 RedMane Technology LLC
For DHH

eligible budgets, and 'Check for open certs' to return whether open certifications exist for the case and are linked to the determination.

Scenario 1 - If no budgets exist and pending application type cases or open certifications exist

Call Certification Period Browse pop-up – (MECCRTB)

Read ME-APPL-TYPE-CASE with case-appl-num and for each application type case found, check whether the status is still pending.

Scenario 2 - If budgets exist, but no 'eligible' budgets exist and there are no current certification periods for the case, or if no budgets exist and all application type cases have been rejected

If the eligibility determination is 'Application', then this is a rejection of the application type case. Validate that all application type cases have been rejected. (i.e. That there are no application type cases that are 'Pending'. The worker will be prompted with a message to reject any pending application type cases.

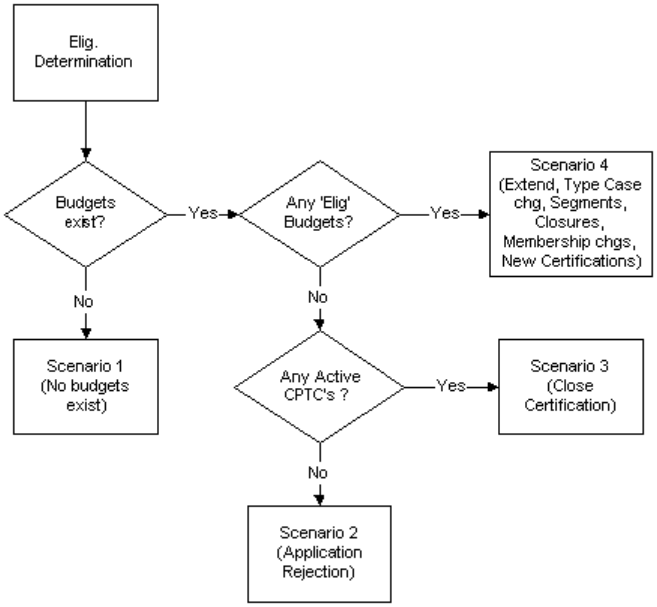
No browse exists for this scenario.

Scenario 3 - If budgets exists but no 'eligible' budgets exist and current certifications exist

Call Close CPTC Browse pop-up window – (MECCCPB)

Scenario 4 - If 'eligible' budgets exist and either unlinked budgets or open certifications exist

Read ME-BUDGET-WRKSHT-CPTC for case-deter-bud-num. If no records found, the budget has not been linked



Each of these scenarios requires a different set of actions on the part of the user. Each set of actions is composed of a combination of screens. The screens that can be used are described below and then each scenario is described in detail.

The system cannot determine the navigation path to follow in every situation since the navigation is dependent on the worker's decisions that the system is not aware of. However, the system can provide *guidance* on the navigation path. The system provides guidance in the form of browse screens and maintenance pop-up windows. The browse screens allow the user to see the information that is already on the system and to select records for modification. Hot keys from the browse screens display appropriate maintenance pop-up windows to allow the creation or maintenance of an entity. The user decides the actual combination of screens used.

Maintenance pop-up windows will be provided for the following entities:

Certification Period
AU Member
Person
Segment
Absent Parent
LASES Case
LASES Case Child

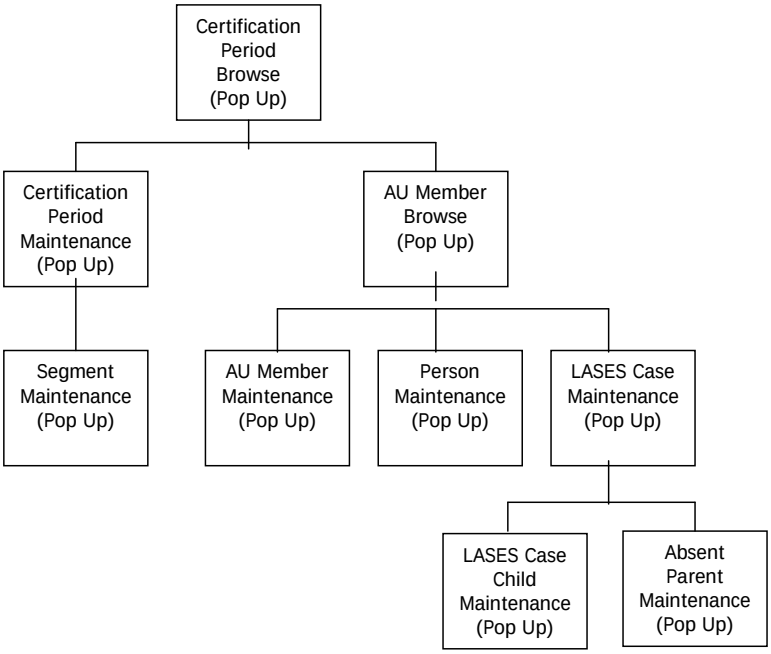
Each of the maintenance pop-up windows will provide a subset of the functions that can be performed from the regular maintenance functions that can be invoked from the menus. This subset of functions includes the (A)dd, (D)isplay, (M)odify and (P)urge functionality, but excludes the hot-key (i.e. additional PF key) functionality specified in the regular maintenance functions. The maintenance pop-up windows will look almost exactly like the regular maintenance screens for each entity. The pop-up maintenance windows will have an additional field to hold the budget number.

The following browse pop-up windows will be provided:

Certification Period Browse
Cert Period Closure Browse
Cert Period Budget Browse
AU Member Browse
Absent Parent Browse
LASES Case Browse
LASES Case Child Browse

Copyright © 2003 RedMane Technology LLC
For DHH

Scenario 1 - No budgets exist



If there are **no budgets at all** for the Eligibility Determination then the system can assume that the worker wants to create a certification that does not require a budget.

At this point in time it is assumed that the user is aware of what Certifications will be added and that no budgets or additional budgets will be required for the type cases. This check will be performed in Certification maintenance.

This could involve the creation of a Certification Period, a CPTC and a number of AU Members. Alternatively, it could mean a type case change to an existing Certification Period.

The Certification Period Browse pop-up window will be displayed. This will allow the user to decide what course of action to follow. The user could choose to create a new Certification using the Certification Maintenance pop-up window. The user can also add AU Members to the Certification Period using the AU Member Browse and AU Member Maintenance pop-up window. From the AU Member Browse Pop-up window, the user can also choose to add a person using the Person Maintenance Pop-up window or to add an Absent Parent using the Absent Parent Maintenance pop-up window, as well as LASES Case and LASES Case Children.

Certification Period Browse Pop-Up Window

```
Message Line…
                          *** M.E.D.SYSTEM ***                    *DATE
     MECCRTB            CERTIFICATION PERIOD BROWSE               *TIME

 Case Number         : _____________
 Determination Number: ___

 Cert    Client Name                  Start Date Close Date Decsn Date
 ---- ------------------------------- ---------- ---------- ----------
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
 ____ _______________________________ __/__/____ __/__/____ __/__/____
Start Scrolling from Cert Period: ____
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--
      Help  Main  Retn  Quit  Cert        Back  Fwrd  MemBr        Decsn
```

This pop-up window will display all the “in progress” Certification Periods linked to the Determination. The user can choose to Add a new Certification Period or the user can choose to select an existing Certification Period.

Read ME-ELIG-CERT-PERIOD with case-deter-cert-num and for each certification found, read ME-CERT-PERIOD-IP with case-num-cert-period-num. Use common module ‘Get client name and format for display for in progress records’

The following fields appear on the screen

CASE NUMBER (N13)
This is the number identifying the case being determined. This is a display only field.

ELIGIBILITY DETERMINATION (N4)
This is the number of the determination within the case. This is a display only field

Cert Period (N4)
This identifies the in progress certifications that have been linked to the determination. This is a display only field

Client Name
This is the client name for the in progress certification.

Use common module ‘Get client name and format for display for in progress records

Start Date (N8)
This is the date that the certification becomes active. This is a display only field.

Display in MM/DD/YYYY format

Close Date (N8)
This is the date that the certification closes. This is a display only field.

Display in MM/DD/YYYY format

Copyright © 2003 RedMane Technology LLC
For DHH

Decision Date (N8)
This is the date on which the certification was certified. This is a display only field.

Display in MM/DD/YYYY format

Additional PF Keys

PF Key 5 - Cert
This key points to the Certification Pop-Up Maintenance window. This will enable the user to add a new Certification Period for the Case.

PF Key 9 - MemBr
This key points to the AU Member Browse Pop-Up Window. The user must have selected a Certification Period. This browse will show all the AU Members for the selected Certification Period.

PF Key 11 - Decsn
This is the Decision key. The worker can select a certification and press this PF Key to certify the certification selected. Once all Certifications have been certified, the decision gets completed. See Certification Business Rules (page 107) for the actual validation performed.

If any AU member on this certification is a child with a pseudo social security number, a pop-up alert message will be given to inform the worker. This will not prevent the user continuing with the decision.

Scenario 2 – Application Type Case Rejection

If there are **no current certifications and no 'eligible' budgets** or if there are no budgets and all application type cases have been rejected then this is actually a *rejection* of an application. The system will validate that all Application Type Case records have a reject code and reject date. If all Application Type Case records are found to have reject codes, the system will change the status of the Eligibility determination to "Completed".

If there are application type cases that do not have a reject code or eligibility determination number, then a re-input will prompt the worker to press PF 9 (which points to application type case maintenance) to update the outstanding application type cases. Once this has been completed, the eligibility determination will be closed using the common routine 'Close determination'

Scenario 3 - Close Certifications

Cert Period Closure Browse (Pop Up)

If there are **no 'eligible' budgets** for the Eligibility Determination then the system will take the user to the 'Cert Period Closure Browse' pop-up window. The worker can enter the close date and closure code for each CPTC that must be closed.

Cert Period Closure Browse Pop-Up Window

This browse will be displayed if there are no eligible budgets and certifications have been linked to the determination.

```
Message Line…
                          *** M.E.D.SYSTEM ***                *DATE
    MECCCPB             CERT PERIOD CLOSURE BROWSE            *TIME

Case Number         : _____________    Budgets : ___ ___-___ __________ +
Determination Number: ____
                                      Type
Cert         Client Name              Case   Start Date Close Date Decsn Date
---- ------------------------------ ------- ---------- ---------- ----------
___  ______________________________ ___-___ __/__/____ __/__/____ __/__/____
___  ______________________________ ___-___ __/__/____ __/__/____ __/__/____
___  ______________________________ ___-___ __/__/____ __/__/____ __/__/____
___  ______________________________ ___-___ __/__/____ __/__/____ __/__/____
___  ______________________________ ___-___ __/__/____ __/__/____ __/__/____
___  ______________________________ ___-___ __/__/____ __/__/____ __/__/____

 Cert Period: ____
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF1
      Help  Main  Retn  Quit              Back  Fwrd               Decsn
```

This screen shows all the ineligible budgets and all the current in progress certifications. The worker should close the appropriate certifications.

The fields on the Cert Period Closure Browse are described below:

Case Number (N13)

The number which identifies the case for which the eligibility determination was made. This field is display only and will be carried forward from the previous screen (i.e. the Eligibility Determination Screen).

Eligibility Determination Number (N4)

The number that identifies the eligibility determination. This field is display only and will be carried forward from the previous screen (i.e. the Eligibility Determination Screen).

Budgets for Closure

This is a 'moreable' that consists of the following fields: Budget number (N3), Category (N3), Type Case (N3), Eligible Indicator description (A10). All of the information in the 'moreable' is display only. All of the budgets for the Eligibility Determination are displayed in the 'moreable'. This 'moreable' is used to help the worker understand why the system brought them to this screen i.e. there were NO eligible budgets for this determination. The worker may PF3 (end) out of this screen if they realize that they should have done another budget.

Certification Period (N3)

The number identifying the in progress certification period. This field is display only. Only current in progress certification period numbers that have been linked to the determination will be displayed. Technical Note: Read ME-ELIG-CERT-PERIOD with case-deter-cert-num. Display only those certifications that have been linked to the determination

Client Name (A30)

The name of the client for the certification period. This field is display only.

Use common routine 'Get client name and format for display' for in progress records.

Copyright © 2003 RedMane Technology LLC
For DHH

Type Case
This field consists of the Category (N3) and the Type Case (N3). This field is display only. Only current Certifications are displayed (i.e. there is no close date).

Start Date (N8)
The start date of the Certification. This field is display only.

Close Date (N8)
The close date of the Certification. This field is optional for each Certification that is displayed. The date entered must be a valid date. The date entered must be after the start date.

There will be NO defaulting of the close date - that way the worker consciously has to decide that it is correct to close the appropriate Certifications that are open.

Close Code (N2)
The code that identifies the reason for closing the certification. This field is mandatory for each Certification that for which a close date is entered. The code entered must be a valid closure code. Help is available on this field.

Additional Processing

A 'Close confirmation' pop-up window must be displayed for each Certification that is to be closed. This will allow the worker to confirm that the Certification should be closed.

The system will close each of the Certifications listed on this screen if the worker enters the close date and closure code. If all of the Certifications are closed then all of the AU members for the Certification Period will also be closed and all Segments for the Certification will be closed

Call Certification Maintenance Validation and Object Subprogram with update function to validate and close the Certification. When the Certification is being closed, the Certification Object Subprogram will close all the AU Members and Segments.

Assuming that there will only be one active CPTC in each cert, the cert period will be closed with the same closure code that the worker enters to close the CPTC with.

Additional PF Keys

PF Key 11 - Decsn
This is the Decision key. When the worker has closed all the appropriate CPTC's they must press PF11 (Decision) to complete the process. This will tell the system that the worker has completed everything associated with the Eligibility Decision. The system will set the Eligibility Determination status to 'completed'. See Certification Business Rules (page 107) for the actual validation performed.

Budgets for Closure Browse Pop-Up Window

This is the user interface of the moreable field on the Cert Period Closure Browse pop-up.

```
Message Line…
                 *** M.E.D.SYSTEM ***       *DATE
     MECCPBB   BUDGETS FOR CLOSURE BROWSE    *TIME

               Budget Num Type Case   Status
               ---------- --------- ----------
                   ___      ___-___  __________
                   ___      ___-___  __________
                   ___      ___-___  __________
                   ___      ___-___  __________
                   ___      ___-___  __________
                   ___      ___-___  __________

Start  Scrolling from Budget : ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF
      Help        Retn                    Back  Fwrd
```

The fields on the Budgets for Closure Browse moreable are described below:

Budget Number (N3)
The budget number. Display Only.

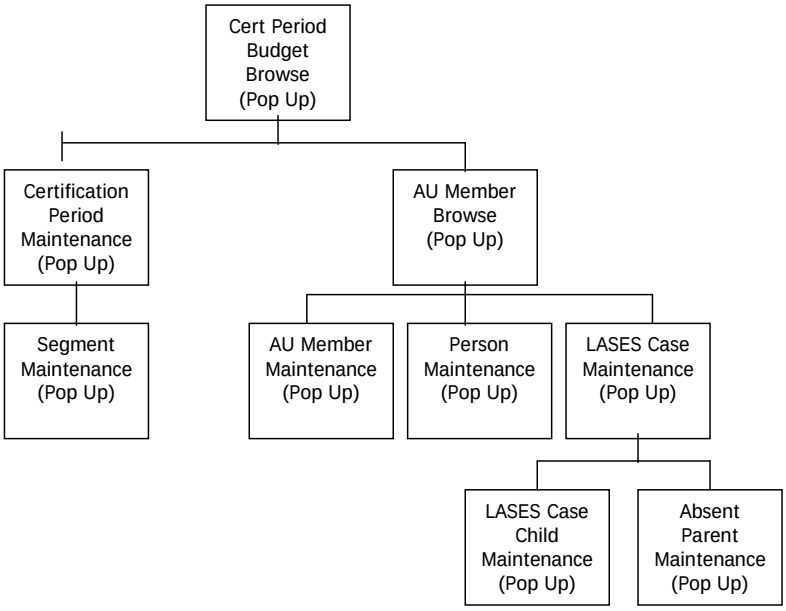
Category (N3) Type Case (N3)
The category and type case for the budget. Display only.

Status (A10)
Eligible indicator description. Display only.

Read the budget worksheet file with case number / determination number to find all the budgets for a determination. Display the budget-determination-outcome-indicator to show whether the budget was eligible or not. All the budgets displayed should be ineligible.

Copyright © 2003 RedMane Technology LLC
For DHH

Scenario 4 - 'Eligible' budgets



If there are **'eligible' budgets and current certifications** then the worker may need to do several things before the Eligibility Determination can be completed.

Check if there are any certs linked to the determination. Use common routine 'Check for eligible budgets' to determine whether any eligible budgets exist

The worker may need to do any combination of the following things:

- Extend a Certification
- Add a Segment
- Perform membership changes which involves closing AU Members and creating new AU Members
- Add a Certification and AU Members
- Close a Certification
- Perform a type case change which involve closing a Certification and creating a new Certification (i.e. the Replace action)

These things can all be done from the 'Cert Period Budget' Browse screen. The worker can use the Certification maintenance pop-up window to extend a Certification. A segment can be added by using the Segment maintenance pop-up window from the Certification Maintenance pop-up. Membership changes can be done using the AU Member Browse to get to the AU Member maintenance pop-up window. The worker can create a Certification using the Certification maintenance pop-up window. A

certification can also be closed using the Certification maintenance pop-up window. Type case changes can be done using the Replace action in Certification Maintenance pop-up window.

After all the budgets have been dealt with the system will allow the worker to use the PF11 (Decision) key to change the status of the Eligibility Determination to 'completed'. This action will remove the entry on the workers' workflow screen.

Cert Period Budget Browse Pop-Up Window

This browse will be displayed if eligible budgets exist for the determination.

```
Message Line…
                        *** M.E.D.SYSTEM ***                    *DATE
    MECCBDB            CERT PERIOD BUDGET BROWSE                *TIME

Case Number         : _____________   Budgets : ___ ___-___ ________ +
Determination Number: ____
                                                                  Bdgt
Cert Client Name                    Type Case Start Date Decsn Date Link
---- ------------------------------ --------- ---------- ---------- ----
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
____ ______________________________  ___-___  __/__/____ __/__/____ ___
 Start scrolling from Cert Period: ____
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--
      Help  Main  Retn  Quit  Cert        Back  Fwrd  MemBr        Decsn
```

If there are **eligible budgets** for the Eligibility Determination then the system will go to the 'Cert Period Budget Browse' screen. This screen displays active in progress certifications that have been linked to the determination. This screen enables the worker to decide how to proceed with the combination of certifications and budgets that they have available for the Eligibility Determination. The fields on this screen are described below:

Case Number (N13)
: The number that identifies the case. This field is display only and is carried forward from the Eligibility Determination screen.

Eligibility Determination Number (N3)
: The number that identifies the eligibility determination. This field is display only and is carried forward from the Eligibility Determination screen.

Budgets for Certification
: This is a 'moreable' that consists of the following fields: Budget number (N3), Category Code (N3), Type Case (N3), Used/Not Used indicator (A8). All of the information in the 'moreable' is display only. Only 'eligible' budgets for the eligibility determination will be displayed. This 'moreable' is used to show the worker all the budgets that *have* to be dealt with in some way or other.

  The Used/Not Used indicator will be set by the system to tell the worker whether or not the budget has been used.

Certification Period Number (N3)
: The number identifying the certification period. This field is display only.

Copyright © 2003 RedMane Technology LLC
For DHH

Client Name (A30)
The name of the client for the certification period. This field is display only.

Use common routine 'Get client name and format for display' for in progress records.

Type Case
This field consists of the Category (N3) and the Type Case (N3). This field is display only. Only current Certifications are displayed (i.e. there is no close date).

Start Date (N8)
The start date of the Certification. This field is display only.

Decision Date (N8)
This is the date on which the certification was certified. This field is display only.

Done (A1)
The field indicating if a worker has actioned the Certification. This field is display only. The system will update this field when the worker has actioned the Certification.

Additional PF Keys

PF Key 5 - Cert
This key points to the Certification Pop-Up Maintenance window. This will enable the user to add a new Certification Period for the Case.

PF Key 9 - MemBr
This key points to the AU Member Browse Pop-Up Window. The user must have selected a Certification Period. This browse will show all the AU Members for the selected Certification Period.

PF Key 11 - Decsn
This is the Decision key. The worker can select a certification and press this PF Key to certify the certification selected. Once all Certifications have been certified, the decision gets completed. See Certification Business Rules (page 107) for the actual validation performed

Budgets For Certification Pop-Up Browse

This is the user interface of the moreable field on the Cert Period Budget Browse.

```
Message Line…
              BUDGETS FOR CERTIFICATION      *DATE
    MECCPCB                                  *TIME

             Budget Num Type Case Status
             ---------- --------- --------
                 ___     ___-___  ________
                 ___     ___-___  ________
                 ___     ___-___  ________
                 ___     ___-___  ________
                 ___     ___-___  ________
                 ___     ___-___  ________
                 ___     ___-___  ________
                 ___     ___-___  ________

Start Scrolling from Budget: ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---P
      Help  Main  Retn  Quit              Back  Fwrd
```

The fields on the Budgets for Certification moreable are described below:

Budget Number (N3)
The budget number. Display Only.

Category (N3) Type Case (N3)
The category and type case for the budget. Display only.

Status (A10)
Eligible indicator description. Display only.

Read the budget worksheet file with case number / determination number / budget determination outcome to get all eligible budgets. Then check against the budget worksheet CPTC file with case num / determination num / budget num / category type case if a record exists. If so, then the budget has been 'USED'. If not, then the budget is 'NOT USED'.

Copyright © 2003 RedMane Technology LLC
For DHH

Certification Business Rules

The following validation must be performed before a Certification can be certified at the point the decision is being made:

Validate Cert Periods

1. Validate that segments have been used if necessary.

   Use common module 'Determine if segments are required'.

2. If budgets are required and we are adding a new cert, check that a budget exists.
3. If additional budgets are required and an existing open cert (close-date = 0) is modified, check that a budget exists.
4. For every AU Member on the Cert:
   - If the person is invalid and the AU Member is not closed with a close date less or equal to the current cut-off end of month date, give error message.
   - If the person has a pseudo SSN, and the AU Member is not closed with a close date less or equal to the current cut-off end of month date, give pseudo SSN alert.
   - If the AU Member has a valid Medicare Code (A, B or X), without a Medicare Claim Number on the Person record and the AU Member is not closed with a close date less or equal to the current cut-off end of month date, give Medicare Claim Number alert.
   - Validate LASES Case/Case Child have been entered (if required) – don't validate if an existing Cert is being closed:

     Note: All the LASES edits are bypassed if the AU Member is closed or suspended. AU Member close date > 0 and <= today's date or AU Member suspend date > 0 and <= today's date.

     Note: If a child is included in a certification and the parent is not, but the parent is later added, no edits are applied when the parent is added. When the renewal for the child's certification is done, or if a change is made with an eligibility determination, the edits are applied.

     - If a minor is on a 13/01 cert with an approval code 02 and the client is found on this **same cert** then this is a mandatory referral and an LCASE is required for at least one child on the case. The mandatory flag must be 'Y' on the LCASE. A LASES referral is not mandatory for all children in the cert.
     - If a minor is on a 13/01 cert with an approval code 02 and the minor has a relationship code of child and the client who is the parent is on another case/cert, then this is a mandatory referral and a LCASE is required. The client must be found with active full title 19 eligibility. The mandatory flag must be 'Y' on the LCASE. Note: the relationship code of child is key in this validation rule. It establishes that the client is the parent.
     - If an LCASE is created for an OCS category (categories 6, 8, 15, 22) then the referral is mandatory. The mandatory flag must be 'Y' on the LCASE.
     - An adult cannot be referred to LASES. An adult is considered anyone 19 years of age or older.

- If a minor exists on the certification and the cert is not on the restricted list (see Restricted Type Cases (MECLCVL) - page 108) or an OCS cert (categories 6, 8, 15, 22), display Lases Referral Pop-Up (page 111) to let the worker decide if a voluntary referral is required. Note: No standard warnings or pop-ups are issued in batch (LAMI, SDX and all other batch processes) for this situation.

- Validate female AU Members only are on a Breast and Cervical Cancer (type case 52) certification.
- Validate eligibility doesn't start prior to birth date for a new AU Member. If the AU Member has previously been certified and the start date is less than the birth date, then the worker is not forced to move the start date since this will remove eligibility.
- Validate AU Member's age is appropriate:
  - Less than 65 for Disabled categories, Breast & Cervical Cancer (52), Medicaid Purchase Plan (88) and Early Widow/Widowers (60) Type Cases.
  - Greater than 55 for PACE (100 and 101) Type Cases.
  - Greater than 65 for Aged categories
  - Greater than 19 for Medicaid Purchase Plan (88) Type Case
  - More than 3 years of age for New Opportunities Waiver type cases (categories 1, 2, 4 and type cases 43 and 70).
  - Less than 19 for Chip Phase 1, 2 & 3 (7, 15 and 55), Champ Child (14), TEFRA (75), LA Children's Choice (76 and 77) Type Cases.
  - Not born before 01/01/1983 for Champ Child (14)
  - Less than 13 months for Deemed Eligibility Children (03-02, 11-02)
- Validate that eligibility doesn't extend beyond death date.
- Validate that the citizenship code exists for the person if the AU Member is not closed with a close date less or equal to the current cut-off end of month date.

5. Validate that at least one AU member exists for the Certification period.
6. Validate that AU Members dates are within the certification dates.
   - The cert start date must match the earliest AU Member start date.
   - The cert close date must match the latest AU Member close date unless one of the AU Member is suspended, then the cert close date must be greater or equal to the latest AU Member close date.
7. Validate that there is no overlapping eligibility for AU Members for future months.

   The type case specifies if dual certification is allowed.

   QMB/SLMB & QDW1/QI1 are all mutually exclusive type cases. Use the Person Number / Start Date 9C key to check if there are overlapping AU Member. Checks must still be made against the Close Date, if records are found, to ensure that the existing certifications have not been closed.
8. If the certification is type case 6 (12 Months Continuous Eligibility) a renewal date is required and it cannot be after 12 months since the eligibility for that person began.

Copyright © 2003 RedMane Technology LLC
For DHH

Validate Case Worker

If the Caseworker location fields on the case are left blank, an error will be displayed to prompt the worker to complete these fields as soon as the first certification is completed.

Validate AU Members

1. If budgets are required, validate that each AU member in the cert is a budget applicant

Read ME-AU-MEMBER-IP with case-cert-au-mbr. For each AU member, read the budget worksheet CPTC file with Case-deter-cert-cptc-num to determine the budget number for the certification. If no records found, prompt an error. Once the budget number has been found, read the budget worksheet applicant file with case number, determination number, budget number and person number = AU member person number. AU-Indic must be 'X', else error.

2. For each budget used for the cert period, validate that each budget applicant is an AU member in the cert.

   - Au Member must be eligible on the budget date.
   - Check that all future closes are the same for all budget applicants, if not then a new budget would be required to reflect the new membership change.

   Read Budget worksheet CPTC with Case-deter-cert-cptc-num and for each budget read ME-BUDGET-WRKSHT-APPL with case-deter-bud-au-indic where au-indic = 'X'. For each record found, find ME-AU-MEMBER-IP with person-start-date-9c where person = ME-BUDGET-WRKSHT-APPL.person-num. If no record found, error.

3. If it is a new MPP cert (type case 88), validate that earned income has been entered on PIES.

   Get the PERSON-MONTH-INCOME record for the AU Member and budget date. If no PIES exist, or there is a PIES but no earned income has been entered, give error.

4. Process EIE – copy EIE values from the budget section to the person record.

   Read budget worksheet cptc with case-deter-cert-cptc-num and for each budget found, read budget worksheet section with Case Number / Determination Number / Budget Number / EIE-indicator to determine whether the budget contains EIE or not. Copy the two EIE months remaining fields from the budget to the person record if the budget contains EIE. Read person with the person number. If (the EIE start date on the person record is zero, and either of the two EIE months remaining fields in ME-BUDGET-WRKSHT-SECT are not zero) or (the EIE close date on the person record is not zero, and either of the two EIE months remaining fields in ME-BUDGET-WRKSHT-SECT are not zero) then set the EIE start date to the budget date on the ME-BUDGET-WRKSHT file while defaulting the "Day" value to the first day of the month, and reset the EIE close date. If the budget does not contain EIE, these fields are not copied across and the person record remains unchanged.

Responsible Party alert (LTC/Waiver)

If the AU Member on an LTC/Waiver cert has no Responsible Person Address and the AU Member is not closed with a close date less or equal to the current cut-off end of month date, give Responsible Party alert.

Swipe Card Replacement Pop-up

If any active AU Members (no close date or close date in the future) on a Cert that requires a Swipe card had a break in coverage and an initial Swipe card request exists, show the Replacement Swipe Card Pop-up (page 113).

Previous Parish Update Pop-up

If a new cert is added with approval code 45, and the case is not in one of the 31 FEMA parishes, show pop-up to allow the Analyst to update the previous Parish of Residence for all AU Members as well as the Client on the certification. See Previous Parish Update Pop-up (page 192).

Out-of-State code and County Pop-up

1. If a new cert is added with approval code 31, 32, 33, 36, 37, 46, 42 or 43 and the out-of-state code and county code for all the AU Members on the certification is not populated, show pop-up to allow the Analyst to update the out-of-state code and previous county of residence for all AU Members as well as the Client on the certification. See Previous County of Residence Pop-up
2. If there are no validation error, then all the in progress certification and all related child records are copied to the completed files.
3. If a budget is required for the Category/Type Case, then the Case Relationship records for the IU Members on the Cert must be updated. If any new IU Members were added, then new Case Relationship records with employer names from Person Month Income is created. If Employer Names on Person Month Income has changed for existing IU Members, then the information is updated on the existing Case Relationship records. If any IU Members were removed from the Case, then the Employer Names and cert period number is removed from the Case Relationship record for the Person. The current LaHIPP run number is stamped on the Case Relationship record as well as the Person if any Employer information changed.
4. For C-Related certs (categories 3, 5, 13, and 16), copy the client's address on Person to every AU Member address on Person.
5. Once all certifications have been certified, the worker can choose to complete the determination or not. Call a common module to prompt the worker to confirm the completion of the determination. If all certifications that are linked to the determination have not been certified, the determination cannot be completed. (see Determination Completion pop-up (page 113))

   Read ME-ELIG-CERT-PERIOD with case-num, elig-deter-num. If all certs for the deter num have a deter date, they have all been certified. Call common module 'Confirm completion of determination'. If they have not all been certified, issue a warning to the worker that not all certification linked to the determination have been certified and the determination cannot be completed.
6. If the determination reason is application or conversion, and the application type case record exists and is in pending status, change the status to done.

Copyright © 2003 RedMane Technology LLC
For DHH

Lases Referral Pop-Up

```
Message Line ...
                          *** M.E.D.SYSTEM ***                        *DATE
MECXXXX                 LASES REFERRAL VALIDATION                     *TIME

                             For Au Member N
                        LAST NAME, FIRST
                     Is a LASES Referral appropriate? _ _




*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      Help        Cont
```

A value of Y or N is accepted as input to the question.

If a value is not entered but PF3 is pressed, it is assumed the user wants to complete a referral and the decision is not completed.

PF3 will allow the user to continue.

Restricted Type Cases (MECLCVL)

This is a list of type cases that have limited Medicaid services or programs where mandatory Lases referrals are not required. We are using the type cases to assist with determining Mandatory Lases referrals.

Category Type Case	Description
01, 02, 04 /40	SLMB only
01, 02, 03, 04/47	EMS for Legal/Illegal Aliens
01, 02, 04/48	QI1
01, 04, 14/63	LTC Co-insurance
02, 04/94	QDWI
03/69	Roll down Medicaid
03/71	Transitional Medicaid
05/01	Refugee Cash Assistance
05/20	RCA – Regular Medically Needy Program
05/21	RCA – Spend down Medically Needy Program
13/71	LIFC Transitional Medicaid
13/85	Child Support continuance
16/12	Champ Presumptive Eligibility
17/95	QMB only
20/28	Tuberculosis
03/01	LAMI
03/02	Deemed Eligible

Copyright © 2003 RedMane Technology LLC
For DHH

Replacement Swipe Card Pop-up

```
Message Line -
                    *** M.E.D. SYSTEM ***              09/14/04
MECCRTN8        REPLACEMENT SWIPE CARD POP-UP          14:06:25

Check with X if you DO NOT want a replacement Swipe Card:

Check AU Member Name                   Birth Date
----- ------------------------------   ----------
  _                                    mm dd yyyy









                        ****** End of Data ******
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help        Cont                     Back  Fwrd
```

This pop-up lists all AU Members on the Cert that is being decisioned and the Analyst can check an AU Member with an 'X' if a replacement Swipe card is NOT needed. For all the AU Members that are NOT checked, a 'Lost' Swipe card request is created.

Determination Completion pop-up

```
                    *** M.E.D. SYSTEM ***          07/02/04
 MECDETN1         DETERMINATION COMPLETION         07:03:02

    Do you wish to complete the determination    : _ (Y/N)

    Do you wish to refer this case to LaHIPP     : _ (Y/N)


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
      Help        Retn
```

This pop-up is shown when a decision has been made on all the Certs on the Case. The Analyst can complete the Determination by entering a 'Y'. If an 'N' is entered, the Analyst is returned to the "in-Progress" area.

'Do you wish to complete the determination?' (A1)
Indicator to allow the Analyst to close the determination. Valid values are 'Y'es or 'N'o.

'Do you wish to refer this case to LaHIPP?' (A1)
Indicator to allow the Analyst to refer a Case to LaHIPP. Valid values are 'Y'es or 'N'o. This question is only visible if there is a LaHIPP eligible cert on the Case. If the Analyst enters a 'Y' in this field, then the Case and all its Clients, AU and IU Members are referred to LaHIPP. If a Case Member has eligibility in any Case other than the Case being referred, then this Person is also referred to LaHIPP. If the Case has previously been referred to LaHIPP, referring it again will refresh all the information in LaHIPP. The referral date on the Case and Person record is updated with the new referral date. If the Client(s) on this Case is a Client on any other Case, then the other Case is also referred to LaHIPP. The answer to this question can be 'Y' only if the Analyst is going the complete the determination, i.e. answer to question 'Do you wish to complete the determination?' is 'Y'.

The "In Progress" Browse Pop-Up Windows

AU Member Browse Pop-Up Window

```
Position cursor or ENTER screen value to select
                        *** M.E.D. SYSTEM ***                 10/08/03
    MECCABB               AU MEMBER BROWSE                    10:34:15

Case Number          : _____________
Certification Period : _________________________

Member Num    Member Name                  Start Date Close Date
---------- ------------------------------ ---------- ----------
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
  ___      ______________________________ __/__/____ __/__/____
Start Scrolling from AU Member Num : 1__
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--
      Help  Main  Retn  Quit  AUMem       Back  Fwrd  Pers  LCase
```

The AU Member Browse pop-up window displays all the in progress AU Members for the in progress certification passed. The user can choose to add a new AU Member or to select an existing AU Member for modification.

Use common routine 'Format name for display' to correctly display the name of the AU member for in progress records.

The following fields appear on the screen:

CASE NUMBER (N13)
This is the number of the case being determined. This is a display only field

CERTIFICATION PERIOD (N4)
This is the number of the certification for which the AU members are eligible. This is a display only field

Member No (N3)
This is the number of the AU member within the certification. This is a display only field

Member Name (A30)
This is the name of the AU member. This is a display only field

Start Date (N8)
This is the date on which the AU member eligibility begins. This is a display only field.

Close Date (N8)
This is the date on which the AU member eligibility closes. This is a display only field

Copyright © 2003 RedMane Technology LLC
For DHH

Additional PF Keys

PF Key 5 - AUMem
This key points to the AU Member Pop-Up Maintenance pop-up window. This will enable the user to add or modify an AU Member.

PF Key 9 - Pers
This key points to the Person Pop Up Maintenance Pop-up window. This will allow the user to add or modify a person

PF Key 10 - LCase
This key points to the LASES Case Pop-Up Maintenance Pop-up window. This will allow the user to add or modify a LASES Case. From The LASES Case screen, the worker can hot key to the LASES Case Child pop up or to the Absent Parent pop up.

Absent Parent Browse Pop-Up Window

```
Message line
                        *** M.E.D. SYSTEM ***             10/22/02
     MECAPPB        ABSENT PARENT MAINTENANCE BROWSE       10:00:03

      Case     Cert Period     Absent
     Number       Number       Parent      Absent Parent Name
 ------------- ----------- ------------- --------------------------
                      ****** End of Data ******




  Case Num: 1234567890     Cert Period: ____  AP Num: _____________
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11
       Help  Main  Retn  Quit              Back  Fwrd
```

The Absent Parent Browse pop-up window displays all the Absent Parents associated with this case and cert. The user can select an existing Absent Parent for modification.

The following fields appear on the screen

CASE NUMBER (N13)
This is the number of the case being determined. This is a display only field

CERTIFICATION PERIOD (N4)
This is the number of the certification. This is a display only field

Absent Parent No (N3)
This is the number of the Absent Parent. This is a display only field

Absent Parent Name (A30)
This is the name of the Absent Parent. This is a display only field

Additional PF Keys

PF Key 3 - Retn
This key returns to the Absent Parent pop-up window.

PF Key 7 - Back
This key pages backwards to the prior page of data.

PF Key 8 – Fwrd
This key pages forward to the next page of data to display.

LASES Case Browse Pop-Up Window

```
                        *** M.E.D. SYSTEM ***             10/22/02
    MECLSPB         LASES CASE MAINTENANCE BROWSE         10:28:31

     Case     Cert Period     Absent
    Number       Number       Parent      Absent Parent Name
------------- ----------- ------------- ---------------------------
                      ****** End of Data ******




 Case Num: 999999999     Cert Period: 2     AP Num: _____________
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11
      Help  Main  Retn  Quit              Back  Fwrd
```

The LASES Case Browse pop-up window displays all the Absent Parents associated with this case and cert. The user can select an existing LASES Case for modification.

The following fields appear on the screen

CASE NUMBER (N13)
This is the number of the case being determined. This is a display only field

CERTIFICATION PERIOD (N4)
This is the number of the certification. This is a display only field

Absent Parent No (N3)
This is the number of the Absent Parent. This is a display only field

Absent Parent Name (A30)
This is the name of the Absent Parent. This is a display only field

Additional PF Keys

PF Key 3 - Retn
This key returns to the LASES Case pop-up window.

PF Key 7 - Back
This key pages backwards to the prior page of data.

PF Key 8 – Fwrd
This key pages forward to the next page of data to display.

Copyright © 2003 RedMane Technology LLC
For DHH

LASES Case Child Browse Pop-Up Window

```
                        *** M.E.D. SYSTEM ***             10/22/02
    MECLCPB      LASES CASE CHILD MAINTENANCE BROWSE      10:44:51

              Cert   AU
  Case Num    Prd. Member        AU Member Name             AP Num
------------- ---- ------ ------------------------------ -------------
                      ****** End of Data ******




 Case Num: 999999999    Cert Per: 2    AU Mem: ___ AP: _____________
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11
      Help  Main  Retn  Quit              Back  Fwrd
```

The LASES Case Child Browse pop-up window displays all the Children associated with this case and cert. The user can select an existing LASES Case Child for modification.

The following fields appear on the screen

CASE NUMBER (N13)
This is the number of the case being determined. This is a display only field

CERTIFICATION PERIOD (N4)
This is the number of the certification. This is a display only field

AU Member Num (N3)
This is the AU Member number. This is a display only field

AU Member Name (A30)
This is the name of the AU member. This is a display only field

Absent Parent No (N3)
This is the number of the Absent Parent. This is a display only field

Additional PF Keys

PF Key 3 - Retn
This key returns to the LASES Case Child pop-up window.

PF Key 7 - Back
This key pages backwards to the prior page of data.

PF Key 8 – Fwrd
This key pages forward to the next page of data to display.

MPP Premium History Pop-Up Window

```
                 MPP Premium History              *DATE
   MECMPPN                                        *TIME

   MPP Premium Start Date: __/____ MPP Premium:   0.00
                           __/____                0.00
                           __/____                0.00
                           __/____                0.00
                           __/____                0.00
                           __/____                0.00
                           __/____                0.00
                           __/____                0.00

   MPP Retro Months Requested: __
   MPP Retro Months Approved : __
   MPP Request Status        : _ Desc

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--
      Help        Cont        Canc
```

This new pop-up window is available from the Certification Maintenance In-progress and Completed screens for MPP Certification Periods. It shows the history of MPP Premiums and start dates as well as MPP retroactive request information. As each budget is linked to the certification, the MPP Premium information will be updated on this screen. The start dates and premiums will be shown in reverse start date chronological order with the most recent start date and premium shown first.

The fields on the Retroactive MPP Premium History screen are described below:

MPP Premium Start Date (N6, 1:8)

This field is the effective date of the MPP Premium. It is also the budget date of a linked budget. This field will be a display only field and will be displayed in format MM/YYYY. Eight (8) occurrences of this field will be shown on this screen.

MPP Premium (N9.2, 1:8)

This field is the premium amount that is in effect from the MPP Premium Start Date. This field is a display only field. Eight (8) occurrences of this field will be shown on this screen.

As budgets are linked to each MPP Certification Period, both the MPP Premium Start Date and MPP Premium amounts are inserted into the MPP Premium history array in reverse date chronological order with the most recent premium shown in the first occurrence. In the event the MPP Premium Start Date already exists, the new MPP Premium amount will replace the old MPP Premium amount.

MPP Retro Months Requested (N2)

This field is the number of retroactive months being requested. This field is modifiable on this screen when it is invoked from the in-progress certification screen and is display only when this screen is invoked from the completed certification screen. It only contains a value if the certification period is for a MPP type case and at least one MPP Premium > 0.

MPP Retro Months Approved (N2)

This field is the number of retroactive months being approved. This field is display-only on this screen and contains a value if the certification period is for a MPP type case and at least one MPP Premium > 0.

The number of MPP Retro Months approved must be equal to or less than the number of MPP Retro Months Requested.

Copyright © 2003 RedMane Technology LLC
For DHH

MPP Request Status (A1)

This field is the status of the retroactive request. This field is display only on this screen. Valid values are 'W' (Waiting Approval), 'A' (Approved), 'R' (Rejected) and 'C' (Completed). The status description will be displayed to the right of this field. Both the MPP Request Status and Status description fields will only be populated if the certification is for a MPP type case and at least one MPP Premium > 0. Otherwise both fields will be set to blank.

Retroactive MPP Request Status Description Table

MPP Request Status Code	MPP Request Status Description	Conditions when MPP Request Status is set	How is MPP Request Status Code set?
W	Waiting Approval	MPP Request added by analyst	System
A	Approved	MPP Premiums collected and number of months correct	MPP staff member
C	Completed	Certification Start Date correctly back-dated after MPP Request has been approved	System
R	Rejected	No MPP Premium has been collected or client no longer requires retroactive MPP	MPP staff member

Copyright © 2003 RedMane Technology LLC
For DHH

The 'In Progress' Maintenance functions

When in the certify process, the following pop up maintenance functions will be available to add or maintain certifications, AU members, segments, LASES cases and LASES case children. They look similar to the 'Completed' (normal) maintenance functions in appearance, but there are some fundamental differences. These are:

'Completed' maintenance functions	**'In progress' maintenance functions**
PF keys may differ from equivalent 'In progress' function	PF keys may differ from equivalent 'Completed' function
Transaction ID available. This function can be called from anywhere within the MEDS system	No transaction ID. These functions can only be called from within the certify process. There is also no Direct command processing
No budget number field exists on the screens	A budget number is required if budgets have been captured for the determination. This is then a required field.
The valid action codes for this screen are (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge.	The only actions allowed are (A)dd, (D)isplay, (M)odify, (P)urge, (N)ext, (C)lear
The (N)ext action pages continues to page across cases	The (N)ext action only pages through Cert Periods for the Case passed.
	There is no help available on parent key fields. These must be selected from one of the certify process browses

Copyright © 2003 RedMane Technology LLC
For DHH

The following are the 'In progress' maintenance functions available during the certify process:

Certification Pop-Up Maintenance

```
Cert period displayed
                          *** M.E.D. SYSTEM ***              10/08/03
      MECCRTN            CERTIFICATION MAINTENANCE           10:26:38
                                                             METEST
 *Action              : _ (A,C,D,M,N,P,R,L)
  CASE NUMBER         : _____________   Application Date   : __________
  CERT PERIOD NUMBER  : ____            Status             :
 *TYPE CASE           : ___ - ___
 *Client              : ____________
  Start Date          : __ / __ / ____ *Approval Code      : ___
  Renewal Date        : __ /    / ____ *Renewal Code       : __
  Close Date          : __ / __ / ____ *Closure Code       : ___
  Pending Close Date  : __ / __ / ____  Expected Close Date: __ / __ / ____
  High Risk Date      : __ / __ / ____ *High Risk Code     : _
  Suspended Date      :                 MPP Premium History: +
  PACE Admit Date     : __ / __ / ____  Appeal Information : +
  LAMI Case Id        :                 External System    :
  LAMI Closure Code   :                 Error Suspense     :
  LAMI Location       :      -
  Linked to Budget(s): 01 02 03  >    *Link New Budget    : ____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF
       Help  Main  Retn  Quit  Sgmt  AUMem                   Left  Rght
```

The Certification Pop up Maintenance screens are used to create and maintain an 'In progress' Certification within a Case. The 'In progress' Certification represents the period of eligibility for a group of 'In progress' AU Members and the type case for which they are eligible.

The fields on the Certification Pop up Maintenance screens are described below:

Action (A1)

The action to be taken on the Certification. This is a mandatory field. Help is available for this field. The valid action codes for this screen are (A)dd, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (R)eplace, (L)ast.

CASE NUMBER (N13)

The number identifying the Case. This is a mandatory field. This is a display only field.

Application Date (N8)

The application date applicable for the certification. This field is display only.

CERTIFICATION PERIOD NUMBER (N4)

The number identifies a certification within a case. This is a mandatory field except on the (A)dd action when it must be blank as it will be system generated.

Status (A20)

The Certification status. This is a display only field. It will be derived from the close dates – 'Active', 'Pending Closure' or 'Closed'.

Type Case

The category code (N3) and type case code (N3) of the Certification. This is a mandatory field. A valid type case must be entered. The description of the Type Case will be displayed next to the code. Help is available on this field. If the bypass edit flag is populated then we do not need to validate if the type case is effective. Type Case 107 (Pending SSI Decision) cannot be used on certifications.

The certification PDA will contain all CPTC details.

Start Date (N8)

This is the start date of the Certification. It is a mandatory field. It must be a valid date. The following business rules apply to the start date:

Note: For all start date validation that compares with today's date, bear in mind that if "today" is past the cut-off date in any month (i.e. >= the cut-off date in the cut-off date file), then consider "today" to be the 1st day of the following month.

- The start date entered must be validated using the Start Date rule on the appropriate Type Case.
- The start date cannot be changed once the Certification record is added. Any changes to the start date can only occur if changes are made to the AU member start dates.
- If the bypass edit source is populated then the start date does not require validation against the type case rule.

The start date cannot be changed to a later date once it has been sent to MMIS, unless the original start date is still in the future (i.e., a start date that is already in the past cannot be brought forward if it has already been sent to MMIS). This is because we cannot take away someone's eligibility after the fact.

- There will only ever be one CPTC in a Certification.
- The start date cannot be later than the close date or the expected close date of the Certification if the Certification is closed or pending closure.
- The start date must be on or after an effective date of the Type Case. If adding the CPTC, the start date of the CPTC cannot be during a suspend period of the Type Case (if the Type Case is suspended).
- The start date of a CPTC can be changed retroactively. This may cause a CPTC to overlap with eligibility already given to AU Members in another Certification. This is valid.
- Start/Close Date must be same for closure code 27 or 28.
- Start Date must be in the future to use closure code 27.
- Start Date cannot be changed if closure code 27 used.
- Start Date cannot be after an AU Member Start Date.
- The start date must always be the first day of the month. The only exceptions to this are type cases 21, 22, 47 and category type case 16-12. These can fall on any day of the month.

  Use the common routine 'Determine if sent to MMIS'

  Also use the common routine 'MEATYCN3' to verify that Start Date and Close Date are within a Type Case effective period.

  The start-date-9c must be updated when the start date is updated.

Approval Code (N3)

The reason the certification was approved. This is a mandatory field. Help is available for this field. The code entered must be a valid Approval Code for the Type Case. If the bypass edit source is conversion then validation of the approval code for the category type case is not required. Approval codes used for Rita and Katrina (34, 35, 44 and 45) cannot be changed. If the approval code is changed to 34, 35, 44 or 45, save the previous approval code. If a manual SSI (categories 1, 2, 4 and type cases 1, 3, 78, 81) is added with approval code 34, 35, 44 or 45, set the previous approval code to 09. Approval code 31, 32, 33, 36, 37, 46, 42 and 43, cannot be changed by the Analysts

Copyright © 2003 RedMane Technology LLC
For DHH

once the cert has been added. The MEDS unit will use function CEAO to override the approval code and to correct the Katrina indicator.

Only need to look at the Type case approval code file.

Client (N13)

The person number of the client for the Certification. This is a mandatory field. Help is available for this field. The person number entered must be a valid person number on the Person file. The name of the person is displayed next to the person number. If the client number is changed a pop-up is displayed to allow the AU Members Relationship to Client Code to be review and corrected if necessary.

NOTE: Since the changing of the Client on the cert could cause the AU Member's relationship to the client to change, the edits to check the Medicaid Mother will be done if the Client is changed on a 03-02 cert AND the AU Member's relationship to the client is changed (see AU Member Pop-Up Maintenance).

Use the common routine 'Get Client Name and Format for display' for in progress records.

Validate that the person is a Case Member for this Case.

Renewal Date (N8)

The date the Certification should be re-determined. This field is mandatory dependent on the Type Case. The date entered must be a valid date. This date can be defaulted using the renewal rule on the Type Case. If the date is left blank, the system will calculate it based on the type case rule. During an ADD action if a Close Date is present and Approval Code is 61, or if the certification is a QMB and it's a dual with an SDX owned SSI certification, the Renewal Date is not defaulted. The worker will see the calculated date once the record has been updated. If the worker then wants to change it the record must be re-modified. If there is no rule, this field is optional.

For type cases 13, 53, 104 regardless of category, with a close date = 0

If the cert period approval code = open/close (61 or 67) ignore

Otherwise produce an error 'Renewal for month in which the 60 day postpartum period end'

For type cases 13, 53, 104 for all categories, with a close date = 0

If the cert period renewal code is not 4 or 5 or 15, the renewal date cannot be greater than 12 months from the cert start date.

For MPP Certifications (type case 88), do not allow renewal to be extended past AU Members 65th birthday month unless the cert period renewal code is 4 or 5 in which case the renewal can be extended past the AU Members 65th birthday month. If no earnings are budgeted, the renewal date should not be > 6 months from the budget date.

For EW/W Certifications (type case 60), the renewal date cannot be extended past AU Members 65th birthday month unless the renewal code is 4 or 5.

The renewal date may not be less than the start date. If the renewal date defaults to a date less than the start date, reset the renewal date and let the worker enter this date manually.

If retroactive eligibility is being added and the calculated default renewal date is less than or equal to the current month, the renewal date is recomputed using the current system date/month as the basis.

The day of the month component of renewal date is not modifiable. The system will figure this out based on the month and year substituting the monthly cutoff day.

When the Certification is 'Completed', for relevant Type Cases and Categories, a record is written to the Redet History file to provide information for the Re-Enrollment Outcomes reports.

Renewal Code (N1)

The reason the Certification was extended. This field is optional until the period from the cert start date to the renewal date is grater than the length rule defined for that type case. After that point, the renewal code is required. Help is available for this field. The code entered must be a valid Renewal code.

Once entered a renewal code can be modified but cannot be removed except for:

- SDX interface removing SDX renewal codes 7 and 8
- Removal of renewal code and renewal date on QMB certs when they become dual with an SSI, SDX owned cert.

At renewal, the following codes apply

1 – Renewal complete

2 – Renewal date advanced without complete determination

3 – Correction only (to correct an error in renewal date previously submitted). This code is now obsolete.

4 – Renewal advanced one month pending expiration of timely notice for closure.

5 – Renewal advanced pending DHH appeal (Allow up to two months extension).

6 – LAMI closure (the system will automatically add redet code and date on MEDS record. The renewal date will be equal to the month of the LAMI closure.

7 – SDX/MEDS Interface generated closure reports on the PAW 370. The system will add renewal code and date equal to the current month plus one.

8 – Eligibility Evaluation –closure of manually entered SSI certifications

9 - Renewal advanced pending SSA appeal (Allow up to three months extension).

10 – SDX Medicaid Eligibility type Q (qualifying trust may exist)

11 – Ex Parte

12 – 12 months continuous eligibility

13 – OCS Closure. This can only be used on OCS certifications (category 6, 8 and 22).

14 – Telephone

If the worker enters codes 1 – 3, 14, the system should check renewal date to make sure the worker has not entered a date that goes beyond the maximum length of certification for that type case

If the worker enters code 4, the system should not allow the worker to enter a renewal date other than the month following the current renewal date. This code cannot be used on an Add action.

If the worker enters code 5, the system should not allow the worker to enter a renewal date greater than two months following the current renewal date. This code cannot be used on an Add action.

Code 6, 7, 8, and 10 are reserved for the interfaces

Copyright © 2003 RedMane Technology LLC
For DHH

If the worker enters code 9, the system should not allow the worker to enter a renewal date greater than three months following the current renewal date.

If the worker enters code 13 and the type case is not a waiver, the system should default the renewal date to next months cut-off.

The only exception to the rules above is batch SDX. If SDX is reestablishing eligibility, the batch process can remove the existing renewal codes 7 or 8 and leave the renewal code blank/zero value.

Close Date (N8)

The close date of the Certification. This is an optional field, based on Type Case. The date entered must be a valid date. Some Type Cases require a close date. The following business rules apply to the close date:

- The close date must be blank if the Certification has a pending close date.
- The close date must be entered if the closure code is entered.
- The close date must be entered and must be on or before a suspend date of the Type Case (if the Type Case is suspended). Both Start and Close dates must be within the same effective period of the Type Case i.e. no overlapping of suspended periods.
- Close date must be the end of this month if before cutoff, or next month if after cut-off, unless closure code 27, 28, 90, 89, 48, 92 is specified or cat 16 and type case 12 or 47, or closure code 42 is specified for type case 03-02 (DE). Close Date is required with approval code 61 or 67
- Close Date is required if Closure Code was entered
- Closure due to death does not allow future close dates
- If type case = 021 then eligibility cannot exceed a 3 month period
- Closure code 64 is for SDX Q eligibility & close date must be end of current or next month
- Close Date cannot be more than 4 months in the future

The close-date-9c must be updated.

The common routine 'MEATYCN3' will verify that both Start Date and Close Date are within a Type Case effective period.

Closure Code (N3)

The reason for closing the Certification. This field is mandatory when the Close Date is entered. During an ADD action if a close date is present with no closure code, the closure code will default to 66. Help is available for this field. The code entered must be a valid Closure Code. Closure codes 23 or 28 are only valid for category QMB. If approval codes 61 or 67 are used then only closure codes 23, 27, 28, 42, 45, 48, 66, 90 are valid. For DE certifications (type case 03-02), closure code 42 is also valid for approval codes 61 and 67. Closure codes 36, 37 and 92 are only valid for the LAMI interface. Closure code 16 is only valid for MPP Certifications (type case 88). Closure Code 25 is only valid for OCS certifications (category 6, 8 and 22). OCS certifications can only be closed with codes 90, 48, 93, 25, and 27. Closure code 42 is only valid for DE Certifications (type case 03-02).

Pending Close Date (N8)

The date the worker decides to 'pend' the certification for closure. If entered, the date must be a valid date. This date cannot be before the Start Date of the Certification and must be blank if a close date is entered.

Expected Close Date (N8)

The date it is expected that the certification will be closed. This field is mandatory if the Pending Close Date is entered. The date entered must be a valid date. This date cannot be before the Pending Close Date. The Expected Close Date cannot be before the start, close or suspend dates for an AU Member or for the Certification.

High Risk Date (N8)

The date the worker expects something on the certification to change. This is an optional field. If entered, the date must be a valid date. This field must be entered if the High Risk Code field is entered. A workflow to the user will be created. This date cannot be before the Start Date.

If the high-risk date is less than one month from current date and the cert is currently open, then a workflow to the user must be created with the current date. If the high-risk date is more than one month from the current date, then a workflow to the user must be created with a date that is one month prior to the High-risk date.

High Risk Code (N1)

The reason the worker is marking the certification as high risk. This is an optional field. Help is available for this field. The code entered must be a valid High Risk Code. This field must be entered if the High Risk Date is entered. The description of the code must be displayed next to the field.

Suspended Date (N8)

The date on which all the AU Members in the Certification were suspended by the L'ami interface. This is a display only field.

Read AU member file with Case number / Cert Period Number and if all the AU members have been suspended, then display the suspend date of the last AU Member found.

MPP Premium History

This is a 'moreable' group of fields that will only be shown for MPP Certifications– see the MPP Premium History Pop-Up Window.

PACE Admit Date (N8)

This is the effective date of PACE enrollment as described in the 42 CFR 460.158. (A participant's enrollment in the program is effective on the first day of the calendar month following the date the PACE organization receives the signed enrollment agreement.)

Required for type cases 100 (SSI PACE) and 101 (SSI-Related PACE) and must be blank for all other type cases**.** This field is only visible for PACE type cases (100 and 101). The cert start date may not be earlier than the calendar month following the PACE Admit Date, for example if the PACE Admit Date is 3/15/2005 then the cert start date may not be earlier than 4/1/2005, if the PACE Admit Date is 3/30/2005 then the cert start date may not be earlier than 4/1/2005. The PACE Admit date is modifiable on the CERT screen after a decision was made on the cert. If the cert start date has to change because a wrong PACE Admit date was entered when the cert was added, then an ELIG must be opened to correct the cert start date and the PACE Admit Date.

Appeal Information

Appeal message (A8)

A message to notify the worker that there is currently an outstanding appeal in progress. This field is display only. The word 'APPEALED' is displayed if there is currently an outstanding appeal related to this certification.

*Check if C*APPEAL-INFO >0 if it is, then check for decision date. If there is no decision date, then the appeal is still outstanding.*

Copyright © 2003 RedMane Technology LLC
For DHH

This is a 'moreable' group of fields – see the Appeal Information Moreable screen.

External System (A8)
The external system that is responsible for the maintenance of this case. This field is display only. If this field is present then all of the above fields except Action, Case Number, Cert Period Number and Start date will be display only. This is to prevent maintenance of this case by MEDS workers - maintenance of this case will be done through the appropriate interface. The valid values are 'LAMI' and 'SDX'.

LAMI CID (N9)
The LAMI case id number. This field is display only. This field should only appear if the value of External System is LAMI otherwise it should be hidden.

Error Suspense Indicator (A1)
Indicates that a record is in error suspense. Valid values are (L)AMI, (S)DX or spaces.

LAMI Location
This field is made up of 2 fields - LAMI location type (A4) and LAMI location id (N4). This is a display only field. The description of the LAMI Location is displayed next to the type and id.

LAMI Closure Code (N2)
The closure code sent over by LAMI when the certification is closed. This is a display only field. The description of the LAMI Closure Code is displayed next to the code.

Linked to Budget
A message display which budgets are currently linked for this determination. This field is display only. This is a 'moreable' fields – see the Linked to Budget Information Moreable screen.

Link New Budget (N3)
This is the number of the budget that caused the creation or modification of the certification. If budgets do not exist for the determination, the field will be disabled. If budgets do exist, then the field is mandatory. Help is available on the field. It must be a valid budget number within the determination. The start date of a cert being added cannot be prior to the budget's date.

If a budget is already linked to this cert for this determination, the system will bypass the edit that a budget is required. It will check that a budget was previously linked for this determination. The system will assume the highest budget number that is linked to the cert but not yet certified is the more current budget. This will be done and not prompt the user to re-enter the same budget.

Additional PF Keys

PF 5 Key - Sgmt
This key points to the Segment Pop-Up Maintenance screen. The Certification must be displayed before the worker can proceed to the Segment Maintenance pop up. The current certification must be passed to the Segment Maintenance screen.

PF 6 Key – AUMem
This key points to the AU Member Pop-Up Maintenance.

Status value processing

Status value	Can change to.....
Active	Closed, pending closure
Pending Closure	Closed, Active

Closed	Active, Pending Closure (if not sent to MMIS)

Adding a Certification

When a certification is added, the application number will be passed and must be populated on the Certification Record.

When adding a new certification, the next-au-member-number must be set to 1

Get the certification period number from the next-cert-period-num on the CASE file and then update this field with the number plus 1.

Store a record on ME-CERT-PERIOD and ME-CPTC. The certification PDA has all the CPTC fields. Any action performed on the certification will be performed on the CPTC as well.

Get the appropriate Type Case record and apply all the appropriate rules that are relevant to the Type Case that is being created.

If adding a Certification and budgets are required, a budget number must be entered and the type case on the budget must be the same as the type case being added.

If the type case specifies that a budget is required and the parameter budget is blank, display a message.

Set the CHANGED-INDIC = 'M' when storing a record, but not when copying the record from 'completed'

When creating a new certification, create the link to the determination for the new certification. CALLNAT 'MECDCPU' with an add action

- If a new Cert is added to a LaHIPP Case, then the Case Relationship record for the new Client is stored if it doesn't exist. If the Person is already a Client on another Cert on the Case, then the existing Case Relationship record is modified. If a Person changes from not being a Client on a LaHIPP Case to being a Client on a LaHIPP Case, then the current LaHIPP Run Number is stamped on the Case Relationship record and it is extracted and sent to LaHIPP at this time.

Copyright © 2003 RedMane Technology LLC
For DHH

MR/DD Waiver Pop Up Window

Since the ability to add an MR/DD (82/93) waiver on MEDS after 3-1-03 is not prohibited, a pop-up message has been added to alert the analysts. This pop-up will only be displayed under the following criteria; if a certification is being added for a type case identified as an MR/DD in MERTYPL and the current system date is on or after July 1, 2003 or the start date of the certification is on or after July 1, 2003 then this pop-up will be displayed.

```
Message Line ...
                    *** M.E.D. SYSTEM ***              02/25/03
 MECCRTN5          MR/DD WAIVER CONFIRMATION           09:12:39

           MR/DD Waiver type case 999-999 being added.

     If this should be a NOW type case, Press PF5 to cancel.

                Otherwise, press PF3 to continue.

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
       Help        Cont        Canc
```

Modifying a Certification

A Certification can only be modified if it is not closed in the past

Modify the record on ME-CERT-PERIOD and ME-CPTC.

If the Close date and Closure code are entered, populate the Certification Period and CPTC close dates and closure codes with these values.

Set the CHANGED-INDIC to 'M' when modifying the record.

If we are changing the screen start date, screen renewal date or screen renewal code and we are not closing the cert, determine if the renewal date is still valid.

- *First, compare the screen renewal date against the initial (very first) renewal date*
- *If we are beyond the initial renewal date*
- *Compute the new max renewal limit*
- *If we are beyond the max renewal date provide the user with an error.*

If renewal code 13 is added to an OCS Certifications a pop-up is displayed to warn the analyst to correct the child's address and parish of residence before making the change.

```
                    *** M.E.D. SYSTEM ***              02/25/04
 MECCRTN7          OCS CHILD ADDRESS ALERT             09:12:39

      Please correct the child's address and parish of residence,
      if necessary, BEFORE changing the renewal code.

      Press PF5 to cancel, otherwise press PF3 to continue.

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
       Help        Cont        Canc
```

Allow changes to be made to a certification on the 'In Progress' CERT screen for SLMB/SSI protected (type cases 40/81) duals regardless.

Allow changes to be made to a certification on the 'In Progress' CERT screen for SLMB/SSI Main (type cases 40/78) duals only if the SSI Main(type case 78) is on SSA appeal (Redet code 9).

- If the Client on a LaHIPP Case is changed, then the Case Relationship record for the old Client is modified and a new Case Relationship record is stored for the new Client. If the person is already a Client on another Cert on the Case, then the existing Case Relationship record is modified. If a Person changes from being a Client on a LaHIPP Case to not being a Client on a LaHIPP Case, or vice versa, then the current LaHIPP Run Number is stamped on the Case Relationship record and it is extracted and sent to LaHIPP at this time.
- If a Cert on a LaHIPP Case is closed, then the Case Relationship record for the Client and for all the IU Members is updated. If the Client/IU Member is not a Client/IU Member on any other Cert on a LaHIPP Case then the Case Relationship indicator is set to 'N', the current LaHIPP Run Number is stamped on the Case Relationship record and it is extracted and sent to LaHIPP at this time.

Replacing a Certification

The effect of the replace action will be a closure of the existing Certification, and its AU members, and an open of a new Certification with start date equal to one day after the close date of the Certification being replaced. The worker will enter the replacement details via a pop up window; see Replace Certification Pop-Up Windows for more information. Once the Certification details have been entered for the new Certification, the AU members should be added into the new Certification.

- If there is only one active AU member in the existing Certification, this person will be created as an AU member in the New Certification.
- If there is more than one active AU member in the Certification, MEDS will prompt the worker to select the people that must be copied into the new Certification. This will be done via a pop up window.
- If any of the AU members are children (age 6 months thru 18 years) with a pseudo social security number, an alert pop-up window will appearing informing the worker. This alert will not prevent the replace from completing. The pop up window, will not tell you which child qualifies – it is just a general alert.
- If the old cert is non-LaChip but the new cert is LaCHIP, then a pop up window will alert the user to check that the child no creditable health insurance before certifying them for LaCHIP (since a child is not eligible for a LaCHIP cert if they have creditable health insurance). This alert will not prevent the replacement from happening.

Purging a Certification

The Certification can only be purged if there are no Person Income Values or 'In progress' AU Members or 'In progress' LASES Cases or 'In progress' Segments for the Certification.

If purging the Certification Period, the CPTC record must be purged.

When purging a certification, it can be logically purged or physically purged. A logical purge would be if the worker decides to purge the record and sends a purge action through to the update subprogram. A physical purge occurs when the certification record must no longer be in progress i.e. when completing the determination. To cater for the difference, add the following code to the start of program of the update subprogram.

```
IF #CXXMNTP-IN.#ACTION = #CXXACTL.#PURGE
  AND NOT #ME-CERT-PERIOD-IP.PURGE-INDIC
  AND #ME-CERT-PERIOD-IP.CHANGED-INDIC NE #METCHIL.#CERTIFIED
  AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#COPY-IP-TO-COMPLETED
```

 Copyright © 2003 RedMane Technology LLC For DHH

```
    AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#PURGE-IP
      ASSIGN #LOCAL.#LOGICAL-PURGE = TRUE
      ASSIGN #TEMP-ACTION = #CXXMNTP-IN.#ACTION
      ASSIGN #CXXMNTP-IN.#ACTION = #CXXACTL.#MODIFY
END-IF
```

And to the BEFORE-UPDATE-MOVE user exit, add

```
IF #LOCAL.#LOGICAL-PURGE
   ASSIGN #CXXMNTP-IN.#ACTION = #TEMP-ACTION
   ASSIGN #ME-CERT-PERIOD-IP.PURGE-INDIC = TRUE
   ASSIGN MSG-INFO.##MSG = 'Record purged successfully'
END-IF
```

When logically purging the certification, purge all budget worksheet CPTC's for the certification and determination.

When logically purging the certification, purge all linked determination records for the certification.

- If a Cert on a LaHIPP Case is purged before it is sent to LaHIPP and there are no other LaHIPP eligible Certs on the Case, then the information is not extracted and sent to LaHIPP. To accomplish this, the following happens when the Cert is purged:
  - The LaHIPP referral date and LaHIPP Run number are removed from the Case
  - The LaHIPP referral date and LaHIPP run number are removed from every Person that is a Client, AU or IU Member on the Cert UNLESS the Person was referred to LaHIPP as a member of another Case.
  - The Case Relationship records for the Client and IU Members are purged if the Person is NOT a Client or IU Member on any other LaHIPP eligible Cert on the Case.
  - The Eligibility Segment is purged (the eligibility segment is used to extract the Medicaid Eligibility Period Detail) – this is not a change in the system; currently the eligibility segment is purged when Cert is purged).

Cancel Future Eligibility

- If future eligibility is cancelled for a Cert on a LaHIPP Case before or after it has been sent to LaHIPP, then a Medicaid Eligibility Period Detail record is sent to LaHIPP with start date equal to end date and a delete indicator set to 'Y'. LaHIPP interprets this as no eligibility and the Medicaid Eligibility record is removed from the LaHIPP system.

Closing a Certification

The Certification close date will be populated with the close date of the CPTC being closed and the Certification closure code will be populated with the closure code of the CPTC being closed.

All the AU members in the Certification Period will be closed with this date and closure code.

The Close Segment Pop-up Confirmation window displays if open segments exist for the closing certification (as in the replace action).

All the Segments in the Certification will be closed with this date

A window allowing input of segment Discharge Date displays if segments are being closed.

Use common routine 'Close in progress AU members'

Use common module 'Close in progress segments'

When closing a certification period, the pending close date and expected-close-date must be blanked out.

When closing the Certification, check that the earliest re-determination date on the Case is populated correctly – Use common routine 'Populate Earliest Re-determination Date'.

When closing a CPTC, the SSI-close-date and the PE-close date fields must be blanked out.

When closing a CPTC and the type case indicates that budgets are required, the budget number of the budget responsible for the close must be entered. There is no check that the budget type case is equal to the CPTC type case being closed.

Security Access

All MEDS users will have inquiry access to L'AMI and SDX owned cases, but update access to only the Start Date.

Replace Certification Pop-Up Windows

Based on what the system determines, various pop-up windows will appear when the replace action is requested.

Replace Certification Pop Up Window

```
Message Line . . .
                    *** M.E.D. SYSTEM ***        04/20/99
    MECCPRM1        REPLACE CERTIFICATION        10:10:12

 Existing Certification
   Close Date    : __ / __ / ____
  *Closure Code  : ___

 New Certification
  *Type Case     : ___ - ___
  *Approval Code : ___
   Renewal Date  : __ / __ / ____
  *Renewal Code  : _
   Close Date    : __ / __ / ____
  *Closure Code  : ___

  *Link New Budget: ___

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--
      Help        Cont        Canc
```

Existing information: The following fields will be applied to the existing Certification

Close Date (N8)

The close date of the existing Certification is a mandatory field. It must be a valid date. The same validation rules for the close date in the certification maintenance function apply.

Closure Code (N3)

The closure code of the Certification to be closed. This is a mandatory field. Help is available on the field. It must be a valid code on the closure code table. The description of the code will be displayed next to the code

New information: The following fields will be applied to the new Certification.

Copyright © 2003 RedMane Technology LLC
For DHH

Type case (N6)
The category code and type case of the new Certification. These fields are mandatory. There will be help on both category code and type case. The description of the type case will be displayed next to the code.

Approval Code (N3)
The approval code of the new Certification record. This field is mandatory. Help is available. The approval code must be a valid approval code for the type case. If the approval code of the existing cert is 34, 35 (Rita) or 44, 45 (Katrina), then the same approval code must be used for the new cert excluding Katrina evacuees (category 11) and OCS certs. The description of the code will be displayed alongside the code

Renewal Date (N8)
The re-determination date of the new Certification record. It must be a valid date and entered in the correct format (MMDDYYYY).

Renewal Code (N1)
The re-determination code of the new Certification record.

Start Date (N8)
The start date of the new Certification. This field is not shown on the pop up screen as it is an implied date. The start date will be calculated by the system as the day after the close date of the existing Certification.

Close Date (N8)
The Close Date of the new Certification. This is an optional field, dependent on Type Case rules (there are some Type Cases which require a close date). If entered it must be in a valid format.

Closure Code (N3)
The Closure Code must be entered if the Close Date is entered. It must be a valid code. Display the description next to the code.

Link New Budget (N3)
The number of the budget responsible for the closure of the existing certification or the creation of the new certification. Help is available. The field is mandatory if budgets exist. The field will be disabled if budgets do not exist.

Certain type cases will require an application to be added. If the type case being replaced or the type case replacing requires it, look for a pending application for that case with the new type case. If an application is found update the existing determination with this application number, otherwise display a message indicating to the worker that they need to add this application before they can proceed.

Create an LDA with the 'replaced from' type case and 'replacing to' type case that requires a new application to be added.

If the action is 'R'eplace, call a subprogram to show the Replace Pop Up Window.

Input:
#Existing PDA
Certification Number
Case Number
Start Date
Output:
#New PDA
Category Code
Type Case Code
Start date

Approval code
Renewal code
Renewal date
Common Error PDA

Processing:

The pop up window will be displayed using the input parameters.

Call the common routine 'Check Category Combinations on Cases' to validate new category added to that case.

If this is an OCS case validate the person is the client on all previous certs for that case.

If this is not an OCS case, warn the user if the client on any previous cert is a minor.

Close Segment Pop Up Window

If a segment exists and the replace action is requested, this pop up is invoked. It is used to remind the worker that a replace action will close the prior cert and its segment. The worker has the option to cancel and close the segment manually; thus avoiding any potential manual corrections for vendor payments.

```
Message Line ...
                    *** M.E.D. SYSTEM ***          05/30/01
  MECSGMN3       CLOSE SEGMENT VIA REPLACE/CLOSE    16:23:00


             Closing the cert will automatically
             close the segment with the same date.

             Do you want to proceed?  _ (Y/N)

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
       Help        Cont        Canc
```

Copy AU Member Pop Up Window

Copyright © 2003 RedMane Technology LLC
For DHH

```
Message Line . . .
                          ACTIVE AU MEMBERS                 04/13/99
    MECCAUB                                                 07:25:34

          Sel  AU Num  Person Number Name
          ---  ------  ------------- ------------------------------
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________
           _     _     _____________ ______________________________

 Case Number: _____________ Cert Number: __   AU Member Number: ___

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--P
      Help        Cont        Canc        Back  Fwrd
```

This pop up will only be displayed if there is more than one AU Member in the existing Certification. It allows the worker to select which AU members will be copied across to the new Certification.

Sel (A1)
The worker will enter an 'X' in this field to indicate that this person must be copied into the new Certification as an AU member. At least one person must be selected.

AU Member Number (N3)
The number of the AU member within the existing certification.

Person Number (N13)
This is a display only field. The Person number of the AU member will be displayed.

Name (A25)
This is a display only field. The name of the AU member will be displayed. Get the name from the person record using the Person Number.

Use common module to format name for display.

This list displays all the active AU members in the Certification.

Input:

#Existing PDA
Certification Period Number
Case Number
Close date

Output:

AU member details (1:30)
AU member no
Person no
Common error PDA

Processing:

Read ME-AU-MEMBER-IP with case = existing.case number and cert period number = existing.cert-period-number.

If the au-member.close-date < existing.close-date

And au-member.close-date ne 0

Get the next AU member record

If au-member.suspend-date ne 0

Get the next AU member record

Get the Name of the person

Format the name

Display the AU member record

Move the selected AU member numbers into output.member number array. If more than 30 members are selected, show an error message to the worker.

Technical Note: Use common module Add and Update AU Members to close the existing AU Members and add new members that the user has selected.

After the worker has selected which AU Members to copy across, a list of errors may be displayed to the worker showing which AU Members failed the copy and why.

If the AU member is being added to a LaCHIP (type cases 03-07, 03-15 & 03-55) cert and the member has insurance indicated on TPL system, the worker will be alerted and given the opportunity to look at the type of policy indicated in the TPL system prior to making a decision.

At this point the new certification will exist.

Appeal Information Moreable

Copyright © 2003 RedMane Technology LLC
For DHH

```
+-----------------------------------------------------------------------------+
| Message Line ...                                                            |
|                          *** M.E.D. SYSTEM ***              *DATE          |
|      MECCRTN            CERTIFICATION MAINTENANCE           *TIME          |
|     +-------------------------------------------------------------+         |
| *Ac | Message Line ...                                            |         |
|  CA |                   *** M.E.D. SYSTEM ***          *DATE     |         |
|  CE |  MECCAPN            APPEAL INFORMATION           *TIME     |         |
| *TY |                                                             |         |
| *Cl |    Filing Date      *Status              Decision Date      |         |
|  St |    ---------------  -------------------  --------------     | ITY     |
|  Re |    __ / __ / ____   _                    __ / __ / ____     |         |
|  Cl |    __ / __ / ____   _                    __ / __ / ____     | CHES    |
|  Pe |    __ / __ / ____   _                    __ / __ / ____     | ____    |
|  Hi |    __ / __ / ____   _                    __ / __ / ____     |         |
|  Su |    __ / __ / ____   _                    __ / __ / ____     |         |
|  Ap |    __ / __ / ____   _                    __ / __ / ____     |         |
|  LA |                                                             |         |
|  LA | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--- |         |
|  LA |       Help        Cont        Canc                          |         |
| *Bu +-------------------------------------------------------------+         |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF |
|       Help  Main  Retn  Quit  Sgmt                          Left  Rght      |
+-----------------------------------------------------------------------------+
```

The appeal information moreable screen is invoked from the Certification Pop-Up Maintenance screen.

The fields on the Appeal Information moreable are described below:

Filing Date (N8)

The date on which the appeal was filed. The date entered must be a valid date. This date is required if the Status or Decision Date is entered.

Status (A1)

The status of the appeal. The valid values are (P)ending, (C)lient , (S)tate or (W)ithdrawn. This indicates whether the client's appeal is pending, was upheld i.e. the certification remains open or the decision was in the State's favor in which case the certification will be closed or the appeal was withdrawn. The description of the code must be displayed next to the code The Status is required if the Filing Date is entered. The Status cannot be 'Pending' if the Decision Date is entered.

Decision Date (N8)

The date on which the decision was made. This field is mandatory if the status is (C)lient, (S)tate or (W)ithdrawn . The date entered must be a valid date. The date cannot be prior to the Filing Date.

When the moreable pop-up is opened, all the currently held filing dates will be protected in order to prevent a filing date from being removed. Any records that have a status of "W, S or C" will also be protected in order to prevent modification. A status of "W" may only be entered is the original status of the record was 'Pending' when the pop-up was opened.

Budget Information Moreable

```
                    *** M.E.D. SYSTEM ***        10/28/03
 MECPBLN                BUDGETS LINKED           14:32:50
                    FOR THIS DETERMINATION

               Budget
 Budget        Type Case      Budget Date
 ------        ---------      -----------




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
      Help        Retn
```

This moreable will display all budgets linked to this cert period for the current determination. The budget number linked as well as the budget date and budget type case will be displayed. This same popup is displayed from the Segment and Au Member in-progress screens as well.

Budget (N3)
The budget number linked to this cert for this determination.

Budget Type Case (N6)
The type case for which this budget was created.

Budget Date (N6)
The date for which this budget was created.

Segment Pop-Up Maintenance

```
                          *** M.E.D. SYSTEM ***              10/08/03
     MECCPSN               SEGMENT MAINTENANCE               13:29:59
                                                             MEUAT
*Action                : _ (A,B,C,D,M,N,P,L)
 CASE NUMBER           : 9999999999999
 CERT PERIOD NUMBER    : 1    DOE, JOE
 SEGMENT NUMBER        : ____
 Type Case             : 003-014   CHAMP CHILD
 Type Case Start Date  : 08/01/1999       thru             02/29/2000
 Segment Start Date    : __ / __ / ____    Close Date     : __ / __ / ____
 PLI Amount            : _______________  *Closure Code    : ___
 OSS Amount            : _______________   Full/Partial    :   (F/P)
 Medicare Hospice Ind  :                   Hspc Entitle Dt:
*Provider
 Temp/Trans TCAS       : ___             *Temp/Trans LOC : __
*LTC Provider          : ______
*Level of Care         : __
 Admission Date        : __ / __ / ____    Discharge Date : __ / __ / ____
*Admission Code        : _
 Linked to Budget(s)   : 01 02 03  >     *Link New Budget: ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF
      Help  Main  Retn  Quit
```

The Segment Pop up Maintenance screen is used to create and maintain in progress segments of long-term care eligibility. The PLI amount and long term care provider are maintained on this screen.

Hospice services are removed from MEDS as of 4/25/2005 and all fields on Hospice type segments (provider number starting with 58) are display only this screen.

The fields on the Segment pop up Maintenance screen are described below:

Copyright © 2003 RedMane Technology LLC
For DHH

Action (A1)

The action codes for this field are (A)dd,(B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

CASE NUMBER (N13)

The number that identifies the case. This field is mandatory. This is a display only field

CERTIFICATION PERIOD NUMBER (N4)

The number that identifies the certification period within the case. This field is mandatory. This is a display only field. The client for the certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display' for in progress records.

SEGMENT Number (N4)

The number of the in progress segment within the certification.

Type Case

The category and type case that apply to certification period. This consists of 2 fields - Category (N3) and Type Case (N3). These fields are display only. The description of the category type case is displayed next to the code.

Cert Period Type Case Start Date (N8)

The start date of the certification period type case. This is a display only field. The close date of the certification period type case is displayed as the 'thru' date. The close date is display only.

SEGMENT START DATE (N8)

The start date of the segment. This field is mandatory. The date entered must be a valid date. The date entered cannot be prior to the Certification start date that is displayed above.

The seg-start-date-9c must be updated when the segment start date is updated

Cannot change the segment start date once sent to MMIS

Cannot change the segment start date after Cutoff

Segment Start Date cannot be before 01/15/2001 for type case 76 or 77.

Segment Start Date cannot be before Cert Start Date

Segment Start Date cannot be after Cert Close Date

Segment cannot overlap with another segment (unless it's a waiver type case)

Segment Start Date cannot be before Admission Date

Segment Close Date (N8)

The close date of the segment. This field is optional. If entered the date must be a valid date. The date entered cannot be later than the Certification close date that is displayed above. The Segment Close Date cannot be prior to the Segment Start Date.

A segment close date must be entered if a discharge date has been entered.

If the Certification has a close date, then the segment must have a close date

Cannot remove the segment close date once sent to MMIS

Cannot change the Segment close date after Cutoff

Segment Close Date must be entered if Discharge Date is entered

Segment must have close date if Cert has close date

Segment Close Date cannot be before Segment Start Date

Segment Close Date cannot be after Cert Close Date

Segment Close Date cannot overlap with another Segment (unless it's a waiver type case)

Segment Close Date cannot be more than 4 months in the future.

Medicare Hospice Indicator (A1)

This field is output only. Set if the Provider is a Hospice Provider. Set to Y if AU Member Medicare coverage code is A (Part A only) or X (parts A and B), otherwise set to N

Segment Closure Code (N3)

The reason that the segment was terminated. This field is mandatory if the Close date is entered. Help is available for this field. The code entered must be a valid segment closure code. Closure code 110 - Conversion of Hospice segments to MMIS can only be used by the system.

Hospice Entitlement Date (N8)

The date that hospice services for this segment actually begin. The date is entered on the Person maintenance screen and is output only on this screen.

Provider Number (N7)

The number of the long term cares provider. This field is mandatory. Help is available for this field. The provider name is displayed next to the provider number. The provider number must be a valid LTC provider on the provider file. Provider number starting with 0058 is an invalid Provider number when adding a new Segment or changing the Provider number on an existing Segment.

Use LTC provider help.

The provider need only be an LTC provider if the Segment is not being closed. (If MMIS has added the provider as a lock in provider, the segment will be closed and a new segment added. The close of the segment must not validate that the provider is an LTC, only if the Provider is a Provider on the provider file)

Cannot change the provider number after the end of the month

A regular type case cannot be assigned a Waiver type case Provider Number and conversely.

The Waiver Provider number only gets defaulted on an Add action, based on type case when none is entered (see defaults below).

Provider number must be 257 for type case (26 or 27)

Provider number must be 251 for type case (45 or 46)

Provider number must be 200 for type case (82 or 93). This is the MR/DD waiver.

Provider number must be 381 for type case (76 or 77)

Provider number must be 401 for type case (43 or 70). This is the New Opportunities waiver.

If segment is open, the provider must be active (use rtn MECPRAN).

LTC Provider Number (N7)

The Long Term Care Provider for Hospice-Type Segments. The input field including the field text ("*LTC Provider Number :") is not displayed unless this is a Hospice Type segment (Provider Number beginning with "58..." in the "Provider Number" field). A non-Hospice Provider Number must be

Copyright © 2003 RedMane Technology LLC
For DHH

entered into the LTC Provider Number field whenever a Hospice Provider is entered into the Provider Number field. This field is display only.

PACE Provider type 50 is also considered an LTC Provider

If segment is open, the provider must be active (use rtn MECPRAN).

PLI Amount (N11.2)

The Personal Liability Income amount that is payable for the segment. This field is display only. This field is defaulted from the budget worksheet.

The PLI amounts only get defaulted from the budget on an Add action. There may be more than one PLI amount – an amount for a full month and a prorated amount if the patient is in the LTC facility for part of a month

The PLI amount must be 0 if there is an OSS amount.

Cannot change the PLI amount after the end of the month

Full / Partial

Indicator displaying if PLI amount is Full or Partial

OSS Amount (N11.2)

The Optional State Supplement amount for the segment. This field is display only. This field is defaulted from the budget worksheet.

The OSS amounts only get defaulted from the budget on an Add action

The OSS amount must be 0 if there is a PLI amount.

The OSS amount may not exceed $8.00

Cannot change the OSS amount after the end of the month

Level of Care (N2)

The level of care supplied for the segment. This field is mandatory. Help is available for this field. The level of care must be a valid level of care code. Cannot change the level of care after the end of the month.

Level of Care codes '20', '21' & '22' are only valid up to 12/31/2002 and Level of Care Code '88' is only valid from 1/1/2003.

Level of Care 99 – Hospice is not valid

Level of Care codes 41, 42, 43 and 44 is only valid for segments with start date greater or equal to 8/1/2005. For segments for type cases 64 and 65 the level of Care code must be 41, 42, 43 and 44 (excluding provider 71504 – GB Cooley Hospital) and level of care codes 41, 42, 43 and 44 may only be used on segments for type case 64 and 65 as well as 22 and 25

Admission Date (N8)

The date the member was admitted to the long term care facility. This field is mandatory. The date entered must be a valid date. This date cannot be after the Segment Start Date. Cannot change the admission date after the end of the month.

Discharge Date (N8)

The date the member is discharged from the long-term care facility. This field is optional. The date entered must be a valid date. The date entered cannot be prior to the admission date. If a Close Date is entered and a Discharge Date is not entered, the following confirmation window will appear.

```
                    *** M.E.D. SYSTEM ***              *DATE
MECSGMN4         DISCHARGE DATE CONFIRMATION           *TIME

  If the Client has been discharged from the facility or
  left waiver services, enter the actual date of discharge.

                      __ / __ / ____


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help        Cont        Canc
```

Admission Code (N1)

The admission code relating to this segment. This field is mandatory. Help is available for this field. The admission code description is displayed next to the admission code. The admission code must be a valid admission code. Cannot change the admission code after the end of the month.

Temp/Trans TCAS (N3)

The Temporary Stay Waiver type case or Transitioning LTC type case. This field is optional. The code description is displayed next to the code. The code must be a valid Waiver or LTC type case.

Temp/Trans LOC (N2)

The level of care relating to this segment's Temporary Stay Waiver or Transitioning LTC type case. This field is optional. The code description is displayed next to the code. The code must be a valid level of care.

Linked to Budget

A message display which budgets are currently linked for this determination. This field is display only. This is a 'moreable' field – see the Linked to Budget Information Moreable screen.

Link New Budget (N3)

If the Category Type case requires a budget, this field will be modifiable.

Adding a segment

The Type Case file must be checked to see if segments are allowed for the type case. If segments are not allowed then an error message must be displayed and the user will not be allowed to create a segment for the type case.

The AU Member file must be checked to see if an AU Member has been added first. If no AU Members exist for this certification then an error message must be displayed and the user will not be allowed to create a segment.

The segment period, i.e. segment start date through segment close date (if entered), must fall completely within the certification start and close dates.

If budgets are required enter a budget number.

This must be a valid budget number and valid within the eligibility determination.

If budgets exist, create budget worksheet CPTC.

Copyright © 2003 RedMane Technology LLC
For DHH

Set the CHANGED-INDIC to 'M' when storing a segment

Segments within a certification period type case are not allowed to have overlapping time periods.

Segments within the same month, for waiver and LTC type cases, should have the same PLI amount. To ensure this, the system will 'split' the subsequent segment as follows;

When a new LTC segment is added for a month that already has a LTC segment, but the PLI is different, then two LTC segments need to be added; one with the old PLI amount and end date equal to the end of the current month and one with the new PLI amount with a start date equal to the first day of the following month.

When a new waiver segment is added for a month that already has a waiver segment, but the PLI is different, then two waiver segments need to be added; one with the old PLI amount and end date equal to the end of the current month and one with the new PLI amount with a start date equal to the first day of the following month.

When a new waiver segment is added for a month that already has an LTC segment, but the PLI is different, then two waiver segments need to be added; one with the old PLI amount and end date equal to the end of the current month and one with the new PLI amount with a start date equal to the first day of the following month.

Do not create two segments when a new LTC segment is added for a month that already has a waiver segment, but the PLI is different.

The next-OSS-number must be set to 1 when the segment is added

When adding a segment, the PLI and OSS amounts should get copied from the budget worksheet line. *Read ME-BUDGET-WRKSHT-LINE with case-deter-bud-value-bud-line. The line value type is set up using the Line value type LDA.* For PLI amounts use the Full/Partial indicator to determine which line value type value to use.

Modifying a segment

Set the CHANGED-INDIC to 'M' when modifying a segment

If budgets exist, create budget worksheet CPTC

The discharge date can be modified at any time. The Segment Close Date can be modified at any time, except if the Segment has been sent to MMIS and the date is in the past. All other modifiable fields can be modified only if the segment has NOT been sent to MMIS unless the segment has a start date in the current month.

Use common routine 'Determine if sent to MMIS'.

Purging a segment

A segment can only be purged if it has NOT been certified.

Because there can be a logical purge (from the segment pop up function) or a physical purge (when completing a determination, the following code must be added to the INITIAL PROCESSING user exit update subprogram

```
IF #CXXMNTP-IN.#ACTION = #CXXACTL.#PURGE
  AND NOT #ME-CERT-PERIOD-IP.PURGE-INDIC
  AND #ME-CERT-PERIOD-IP.CHANGED-INDIC NE #METCHIL.#CERTIFIED
  AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#COPY-IP-TO-COMPLETED
  AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#PURGE-IP
    ASSIGN #LOCAL.#LOGICAL-PURGE = TRUE
```

```
    ASSIGN #TEMP-ACTION = #CXXMNTP-IN.#ACTION
    ASSIGN #CXXMNTP-IN.#ACTION = #CXXACTL.#MODIFY
END-IF
```

And in the BEFORE-UPDATE-MOVE

```
IF #LOCAL.#LOGICAL-PURGE
   ASSIGN #ME-SEGMENT-IP.PURGE-INDIC = TRUE
   ASSIGN #CXXMNTP-IN.#ACTION = #TEMP-ACTION
   ASSIGN MSG-INFO.##MSG = 'Record purged successfully'
END-IF
```

Maintaining a segment

If the Certification is closed, no Segments may be added, modified or purged for the CPTC.

Note: See Segment Maintenance for a summary of segment edits

AU Member Pop-Up Maintenance

```
                          *** M.E.D. SYSTEM ***              10/08/03
     MECCAMN              AU MEMBER MAINTENANCE              13:27:55
                                                             MEUAT
 *Action                 : _ (A,B,C,D,M,N,P,L)
  CASE NUMBER            : 9999999999999
  CERT PERIOD NUMBER     : 1    DOE, AAA
  AU MEMBER NUMBER       : ___
 *Person Number          : _____________
  Type Case              : 003-014 08/01/1999 Thru 02/29/2000
  Start Date             : __ / __ / ____         Suspend Date  :
  Close Date             : __ / __ / ____       *Closure Code  : ___
 *Relationship to Client : __                    *Marital Status: __
  Adult Indicator        : _ (Y/N)              *EPSDT Code    : _
  Pregnancy Indicator    : _ (Y/N)
  Expected Delivery Date : __ / __ / ____        No of Unborns : __
 *Medicare Code          :                      +TPL Code      :
  MCare Source           :                       LAMI Incl/Excl:
 *LASES Message Code     : 9  Not Referred
  Sanction               : +
  Linked to Budget(s)    : 01 02 03  >         *Link New Budget: ___
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF
       Help  Main  Retn  Quit  Sgmt  Pers              Hist
```

The AU Member Pop up Maintenance screen is used to create and maintain Assistance Unit Members within a Certification Period.

The fields on the AU Member Maintenance screen are described below:

Action (A1)
: The action codes for this field are (A)dd, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

Case Number (N13)
: The number that identifies the case. This is a display only field.

Certification Period Number (N4)
: The number that identifies the certification period within the case. This is a display only field. The client for the certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display' for in progress records

Copyright © 2003 RedMane Technology LLC
For DHH

AU MEMBER NUMBER (N3)

The number that identifies the member within the case. This field is mandatory except on an Add action when it is system generated.

The number is generated using the next available number.

Person Number (N13)

The number which identifies the Person who is the member in the case. This field is mandatory. Help is available for this field. The name of the Person is displayed next to the Person number.

Use common routine 'Format Name for Display' to format Person's name.

When adding AU members to a case, default the person number from the case member if there is only one case member for the case.

If this person is child with a pseudo social security number, a pop-up alert message will be given to inform the worker. This will not prevent the user continuing with the desired action.

Type Case

The latest type case in the Certification, the start and end date of this type case will be displayed.

To access the latest CPTC for the member, read ME-CPTC with case-cert-start-date-9c where case = au-member.case, cert period = au-member.cert-period

Start Date (N8)

MEDS is required to have a "reasonability" edit that no eligibility start date is greater than the next month's end date (e.g., on 11/4/98 can enter starts in Dec 1998, on 11/30/98 (in cutoff Period) can enter starts in Jan 1999).

The cutoff period should be identified by the use of the new MEDS Cutoff table.

This edit should be performed at "Certify" time.

Overlapping eligibility is not allowed for the following month (taking cut off date into consideration) otherwise the overlap is allowed. Show a warning to the worker that this person is already eligible for the overlap type case with its start and end date. Only show this warning if the start date is changed.

Example 1. If on 10/15 a change is made that has overlapping eligibility in November, that is an error but overlapping in October is OK.

Example 2. If on 10/30 (after cut-off date so we pretend it's November already) a change is made that has overlapping eligibility in November that is OK, but overlapping in December is an error.

The date the member joined the certification. This field is mandatory. The date entered must be a valid date. This date cannot be prior to the Certification Start Date. Default the start date to the Start date of the Certification on an Add action. The worker can type over the start date if necessary. This date cannot be later than the close date or the expected close date of the Certification if the Certification is closed or pending closure.

The start date must always be the first day of the month. The only exceptions to this are type cases 21, 22, 47 and category type case 16-12. These can fall on any day of the month.

If the start date is changed, the start date of the Certification will change. If the start date is changed to an earlier date, the Certification start date will change to this date (the worker will have to confirm this change via a pop up window)

```
Message Line . . .
                 *** M.E.D. SYSTEM ***          *DATE
 MECASCN3        START DATE CONFIRMATION        *TIME


    Changing the AU Member Start Date will change the
 Certification Start Date from: __/__/____ to: __/__/____

 Do you wish to change the Certification Period: _ (Y/N)



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
      Help        Retn
```

If the start date is changed to a later date, the Certification start date will be changed to the earliest start date of all the AU members in the Certification.

The start-date-9c must be updated when the start-date is updated

If the start date is changed to an earlier date,

If the new au-member.start date is less than the cert-period.start-date

Assign me-cert-period.start-date = new au-member.start-date

If the start date is changed to a later date,

Find the earliest au member start date in the Certification and assign me-cert-period.start-date = earliest au member.start-date

Note:

To find the earliest au member start date

Assign #start-date = new au-member.start-date

Read ME-AU-MEMBER by case/cert/au mbr with case = au-member.case number and cert period = au-member.cert-period-number

If au-member.start date less than #start-date

Assign #start-date = au-member.start-date

The start-date-9c must be updated when the start-date is updated

The start date may not be modified if the AU member has already been sent to MMIS. Use common module 'Determine if sent to MMIS'

The start date is display only via the Maintenance function. It must be entered only via the Certification Process (pop up maintenance).

Claim Suspend Date (N8)

The date the member was suspended because a LAMI certification was added. This field is display only. This date will be set up by the LAMI interface when a LAMI certification is added for the same person.

The claim-sus-date-9c must be updated.

Copyright © 2003 RedMane Technology LLC
For DHH

Close Date (N8)

The date the member's certification terminates. This field is optional. The date entered must be a valid date. When closing an AU Member who was previously suspended i.e. the suspend date is entered, the close date must equal the suspend date. This date cannot be later than the close date or the expected close date of the Certification Period if the Certification Period is closed or pending closure. The Close date must be after the Start Date. The Close Date must be entered if the Closure Code is entered. The close date cannot be more than 4 months in the future.

- Close date must be the end of this month if before cutoff, or next month if after cut-off, unless closure code 27, 28, 90, 89, 48, 92 is specified or cat 16 and type case 12 or 47, or closure code 42 is specified for type case 03-02 (DE).

The close-date-9c must be updated.

Closure Code (N3)

The reason the member's certification was terminated. This field is mandatory if the Close date is entered. During an ADD action if a close date is present with no closure code, the closure code will default to 66. Help is available for this field. The code entered must be a valid closure code. This is a display only field in the Maintenance function – it can only be entered via the pop up Maintenance function, i.e. in the Certification Process. *Closure codes 36, 37, and 92 are only valid for the LAMI interface.* Closure code 16 is only valid for MPP Certifications (type case 88). Closure code 42 is only valid for DE Certifications (type case 03-02).

Relationship to Client (A2)

The code indicating the member's relationship to the client. This field is mandatory. Help is available for this field. The code entered must be a valid Relationship to Client code.

If the 'payee' relationship to client code is chosen, the AU member must be the client of the certification period.

Adult Indicator (A1)

This indicates whether the AU member is an adult or a minor. Valid options are "Y" and "N". This field is mandatory.

If the AU member is an adult then the Adult indicator on AU-Member must be set to (Y)es. If the person is a minor then the indicator must be (N)o If the AU member is the client in a C-related cert (category 03,05,13,16) and type cases 01,07,08,09,13,14,15,20,53,55,104, then the adult indicator must be set to (Y)es. Read ME-PERSON with person-num to determine the age of the AU member and then read ME-CERT-PERIOD to determine whether the person is the client of the certification.

Marital Status (A2)

The code indicating the marital status of the AU Member. This field is mandatory. Help is available for this field. Default the marital status to 'single'.

EPSDT Code (A1)

The Early Periodic Screening Diagnostic Testing code for an AU Member. This field is mandatory when the person is under age 21 and the type case specifies the EPSDT code as a required field. Only MEDS Unit members can modify the EPSDT code on L'AMI owned records.

Pregnancy Indicator (A1)

An indicator to tell if a member is pregnant. This field is optional. Valid values are (Y)es or (N)o. The type case specified whether this field is required. The indicator will default to a 'Y' if the type case is a pregnancy type case. The member must be female. If the Expected Delivery Date is in the past, this indicator will be set to 'N'.

Expected Delivery Date (N8)

The expected date of delivery. This field is mandatory if the Pregnancy Indicator is (Y)es. This field cannot be entered if the Pregnancy Indicator is not (Y)es. The date entered must be a valid date. The type case specified whether this field is required.

Number of Unborns (N2)

The expected number of children. This field is mandatory if the Pregnancy Indicator is (Y)es. This field must be blank if the Pregnancy Indicator is not (Y)es. The type case specified whether this field is required.

Medicare Code (A1)

The code indicating what type of Medicare coverage a member has. This field is mandatory. The default value on an Add action is (U)nknown. The code entered must be a valid Medicare code. If the type case specifies Medicare is applicable this field must be A (Part A Only), B (Part B only) or X (Part A & Part B). If the MCare Source field is 'BE', 'ED' or 'SO' this field can only be overwritten by an authorized User. Help is available on this field.

Medicare Part A is invalid for type case 60 (EW/W) and 61 (DW/W).

Changes to the Mcare Code can change the Mcare Hspc Indic on Segment.

Moreable pop-up to input Medicare Start Dates (refer to Medicare Dates Pop-Up).

MCare Source (A2)

The code indicating the source of the Medicare Code field. Valid values are 'OL' for online, 'BE' for BENDEX, 'ED' for EDB and 'SO' for State Office. This field is display only. The description is displayed next to the MCare Source value. If the Medicare Code or MCare Claim number on Person is populated and the MCare Source is blank, default MCare Source to 'OL'. Adding or Changing the Medicare Code online will update this field to 'OL' or to 'SO' if this is one of the authorized State Office users.

The Type Case validation is bypassed if the closure code is equal to QMB Full Removal.

Third Party Liability (TPL) Indicator (A1)

An indicator to tell if a member has third party insurance. This field is display only. The system will read the TPL files to see if the member has third party insurance. If TPL is found for the member and the PM-End-Date is 12-31-2020 or greater than current date the system will set this field to (Y)es else the field will be set to (N)o.

Read TPL-POLICY-MEM to see if the member has third party insurance

LAMI Include/Exclude code (N2)

The LAMI equivalent of the MEDS closure code. This is a display only field.

LASES Message Code (N1)

A code identifying the reason this person is being sent to LASES. This is concerning the absent parent information. This is a required field. Help is available on this field. If the value of this field is 0 (referred), the person must have an Absent Parent. Default value is 9 (not referred). An adult cannot be referred to LASES. An adult is anyone 19 years of age and older. Additionally, for any type case, if the au member is the client and they are 18 or older they cannot be referred. The message code cannot be changed from a 0 to a 9 for an LCASE which has a mandatory referral, unless the LASES case has been closed. Also, the message code cannot be changed from a 9 to a 0 if the LASES case is closed.

Read the LASES Case Child file with the AU Member's Person-Number. If a record is found, then the person has an absent parent.

Copyright © 2003 RedMane Technology LLC
For DHH

Sanction Information
This is a moreable field that contains sanction information. See the Sanction Pop-up Window for more information.

Linked to Budget
A message display which budgets are currently linked for this determination. This field is display only. This is a 'moreable' field – see the Linked to Budget Information Moreable screen.

Link New Budget (N3)
If the Category Type case requires a budget, this field will be modifiable.

Additional PF Keys

PF Key 9 - Hist
This key points to the Member's Certification History Browse.

Adding an AU Member

The Person must not already be an AU Member for the period for which you want to certify them in any Case or in any other Certification Period with the following exception; if the AU member is being added to a QMB or an SLMB certification.

The type case specifies that dual certification is allowed.

QMB/SLMB & QDW1/QI1 are all mutually exclusive type cases.

Use the Person Number / Start Date 9C key to check if there are overlapping certifications. Checks must still be made against the Close Date, if records are found, to ensure that the existing certifications have not been closed.

The AU Member start and close dates must fall within the Certification Period dates.

Set the CHANGED-INDIC to 'M'

If the person has no TIPS number, and the type case for which the member is being certified requires a TIPS number, an error message will be displayed to the worker. The TIPS number is held on the PERSON file.

Read the PERSON file with the Person Number to get the Birth Date. Update the Birth Date on the AU MEMBER record with the Birth Date on the PERSON record.

No run numbers will be set for the interfaces on an Add action. These will be set when the decision is made from one of the Browses in the Process key

If the AU member is being added to a LaCHIP (type cases 03-07, 03-15 & 03-55) cert and the member has insurance indicated on TPL system, the worker will be alerted and given the opportunity to look at the type of policy indicated in the TPL system prior to making a decision.

Modifying an AU member

When changing the dates, check that the person is not already certified somewhere else. Remember, the rule is that a Person cannot be certified twice at the same time (except if dual certification is allowed), so if dates are being changed then the system must check for overlaps.

The type case specifies if dual certification is allowed.

QMB/SLMB & QDW1/QI1 are all mutually exclusive type cases.

Use the Person Number / Start Date 9C key to check if there are overlapping certifications. Checks must still be made against the Close Date, if records are found, to ensure that the existing certifications have not been closed.

If the Person Number is changed, read the PERSON file with the Person Number to get the Birth Date. Update the AU MEMBER record with the Birth Date on the PERSON record.

Set the CHANGED-INDIC to 'M'

- If the Medicare Code or the Expected Delivery Date is changed on an AU Member for a LaHIPP Person, then the new values must be sent to LaHIPP. Since the Medicare Code and Expected Delivery Date (Pregnancy Due Date) is extracted as part of the Person Detail, the current LaHIPP Run Number is stamped on the Person record.

Purging an AU member

An AU Member can only be purged if it has NOT already been sent to MMIS and if there are no 'In progress' LASES Case children for the AU member.

Technical Notes:

Use common routine 'Determine if sent to MMIS'

When logically purging an AU members modify the record and set the purge-indic to true.

In the INITIAL-PROCESSING user exit place:

```
IF #CXXMNTP-IN.#ACTION = #CXXACTL.#PURGE
  AND NOT #ME-AU-MEMBER-IP.PURGE-INDIC
  AND #ME-AU-MEMBER-IP.CHANGED-INDIC NE #METCHIL.#CERTIFIED
  AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#COPY-IP-TO-COMPLETED
  AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#PURGE-IP
    ASSIGN #LOCAL.#LOGICAL-PURGE = TRUE
    ASSIGN #LOCAL.#TEMP-ACTION = #CXXMNTP-IN.#ACTION
    ASSIGN #CXXMNTP-IN.#ACTION = #CXXACTL.#MODIFY
END-IF
```

In the BEFORE-UPDATE-MOVE user exit place:

```
IF #LOCAL.#LOGICAL-PURGE
    ASSIGN #ME-AU-MEMBER-IP.PURGE-INDIC = TRUE
    ASSIGN #CXXMNTP-IN.#ACTION = #LOCAL.#TEMP-ACTION
    ASSIGN MSG-INFO.##MSG = 'Record purged successfully'
END-IF
```

Adding, Changing or Removing Eligibility

- If eligibility is added to a LaHIPP Case or for a LaHIPP Person either by adding a new Cert or by adding a new AU Member to an existing Cert and the Cert is eligible for LaHIPP (LaHIPP indicator is 'Y' on Type Case Maintenance), the LaHIPP Run Number is stamped on the Eligibility Segment for the Person and if the AU Member is a new Person added to the Cert, the LaHIPP Run Number as well as the LaHIPP referral date is updated on the Person record.
- If eligibility is changed on a LaHIPP Case or for a LaHIPP Person either by closing a Cert or AU Member, or by changing the start date or close date on an existing Cert or AU Member and the Cert is eligible for LaHIPP (LaHIPP indicator is 'Y' on Type Case Maintenance), the LaHIPP Run Number is stamped on the Eligibility Segment for the Person.

Technical Note: This logic is in the Elig-Segment update subprogram

Copyright © 2003 RedMane Technology LLC
For DHH

Security Access

All MEDS users will have inquiry access to L'AMI and SDX owned cases, but update access to the sanction code and start date (sanction close dates will be modifiable online), start date, lock-in and community care/HMO information is denied.

This note applies to all the above fields that have validation against type case. Use the AU member's start and close dates to get the Certification that is active for the AU Member. Use the type case of the Certification's type case to validate against.

Medicaid Mother Processing

- When an AU member is added or when the relationship to client is changed to 03 – Child, or when the start date of the AU Member is changed or if the close date of the AU Member is removed on a 03-02 certification and the Medicaid Mother is blank on the AU Member's Person record:
  - Programmatically populate the Medicaid Mother if the following is true:
    - The AU Member's relationship to the client is 03 – Child.
    - The client is female.
    - The client was an active AU Member in any certification on child's birth date.
  - If the Medicaid Mother could not be populated and the action is Add, give error message '*Cannot add a child on a 03-02 cert if client is not a Medicaid Mother*'. If the Medicaid Mother could not be populated and the action is modify, give error message '*Cannot modify relationship to 03 if client is not a Medicaid Mother*'.

  NOTE: The Medicaid mother number will be populated on the Child's Person record when a decision is made on the Cert.
- When an AU member is added or when the relationship to client is changed on a 03-02 certification and the Medicaid Mother is NOT blank on the AU Member's Person record:
  - If the AU Member's relationship to the client is 03 – Child and the client is female and the client is NOT the Medicaid Mother on the child's record, give error message '*Medicaid Mother on he child's record is not the client*'.
  - If the AU Member's relationship to the client is NOT 03 – Child and the Medicaid Mother Number on the Child's record equals the Client number, give error message '*Reln to client must be 03-child - Client is Mcaid Mother on child's record*'.

NOTE: None of these edits will be bypassed in BATCH.

NOTE: Since the changing of the Client on the cert could cause the AU Member's relationship to the client to change, the edits to check the Medicaid Mother will also be done if the Client is changed on a 03-02 cert AND the AU Member's relationship to the client is changed.

Pseudo SSN Alert Pop-Up

When a child (age 6 months thru 18 years) is added or modified and the child has a pseudo SSN, this alert pop-up window will appear. This is just an alert; it will not prevent the action from completing. A pseudo social security number is any number starting in the 9's.

```
*****************************************************
*                                                   *
*   Please obtain a valid social security number.   *
*           [Press enter to continue]               *
*                                                   *
*****************************************************
```

Member's Certification History Browse

```
Message Line . . .
                *** M.E.D. SYSTEM ***    *DATE
     MECAUMB1   CERTIFICATION HISTORY    *TIME

 Start Date Close Date Type Case  Case Number  Cert
 ---------- ---------- --------- ------------- ----
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___

Person Number : _____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF
      Help  Main  Retn  Quit             Back  Fwrd
```

This program will list all the type cases that a person has participated in. The list will be displayed in reverse chronological order by close date and then start date.

This program is invoked by pressing PF9 from AU Member Pop-Up Maintenance screen.

Input:

Person Number

Output:

Error logical

Error message

Processing

The input fields must be passed.

Read ME-AU-MEMBER using person-num/close-date 9c/start date 9c/case/ cert with the au-member.person-number = input.person-number Read ME-CPTC by case-cert-cptc-start-date with case number = au-member.case-number and cert period number = au-member.cert period number. Display the type case from this record.

Copyright © 2003 RedMane Technology LLC
For DHH

Sanction Pop-up Window

This is a 'moreable' group of fields. The following pop-up window containing the sanction information will appear:

```
                  *** M.E.D. SYSTEM ***
 MECSANN              SANCTION POP-UP

 *Sanction Code       Start Date       End Date
  -------------       --------------   --------------
  __ ______________ __ / __ / ____   __ / __ / ____
  __ ______________ __ / __ / ____   __ / __ / ____
  __ ______________ __ / __ / ____   __ / __ / ____
  __ ______________ __ / __ / ____   __ / __ / ____
  __ ______________ __ / __ / ____   __ / __ / ____
  __ ______________ __ / __ / ____   __ / __ / ____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8-
      Help        Cont        Canc
```

Sanction Code (N2)

The reason for sanctioning the AU Member. This field is optional. Help is available for this field. The code entered must be a valid sanction code. The description of the sanction code is displayed next to the code. Sanction information cannot be changed if it results in removing past or current eligibility that has been sent to MMIS. LAMI-specific Sanction Codes (e.g. 6, 7 & 8) are restricted to batch processes and cannot be entered on this screen. Existing LAMI-specific Sanction Codes are protected (except for MEDS Unit staff).

Use common routine 'Determine if sent to MMIS'

Sanction Start Date (N8)

The start date of the sanction. This field is mandatory if the sanction code is entered. The date entered must be a valid date and cannot be anything other than the start of the next month (according to cutoff) once eligibility for the AUM has gone to MMIS. The field is protected if an existing Sanction Code is LAMI-specific (except for MEDS Unit staff). NOTE: Sanctions may NEVER be applied to a minor. If the person is not 18 on the Sanction Start Date, give an error message - with one exception: both batch processes and BHSF workers (on a MEDS owned cert) can sanction a Minor Unmarried Mother. MUMs are identified by a Relationship to Client code of 12 on the AU Member.

Sanction End Date (N8)

The end date of the sanction. This field is optional if the sanction code is entered. The date entered must be a valid date and cannot be prior to the sanction start date, nor can it be later than the end of the current month. Generally, at the point of addition, this date will be the end of the current month or the end of the preceding month – if it's not, a warning appears in the message line (which the user may ignore if desired).

An active sanction must be closed if the AU Member is closed i.e. use the AU Member close date as the close date of the sanction (unless LAMI is closing a suspended AU Member in order to reinstate the individual elsewhere).

Note: a fuller summary can be found in Sanction Rules.

Person Pop Up Maintenance

The Person Pop Up Maintenance function is the same as the Person Maintenance function with the following exceptions:

1. No additional PF keys.
2. No Browse functionality. The only actions available are (A)dd, (C)lear, (D)isplay, (M)odify, (N),ext, (P)urge and (L)ast.

Medicare Dates Pop Up Maintenance

This is a moreable to allow Medicaid Analysts the ability to enter true Medicare Part A/Part B start dates. If Medicaid Analyst enters a Medicare Code of A, B or X but does not enter a Medicare start date, the date defaults to the first of the current month.

```
                 *** M.E.D. SYSTEM ***
 MECMDTN           MCARE DATES POP-UP

           Part A Start Date: __/__/__
                  End Date  : __/__/__
           Part B Start Date: __/__/__
                  End Date  : __/__/__



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8-
      Help        Cont        Canc
```

The analyst should not be able to input a start date that is greater than one month in the future (based on cutoff rules). Once the Medicare Source is updated by EDB, BENDEX, Buy-in or State Office, the analyst should not be able to make any changes.

Copyright © 2003 RedMane Technology LLC
For DHH

LASES Case Pop-Up Maintenance

```
Message Line ...
                          *** M.E.D.SYSTEM ***                        *DATE
      MECLSPN              LASES CASE MAINTENANCE                      *TIME

*Action             : _ (A,B,C,D,M,N,P,L)
*CASE NUMBER        : _____________
*CERT PERIOD NUMBER : ____           OWNEY, GRANSON2
*ABSENT PARENT NO   : ______________
 Unknown Abs Parent : N
 Lases Case Number  :                    Mandatory Referral : _
 MEDS Start Date    :    /    /
 MEDS Close Date    :    /    /
 LASES sent Close   :    /    /
*Good Cause Reason  : _                  *Good Cause Deter  : __
                    : _                                     : __
*Non Cooperation    : _
                    : _
*AP Client Marital  : __                 Divorce Docket No. : _______________
                    : __                                    : _______________
 Child Support Amt  : __________         Boarder Payment Amt: __________
                    : __________                            : __________
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit        LChld Absp                    Purge
```

The fields on the LASES Case Pop up Maintenance screen are described below:

The SES Case Maintenance screen is used to link someone who is identified as an absent parent to a MEDS Certification Period for which the Assistance Unit Member of is a child of that absent parent. If a child is closed and the cert is still active we do still send child information to LASES. They receive a child status of closed along with the status for the case. They will only receive information if the fields we have designated in the interface have changed. This change would trigger the interface to send the certification to LASES.

The fields without description hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Action (A1)

The action to be performed. The valid actions for this screen are (A)dd, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

ABSENT PARENT NUMBER (N13)

The number identifying the absent parent. This field is mandatory. Help is available for this field. The Absent Parent name is displayed next to the number.

Use common routine 'Get absent parent name and format for display'

CASE NUMBER (N13)

The number identifying the case. This field is mandatory. This is a display only field.

CERTIFICATION PERIOD NUMBER (N4)

The number that identifies the certification period within the case. This field is mandatory. This is a display only field. The client's of this certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display' for in progress records

Unknown Abs Parent (A1)
This field allows the user to indicate on an add if the absent parent is unknown. If the value is = 'Y' and no absent parent number is entered, then a pop-up will be produced to allow the user to create an absent parent. Valid values are Y or N and the field is defaulted to N.

LASES CASE Number (N9)
This is a display field only. The LASES interface will set this to the LASES Case number used by Support Enforcement Services.

Mandatory Referral (A1)
Is the referral mandatory for this case and cert. Valid values are 'Y' or 'N'.

Start Date (N8)
The earliest start date of all children on the MEDS Case. This is a display field only and its value is derived from the earliest start date of all of the AU Members identified as LASES Case Child(ren) for this LASES Case.

Close Date (N8)
The latest close date of all children on the MEDS Case. This is a display field only and its value is derived from the latest close date of all of the AU Members identified as LASES Case Child(ren) for this LASES Case.

LASES sent Close (N8)
Date MEDS received closure from LASES interface.

Good Cause Reason Code (N1)
A code to indicate the reason for not pursuing the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid Good Cause Reason. Display the description next to the code.

Good Cause Determination Code (N2)
The code describing the how the good cause for not pursuing the absent parent was arrived at. This field is optional. Help is available for this field. If entered, the value must be a valid Good Cause Determination. Display the description next to the code.

Non-Cooperation Code (A1)
This code indicates that the client is non-cooperative with providing absent parent information. This field is optional. Help is available for this field. If entered, the value must be a valid Non Cooperation Code. Display the description next to the code.

AP Client Marital Status (A2)
The marital relationship between the absent parent and the client if the absent parent has ever married the client. This field is optional. If entered, the value must be a valid code. Display the description next to the code

Divorce Docket Number (A15)
The divorce docket number between the absent parent and the client if they are divorced. This field is optional.

Child Support Amount (N7.2)
The amount of court ordered child support. This field is optional.

Boarder Payment Amount (N7.2)
The board and lodging amount the Absent Parent is paying for the child. This is an optional field.

Copyright © 2003 RedMane Technology LLC
For DHH

Additional PF Keys

PF Key 6 - LChld
This key point to the LASES Case Child Pop-Up Maintenance Screen.

PF Key 7 - Absp
This key point to the Absent Parent Pop-Up Maintenance Screen.

PF Key 11 - Purge
This key will allow a user to purge both the “certified” and in progress LASES Case and LASES Children. This is only allowed if the data has not been sent to LASES.

Adding a LASES Case

The Absent Parent must exist, and the Certification Period must exist for the case.

When trying to add a LASES case that was previously logically purged, reinstate the record

Set the CHANGED-INDIC to ‘M’

If the Unknown indicator is set to ‘Y’ and no absent parent number has been entered the following pop-up will be displayed. This will allow the user to easily and quickly add an “unknown” absent parent. The last name will be defaulted to ‘UNKNOWN’.

```
                    *** M.E.D. SYSTEM ***           03/13/02
     MECLCSN       ABSENT PARENT POP-UP ADD         10:43:04

*Action          : _ (A,C)
*ABSENT PARENT NO: _____________

 Last Name       : UNKNOWN__________________
 First Name      : ____________________
 Middle Initial  : _

 Birth Date      : __ / __ / ____
*Sex             : _
*Race            : _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
      Help  Main  Cont        Canc
```

If attempting to add an LCASE and that absent parent number is already in use the following pop-up will be displayed. This will allow the user to easily and quickly add a new absent parent based on information that was copied from the existing absent parent. The last name, first name, middle initial, SSN and date of birth will be displayed to aid the worker.

```
AP assigned to another LCASE - to add, use 'A' & ENTER
                    *** M.E.D. SYSTEM ***          06/12/02
  MECLCSN1     COPY A KNOWN AP TO A NEW AP NUMBER    13:08:50

 *Action          : _ (A)
  ABSENT PARENT NO: _____________

  COPY FROM AP    : 9999999999999
  Last Name       : DOE
  First Name      : JOHN
  Middle Initial  :
  SSN             :
  Birth Date      :    /    /


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
       Help        Cont        Canc
```

At least one LASES Case child must exist. The au member that corresponds to this child must also be referred. The following pop-up will be displayed to allow the user to select an au member which will be added as an LASES Child for this LASES Case. Au member help is available on Person.

```
Returned from help
                      *** M.E.D. SYSTEM ***              05/29/02
  MECLCCN                  LASES CHILD                    09:37:21

 *PERSON NUMBER  Name                      SSN          Birth Date
  -------------  -----------------------  -----------  ----------
  _____________                           999-99-9999  99/99/9999
  _____________
  _____________
  _____________
  _____________
  _____________
  _____________
  _____________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--
      Help        Cont        Canc
```

Modifying an LASES Case

Set the CHANGED-INDIC to 'M'

Purging a LASES Case

A LASES Case can only be purged if there are no LASES Case Children for this LASES Case, and if the record does not have a SES Absent Parent Id. (The SES Absent Parent Id will serve to indicate that Support Enforcement Services has responded to our referral of this Absent Parent.)

Code the purge transaction

In the INITIAL-PROCESSING user exit, set the action to modify

```
IF #CXXMNTP-IN.#ACTION = #CXXACTL.#PURGE
   AND NOT #ME-LASES-CASE-IP.PURGE-INDIC
   AND #ME-LASES-CASE-IP.CHANGED-INDIC NE #METCHIL.#CERTIFIED
```


Copyright © 2003 RedMane Technology LLC
For DHH

```
   AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#COPY-IP-TO-COMPLETED
   AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#PURGE-IP
     ASSIGN #LOCAL.#LOGICAL-PURGE = TRUE
     ASSIGN #LOCAL.#TEMP-ACTION = #CXXMNTP-IN.#ACTION
     ASSIGN #CXXMNTP-IN.#ACTION = #CXXACTL.#MODIFY
 END-IF
```

and in the BEFORE-UPDATE-MOVE user exit, update the PURGE-INIDIC to true

```
IF #LOCAL.#LOGICAL-PURGE = TRUE
   ASSIGN #ME-LASES-CASE-IP.PURGE-INDIC = TRUE
   ASSIGN #CXXMNTP-IN.#ACTION = #TEMP-ACTION
   ASSIGN MSG-INFO.##MSG = 'Record purged successfully'
END-IF
```

A record that was logically purged may be added again. Re-instate this record. In the INITIAL-PROCESSING, set the action to modify and reset the purge-indic

```
IF #CXXMNTP-IN.#ACTION = #CXXACTL.#ADD
AND #ME-LASES-CASE-IP.PURGE-INDIC
  ASSIGN #LOCAL.#TEMP-ACTION = #CXXMNTP-IN.#ACTION
  ASSIGN #CXXMNTP-IN.#ACTION = #CXXACTL.#MODIFY
  ASSIGN #ME-LASES-CASE-IP.PURGE-INDIC = FALSE
  ASSIGN #LOCAL.#ADD-PURGED-RECORD = TRUE
END-IF
```

And in the BEFORE-UPDATE-MOVE user exit, re-instate the record

```
IF #LOCAL.#ADD-PURGED-RECORD = TRUE
    ASSIGN #ME-LASES-CASE-IP.PURGE-INDIC = FALSE
    ASSIGN #CXXMNTP-IN.#ACTION = #TEMP-ACTION
    ASSIGN MSG-INFO.##MSG = 'Record added successfully'
END-IF
```

Security Access

MEDS users are only allowed to add/modify MEDS originating data (assuming they have the appropriate security authorization to do so). Support Enforcement Services originating data may only be added/modified by the LASES interface.

LASES Case Child Pop-Up Maintenance

```
Message Line ...
                          *** M.E.D.SYSTEM ***                    *DATE
     MECLCPN             LASES CASE CHILD MAINTENANCE             *TIME

*Action                : _ (A,C,D,M,N,P,L)
*CASE NUMBER           : _____________
*CERT PERIOD NUMBER    : ___            Client Name
*AU MEMBER NUMBER      : ___            Name
*ABSENT PARENT NUMBER  : _____________  Name
 SES Member Number     : _________
 SES Include Indicator: _ Desc
 Paternity Established: _ Desc
*Legitimacy Status     : _ Desc
                       : _ Desc
 Covered by AP Ins.    : _ (Y/N/U)
                       : _




*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit                                        Purge
```

The fields on the LASES Case Child Maintenance screen are described below:

The LASES Case Child Maintenance screen is used to link a child to a LASES Case and an absent parent.

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Action (A1)

The action to be performed. The valid actions for this screen are (A)dd, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

CASE NUMBER (N13)

The number identifying the case. This field is mandatory. This is a display only field.

CERT PERIOD NUMBER (N4)

The number that identifies the certification period within the case. This field is mandatory. This is a display only field. The client's name of this certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display'

AU MEMBER NUMBER (N3)

The number that identifies the assistance unit member within the certification period. This field is mandatory. Help is available for this field. The person of this assistance unit member is displayed next to the AU member number.

Use common routine 'Get AU member name and format for display'

ABSENT PARENT NUMBER (N13)

The number identifying the absent parent. This field is mandatory. Help is available for this field. The Absent Parent name is displayed next to the number.

Use common routine 'Get absent parent name and format for display'

Copyright © 2003 RedMane Technology LLC
For DHH

SES Member Number (N9)
This is a display field only. The LASES interface will set this to the Absent Parent number used by Support Enforcement Services.

Paternity Established (A1)
The DNA test results to establish biological parenthood. This field is display only and will be updated by the LASES interface.

SES Include Indicator (A1)
An indicator of whether information concerning this Absent Parent / Child relationship is referred to LASES. This field is display only and will be updated by the MEDS system. Valid values of blank – Include, I – Include and E-Exclude. Default to blank - Include. The value of 'I' is superceeded by the value of blank. If a unique person number has multiple au members/Lchild for the same case cert then only the most recent or active one is sent to LASES.

Legitimacy Status (A1)
The statement as to if the child is legitimate (born in wedlock) or not. This field is optional. If entered, the value must be a valid code. Display the description next to the code

Covered by Absent Parent's Insurance Indicator (A1)
The statement as to if the child is covered by the absent parents insurance policy. Default to U-Unknown

PF Key 11 - Purge
This key will allow a user to purge both the "certified" and in progress LASES Child records. This is only allowed if the data has not been sent to LASES.

Adding an LASES Case Child

The LASES Case and AU member must exist.

Only a child can be referred to LASES. A child is anyone under the age of 19. A LASES Case Child can only be added for an au member that has the LASES Message Code set to referred.

Set the CHANGED-INDIC to 'M'

When a LASES Case Child is added, a check will be performed. The system will look for existing LASES children for the same Case, Cert period and Absent Parent. If a child is found with the same person number as the one we are trying to add, the system will mark the 'old' child to not be sent to LASES. The LASES-INCLUSION-IND will be set to 'EXCLUDE' on the 'old' child. This way only the most recent child au member information is sent to LASES. This change will also allow the user to go to the LCHLD screen and see that the "old" children are not being sent. A value of 'E' for exclude will be displayed next to the field.

Modifying an LASES Case Child

Set the CHANGED-INDIC to 'M'

Purging an LASES Case Child

A LASES Case Child can only be purged if the record has not been sent to LASES. This is determined by the run number stamped on the record as well as the status of the LASES New referral flag.

Set up the logical purge transaction.

In the INITIAL PROCESSING user exit, set the action to modify

```
IF #CXXMNTP-IN.#ACTION = #CXXACTL.#PURGE
```

```
  AND NOT #ME-LASES-CASE-CHILD-IP.PURGE-INDIC
  AND #ME-LASES-CASE-CHILD-IP.CHANGED-INDIC NE #METCHIL.#CERTIFIED
  AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#COPY-IP-TO-COMPLETED
  AND #CXXMNCP-IN.#PGM NE #CONSTANTS.#PURGE-IP
    ASSIGN #LOCAL.#LOGICAL-PURGE = TRUE
    ASSIGN #TEMP-ACTION = #CXXMNTP-IN.#ACTION
    ASSIGN #CXXMNTP-IN.#ACTION = #CXXACTL.#MODIFY
END-IF
```

And in the BEFORE-UPDATE-MOVE, update the PURGE-INDIC to true

```
IF #LOCAL.#LOGICAL-PURGE
   ASSIGN #ME-LASES-CASE-CHILD-IP.PURGE-INDIC = TRUE
   ASSIGN #CXXMNTP-IN.#ACTION = #TEMP-ACTION
   ASSIGN MSG-INFO.##MSG = 'Record purged successfully'
END-IF
```

Security Access

MEDS users are only allowed to add/modify MEDS originating data (assuming they have the appropriate security authorization to do so). Support Enforcement Services originating data may only be added/modified by the LASES interface.

Absent Parent Pop-Up Maintenance

Screen 1

```
+-------------------------------------------------------------------------+
| Message Line ...                                                        |
|                        *** M.E.D. SYSTEM ***                *DATN      |
|      MECAPPN          ABSENT PARENT MAINTENANCE             *TIME    4 > |
|                                                                         |
| *Action             : _ (A,B,C,D,M,N,P,L)                               |
| *ABSENT PARENT NO   : _____________                                     |
|  SES AP Number      :                                                   |
|  Last Name          : ___________________________ *Suffix  : ___        |
|                     : ___________________________         : ___        |
|  First Name         : _____________________        Mid Init: _          |
|                     : _____________________                : _          |
|  SSN                : ___ - __ - ____              Birth Dt: __ / __ / ____ |
|                     : ___ - __ - ____                      : __ / __ / ____ |
|  Maiden Name        : ___________________________                       |
|                     : ___________________________                       |
| *Race               : _                            *Sex     : _          |
|                     : _                                     : _          |
|                                                                         |
|                                                                         |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF |
|       Help  Main  Retn  Quit                                Left  Rght  |
+-------------------------------------------------------------------------+
```

The fields on Screen 1 of the Absent Parent Pop Up Maintenance function are described below:

This screen is used to enter information about absent parents. All of the fields except the Parent Last Name are optional. The worker will only enter whichever pieces of information they have available.

Copyright © 2003 RedMane Technology LLC
For DHH

The fields without description's hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only. The SES fields are displayed below the MEDS fields.

Action (A1)
The action to be taken on the Absent Parent record. This field is mandatory. The valid actions for this screen are (A)dd, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

ABSENT PARENT NUMBER (N13)
The number identifying the absent parent. This field is mandatory except on a Add action when the system will generate this number.

Use random number generation module.

SES Number (N9)
This is a display field only. The LASES interface will set this to the Absent Parent number used by Support Enforcement Services.

AP LAST NAME (A25)
The last name of the absent parent. This field is mandatory. The worker can enter 'Unknown' if the AP is unknown.

Suffix (A3)
The suffix of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid suffix. Validate against LDA.

First Name (A20)
The first name of the absent parent. This field is optional.

Middle Initial (A1)
The middle initial of the absent parent. This field is optional.

Social Security Number (SSN) (N9)
The social security number of the absent parent. This field is optional. If entered, all digits must be entered.

All 9 digits must be entered

Birth Date (N8)
The date of birth of the absent parent. This field is optional. If entered, the date must be in a valid format. It cannot be a future date.

Maiden Name (A25)
The maiden name of the absent parent. This field is optional.

Race (N1)
The race of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid race code. Display the description next to the code. Validate against the LDA.

Sex (N1)
The sex of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid sex code. Display the description next to the code. Validate against the LDA.

Screen 2

```
+-----------------------------------------------------------------------------+
| Message Line ...                                                            |
|                        *** M.E.D. SYSTEM ***                *DATE          |
| < 1  MECAPPN          ABSENT PARENT MAINTENANCE             *TIME    3 >   |
|                                                                             |
| *Action             : _ (A,B,C,D,M,N,P,L)                                   |
|  ABSENT PARENT NO   : _____________                                         |
|  Address 1          : ____________________________________                  |
|                     : ____________________________________                  |
|  Address 2          : ____________________________________                  |
|                     : ____________________________________                  |
|  Address 3          : ____________________________________                  |
|                     : ____________________________________                  |
|  City               : ______________________ *State    : __                 |
|                     : ______________________            : __                 |
|  Zip Code           : _____ - ____           Phone No.:( ___ ) ___ - ____   |
|                     : _____ - ____                     ( ___ ) ___ - ____   |
|                                                                             |
|                                                                             |
|                                                                             |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF |
|       Help  Main  Retn  Quit                                Left  Rght      |
+-----------------------------------------------------------------------------+
```

The fields on screen 2 of Absent Parent Maintenance are described below:

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Address 1 (A35)
: The address line 1 for the absent parent. This field is optional.

Address 2 (A35)
: The address line 2 for the absent parent. This field is optional.

Address 3 (A35)
: The address line 3 for the absent parent. This field is optional.

City (A20)
: The city for the absent parent. This field is optional.

State (A2)
: The state for the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid state code. Display the state name next to the code.

Zip Code (N5)
: The zip code for the absent parent. This field is optional. If it is entered validate that all 5 digits were entered.

Zip Code +4 (N4)
: The extended zip code for the absent parent. This field is optional. If it is entered validate that all 4 digits were entered. A value of 9999 is invalid.

Phone Number (N10)
: The phone number for the absent parent. This field is optional. If it is entered validate that all 10 digits were entered.

Copyright © 2003 RedMane Technology LLC
For DHH

Screen 3

```
+-----------------------------------------------------------------------------+
| Message Line ...                                                            |
|                        *** M.E.D. SYSTEM ***                DATE           |
| < 2  MECAPPN          ABSENT PARENT MAINTENANCE             TIME     2 >   |
|                                                                             |
| *Action             : _ (A,B,C,D,M,N,P,L)                                   |
|  ABSENT PARENT NO   : _____________                                         |
|  Employer Name      : ______________________________________                |
|                     : ______________________________________                |
|        Address 1    : ______________________________________                |
|                     : ______________________________________                |
|        Address 2    : ______________________________________                |
|                     : ______________________________________                |
|        Address 3    : ______________________________________                |
|                     : ______________________________________                |
|        City         : ______________________  *State     : __               |
|                     : ______________________             : __               |
|        Zip Code     : _____ - ____            Phone No. :( ___ ) ___ - ____ |
|                     : _____ - ____                      :( ___ ) ___ - ____ |
|                                                                             |
|                                                                             |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF  |
|       Help  Main  Retn  Quit                                Left  Rght      |
+-----------------------------------------------------------------------------+
```

The fields on screen 3 of Absent Parent Maintenance are described below:

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Employer Name (A35)
The name of the employer of the absent parent. This field is optional.

Employer Address 1 (A35)
The address line 1 for the employer of the absent parent. This field is optional.

Employer Address 2 (A35)
The address line 2 for the employer of the absent parent. This field is optional.

Employer Address 3 (A35)
The address line 3 for the employer of the absent parent. This field is optional.

Employer City (A20)
The city of the employer of the absent parent. This field is optional.

Employer State (A2)
The state of the employer of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid state code. Display the state name next to the code.

Employer Zip Code (N5)
The zip code of the employer of the absent parent. This field is optional. If it is entered validate that all 5 digits were entered.

Employer Zip Code +4 (N4)
The extended zip code of the employer of the absent parent. This field is optional. If it is entered validate that all 4 digits were entered. A value of 9999 is invalid.

Employer Phone Number (N10)
The phone number of the employer of the absent parent. This field is optional. If it is entered validate that all 10 digits were entered.

Screen 4

```
+-----------------------------------------------------------------------------+
| Message Line ...                                                            |
|                        *** M.E.D. SYSTEM ***                *DATE          |
| < 4  MECAPPN          ABSENT PARENT MAINTENANCE             *TIME          |
|                                                                             |
| *Action             : _ (A,B,C,D,M,N,P,L)                                   |
|  ABSENT PARENT NO   : _____________                                         |
|                                                                             |
|  Insurance Co. Name : _____________________________________                 |
|                     : _____________________________________                 |
|  Policy No.         : ______________________                                |
|                     : ______________________                                |
|                                                                             |
|  Secondary Last Name: ___________________________ *Suffix   : ___           |
|                     : ___________________________           : ___           |
|           First Name: ______________________       Middle In: _             |
|                     : ______________________                : _             |
|                                                                             |
|                                                                             |
|                                                                             |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF |
|       Help  Main  Retn  Quit                                Left  Rght      |
+-----------------------------------------------------------------------------+
```

The fields on screen 5 of Absent Parent Maintenance are described below:

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Insurance Company Name (A35)
: The name of the insurance company of the absent parent. This field is optional.

Insurance Policy Number (A20)
: The policy number of the insurance policy held by the absent parent. This field is optional.

Secondary Last Name (A25)
: Any other last name by which the absent parent is known. This field is optional.

Secondary Suffix (A3)
: Any other suffix for the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid suffix.

Secondary First Name (A20)
: Any other first name by which the absent parent is known. This field is optional.

Secondary Middle Initial (A1)
: Any other middle initial for the absent parent. This field is optional.

Adding an Absent Parent

They are added at will, there is no duplication checking.

Modifying an Absent Parent

They are modified at will.

Copyright © 2003 RedMane Technology LLC
For DHH

Purging an Absent Parent

An Absent Parent can only be purged if there are no 'In progress' LASES Cases for this Absent Parent, and if the record does not have a SES Absent Parent Id. (The SES Absent Parent Id will serve to indicate that Support Enforcement Services has responded to our referral of this Absent Parent.)

Security Access

MEDS users are only allowed to add/modify MEDS originating data (assuming they have the appropriate security authorization to do so). Support Enforcement Services originating data may only be added/modified by the LASES interface.

Copyright © 2003 RedMane Technology LLC
For DHH

Retroactive MPP Certification Maintenance

```
Message Line…
     CERM                    *** M.E.D. SYSTEM ***                *DATE
     MECRMCF             RETROACTIVE MPP CERTIFICATION            *TIME

*Action                 : _ (B,C,D,M)
*CASE NUMBER            : _____________   Application Date   : __/__/__
*CERT PERIOD NUMBER     : ____            Status             : Desc
 TYPE CASE              : ______ Desc
 Client                 : _____________ Desc
 Start Date             : __/__/__
*MPP Request Status     : _ Desc
 Num Months Requested   : _
 Num Months Approved    : _
 MPP Premium Start Date: __/____   MPP Premium:  0.00
                         __/____                 0.00
                         __/____                 0.00
                         __/____                 0.00
                         __/____                 0.00
                         __/____                 0.00
                         __/____                 0.00
                         __/____                 0.00

*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1--PF2---PF3---PF4---PF5---PF6---PF7---PF8--PF9--PF10-PF11-PF12--
      Help Main  Retn  Quit  Pers  Bdgt
```

This screen will allow MPP staff members to transfer from a workflow and allow them to update the MPP Request Status on a MPP Certification. The MPP Request Status will be able to be changed from ‘W’ (Waiting) to either ‘A’ (Approved) or ‘R’ (Rejected). Status values of ‘W’ (Waiting) and ‘C’ (Completed) are assigned by the system. They will also be able to adjust the Num Months Approved field.

A MPP Certification Period represents the period of eligibility for a group of AU Members and the MPP type case for which they are eligible. The MPP Premium Start Dates and MPP Premiums are shown in reverse chronological order with the most recent start date shown first.

When the Status has been set to ‘C’ (Completed), both the MPP Request Status and Num Months Approved field will be protected. This is because the certification period start date has already been retroactively adjusted.

The fields on the Retroactive MPP Certification screen are described below:

Action (A1)
: The action to be taken on the Certification. This is a mandatory field. Help is available for this field. The valid action codes for this screen are (B)rowse, (C)lear, (D)isplay, (M)odify.

CASE NUMBER (N13)
: The number identifying the Case. This is a mandatory field. Help is available for this field.

Application Date (N8)
: The application date applicable for the Certification. This field is display only.

CERTIFICATION PERIOD NUMBER (N4)
: This number identifies a certification within a case. This is a mandatory field.

Status (A20)
: The status of the certification period. This is a display only field. It will be derived from the close dates – ‘Active’, ‘Pending Closure’ or ‘Closed’.

Copyright © 2003 RedMane Technology LLC
For DHH

Type Case

The category code (N3) and type case code (N3) of the Certification. This is a display only field. The description of the Type Case will be displayed next to the code.

Technical Note: Use object subprogram MEATYCU to display Type Case description.

Client (N13)

The person number of the client for the Certification. This is a display only. The name of the person is displayed next to the person number.

Technical Note: Use common routine MECGCNN 'Get client name and format for display'.

Start Date (N8)

This is the start date of the Certification. This is a display only field.

MPP Request Status (A1)

This is the status of the retroactive MPP Certification request. This is a modifiable field. Help is available for this field. Only codes of either 'A' (Approved) or 'R' (Rejected) can be used to update this field on this screen. Other valid codes include 'W' (Waiting) and 'C' (Completed) but these statuses are assigned by the system. The status description will be displayed to the right of this field.

Technical Note: Use new local data area METRRSL to display for request status descriptions.

Num Months Requested (N2)

This is the number of retroactive months being requested. This is a display only field.

Num Months Approved (N2)

This is the number of retroactive months being approved or rejected. This is a modifiable field.

The number of months approved must be less than or equal to the number of months requested. It must also be non-zero if the Request Status has been updated to Approved and must be zero if the Request Status has been updated to Rejected.

MPP Premium Start Date (N6)

This is the effective date of the MPP Premium. It is also the budget date of the budget linked to this certification period. This is a display only field. Display MM/YYYY date format. There will be eight (8) occurrences of this field shown on this screen.

MPP Premium (N9.2)

This is the MPP Premium of the budget that is linked to this certification period. This is a display only field. There will be eight (8) occurrences of this field shown on this screen.

As budgets are linked to each MPP Certification Period, both the MPP Premium Start Date and MPP Premium amounts are inserted into the MPP Premium History array in reverse date chronological order with the most recent premium shown in the first occurrence. In the event the MPP Premium Start Date already exists, the new MPP Premium amount will replace the old MPP Premium amount.

Additional PF Keys

PF Key 5 - Bdgt

This key points to Budget Worksheet Maintenance. When the user invokes this key, the Case number and the Eligibility Determination number of the open determination will be passed via globals.

PF Key 6 – Pers

This key points to Person Maintenance. When the user invokes this key, the Client number will be passed as the Person number in globals.

Certifications To Be Determined Maintenance

```
Message Line…
       ELGCP                *** M.E.D. SYSTEM ***                    *DATE
       MECDCPF     CERTIFICATIONS TO BE DETERMINED MAINTENANCE      *TIME

 *Action               : _ (C,D,M,N,L)
 *CASE NUMBER          : _____________
 *DETERMINATION NUMBER : ____          Determination Status: _______________
  Start Scroll from Cert Period: ____
 *Cmd *CERT PERIOD  Decsn Date  TypeCase  Start Date  Client Name
  ---  -----------  ----------  --------  ----------  ------------------------
   _      ____
   _      ____
   _      ____
   _      ____
   _      ____
   _      ____
   _      ____
   _      ____
   _      ____
   _      ____

 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Elig  Back  Fwrd
```

The Certifications to be Determined maintenance screen will allow the worker to link additional certifications to an eligibility determination.

The fields on the Certifications to be Determined Screen are described below:

Action (A1)

The action to be taken on the Linked certification. The valid action codes for this screen are (C)lear, (M)odify, (N)ext and (L)ast. This field is mandatory. Help is available for this field.

CASE NUMBER (N13)

The number identifies the case for which an eligibility determination is to be done. This field is mandatory. Help is available for this field. The client name is displayed next to the Case Number.

Use common routine 'Get client name and format for display'.

DETERMINATION NUMBER (N4)

This is the Eligibility Determination number to which the certifications will be linked. Help is available. This field is mandatory.

Determination Status (A1)

This is the status of the determination. It is a display only field. The description of the status will be displayed next to the code.

If the Determination status is (C) ompleted, Certifications cannot be linked to Determination. The worker must reinstate the Determination or add a new renewal determination.

Cmd (A1)

This is the action to be performed for each line. Valid commands are (A)dd , (P)urge and (R)efresh. Help is available for this field

Copyright © 2003 RedMane Technology LLC
For DHH

CERT-PERIOD-NUM (N3)
This is the Certification to be linked to the Determination. Help is available. This is a mandatory field. It must be a valid Certification for the Case and must not be linked to any other 'open' determination. It must also be a valid 'completed' Certification Number.

Check completed certification period for the case to determine whether the Cert period number is valid.

Decision Date (N8)
Eligibility Determination Decision date. It is a display only field.

Type Case (N6)
This is the Category code and Type case for the Certification. It is a display only field.

Client Name (A30)
This is the client for the certification. This is a display only field.

Use 'Get client name and format for display' common module

Start Date (N8)
This is the start date of the Certification. This is a display only field. Display MM/DD/YYYY date format.

Additional PF Keys

PF Key 6 – Elig
This key points to Eligibility Determination Maintenance function.

General

If the Determination is completed, no maintenance is allowed.

Adding a linked Certification

A Certification may not be linked to more than one outstanding Determination at any point in time.

Read ME-ELIG-CERT-PERIOD with case-cert-deter-num. For each determination number found, get the eligibility determination record. If the status of those records is not Complete, then display an error

When the linked certification is added, the 'in progress' records must be created from the 'complete' records.

Call common module 'Copy Completed to In progress' passing it the case number and cert period number. This common module will copy the completed cert period and all related child records to the in progress files.

When adding a linked certification, the certification must be a valid 'completed' certification

Purging a linked Certification

If the certification being purged has been changed using the Process Key, the worker will not be allowed to purge the linked Certification

If the in progress certification or any of the in progress child records associated with this certification have been purged or certified (i.e. changed indic ne ' ') do not allow the purge

When purging the linked Certification, purge all the in progress records associated with the in progress records.

Call common module 'Purge In progress' with Case num, cert period number.

Refreshing a linked Certification

When refreshing a linked certification, the certification must be a valid 'in progress' certification

When refreshing a linked certification, purge the associated in progress records and then copy the completed certification across to in progress

Technical Note: Use common modules 'Purge in progress records' and 'Copy complete to 'In Progress'

Copyright © 2003 RedMane Technology LLC
For DHH

Unlink Budget Maintenance

This is a transaction similar to ELGCP. The budget link can only be purged if a decision has not been made for the certification and determination. For example, the budget was linked but it was not part of a completed certification.

```
     UNLNK                 *** M.E.D. SYSTEM ***                    10/16/03
     MECULBF             BUDGET LINKS MAINTENANCE                   14:07:55
                                                                    MEUAT
*Action                : _ (C,D,M,N,L)
*CASE NUMBER           : 9999999999999__ DOE, TAMMY X; DOE, TAM
*DETERMINATION NUMBER : ____
 Start Scroll from Cert Period: ____
                 ------- Budget ------ -------- Cert Period ---------
*Cmd  Cert Bdgt Budget Date  TypCase  Start Date  Close Date TypCase Dscnd
 ---  ---- ---- -----------  -------  ----------  ---------- ------- -----
  _
  _
  _
  _
  _
  _
  _
  _
  _

*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      Help  Main  Retn  Quit        Elig  Back  Fwrd        Bdgt
```

If the certification was “decisioned” then the cert/budget link line would be protected. The unlink operation would not be allowed.

Action (A1)

The action to be taken on the Linked certification. The valid action codes for this screen are (C)lear, (D)isplay, (M)odify, (N)ext and (L)ast. This field is mandatory. Help is available for this field.

CASE NUMBER (N13)

The number identifies the case for which an eligibility determination is to be done. This field is mandatory. Help is available for this field. The client name is displayed next to the Case Number.

Technical Note: Use common routine ‘Get client name and format for display’.

DETERMINATION NUMBER (N4)

This is the Eligibility Determination number to which the certifications will be linked. Help is available. This field is mandatory.

Determination Status (A1)

This is the status of the determination. It is a display only field. The description of the status will be displayed next to the code.

Technical Note: If the Determination status is (C) ompleted or the budget was already certified. The worker cannot unlink. This is accomplished by checking the new field link-budget-ip.

Cmd (A1)

This is the action to be performed for each line. Valid command is (P)urge. Help is available for this field

Cert Period (N3)
This is the Certification to be linked to the Determination. It is a display only field.

Budget Number (N3)
This is the budget number linked to the certification. It is a display only field

Budget Date (N6)
The start date for the budget. It is a display only field.

Type Case (N6)
This is the Category code and Type case created with the budget worksheet. It is a display only field.

Start Date (N8)
This is the start date of the Certification. This is a display only field. Display MM/DD/YYYY date format.

Close Date (N8)
This is the close date of the Certification(if present). This is a display only field. Display MM/DD/YYYY date format.

Type Case (N6)
This is the Category code and Type case for the Certification. It is a display only field.

Dscnd (A1)
This is an indicator to show the user whether the cert has been decisioned for that determination. If so, the budget cannot be unlinked from the certification. It will contain a value of Y or blank.

Additional PF Keys

PF Key 6 – Elig
This key takes the user to the Eligibility Determination Maintenance function.

General

If the Determination is completed, no maintenance is allowed.

Purging a linked Certification

A Certification may be linked to more than one budget. If the budget linked to the certification is "completed/certified" the worker will not be allowed to unlink/purge the linked budget to the Certification. The system will check the new field Certified-link. If that field is 'Y' then the budget can not be unlinked from the Cert. As soon as the certification is actioned and becomes complete/certified this field will be updated. At that time, the system will not allow the budget to be unlinked from the cert period.

Copyright © 2003 RedMane Technology LLC
For DHH

The 'Completed' Maintenance functions

Certification Maintenance

Screen 1

```
Message line…
      CERT                    *** M.E.D. SYSTEM ***                05/19/08
      MECCEPF               CERTIFICATION MAINTENANCE              13:19:35
                                                                   METEST
 *Action             : _ (B,C,D,M,N,P,L)
 *CASE NUMBER        : _____________   Application Date   :
  CERT PERIOD NUMBER : ____            Status             :
  TYPE CASE          :
 *Client             : ____________
  Start Date         :    /    /      *Approval Code      : ___
  Renewal Date       : __ /    / ____ *Renewal Code       : __
  Close Date         : __ / __ / ____ *Closure Code       : ___
  Pending Close Date : __ / __ / ____  Expected Close Date: __ / __ / ____
  High Risk Date     : __ / __ / ____ *High Risk Code     : _
  Suspended Date     :                 MPP Premium History:
                                       Appeal Information : +
  LAMI Case Id       :                 External System    :        ErrSus:
  LAMI Closure Code  :                 LAMI Loc:      -
  Premium Amount     :                 Cap Amt/Reached    :             /
 *Hardship Code      :                *Wait.Prd.Exception : __

 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum        AUMem Sgmt                    WFlow
```

The Certification Maintenance screens are used to maintain a Certification within a Case. The Certification represents the period of eligibility for a group of AU Members and the type case for which they are eligible.

The fields on the Certification Maintenance screens are described below:

Action (A1)
: The action that must be taken on the Certification. This is a mandatory field. Help is available for this field. The valid action codes for this screen are (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast

CASE NUMBER (N13)
: The number identifying the Case. This is a mandatory field. Help is available for this field.

Application Date (N8)
: The application date that is applicable for this certification. This field is display only.

CERTIFICATION PERIOD NUMBER (N4)
: The number that identifies a certification within a case. This is a mandatory field

Status (A20)
: The status of the certification. This is a display only field. It will be derived from the close dates – 'Active', 'Pending Closure' or 'Closed'. If this certification has a corresponding in progress certification, the status will be 'Determination in Progress'

Type Case

The category code (N3) and type case code (N3) of the Certification. This is a mandatory field. A valid type case must be entered. The description of the Type Case will be displayed next to the code. Help is available on this field. Type Case 107 (Pending SSI Decision) cannot be used on certifications.

The Certification PDA will contain all CPTC details.

Start Date (N8)

This is the start date of the Certification. It is a display only field.

Approval Code (N3)

- The reason for the approval of the Certification. This is a mandatory field. Help is available for this field. The code entered must be a valid Approval Code for the Type Case. If the source of this data was from conversion then the approval code for that category type case does not require validation. Approval codes used for Rita and Katrina (34, 35, 44 and 45) cannot be changed. If a manual SSI (categories 1, 2, 4 and type cases 1, 3, 78, 81) is added with approval code 34, 35, 44 or 45, set the previous approval code to 09.

Approval code 31, 32, 33, 36, 37, 46, 42 and 43, cannot be changed by the Analysts once the cert has been added. The MEDS unit will use function CEAO to override the approval code and to correct the Katrina indicator.

Only need to look at the Type case approval code file.

Client (N13)

The person number of the person who is the client for the Certification. This is a mandatory field. Help is available for this field. The person number entered must be a valid person number on the Person file. The name of the person is displayed next to the person number. If the client number is changed a pop-up is displayed to allow the AU Members Relationship to Client Code to be review and corrected if necessary.

If the Client number on a C-Related cert (categories 03,05,13,16) is changed, copy the address, phone number and parish of the client to all active AU Members on that cert, except if the client is SDX owned, then give a warning message.

Copyright © 2003 RedMane Technology LLC
For DHH

Use the common routine 'Get Client Name and Format for display' for completed records.

Validate that the person is a Case Member for this Case.

When adding a Cert, default the Client to the person number from the case member if there is only one case member for the case.

Renewal Date (N8)

The date that the Certification should be renewed. This field is mandatory dependent on the Type Case. The date entered must be a valid date. This date can be defaulted using the renewal rule on the Type Case. If the date is left blank, the system will calculate it based on the type case rule. The worker will see the calculated date once the record has been updated. If the worker then wants to change it the record must be re-modified. If there is no rule, this field is optional. If entered, this date may not be before the start date. For relevant Type Cases and Categories, whenever this field is modified, a record is written to the Redet History file to provide information for the Re-Enrollment Outcomes reports.

For type cases 13, 53, 104 for all categories with a close date = 0

If the cert period approval code = open/close (61 or 67) ignore

Otherwise produce an error 'Renewal for month in which the 60 day postpartum period end'

For type cases 13, 53, 104 for all categories, with a close date = 0

If the cert period renewal code is not 4 or 5 or 15, the renewal date cannot be greater than 12 months from the cert start date.

For MPP Certifications (type case 88), do not allow renewal to be extended past AU Members 65th birthday month unless the cert period renewal code is 4 or 5 in which case the renewal can be extended past the AU Members 65th birthday month. If no earnings are budgeted, the renewal date should not be > 6 months from the budget date.

For EW/W Certifications (type case 60), the renewal date cannot be extended past AU Members 65th birthday month unless the renewal code is 4 or 5.

If the date gets defaulted to a date less than the start date, reset the renewal date and allow the worker to manually enter the renewal date.

Renewal Code (N1)

The reason that the Certification was extended. This field is optional until the period from the cert start date to the renewal date is greater than the length rule defined for that type case. After that point the renewal code is required. Help is available for this field. The code entered must be a valid Renewal Code.

Once entered a renewal code can be modified but cannot be removed except for:

- SDX interface removing SDX renewal codes 7 and 8
- Removal of renewal code and renewal date on QMB certs when they become dual with an SSI, SDX owned cert.

At renewal the following codes apply

1 – Renewal complete

2 – Renewal date advanced without complete determination

3 – Correction only (to correct an error in renewal date previously submitted). This code is now obsolete.

4 – Renewal advanced one month pending expiration of timely notice for closure.

5 – Renewal advanced pending DHH appeal (Allow up to two months extension).

6 – LAMI closure (the system will automatically add redet code and date on MEDS record. The renewal date will be equal to the month of the LAMI closure.

7 – SDX/MEDS Interface generated closure reports on the PAW 370. The system will add renewal code and date equal to the current month plus one.

8 – Eligibility Evaluation –closure of manually entered SSI certifications

9 - Renewal advanced pending SSA appeal (Allow up to three months extension).

10 – SDX Medicaid Eligibility type Q (qualifying trust may exist)

11 – Ex Parte

12 – 12 months continuous eligibility

13 – OCS Closures. This can only be used on OCS certifications (category 6. 8 and 22)

If the worker the system enters cods 1 – 3, 14 should check renewal date to make sure the worker has not entered a date that goes beyond the maximum length of certification for that type case

If the worker enters code 4 the system should not allow the worker to enter a renewal date other than the month following the current renewal date. This code cannot be used on an Add action.

If the worker enters code 5 the system should not allow the worker to enter a renewal date greater than two months following the current renewal date. This code cannot be used on an Add action.

Code 6, 7, 8 and 10 are reserved for the interfaces

If the worker enters code 9 the system should not allow the worker to enter a renewal date greater than three months following the current renewal date.

If the worker enters code 13 and the type case is not a waiver, the system should default the renewal date to next months cut-off.

Removal of Renewal code 3 on active Qmb Certs

- Removed renewal code 3 on all QMB certs which are dual with a SDX owned SSI and no renewal date. (122 certs updated)
- Removed renewal code other than 3 on all QMB certs which are dual with a SDX owned SSI and no renewal date. (1,660 certs updated)
- Removed renewal code 3 on the 2 certs which have a renewal code but are not dual QMBs. (2 certs updated)
- Remove renewal date and code from QMBs dual with SDX owned SSI. There were no certs to be update

Close Date (N8)

The close date of the Certification. This is an optional field, based on Type Case. The date entered must be a valid date. Some Type Cases require a close date. The following business rules apply to the close date:

- If the Type Case has a suspend date, a close date prior to the Type Case suspend date must be entered. The close date cannot be later than the expected close date of the Certification if the Certification is pending closure.

Copyright © 2003 RedMane Technology LLC
For DHH

- The close date must be entered if the closure code is entered.
- The close date cannot be more than 4 months in the future.
- Close date must be the end of this month if before cutoff, or next month if after cut-off, unless closure code 27, 28, 90, 89, 48, 92 is specified or cat 16 and type case 12 or 47, or closure code 42 is specified for type case 03-02 (DE). Close Date is required with approval code 61 or 67
- The close date is required if the approval code is 31, 32, 33, 36, 37, 46, 42 or 43. Close date may not be more than 5 months from the cert start date.

The close-date-9c must be updated.

Closure Code (N3)

The reason for closing the Certification. This field is mandatory when the Close Date is entered. Help is available for this field. The code entered must be a valid Closure Code. *Closure codes 36, 37, and 92 are only valid for the LAMI interface.* Closure code 16 is only valid for MPP Certifications (type case 88). Closure Code 25 is only valid for OCS certifications (category 6, 8 and 22). OCS certifications can only be closed with codes 90, 48, 93, 25, and 27. Closure Code 42 is only valid for DE Certifications (type case 03-02). For DE certifications (type case 03-02), closure code 42 is valid for approval codes 61 and 67 (open-close certifications). If approval codes 61 or 67 are used then only closure codes 23, 28, 48, 66, 90 are valid.

Pending Close Date (N8)

The date the worker decides to 'pend' the certification for closure. If entered, the date must be a valid date. This date cannot be before the Start Date of the Certification and is not allowed if a close date is entered.

Expected Close Date (N8)

The date it is expected that the certification will be closed. This field is mandatory if the Pending Close Date is entered. The date entered must be a valid date. This date cannot be before the Pending Close Date. The Expected Close Date cannot be before the start, close or suspend dates for an AU Member or for the Certification.

High Risk Date (N8)

The date the worker expects something on the certification to change. This is an optional field. If entered, the date must be a valid date. This field must be entered if the High Risk Code field is entered. A workflow to the user will be created. This date cannot be before the Start Date.

If the high-risk date is less than one month from current date, then a workflow to the user must be created with the current date. If the high-risk date is more than one month from the current date, then a workflow to the user must be created with a date that is one month prior to the High-risk date.

High Risk Code (N1)

The reason the worker is marking the certification as high-risk. This is an optional field. Help is available for this field. The code entered must be a valid High Risk Code. This field must be entered if the High Risk Date is entered. The description of the code must be displayed next to the field.

Suspended Date (N8)

The date on which all the AU Members in the Certification were suspended by the L'ami interface. This is a display only field.

Read AU member file with Case number / Cert Period Number and if all the AU members have been suspended, then display the suspend date of the last AU Member found.

MPP Premium History

This is a 'moreable' group of fields that will only be shown for MPP Certifications– see the MPP Premium History Pop-Up Window.

PACE Admit Date (N8)

This is the effective date of PACE enrollment as described in the 42 CFR 460.158. (A participant's enrollment in the program is effective on the first day of the calendar month following the date the PACE organization receives the signed enrollment agreement.)

Required for type cases 100 (SSI PACE) and 101 (SSI-Related PACE) and must be blank for all other type cases**.** This field is only visible for PACE type cases (100 and 101). The cert start date may not be earlier than the calendar month following the PACE Admit Date, for example if the PACE Admit Date is 3/15/2005 then the cert start date may not be earlier than 4/1/2005, if the PACE Admit Date is 3/30/2005 then the cert start date may not be earlier than 4/1/2005. The PACE Admit date is modifiable on the CERT screen after a decision was made on the cert. If the cert start date has to change because a wrong PACE Admit date was entered when the cert was added, then an ELIG must be opened to correct the cert start date and the PACE Admit Date.

Appeal

Appeal message (A8)

A message to notify the worker that there is currently an outstanding appeal in progress. This field is display only. The word 'APPEALED' is displayed if there is currently an outstanding appeal related to this certification.

*Check if C*APPEAL-INFO >0 if it is, then check for decision date. If there is no decision date, then the appeal is still outstanding.*

This is a 'moreable' group of fields – see the Appeal Information Moreable screen.

External System (A8)

The external system that is responsible for the maintenance of this case. This field is display only. If this field is present then all of the above fields except Action, Case Number, Cert Period Number and Start date will be display only. This is to prevent maintenance of this case by MEDS workers - maintenance of this case will be done through the appropriate interface. The valid values are 'LAMI' and 'SDX'.

LAMI CID (N9)

The LAMI case id number. This field is display only. This field should only appear if the value of External System is LAMI otherwise it should be hidden.

Error Suspense Indicator (A1)

Indicates that a record is in error suspense. Valid values are (L)AMI, (S)DX or spaces.

LAMI Location

This field is made up of 2 fields - LAMI location type (A4) and LAMI location id (N4). This is a display only field. The description of the LAMI Location is displayed next to the type and id.

LAMI Closure Code (N2)

The closure code sent over by LAMI when the certification is closed. This is a display only field. The description of the LAMI Closure Code is displayed next to the code.

Additional PF Keys

PF 5 Key – CSUM

This key points to the Case Member Inquiry Screen.

Copyright © 2003 RedMane Technology LLC
For DHH

PF 7 Key - AUMem
This key points to the
AU Member Maintenance screen.

PF 8 Key - Sgmt
This key points to the Segment Maintenance screen. If the cursor is on one of the CPTC's, then this CPTC must be passed to the Segment Maintenance screen.

PF 12 key – WFlow
This key will invoke the Create Review List Entry pop-up (Page 190). If no cert is displayed when this PF Keys is pressed, an error '*Please select a Case/Cert before adding a workflow*' is displayed.

Status value processing

Status value	Can change to .....
Active	Closed, pending closure
Pending Closure	Closed, Active
Closed	Active, Pending Closure (if not sent to MMIS)

Adding a Certification

A completed certification can never be added, it can only be copied from the 'in progress' record when the in progress certification gets certified

This action can only be done via the Certify Process.

Use the common routine 'Populate earliest renewal date'.

Populate the approval date field with the current date to show when the Certification was created.

Use the Presumptive Eligibility closure LDA defined in the Internal – Core document to check if the category type case is Presumptive Eligibility (PE). If it is a PE type case, then set the PE Close date equal the end of the following month. If not, then use the SSI Manual certification LDA defined in the Internal – Core document to check if the category type case is SSI. If it is an SSI type case, then set the SSI Close date equal to the date that is 5 months after the start date. Use common routine 'Determine Date'.

Populate the CERTIFY-DATE with the current date

When creating a new Certification, a Case segment may need to be sent to the ***LASES*** *interface.*

Using the Case and Certification Period Ids of the current record,

Read the LASES Case file by Case / Certification Period

and Require that either the Close Date > Current Date or the Close Date is zero

Stamp this LASES Case record with the next LASES run number and an X in the LASES-CASE-RUN field only if the record is not stamped to go out in a New Referral

End LASES Case Read Loop

Call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

Call the common routine 'Build AU Member Eligibility' (MECAMEN1). This builds the appropriate AU Member Eligibility record (intersection of AU member and CPTC) and Eligibility Segment records (intersection of AU Member Eligibility and Sanctions) when a CPTC is added, and marks the segments to send to MMIS. See Core Common for more details.

If a new cert is added and the calculated renewal date (using cert length for the Type case) is beyond the initial period, calculate the initial cert length as Current Month plus Renewal Length number of months. If a new cert is added and the renewal date is entered by the Analyst and is beyond the initial period, compute the new max renewal limit (Current Month plus Renewal Length number of months). If the entered renewal date is beyond the max renewal date, give error message '*Renewal Date too far in the future*'.

If cert period start date is beyond the Initial Period and the action is 'ADD', use Renewal Length and not Cert Length to calculate the Renewal date.

In specific edit for redet code 1, 3, 11 and 14 and the original calculated redet date is in the past, use the Renewal Length and not Cert Length to calculate the Renewal date.

If a new cert is added with approval code 34 (Rita) or 44, 45 (Katrina) update the Katrina Indicator and permanent parish of residence for the Client as follows:

- If the approval code is 44 and the Katrina indicator is not equal to 'Y' (Katrina AU Member) or 'C' (Katrina client), set the Katrina indicator to 'C'.
- If the approval code is 34 and the Katrina indicator is not equal to 'R' (Rita AU Member) or 'D' (Rita client), set the Katrina indicator to 'D'.
- If the approval code is 45 and the permanent parish of residence is zero and the clients's current parish of residence is one of the 31 FEMA parishes, save the current parish of residence in the permanent parish of residence.

If the approval code is changed to 45, and the case is not in one of the 31 FEMA parishes, show pop-up to allow the Analyst to update the previous Parish of Residence for all AU Members as well as the Client on the certification. See Previous Parish Update Pop-up (page 192).

Modifying a Certification

A Certification can only be modified if it is not closed in the past or it has not been sent to MMIS and the Eligibility Determination for the Certification has been completed. If the Eligibility Determination has not been completed, the Certification must be modified in the Certify Process.

Can only modify the completed record if no corresponding in progress record exists that has not been certified.

Modify the record on ME-CERT-PERIOD and ME-CPTC.

If the Close date and Closure code are entered, populate the Certification Period and CPTC close dates and closure codes with these values.

If the renewal date is changed, call the common routine 'Populate earliest renewal date'

If we are changing the screen start date, screen renewal date or screen renewal code and we are not closing the cert, determine if the renewal date is still valid.

> *First, compare the screen renewal date against the initial (very first) renewal date*
>
> *If we are beyond the initial renewal date*
>
> *Compute the new max renewal limit*

 Copyright © 2003 RedMane Technology LLC For DHH

If we are beyond the max renewal date provide the user with an error.

If the renewal date is changed and the certifications category is not 15 or 16 call common module MECUBCN to update the AU-Member record with BENDEX Run Number.

If there is a certified in progress record for the completed record, copy the changes made to the completed record across to 'In Progress' Use common routine 'Determine if sent to MMIS'.

*When updating a Certification, a case or custodial parent segment may need to be sent to the **LASES** interface.*

Start Date Alterations

If the Certification Start Date is being updated, then

Read the LASES Case file by Case / Certification Period Number
and require that either the Close Date > Current Date or the Close Date is zero
Set the Earliest-AU-Member-Start-Date = 99999999
Set the LASES-Case-Start-Date = Certification-Period-Start-Date

Read the LASES Case Child file by Absent Parent / Case / Certification Period number (matching that of the current LASES Case record)
and require the LASES Include Indicator to be I-Include

Find (1) the AU Member record matching the Case / Certification Period / AU Member Numbers (matching that of the current LASES Case Child record.)
And require that either the Close Date > Current Date or the Close Date is zero
Set the Earliest-AU-Member-Start-Date = Minimum of the Current AU Member's start date and the Earliest-AU-Member-Start-Date.
End AU Member Find

End LASES Case Child Read

If the LASES Case Child Read Counter >= 1 then
Set the LASES-Case-Start-Date = Maximum of the Earliest-AU-Member-Start-Date and the LASES-Case-Start-Date.
Stamp LASES Case record with the derived LASES-Case-Start-Date
Stamp this LASES Case record with the LASES run number and mark it for a LASES Case extract only if the record is not stamped to go out in a New Referral.
End LASES Case Child Read Counter If

End the LASES Case Read loop.

End the Start Date If

Close Date Alterations

If the Certification Close Date is changing,

Read the LASES Case file by Case / Certification Period Number
And require that either the Close Date > Current Date or the Close Date is zero
Set the Latest-AU-Member-Close-Date = 00000000
Set the LASES-Case-Close-Date = Certification-Period-Close-Date

Read the LASES Case Child file by Absent Parent / Case / Certification Period number (matching that of the current LASES Case record)
and require the LASES Include Indicator to be I-Include

Find (1) the AU Member record matching the Case / Certification Period / AU Member Numbers (matching that of the current LASES Case Child record.)
And require that either the Close Date > Current Date or the Close Date is zero
Set the Latest-AU-Member-Close-Date = Maximum of the Current AU Member's Close date and the Latest-AU-Member-Close-Date.
End the AU Member Find

End LASES Case Child Read

If the LASES Case Child Read Counter >= 1 then
If Latest-AU-Member-Close-Date Greater than 0 then
Set the LASES-Case-Close-Date = Minimum of the Latest-AU-Member-Close-Date and the LASES-Case-Close-Date.
Stamp LASES Case record with the derived LASES-Case-Close-Date
Stamp this LASES Case record with the LASES run number and mark it for a LASES Case extract only if the record is not stamped to go out in a New Referral.
End LASES Case Child Read Counter If

End the LASES Case Read loop.
Call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

End the Close Date If

Client Number Alterations

If the Certification Client Number is changing,

Read the LASES Case file by Case / Certification Period Number

And require that either the Close Date > Current Date or the Close Date is zero

Stamp this LASES Case record with the LASES run number and mark it for a LASES Custodial Parent extract only if the record is not stamped to go out in a New Referral.

End the LASES Case Read loop.

End the Client Number if.

If start date, close date or closure code are modified call the common routine 'Rebuild AU Member Eligibility' (MECAMEN3). This rebuilds the appropriate AU Member Eligibility record (intersection of AU member and CPTC) and Eligibility Segment records (intersection of AU Member Eligibility and Sanctions) when a CPTC is changed, and marks the segments to send to MMIS. See Core Common for more details.

If Client changes, call the common routine 'Update Client Run Number on Case' to set the case to be extracted in the client interface.

If renewal code 13 is added to an OCS Certifications a pop-up is displayed to warn the analyst to correct the child's address and parish of residence before making the change.

Copyright © 2003 RedMane Technology LLC
For DHH

```
                    *** M.E.D. SYSTEM ***              02/25/04
MECCRTN7           OCS CHILD ADDRESS ALERT             09:12:39

     Please correct the child's address and parish of residence,
     if necessary, BEFORE changing the renewal code.

     Press PF5 to cancel, otherwise press PF3 to continue.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help        Cont        Canc
```

When the renewal code 13 is added the caseload is changed to the BHSF default caseload for the cases parish of residence and a workflow is sent to the BHSF caseload supervisor to review.

Change of ownership on SDX owned SSIs with dual QMB:

- If this is an SSI certification and it's changing from being MEDS owned to being SDX owned read the AU Members for that certification (ignore AU members with close date less than current date), and check if that AU Member also has a QMB and if so, remove the renewal code and date.
- If this is an SSI certification and it's changing from being SDX owned to being MEDS owned read the AU Member for that certification (ignore AU members with close date less than current date), and check if that AU Member also has a QMB and if so, copy the renewal code and date from the SSI cert to the QMB cert or set to next month if SSI is closing (only out of state closures can close the SSI but leave the QMB open).

(In actual fact as SSIs only have 1 AU Member and if the cert is open, that 1 AU Member has to be open, but this was written to be more flexible and to allow for multiple AU Members.)

If any change (including renewing) is made to a certification on the CERT screen, or to the certification in progress through ELIG, check if a Medicare Claim Number is required on the AU Members on the certification, and if the corresponding people have Medicare Claim Numbers. If so, alert the worker that a Medicare Claim Number is required for the person without preventing the worker to complete the transaction. Do not alert the worker if the person is in a certification that is being closed (even if it's a future close date).

Change SSI certification process for current run date if changing from MEDS owned to SDX owned

- The logic should only reject AU Members closed BEFORE the current date. That is, if the AU Member is closing on the current date, allow it to process.

Allow changes to be made to a certification on the CERT screen for SLMB/SSI protected (type cases 40/81) duals regardless.

Allow changes to be made to a certification on the CERT screen for SLMB/SSI Main (type cases 40/78) duals only if the SSI Main(type case 78) is on SSA appeal (Redet code 9).

In specific edit for redet code 1, 3, 11 and 14 and the original calculated redet date is in the past, use the Renewal Length and not Cert Length to calculate the Renewal date.

If the approval code on a cert is changed and the new approval code is 34, 35 (Rita) or 44, 45 (Katrina)

Update the following for every active AU Member:

- If the approval code is 44 and the Katrina indicator is not equal to 'Y' (Katrina AU Member), set the Katrina indicator to 'Y'.
- If the approval code is 34 and the Katrina indicator is not equal to 'R' (Rita AU Member), set the Katrina indicator to 'R'.
- If the approval code is 45 and the permanent parish of residence is zero and the AU Member's current parish of residence is one of the 31 FEMA parishes, save the current parish of residence in the permanent parish of residence.

Update the following for the client (only if the client is not an active AU Member and if the approval code is changed to 44, 45, or 34):

- If the approval code is 44 and the Katrina indicator is not equal to 'Y' (Katrina AU Member) or 'C' (Katrina client), set the Katrina indicator to 'C'.
- If the approval code is 34 and the Katrina indicator is not equal to 'R' (Rita AU Member) or 'D' (Rita client), set the Katrina indicator to 'D'.
- If the approval code is 45 and the permanent parish of residence is zero and the clients's current parish of residence is one of the 31 FEMA parishes, save the current parish of residence in the permanent parish of residence.

If the approval code on a cert is changed for or to 34, 35, 44, 45, stamp the MMIS run number on a all eligibility segments that were active after 9/1/2005 unless the cert type is an LIS type then ignore.

If the approval code is changed to 31, 32, 33, 36, 37, 46, 42 or 43, set the Katrina indicator to 'Y' (Katrina AU Member) on the person record for every AU Member.

If the approval code is changed to 31, 32, 33, 36, 37, 46, 42 or 43, and the out-of-state code and county code for all the AU Members on the certification is not populated, show pop-up to allow the Analyst to update the out-of-state code and previous county of residence for all AU Members as well as the Client on the certification. See Previous County of Residence Pop-up.

If the approval code is changed to or from 31, 32, 33, 36, 37, 46, 42 or 43, stamp the MMIS run number on the eligibility segment so that this approval code change can be sent to MMIS.

Purging a Certification

- A Certification can only be purged if it has never been sent to MMIS. If it has been sent to MMIS, give an error message 'Cannot purge a Cert that has been sent to MMIS'.

  Technical Note: Use common routine 'Determine if sent to MMIS' - MECMISN.

- Before the Certification is purged, there is a pop-up displayed with a list of the related objects and the number of each object that are going to be purged that asks the Analyst to confirm the Purge.

Copyright © 2003 RedMane Technology LLC
For DHH

- The Certification Period will be purged and a cascading purge will be performed to remove all the records associated with the Certification Period:
  - All the AU Members
    - All the Lases Case Children
    - The 'initial' or 'lost' Swipe card request
  - All the LTC/Waiver Segments
  - The Lases Case
  - All the Person Gross Income records
  - The Redet History record
  - The CPTC record
  - All the 'in-progress' records (if any exist)
  - All the intersection records
    - The linked Certification record (intersection between Cert period and Eligibility Determination as seen on ELGCP - Certifications to be Determined Maintenance).
    - The AU Member Eligibility record (intersection between CPTC and AU Member as seen on MMISQ1 - AU Member Eligibility Maintenance).
    - The Eligibility segment (intersection between sanctions and CPTC as seen on MMISSE - MMIS Extract Eligibility Selection and MMISQ2 - Browse Eligibility Inquiry).
    - All the Budget Worksheet CPTC records (intersection between Budget Worksheet and CPTC). This will unlink all the budgets. No other budget information will be purged.
- Re-open the Eligibility Determination.
- After all the records have been purged, entries will appear in the appropriate Audit Trail Browses with an action of 'Purge'.

Certification Purge Confirmation Pop-Up

```
                    *** M.E.D. SYSTEM ***              *DATE
MECPCEN0       CERTIFICATION PURGE CONFIRMATION        *TIME
                                                       *LIBRARY-ID
 Case Number          : _____________ Client Name
 Cert Period Number   : ____

The following related information will be purged:
  AU Member                 : _
  Segment                   : _

  LASES Case Child          : _
  LASES Case                : _
  Person Gross Income       : _
  Eligibility Determination: ____ will be re-opened (or remain open)
  Confirm Purge             : _  (Enter Y to purge, N to cancel)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help        Retn
```

This screen shows a summary of the related records that are going to be purged when a Certification is purged as well as the Eligibility Determination that are going to be re-opened. The analyst must confirm this purge by entering a 'Y'es or cancel it with a 'N'o in the Confirm Purge field.

Field Descriptions

Case Number (N13)
The Case Number and Client Name will be displayed.

Cert Period Number (N4)
The Cert Period Number that is being purged will be displayed.

If any AU Members, Segments, LASES Case Children, LASES Cases or Person Gross Income are going to be purged, it will be indicated with an 'X', otherwise it will be blank.

- AU Member (A1)
- Segment (A1)
- LASES Case Child (A1)
- LASES Case (A1)
- Person Gross Income (A1)

Eligibility Determination (N4)
The Eligibility Determination number that is going to be re-opened will be displayed.

Confirm Purge (A1)
This field is mandatory and valid values are (Y)es to continue with purge and (N)o to cancel purge.

Closing a Certification

The Certification Period close date will be populated with the close date of the CPTC being closed and the Certification Period closure code will be populated with the closure code of the CPTC being closed.

If the cert is SDX or LAMI-owned the External System will be reset to make it MEDS owned. If the person has no other active non-MEDS owned eligibility the External System indicator on Person is also reset.

Copyright © 2003 RedMane Technology LLC
For DHH

All the AU members in the Certification Period will be closed with this date and closure code.

Use common module 'Close completed AU members'

The Close Segment Pop-up Confirmation window displays if open segments exist for the closing certification (as detailed in the Replace action section). All the segments in the Certification will be close with this date

A window allowing input of segment Discharge Date displays if segments are being closed.

Use common module 'Close completed segments'

When closing a certification period, the pending-close-date and expected-close-date must be blanked out.

All the AU Members for the Certification must be marked for the Client Interface. This will be handled by the AU Member Object Subprogram, because the common routine 'Close AU Members' will call this subprogram to close each AU Member and the close of an AU Member will update the client run number on the Person.

When closing the CPTC. Check that the earliest renewal date on the Case is populated correctly – Use common routine 'Populate Earliest Renewal Date'.

When closing a CPTC, the SSI-close-date and the PE-close date fields must be blanked out.

When closing a CPTC and the type case indicates that budgets are required, the budget number of the budget responsible for the close must be entered. There is no check that the budget type case is equal to the CPTC type case being closed.

Security Access

All MEDS users will have inquiry access to L'AMI and SDX owned cases, but update access to only the Start Date.

Appeal Information Moreable

```
       Message Line …
     CERT                    *** M.E.D. SYSTEM ***                *DATE
     MECCEPF               CERTIFICATION MAINTENANCE              *TIME

 *Actio +-------------------------------------------------------------+
 *CASE  |                                                             |
  CERT  |                    *** M.E.D. SYSTEM ***          *DATE    |
  TYPE  |  MECCAPN             APPEAL INFORMATION           *TIME    |
 *Clien |                                                             |
  Start |    Filing Date      *Status              Decision Date      |
  Renew |    ---------------  -------------------  --------------     |
  Close |    __ / __ / ____   _                    __ / __ / ____     |
  Pendi |    __ / __ / ____   _                    __ / __ / ____     | _
  High  |    __ / __ / ____   _                    __ / __ / ____     |
  Suspe |    __ / __ / ____   _                    __ / __ / ____     |
  Appea |    __ / __ / ____   _                    __ / __ / ____     |
        |    __ / __ / ____   _                    __ / __ / ____     |
  LAMI  |                                                             |
  LAMI  | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--- |
  LAMI  |       Help        Cont        Canc                          |
        +-------------------------------------------------------------+
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit              AUMem Sgmt        Left  Rght
```

The appeal information moreable screen is invoked from the Certification Maintenance screen.

The fields on the Appeal Information moreable are described below:

Filing Date (N8)
The date the appeal was filed. The date entered must be a valid date. This date is required if the Status or Decision Date is entered.

Status (A1)
The status of the appeal. The valid values are (P)ending, (C)lient , (S)tate or (W)ithdrawn. This indicates whether the client's appeal is pending, was upheld i.e. the certification remains open or the decision was in the State's favor in which case the certification will be closed or the appeal was withdrawn. The description of the code must be displayed next to the code The Status is required if the Filing Date is entered. The Status cannot be 'Pending' if the Decision Date is entered.

Decision Date (N8)
The date the decision was made. This field is mandatory if the status is (C)lient, (S)tate or (W)ithdrawn . The date entered must be a valid date. The date cannot be prior to the Filing Date.

When the moreable pop-up is opened, all the currently held filing dates will be protected in order to prevent a filing date from being removed. Any records that have a status of "W, S or C" will also be protected in order to prevent modification. A status of "W" may only be entered is the original status of the record was 'Pending' when the pop-up was opened.

Create Review List Entry pop-up

```
Message Line -
                  Create Review List Entry        03/24/04
    MECCEPN2                                      16:30:35

    *Reason Code: ________
         Purpose: ________________________________________
        *User Id: ________  Name
   Supervisor Id:           Name
   *Review Group: ________
        Priority: ___
  Effective Date: __ __ ____
     Transaction:
  Related Object:




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
       help        Cont        Canc
```

This pop-up is allows the analyst to create a Review List Entry that is linked to a specific case number and cert period number.

The fields on the pop-up are described below:

Reason Code (A8)
The reason code is used to look up the reason for the review list entry. This is validated against the reason table. Help is available on this field. If a Reason Code is entered, the description is displayed in the Purpose field and the analyst can change the purpose.

Copyright © 2003 RedMane Technology LLC
For DHH

Purpose (A40)

The description of the reason for the review list entry. If the Reason Code is not entered, then the Purpose is required. See above.

User ID (A8)

This field is the User ID of the person who receives the workflow. It defaults to the User ID of the case worker on the case but can be changed to any other valid User ID. Help is available on this field. The name of the user is displayed. Either the User ID or the Review Group must be entered.

Supervisor ID (A8)

This field is the Supervisor's User ID who also receives the workflow. It defaults to the Supervisor of the case worker on the case. If the User ID is changed the supervisor ID is changed accordingly. The Supervisor ID can be changed manually. The Supervisor name is displayed. If a Review Group instead of a User ID is entered, then the Supervisor ID and Name is programmatically cleared.

Review Group (A8)

This field is the Review Group that will receive the workflow. This field is validated against the review group file. Either the Review Group or the User ID must be entered, but not both.

Priority (N3)

This is used to sequence the review list entries in some sort of priority over date. If a reason code is selected, the priority assigned to the reason code is used. If a value is not entered, the default priority of '5' is used.

Effective Date (N8)

The date on which the entry is to appear on the review list. If you don't enter a date, the current date is used.

Transaction (A8)

The Id of the transaction that is invoked when the review list entry is selected. This field defaults to 'CERT' and is display only.

Related Object (A40)

This is related information is the second line on the workflow and identifies the case and cert to which this review list entry is linked. This field cannot be modified. The case number and cert period number are shown in the following format: 'Case#: _____, Cert#: ____'.

Previous Parish Update Pop-up

```
                    *** M.E.D. SYSTEM ***              11/11/05
MECCRTNA        PREVIOUS PARISH UPDATE POP-UP          08:15:42

Please update the previous parish of Residence:

AU Member Name                 Birth Date *Parish of Residence
------------------------------ ---------- -----------------------
DOE, LINDA X                   99 99 9999 ____
DOE, MARISSA XX                99 99 9999 ____









                         ****** End of Data ******
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help        Cont        Canc        Back  Fwrd
```

This pop-up is shown when the approval code on an existing cert is changed to 45 or if a new cert with approval code 45 is added and the case is NOT in one of the 31 FEMA parishes. All the AU members as well as the Client are shown to allow the Analyst to enter the previous Parish of Residence.

The fields on the pop-up are described below:

Parish of Residence (N4)

This field is the previous parish of residence and is required. Valis values are one of the 31 FEMA parishes. PF1 Help is available.

31 FEMA identified Katrina Parishes

Parish	Description
1	Acadia
3	Ascension
4	Assumption
10	Calcasieu
12	Cameron
17	East Baton Rouge
19	East Feliciana
23	Iberia
24	Iberville
26	West Jefferson
27	Jefferson Davis
28	Lafayette
29	Lafourche
32	Livingston
36	Orleans
38	Plaquemines
39	Pointe Coupee
44	St Bernard
45	St Charles
46	St Helena

Copyright © 2003 RedMane Technology LLC
For DHH

Parish	Description
47	St James
48	St John
50	St Martin
51	St Mary
52	St Tammany
53	Tangipahoa
55	Terrebonne
57	Vermilion
59	Washington
61	West Baton Rouge
63	West Feliciana
65	East Jefferson

Previous County of Residence Pop-up

```
                    *** M.E.D. SYSTEM ***              11/11/05
MECCRTNA      PREVIOUS COUNTY OF RESIDENCE POP-UP      08:15:42

Please update Out-of-State Code and previous County of Residence:

AU Member Name            Birth Date State County of Residence
------------------------- ---------- ----- -------------------
DOE, LINDA X              99 99 9999  __   __  County Name
DOE, MARISSA X            99 99 9999  __   __  County Name









                        ****** End of Data ******
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help        Cont        Canc        Back  Fwrd
```

This pop-up is shown when a new certification is added with approval codes 31, 32, 33, 36, 37, 46, 42 or 43 and the Out-of-State code and County of Residence is not populated. All the AU members as well as the Client are shown to allow the Analyst to enter the Out-of-State code and previous County of Residence.

The fields on the pop-up are described below:

State (A2)

Required. This field is the Out-Of-State code for Mississippi and Alabama evacuees. Valid values are MS – Mississippi and AL - Alabama.

County of Residence

Required. The Mississippi or Alabama County where the person was evacuated from. Help is available. See Alabama and Mississippi County Codes below for valid values.

Alabama County codes

Only the counties affected by Katrina are listed:

County Code	County Name
02	Baldwin
12	Choctaw
13	Clarke
32	Greene
33	Hale
49	Mobile
54	Pickens
60	Sumter
63	Tuscaloosa
65	Washington

Mississippi County codes

Only the counties affected by Katrina are listed:

County Code	County Name
01	Adams
03	Amite
04	Attala
11	Claiborne
10	Choctaw
12	Clarke
15	Copiah
16	Covington
18	Forrest
19	Franklin
20	George
21	Greene
23	Hancock
24	Harrison
25	Hinds
30	Jackson
31	Jasper
32	Jefferson
33	Jefferson Davis
34	Jones
35	Kemper
37	Lamar
38	Lauderdale
39	Lawrence
40	Leake
43	Lincoln
44	Lowndes
45	Madison
46	Marion
50	Neshoba
51	Newton

Copyright © 2003 RedMane Technology LLC
For DHH

County Code	County Name
52	Noxubee
53	Oktibbeha
55	Pearl River
56	Perry
57	Pike
61	Rankin
62	Scott
64	Simpson
65	Smith
66	Stone
74	Walthall
75	Warren
77	Wayne
79	Wilkinson
80	Winston
82	Yazoo

Segment Maintenance

```
Message line …
      SGMT                      *** M.E.D. SYSTEM ***                 05/20/08
      MECSGMF                    SEGMENT MAINTENANCE                  08:50:48
                                                                      METEST
 *Action                : _ (B,C,D,M,N,L)
 *CASE NUMBER           : _____________
 *CERT PERIOD NUMBER    : ____
  SEGMENT NUMBER        : ____
  Type Case             :
  Type Case Start Date  :                  thru           :
  Segment Start Date    : __ / __ / ____   Close Date     : __ / __ / ____
  Medicare Hospice Ind  :                 *Closure Code    : ___
  Hspc Entitlement Date:                   Max Close Date  :
 *Provider Number       : _______
  Temp/Trans TCAS       : ___             *Temp/Trans LOC  : __
 *LTC Provider Number   : _______
  PLI Amount            :                  OSS Amount      :
 *Level of Care         : __
  Admission Date        : __ / __ / ____   Discharge Date  : __ / __ / ____
 *Admission Code        : _

 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum  Cert  SgInq Prov  HsPrd
```

The Segment Maintenance screen is used to maintain segments of long term care eligibility. The PLI amount and long term care provider are maintained on this screen.

NOTE: Hospice services are removed from MEDS as of 4/25/2005 and all fields on Hospice type segments (provider number starting with 58) are display only this screen.

The fields on the Segment Maintenance screen are described below:

Action (A1)

The action codes for this field are (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (L)ast

CASE NUMBER (N13)

The number that identifies the case. This field is mandatory. Help is available for this field.

CERTIFICATION PERIOD NUMBER (N4)

The number that identifies the certification period within the case. This field is mandatory. Help is available for this field. The client for the certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display'

SEGMENT NUMBER (N4)

The number of segment within the certification.

Type Case (N6)

The category and type case that applies to certification period. This consists of 2 fields - Category (N3) and Type Case (N3). These are display only fields. The description of the category type case is displayed next to the code.

Type Case Start Date (N8)

The start date of the Certification. This field is display only. The close date of the Certification is displayed as the 'thru' date. The close date is display only.

Segment Starts Date (N8)

The start date of the segment. This field is mandatory. The date entered must be a valid date. The date entered cannot be prior to the Certification start date that is displayed above.

The seg-start-date-9c must be updated when the segment start date is updated

Determination Message (A30)

This is a 'display only' message that will be displayed if the Certification for the Segment has been added for an Eligibility Determination that has not been completed yet.

Segment Close Date (N8)

The close date of the segment. This field is optional. If entered the date must be a valid date. The date entered cannot be later than the Certification close date that is displayed above. The Segment Close Date cannot be prior to the Segment Start Date.

A segment close date must be entered if a discharge date has been entered.

If the Certification has a close date, then the segment must have a close date

The close date cannot be more than 4 months in the future.

Medicare Hospice Indicator (A1)

This field is output only. Set if the Provider is a Hospice Provider. Set to Y if AU Member Medicare coverage code is A (Part A only) or X (parts A and B), otherwise set to N.

Segment Closure Code (N3)

The reason that the segment was terminated. This field is mandatory if the Close date is entered. Help is available for this field. The code entered must be a valid segment closure code. Closure code 110 - Conversion of Hospice segments to MMIS can only be used by the system.

Hospice Entitlement Date (N8)

The date that hospice services for this segment actually begin. The date is entered on the Person maintenance screen and is output only on this screen.

Max Close Date (N8)

The maximum close date of the Hospice segment. This date is calculated depending on the hospice periods used and is display only.

Copyright © 2003 RedMane Technology LLC
For DHH

Provider Number (N7)

The provider number of the long term care provider. This field is mandatory. Help is available for this field. The provider name is displayed next to the provider number. The provider number must be a valid LTC provider on the provider file. A provider check is not necessary if the bypass edit flag is equal to conversion. Provider number starting with 0058 is an invalid Provider number when adding a new Segment or changing the Provider number on an existing Segment.

Use LTC provider help.

The provider need only be an LTC provider if the Segment is not being closed. (If MMIS has added the provider as a lock in provider, the segment will be closed and a new segment added. The close of the segment must not validate that the provider is an LTC, only if the Provider is a Provider on the provider file)

A regular type case cannot be assigned a Waiver type case Provider Number and conversely.

If segment is open, the provider must be active (use rtn MECPRAN).

LTC Provider Number (N7)

The Long Term Care Provider for Hospice-Type Segments. The input field including the field text ("*LTC Provider Number :") is not displayed unless this is a Hospice Type segment (Provider Number beginning with "58..." in the "Provider Number" field). A non-Hospice Provider Number must be entered into the LTC Provider Number field whenever a Hospice Provider is entered into the Provider Number field. This field is display only.

If segment is open, the provider must be active (use rtn MECPRAN).

PLI Amount (N11.2)

The Personal Liability Income amount that is payable for the segment. This field is display only. This field is defaulted from the budget worksheet.

OSS Amount (N11.2)

The Optional State Supplement amount for the segment. This field is display only. This field is defaulted from the budget worksheet.

Level of Care (N2)

The level of care supplied for the segment. This field is mandatory. Help is available for this field. The level of care must be a valid level of care code. Level of care code validation is not necessary if the bypass edit flag is equal to conversion.

Level of Care codes '20', '21' & '22' are only valid up 12/31/2002 and Level of Care Code '88' is only valid from 1/1/2003.

Level if Care 99 – Hospice is not valid.

Level of Care codes 41, 42, 43 and 44 is only valid for segments with start date greater or equal to 8/1/2005. For segments for type cases 64 and 65 the level of Care code must be 41, 42, 43 and 44 (excluding provider 71504 – GB Cooley Hospital) and level of care codes 41, 42, 43 and 44 may only be used on segments for type case 64 and 65 as well as 22 and 25.

Admission Date (N8)

The date the member was admitted to the long term care facility. This field is mandatory. The date entered must be a valid date. This date cannot be after the Segment Start Date. Admission date validation is not necessary if the bypass edit flag is equal to conversion.

Discharge Date (N8)

The date the member is discharged from the long term care facility. This field is optional. The date entered must be a valid date. The date entered cannot be prior to the admission date. If a Close Date is entered and a Discharge Date is not entered, the following confirmation window will appear.

```
                    *** M.E.D. SYSTEM ***              *DATE
MECSGMN4         DISCHARGE DATE CONFIRMATION           *TIME

  If the Client has been discharged from the facility or
  left waiver services, enter the actual date of discharge.

                      __ / __ / ____


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10-
      Help        Cont        Canc
```

Admission Code (N1)

The admission code relating to this segment. This field is mandatory. Help is available for this field. The admission code description is displayed next to the admission code. The admission code must be a valid admission code.

Temp/Trans TCAS (N3)

The Temporary Stay Waiver type case or Transitioning LTC type case. This field is optional. The code description is displayed next to the code. The code must be a valid Waiver or LTC type case.

Temp/Trans LOC (N2)

The level of care relating to this segment's Temporary Stay Waiver or Transitioning LTC type case. This field is optional. The code description is displayed next to the code. The code must be a valid level of care.

Additional PF Keys

PF Key 5 – CSUM

This key points to the Case Summary Inquiry screen.

PF Key 6 – Cert

This key points to the Certification Maintenance function

PF Key 7 - SgInq

This key points to the Segment Inquiry by Case / Certification Period.

PF Key 8 - Prov

This key points to the Provider Lookup screen.

PF Key 9 - HsPrd

This key points to the Hospice Services Periods Pop-up Window that displays Hospice Segments per Hospice Entitlement Date.

Copyright © 2003 RedMane Technology LLC
For DHH

Adding a segment

Completed segments may not be added, only copied from in progress records.

The segment period, i.e. segment start date through segment close date (if entered), must fall completely within the certification period type case start and close dates.

Segments within a certification period type case are not allowed to have overlapping time periods.

New segments are sent to MMIS.

Call the common routine 'Get Next MMIS Run Number' and update the MMIS run number on the segment record.

Modifying a segment

The segment may not be modified if there is a corresponding in progress segment that has not been certified.

The segment may be modified if there is a corresponding in progress segment that has been certified, but the changes must be copied across to the in progress segment.

The discharge date can be modified at any time. The Segment Close Date can be modified at any time, except if the Segment has been sent to MMIS and the date is in the past. All other modifiable fields can be modified only if the segment has NOT been sent to MMIS unless the start date of the segment is in the current month.

Use common routine 'Determine if sent to MMIS'.

If the Discharge Date, Provider Number, Level of Care, Admission Date, Admission Code, PLI Amount, OSS amount, diagnosis codes, Segment Start Date or Segment Close Date is modified, call the common routine 'Get Next MMIS Run Number' and update the MMIS run number on the segment record.

Purging a segment

A segment can only be purged if it has NOT been certified.

A segment can only be purged if the corresponding In Progress segment has been purged. A segment cannot be purged from the Segment Maintenance function.

Maintaining a segment

If the Certification is closed, no Segments may be added, modified or purged for the Certification.

Displaying a segment

If the segment has an in progress record that has not been certified, display the determination message and disable all fields except key fields. No maintenance is allowed on the segment until the determination is complete.

Summary of LTC/Waiver Segment Rules

3. Cannot add or purge a completed segment
4. Case number is required & must be valid
5. Cert Period is required & must be valid

6. AU Member must be added before a segment can be added
7. The category type case (TCAS) of the case/cert period must allow segments
8. Start date is required & must be valid format
9. The start date cannot be before the cert start date or after the cert close date
10. The start date cannot be before 1/15/01 if the type case is 76 or 77
11. Before cut-off the start date cannot be later than the end of next month
12. After cut-off the start date cannot be later than the end of the month after next
13. Cannot change the start date if segment has gone to MMIS
14. The close date is required if discharge date is entered
15. The close date must be a valid format if entered.
16. Segment must have a close date if the cert has a close date
17. The close date cannot be before the segment start date or after the cert close date
18. Cannot remove a prior month close date if segment has gone to MMIS
19. Cannot change a prior month close date if segment has gone to MMIS
20. Segments for a person cannot overlap (except one can end the same day as another starts)
21. Provider number is required
22. Provider must be defined on the Provider table as active and a Long Term Care provider.
23. If the segments type case is 26 or 27 the provider number must be 257
24. If the segments type case is 45 or 46 the provider must be 251
25. If the segments type case is 82 or 93 the provider must be 200
26. If the segments type case is 43 or 70 the provider must be 401
27. If the segment type case is 76 or 77 the provider must be 381
28. Cannot have both PLI and OSS amount.
29. OSS amount cannot exceed $8
30. Level of Care is required and must be a valid code
31. If segments type case is 18 or 19 the level of care code must be 27
32. If level of care code is 27 the segments type case must be 18 or 19
33. If segments type case is 76, 77, 82 or 93 the level of care code must be 26
34. If segments type case is 26, 27, 45 or 46 the level of care code must be 88 (after 1/1/03)
35. Admission Date is required and must be a valid date
36. Admission date must be after segment start date
37. Admission Code is required and must be a valid code

Copyright © 2003 RedMane Technology LLC
For DHH

38. Cannot change the Provider, Admission Code, Admission Date, Level of Care Code, budget number, PLI amount or OSS amount if the segment has gone to MMIS unless the segment has a start date in the current month.
39. If Discharge Date is entered it must be a valid date and must be after the admission date
40. Primary Diagnosis code is required and must be a valid code
41. If Secondary Diagnosis code is entered it must be a valid code.
42. Through the ELIG screen, when adding a segment a valid Budget Number is required if the type case requires a budget, and full or partial indicator must be entered.

Certification and Segment Close Date Rules

1. You can maintain a segment for a closed cert
2. The segment must have a close date is the cert has a close date
3. The segment close date cannot be after the cert close date
4. When a cert is closed all open segments for the cert are closed with the certifications close date.

Hospice Segment Maintenance

```
Message Line …
     HSPC              *** M.E.D. SYSTEM ***                    *DATE
     MECHSPF        HOSPICE SEGMENT MAINTENANCE                 *TIME

 *Action               : _ (B,C,D,N,L)
 *CASE NUMBER          : _____________
 *CERT PERIOD NUMBER   : ____ ______________________________
 *AU MEMBER NUMBER     : ___
  SEGMENT NUMBER       : ____
  Type Case            : ___-___   ________________________
  Type Case Start Date : __/__/____ thru: __/__/____
  Hospice Start Date   : __ / __ / ____  Close Date     : __ / __ / ____
  Medicare Hospice Ind : _              *Closure Code   : ___
  Hspc Entitlement Date: ________        Max Close Date :
 *Provider Number      : _______
  Level of Care        : __
  Admission Date       : __ / __ / ____  Discharge Date : __ / __ / ____
 *Admission Code       : _
  Primary Diagnosis    : _____ ___________________________________________
  Secondary Diagnosis  : _____ ___________________________________________

 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
       Help  Main  Retn  Quit        AUMem HsInq Prov  Hsprd
```

The Hospice Segment Maintenance screen is used to display segments of Hospice services. Hospice Services for beneficiaries in long term care facilities can be displayed on the Segment Maintenance screen.

NOTE: Hospice services are removed from MEDS as of 4/25/2005 and all fields are protected on this screen.

The fields on the Hospice Segment Maintenance screen are described below:

Action (A1)
The action codes for this field are (B)rowse, (C)lear, (D)isplay, (N)ext, (L)ast.

CASE NUMBER (N13)
The number that identifies the case. This field is mandatory. Help is available for this field.

CERTIFICATION PERIOD NUMBER (N4)
The number that identifies the certification period within the case. This field is mandatory. Help is available for this field. The client for the certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display'

AU MEMBER NUMBER (N3)
The number that identifies the member within the case. This field is mandatory. Help is available for this field. The name of the Person is displayed next to the Person number.

Use common routine 'Format Name for Display' to format Person's name.

HOSPICE SEGMENT NUMBER (N4)
The number of hospice segment within the AU Member.

Type Case (N6)
The category and type case that applies to certification period. This consists of 2 fields - Category (N3) and Type Case (N3). These are display only fields. The description of the category type case is displayed next to the code.

Type Case Start Date (N8)
The start date of the Certification. This field is display only. The close date of the Certification is displayed as the 'thru' date. The close date is display only.

Hospice Start Date (N8)
The start date of the hospice segment. This field is mandatory. The date entered must be a valid date. The date entered cannot be prior to the Certification start date that is displayed above.

Technical Note: The hspc-start-date-9c must be updated when the hospice start date is updated

Hospice Close Date (N8)
The close date of the hospice segment. This field is optional. If entered the date must be a valid date. The date entered cannot be later than the Certification close date that is displayed above. The Segment Close Date cannot be prior to the Segment Start Date.

A hospice close date must be entered if a discharge date has been entered.

If the AU Member has a close date, then the hospice segment must have a close date.

The close date cannot be more than 4 months in the future.

Can not change or remove the close date if already sent to MMIS. There is a security override feature allowed for certain users.

Hospice Periods of Eligibility

Hospice eligibility per person is defined by 2 90 day periods (or 1 180 day period) followed by subsequent periods of 60 days for segments with Medicare Hospice Indicator of No. The periods are measured from the corresponding Hospice Entitlement Date. For these segments when a close date is entered the date cannot exceed the maximum allowed close date for the current period of hospice

Copyright © 2003 RedMane Technology LLC
For DHH

eligibility for that person. A batch job runs to close hospice segments and hospice LTC/waiver segments on their maximum close date. Segments with Medicare Hospice Indicator = Yes have no limit to the number of days they can be open.

Medicare Hospice Indicator (A1)
This field is output only. Valid values are Y(es) and N(no). Set to Y if AU Member Medicare coverage code is A (Part A only) or X (parts A and B), otherwise set to N.

Hospice Closure Code (N3)
The reason that the hospice segment was terminated. This field is mandatory if the Close date is entered. Help is available for this field. The code entered must be a valid segment closure code.

Hospice Entitlement Date (N8)
The date that hospice services for this segment actually begin. The date is entered on the Person maintenance screen and is output only on this screen. This field is mandatory if the Medicare Hospice Indicator is No.

Max Close Date (N8)
The maximum close date of the Hospice segment. This date is calculated depending on the hospice periods used and is display only. If the segment is not already closed, then it is closed programmatically on the max close date.

Provider Number (N7)
The provider number of the long term care provider. This field is mandatory. Help is available for this field. The provider name is displayed next to the provider number. The provider number must be a valid LTC provider on the provider file. Hospice providers must have provider numbers that begin with “58”.

Level of Care (N2)
The level of care supplied for the Hospice segment. This field is output only. The value is 99 for all Hospice segments.

Admission Date (N8)
The date the member was admitted to the facility. This field is mandatory. The date entered must be a valid date. This date cannot be after the Hospice Start Date.

Discharge Date (N8)
The date the member is discharged from the facility. This field is optional. The date entered must be a valid date. The date entered cannot be prior to the admission date.

Admission Code (N1)
The admission code relating to this hospice segment. This field is mandatory. Help is available for this field. The admission code description is displayed next to the admission code. The admission code must be a valid admission code.

Primary Diagnosis (A5)
The primary diagnosis code relating to this hospice segment. This field is mandatory. The code description is displayed next to the code. The code must be a valid diagnosis code.

Secondary Diagnosis (A5)
The secondary diagnosis code relating to this hospice segment. This field is optional. The code description is displayed next to the code. The code must be a valid diagnosis code.

Additional PF Keys

PF Key 6 – AUMem
This key points to the
AU Member Maintenance function

PF Key 7 - HsInq
This key points to the Hospice Segment Inquiry by Case / Cert Period / AU Member screen.

PF Key 8 - Prov
This key points to the Provider Lookup screen.

PF Key 9 - HsPrd
This key points to the Hospice Services Periods Pop-up Window that displays Hospice Segments per Hospice Entitlement Date.

Hospice Services Periods Pop-up Window

```
Message Line ...
HSPC                        *** M.E.D.SYSTEM ***                        *DATE
MECHSPF                HOSPICE SEGMENT MAINTENANCE                      *TIME

*Action  +-------------------------------------------------------------+
*CASE NUM| Message Line ...                                             |
*CERT PER|                    *** M.E.D. SYSTEM ***           *DATE    |
*AU MEMBE|   MECHPPN2    HOSPICE SERVICES PERIOD MOREABLE     *TIME    |
 SEGMENT |                                                             |
 Type Cas|     Hospice         Segment       Segment       Number      |
 Type Cas| Entitlement Dt    Start Date    Close Date     of Days      |
 Hospice | --------------    ----------    ----------     --------     |
 Medicare|    02/15/2002     03/02/2002                                |
 Hspc Ent|                   02/01/2002    02/28/2002       44         |
*Provider|    10/01/2001     10/10/2001    11/12/2001       43         |
*Level of|    02/01/2001     05/01/2001    07/29/2001       90         |
 Admissio|                   02/01/2001    04/19/2001       80         |
 Admissio|                                                             |
 Primary |                                                             |
 Secondar|                                                             |
         |  ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8----    |
*Tran:__ |        Help        Retn                   Back  Fwrd        |
Enter-PF1+-------------------------------------------------------------+
      Help  Main   Retn  Quit        AUMem  HsInq  Prov  HsPrd
```

The Hospice Services Periods pop-up window is invoked when PF 7 key is pressed on the Hospice Maintenance screen or on the Segment Maintenance screen when a Hospice type segment is displayed.

This pop-up window displays the periods of Hospice Eligibility used by the person in the order of most current to oldest.

The fields on the Hospice Services Periods window are described below:

Hospice Entitlement Date (N8)
The date that the period of hospice services begin for the person. A break in hospice eligibility requires a new hospice entitlement date.

Segment Start Date (N8)
The start date of the hospice segment.

Segment Close Date (N8)
The close date of the hospice segment.

Copyright © 2003 RedMane Technology LLC
For DHH

Number of Days (N3)
The number of days of hospice eligibility. This is calculated from the appropriate Hospice Entitlement Date to the segment close date.

AU Member Maintenance

Screen 1

```
Message Line …
      AUMEM                    *** M.E.D. SYSTEM ***                 *DATN
      MECAUMF                  AU MEMBER MAINTENANCE                 *TIME 4 >

 *Action                  : _ (B,C,D,M,N,L)
 *CASE NUMBER             : _____________
 *CERT PERIOD NUMBER      : ____ _____, _______
  AU MEMBER NUMBER        : ___
 *Person Number           : _____________
  Type Case               : ___-___ __/__/____ Thru __/__/____
  Start Date              : __ / __ / ____      Suspend Date  :
  Close Date              :                     Closure Code  :
 *Relationship to Client : __                  *Marital Status: __
  Adult Indicator         : _ (Y/N)            *EPSDT Code    : _
  Pregnancy Indicator     : _ (Y/N)
  Expected Delivery Date : __ / __ / ____      No of Unborns : __
 *Medicare Code           : _                 + TPL Code      :
  Mcare Source            :                     LAMI Incl/Excl:
 *LASES Message Code      : _  ________________
  Sanction                : +


 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Hspc  LCase CasQP Cert  Swip  Left  Rght  TPL
```

The AU Member Maintenance screen is used to create and maintain Assistance Unit Members within a Certification Period.

The fields on the AU Member Maintenance screen are described below:

Action (A1)
The action codes for this field are (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (L)ast.

Case Number (N13)
The number that identifies the case. This field is mandatory. Help is available for this field.

Certification Period Number (N4)
The number that identifies the certification period within the case. This field is mandatory. Help is available for this field. The client for the certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display' for completed records

AU MEMBER NUMBER (N3)
The number that identifies the member within the case. This field is mandatory except on an Add action when it is system generated.

The number is generated using the next available number.

Person Number (N13)

The number which identifies the Person who is the member in the case. This field is mandatory. Help is available for this field. The name of the Person is displayed next to the Person number. If this person is child with a pseudo social security number, a pop-up alert message will be given to inform the worker. This will not prevent the user continuing with the desired action.

Use common routine 'Format Name for Display' to format Person's name.

In the BEFORE-ET logic, call the subprogram MECSSNN to determine if an alert should be given.

Type Case

The latest type case in the Certification, the start and end date of this type case will be displayed.

To access the latest CPTC for the member, read ME-CPTC with case-cert-start-date-9c where case = au-member.case, cert period = au-member.cert-period

Start Date (N8)

This is the date that the AU member's eligibility started. This is a display only field.

Claim Suspend Date (N8)

The date the member was suspended because a LAMI certification was added. This field is display only. This date will be set up by the LAMI interface when a LAMI certification is added for the same person.

The claim-sus-date-9c must be updated.

Close Date (N8)

This is the date that the eligibility closes for the AU member. This is a display only field.

Closure Code (N3)

The reason the member's certification was terminated. This field is mandatory if the Close date is entered. Help is available for this field. The code entered must be a valid closure code. This is a display only field in the Maintenance function – it can only be entered via the pop up Maintenance function, i.e. in the Certification Process. *Closure codes 36, 37, and 92 are only valid for the LAMI interface.*

Relationship to Client (A2)

The code indicating the member's relationship to the client. This field is mandatory. Help is available for this field. The code entered must be a valid Relationship to Client code.

If the 'payee' relationship to client code is chosen, the AU member must be the client of the certification period.

Adult Indicator (A1)

This indicates whether the AU member is an adult or a minor. Valid options are "Y" and "N". This field is mandatory.

If the AU member is an adult then the Adult indicator on AU-Member must be set to (Y)es. If the person is a minor then the indicator must be (N)o If the AU member is the client in a C-related cert (category 03,05,13,16) and type cases 01,07,08,09,13,14,15,20,53,55,104, then the adult indicator must be set to (Y)es. Read ME-PERSON with person-num to determine the age of the AU member and then read ME-CERT-PERIOD to determine whether the person is the client of the certification.

Marital Status (A2)

The code indicating the marital status of the AU Member. This field is mandatory. Help is available for this field. Default the marital status to 'single'.

Copyright © 2003 RedMane Technology LLC
For DHH

EPSDT Code (A1)

The Early Periodic Screening Diagnostic Testing code for an AU Member. This field is mandatory when the person is under age 21 and the type case specifies the EPSDT code as a required field.

Pregnancy Indicator (A1)

An indicator to tell if a member is pregnant. This field is optional. Valid values are (Y)es or (N)o. The type case specified whether this field is required. The member must be female. If the Expected Delivery Date is in the past, this indicator will be set to 'N'.

Expected Delivery Date (N8)

The expected date of delivery. This field is mandatory if the Pregnancy Indicator is (Y)es. This field cannot be entered if the Pregnancy Indicator is not (Y)es. The date entered must be a valid date. The type case specified whether this field is required.

Number of Unborns (N2)

The expected number of children. This field is mandatory if the Pregnancy Indicator is (Y)es.This field must be blank if the Pregnancy Indicator is not (Y)es. The type case specified whether this field is required.

Medicare Code (A1)

The code indicating what type of Medicare coverage a member has. This field is mandatory. The default value on an Add action is (U)nknown. The code entered must be a valid Medicare code. If the type case specifies Medicare is applicable this field must be A (Part A Only) or X (Part A & Part B). Help is available on this field. If the MCare Source field is 'BE', 'ED' or 'SO' this field can only be overwritten by an authorized User. Help is available on this field.

Medicare Part A is invalid for type case 60 (EW/W) and 61 (DW/W).

Changes to the Mcare Code can change the Mcare Hspc Indic on Segment

Moreable pop-up to input Medicare Start Dates (refer to Medicare Dates Pop-Up).

MCare Source (A2)

The code indicating the source of the Medicare Code field. Valid values are 'OL' for online, 'BE' for BENDEX, 'ED' for EDB and 'SO' for State Office. This field is display only. The description is displayed next to the MCare Source value. If the Medicare Code or MCare Claim number on Person is populated and the MCare Source is blank, default MCare Source to 'OL'. Adding or Changing the Medicare Code online will update this field to 'OL' or to 'SO' if this is one of the authorized State Office users.

The Type Case validation is bypassed if the closure code is equal to QMB Full Removal.

Third Party Liability (TPL) Indicator (A1)

An indicator to tell if a member has third party insurance. This field is display only. The system will read the TPL files to see if the member has third party insurance. If TPL is found for the member the system will set this field to (Y)es else the field will be set to (N)o.

Read TPL-POLICY-MEM to see if the member has third party insurance

LAMI Include/Exclude code (N2)

The LAMI equivalent of the MEDS closure code. This is a display only field.

LASES Message Code (N1)

A code identifying the reason this person is being sent to LASES. This is a required field. Help is available on this field. If the value of this field is 0, the person must have an Absent Parent. Default value is 9 (not referred). An adult cannot be referred to LASES. An adult is anyone 19 years of age and older. Additionally, for any type case, if the au member is the client and they are 18 or over, they cannot be referred. The message code cannot be changed from a 0 to a 9 for an LCASE which has a mandatory referral, unless the LASES case has been closed. Also, the message code cannot be changed from a 9 to a 0 if the LASES case is closed.

Read the LASES Case Child file with the AU Member's Person-Number. If a record is found, then the person has an absent parent.

Sanction Moreable Information

This is a 'moreable' group of fields. Up to six sanctions can exist for one AU Member. See Sanction Pop-up Window.

Three additional screens display all the SDX fields on AU Member that will be populated by the SDX interface.

Copyright © 2003 RedMane Technology LLC
For DHH

Screen 2

The SDX Interface populates these screens. Please see the SDX manual for field descriptions

```
Message Line …
      AUMEM                    *** M.E.D. SYSTEM ***                *DATE
 < 1  MECAUMF                  AU MEMBER MAINTENANCE                *TIME    3 >

 *Action                  : _ (B,C,D,M,N,L)
 *CASE NUMBER             : _____________
 *CERT PERIOD NUMBER      : ____ _____, _______
  AU MEMBER NUMBER        : ___
  SDX Data:
  Transaction Code        :
  Record Establish Date   :                Record Process Date :
  Recipient Type Code     :
  SSI Application Date    :                Date Residency Began:
  Medicaid Eligibility                     Medicaid Effect Date:
      Month Change        :
      Eligibility Code    :
      Payment Status Code:
      Fed Living Arr Code:
      SDX State Jurisdct :
      SDX Parish Jurisdct:

 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Absp  CasQP Cert  Swip  Left  Rght  Hist
```

Screen 3

```
Message Line …
      AUMEM                    *** M.E.D. SYSTEM ***                *DATE
 < 2  MECAUMF                  AU MEMBER MAINTENANCE                *TIME    2 >

 *Action                  : _ (B,C,D,M,N,L)
 *CASE NUMBER             : _____________
 *CERT PERIOD NUMBER      : ____ _____, _______
  AU MEMBER NUMBER        : ___              Payment History
  SSI Amt                 :                    Payment Date         :
  Stat Supp Amt           :                    SSI Mnthly Asst Amt  :
  Stat Supp Gross Amt     :                    State Supplmt Amt    :
  Mandatory Elig Code     :                    SSI Renewal Date     :
  Minimum Income Level    :
  Essential Person Indic :
  SSN of Ess Per of Elig :
  SSN Elig Spouse/Parent :
  Fed Liv Arrngmt Dec 73 :
  WIN of Recipient        :
  WIN of Ess Person       :
  Multicategory Indic     :
  Medicaid Test Code      :
 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Absp  CasQP Cert  Swip  Left  Rght  Hist
```

Screen 4

```
Message Line …
      AUMEM                    *** M.E.D. SYSTEM ***                 *DATE
 < 3  MECAUMF                  AU MEMBER MAINTENANCE                 *TIME    1 >

 *Action                  : _ (B,C,D,M,N,L)
 *CASE NUMBER             : _____________
 *CERT PERIOD NUMBER      : ____ _____, _______
  AU MEMBER NUMBER        : ___
  Disability Payment Code:
  Onset Disabl/Blindness :
  Third Party Ins        :
  Third Party Event Liab :
  Multiple SSNs
      SSN:              SSN Verification Code:
  Medicare Entitlmnt Code:
  Reaccretion Code       :
  Appeal Code         :
  Appeal Decision Code:
  Appeal Filing Date  :                Appeal Decision Date:
  MCaid Unpaid Med Ex Ind:

*Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Absp  CasQP Cert  Swip  Left  Rght  Hist
```

Additional PF Keys

PF Key 5 - Hspc
This key points to the Hospice Segment Maintenance screen.

PF Key 6 - AbPar
This key points to the
Absent Parent Maintenance screen.

PF Key 7 - CasQP
This key points to the Case Inquiry by Person Number screen.

PF Key 8 - Cert
This key points to the Certification Maintenance screen.

PF Key 9 - Swip
This key points to the Swipe Card Maintenance screen.

Copyright © 2003 RedMane Technology LLC
For DHH

PF Key 12 - TPL

This key points to the TPL system TPL Policy by Person Number screen. Save navigational globals prior to exiting MEDS.

Prior to exiting the MEDS system invoke the module to save globals. This is done through new copycode MEXGDAC.

Additionally, when this module is reinvoked from TPL, the MEDS main module should be stacked so that globals can be reloaded. This needs to be done in a particular manner so that the user is not taken to Review list or the main menu which are the defaults when the MEDS main program is called. This should be stacked as follows:

```
ASSIGN #LOGON-TPL-LIBRARY = 'LOGON MEUAT'
COMPRESS 'D,'#ME-FIELDS.#ME-CASE-NUM','#ME-FIELDS.#ME-CERT-PERD-NUM
','#ME-FIELDS.#ME-AUM-MEM-NUM INTO #STACK-FIELDS LEAVING NO SPACE
STACK TOP DATA #STACK-FIELDS
STACK TOP COMMAND 'MEDS AUMEM'       /* so that main menu or RL not invoked
STACK TOP COMMAND #LOGON-TPL-LIBRARY
STOP  /* exit TPL and go to MEDS program
```

Adding an AU Member

The Person must not already be an AU Member for the period for which you want to certify them in any Case or in any other Certification Period with the following exception:

If the AU member is being added to a QMB or an SLMB certification: This means that a QMB or SLMB Certification Period Type Case must already exist for the Certification Period to which the AU Member is to be added.

The type case specifies that dual certification is allowed.

QMB/SLMB & QDW1/QI1 are all mutually exclusive type cases.

Use the Person Number / Start Date 9C key to check if there are overlapping certifications. Checks must still be made against the Close Date, if records are found, to ensure that the existing certifications have not been closed.

The AU Member start and close dates must fall within the Certification Period dates.

Check to see if a swipe card is required for the type case - if yes then check to see if the Person has already received a swipe card - if yes then ignore, or else create a swipe card request for a new card for the person.

If the person has no TIPS number, and the type case for which the member is being certified requires a TIPS number, an error message will be displayed to the worker. The TIPS number is held on the PERSON file.

If the AU Member is being certified in a current Pickle, DAC or Section 4913 type case set the Extended Medicaid Indicator on the Person record to ‘P’, ‘D’ or ‘C’ respectively. If retroactive eligibility is being added set the indicator if it is blank.

If the AU Member is being certified in a cert with approval code 34, 35 (Rita) or 44, 45 (Katrina) update the Katrina Indicator and permanent parish of residence for the Person as follows:

- If the approval code is 44 or 45 and the Katrina indicator is not equal to ‘Y’ (Katrina AU Member), set the Katrina indicator to ‘Y’.

- If the approval code is 34 or 35 and the Katrina indicator is not equal to 'R' (Rita AU Member), set the Katrina indicator to 'R'.
- If the approval code is 45 and the permanent parish of residence is zero and the persons's current parish of residence is one of the 31 FEMA parishes, save the current parish of residence in the permanent parish of residence.

If a new AU Member is added on a cert with approval code 31, 32, 33, 36, 37, 46, 42 or 43, set the Katrina indicator to 'Y' on the person record for the AU Member.

Read the PERSON file with the Person Number to get the Birth Date. Update the Birth Date on the AU MEMBER record with the Birth Date on the PERSON record.

A CPTC must be current for the time period of the AU member's eligibility before the AU member can be added. Check against CPTC using start and close dates.

Call the common routine 'Get Next MMIS Run Number' and update the MMIS run number on the AU Member unless the cert type is an LIS type then ignore.

Call the common routine 'Update Client Run Number on Case' to set the case to be extracted in the client interface.

If the certifications category is not 15 or 16, a BENDEX Run Num update is required. Retrieve the Next Run Num and update the BENDEX Run Number.

Call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

Call the common routine 'Build AU Member Eligibility' (MECAMEN2). This builds the appropriate AU Member Eligibility record (intersection of AU member and CPTC) and Eligibility Segment records (intersection of AU Member Eligibility and Sanctions) when an AU Member is added, and marks those records for MMIS. See Core Common for more details.

Modifying an AU member

When changing the dates, check that the person is not already certified somewhere else. Remember, the rule is that a Person cannot be certified twice at the same time (except if dual certification is allowed), so if dates are being changed then the system must check for overlaps.

The type case specifies if dual certification is allowed.

QMB/SLMB & QDW1/QI1 are all mutually exclusive type cases.

Use the Person Number / Start Date 9C key to check if there are overlapping certifications. Checks must still be made against the Close Date, if records are found, to ensure that the existing certifications have not been closed.

If the person has overlapping eligibility and at least one of the active eligibilities is 'pending' the completion of a determination, display a different message to the worker to differentiate between 'active' eligibilities and 'pending' eligibilities'.

If the Person Number is changed read the PERSON file with the Person Number to get the Birth Date. Update the AU MEMBER record with the Birth Date on the PERSON record.

If the Medicare Code has been changed to indicate that the person is now eligible for Medicare, call the common routine 'Update the Buy-In Run Number on the AU Member file'.

Copyright © 2003 RedMane Technology LLC
For DHH

If any of the following fields are changed, call the common routine 'Get Next MMIS Run Number' and update the MMIS run number on the AU Member unless the cert type is an LIS type then ignore: EPSDT Indicator and Adult Indicator.

If the Close Date changes and the certifications category is not 15 or 16, a BENDEX Run Num update is required. Retrieve the Next Run Num and update the BENDEX Run Number.

When updating an AU member record, a child or case segment may need to be sent to the LASES interface.

If the start date, close date or closure code are modified call the common routine 'Rebuild AU Member Eligibility' (MECAMEN4). This rebuilds the appropriate AU Member Eligibility record (intersection of AU member and CPTC) and Eligibility Segment records (intersection of AU Member Eligibility and Sanctions) when an AU Member is changed, and marks those records to send to MMIS. See Core Common for more details.

Start Date Alterations

First Read of the LASES Case Child file by Case / Certification Period / AU Member Number
And require the LASES Include Indicator to be I-Include
Stamp this LASES Case Child record with the LASES run number if the corresponding LASES Case record is not marked to be sent in a New Referral.
Set the Earliest-AU-Member-Start-Date = 99999999
Set the LASES-Case-Start-Date = Current AU Member Start Date
Second Read of the LASES Case Child file for records with a matching Absent Parent / Case / Certification Period
And require the LASES Include Indicator to be I-Include
And require AU Member number Not Equal the Current AU Member Number

Find (1) the AU Member with matching Case / Certification Period / AU Member Number
Set the Earliest-AU-Member-Start-Date = Minimum of the Current AU Member Start Date and the Earliest-AU-Member-Start-Date.
End Find

End Second Read of LASES Case Child

Set the LASES-Case-Start-Date = Minimum of the LASES-Case-Start-Date and the Earliest-AU-Member-Start-Date.

Find (1) LASES Case by Absent Parent / Case / Certification Period
If the Start Date of the LASES case is not equal to LASES-Case-Start-Date
Update the LASES Case Start Date to the LASES-Case-Start-Date
Stamp this LASES Case with the LASES Run Number and mark it for a Case extract only if the record is not stamped to go out in a New Referral
End LASES Case Find

End the LASES Case Child First Read loop.

End the Start Date If.

Close Date Alterations

First Read of the LASES Case Child file by Case / Certification Period / AU Member Number
And require the LASES Include Indicator to be I-Include
Stamp this LASES Case Child record with the LASES run number if the corresponding LASES Case is not marked to be sent in a New Referral.
Set the Latest-AU-Member-Close-Date = 00000000
Set the LASES-Case-Close-Date = Current AU Member's Close Date
Set Update-LASES-Case = True

Second Read of the LASES Case Child file by Absent Parent / Case / Certification Period
And require the LASES Include Indicator to be I-Include
And require AU Member number Not Equal the Current AU Member Number

Find (1) the AU Member with matching Case / Certification Period / AU Member Number
If Close Date = 0 for, then
/ we don't know yet the close date of the LASES Case, and the LASES Case should remain open.*
Set Update-LASES-Case = False
Escape the Second Read Loop of the LASES Case Child
Else
/ we need to compare close dates.*
Set the Latest-AU-Member-Close-Date = Maximum of the Current AU Member Close Date and the Latest-AU-Member-Close-Date.
End Find

End Second Read of LASES Case Child

If Update-LASES-Case = True, then
Set the LASES-Case-Close-Date = Maximum of the LASES-Case-Close-Date and the Latest-AU-Member-Close-Date
Find (1) LASES Case by Absent Parent / Case / Certification Period
If the Close Date of the LASES case is not equal to the LASES-Case-Close-Date, then
Update the LASES Case Close Date to the LASES-Case-Close-Date
Stamp this LASES Case with the LASES Run Number and mark it for a Case extract only if the record is not stamped to go out in a New Referral
End LASES Case Find

End Update-LASES-Case If

End the LASES Case Child First Read Loop.
End the Close Date if

On change of start date, close date, claims suspend date or relationship to client code call common routine 'Update Client Run Number on Case' to set the case to be extracted in the client interface.

Closing an AU member

When the AU member is closed with closure code 27 – Cancel future eligibility, and the person has no other eligibility that requires a Swipe card, purge the 'initial' or 'lost' Swipe card request if it was added on the same day.

When the AU member is closed, the EIE information on the Person file must be updated.

Copyright © 2003 RedMane Technology LLC
For DHH

First determine if the ME-PERSON.EIE-START-DATE is not zero. If this is the case the Person was receiving EIE, calculate how many months are remaining for the 2 different deductions. This is calculated by determining the length of the certification (using start and close dates) and subtracting the result from the EIE months remaining fields on the Person record. Negative results should be replaced by zero.

If there are any 1/3 exemption months remaining then clear all the EIE fields on the person record as it is then regarded as if the person has never received EIE exemption.

If there are no 1/3 exemption months remaining, and if the $30 month exemption field is equal to zero, then set the EIE-close-date on Person to be 12 months from the AU member close date and reset the EIE start-date and the two month fields.

If there are no 1/3 exemption months remaining but there are $30 exemption months remaining then update the $30 exemption field on person.

Call the common routine 'Update the Client Run Number on the Person file'.

Call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

If the Extended Medicaid Indicator on Person is set a workflow is sent to indicate the person closing may be eligible for extended Medicaid.

Purging an AU member

An AU Member can only be purged if it has NOT already been sent to MMIS and if there are not LASES Case children for the AU member.

When the AU member is purged, and the person has no other eligibility that requires a Swipe card, purge the 'initial' or 'lost' Swipe card request if it was added on the same day.

Call the common routine 'Purge AU Member Eligibility' (MECAMEN7). This purges the appropriate AU Member Eligibility record (intersection of AU member and CPTC) and Eligibility Segment records (intersection of AU Member Eligibility and Sanctions) when an AU Member is purged and marks those records to send to MMIS. See Core Common for more details.

Sanction End

An active sanction must be closed if the AU Member is closed i.e. use the AU Member close date as the close date of the sanction.

Security Access

All MEDS users will have inquiry access to L'AMI and SDX owned cases, but update access to the sanction information, start date, adult indicator, lock-in and community care/HMO information.

This note applies to all the above fields that have validation against type case. Use the AU member's start and close dates to get the CPTC that is active for the AU Member. Use the type case of the CPTC to validate against.

General

If the AU Member Record belongs to an eligibility determination in progress, then display a message that the 'Determination in Progress'.

> Technical Note: The ELIGIBILITY INDICATOR on the AU Member record will be blank if the determination is in progress.

Pseudo SSN Alert Pop-Up

When a child (age 6 months thru 18 years) is added or modified and the child has a pseudo SSN, this alert pop-up window will appear. This is just an alert; it will not prevent the action from completing. A pseudo social security number is any number starting in the 9's.

```
*****************************************************
*                                                   *
*   Please obtain a valid social security number.   *
*           [Press enter to continue]               *
*                                                   *
*****************************************************
```

Member's Certification History Browse

```
Message Line …
                 *** M.E.D. SYSTEM ***     *DATE
     MECAUTB1    CERTIFICATION HISTORY     *TIME

 Start Date Close Date Type Case  Case Number  Cert
 ---------- ---------- --------- ------------- ----
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___
 __/__/____ __/__/____  ___-___  _____________ ___

Person Number : _____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF
      Help  Main  Retn  Quit             Back  Fwrd
```

This program will list all the type cases that a person has participated in. The list will be displayed in reverse chronological order by close date and then start date.

Create a browse program

Input:

Person Number

Output:

Error logical

Error message

Processing

The input fields must be passed.

Read ME-AU-MEMBER using person-num/close-date 9c/start date 9c/case/ cert with the au-member.person-number = input.person-number Read ME-CPTC by case-cert-cptc-start-date with case number = au-member.case-number and cert period number = au-member.cert period number. Display the type case from this record.

Copyright © 2003 RedMane Technology LLC
For DHH

Medicare Dates Pop Up Maintenance

This is a moreable to allow Medicaid Analysts the ability to enter true Medicare Part A/Part B start dates. If Medicaid Analyst enters a Medicare Code of A, B or X but does not enter a Medicare start date, the date defaults to the first of the current month.

```
                 *** M.E.D. SYSTEM ***
 MECMDTN           MCARE DATES POP-UP

           Part A Start Date: __/__/__
                  End Date  : __/__/__
           Part B Start Date: __/__/__
                  End Date  : __/__/__



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8-
      Help        Cont        Canc
```

The analyst should not be able to input a start date that is greater than one month in the future (based on cutoff rules). Once the Medicare Source is updated by EDB, BENDEX, Buy-in or State Office, the analyst should not be able to make any changes.

Sanction Pop-up Window

This is a 'moreable' group of fields. Up to six sanctions can exist for one AU Member. The following pop-up window containing the sanction information will appear:

```
Message Line …
      AUMEM                   *** M.E.D. SYSTEM ***                *DATE
      MECAUMF                 AU MEMBER MAINTENANCE                *TIME 4 >
            +-------------------------------------------------------+
 *Action    | Message Line …                                        |
 *CASE NUMB |                 *** M.E.D. SYSTEM ***        *DATE   |
 *CERT PERI |  MECSANN           SANCTION POP-UP           *TIME   |
  AU MEMBER |                                                       |
 *Person Nu |  *Sanction Code      Start Date     End Date          |
  Type Case |  ------------------ -------------- --------------     |
  Start Dat |   __                 __ / __ / ____ __ / __ / ____     |
  Close Dat |   __                 __ / __ / ____ __ / __ / ____     |
 *Relations |   __                 __ / __ / ____ __ / __ / ____     |
  Adult Ind |   __                 __ / __ / ____ __ / __ / ____     |
  Pregnancy |   __                 __ / __ / ____ __ / __ / ____     |
  Expected  |   __                 __ / __ / ____ __ / __ / ____     |
 *Medicare  |                                                       |
 *LASES Mes | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8--- |
  Sanction  |       Help        Cont        Canc                    |
            +-------------------------------------------------------+

 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Absp  CasQP Cert  Swip  Left  Rght  Hist
```

Sanction Code (N2)

The reason for sanctioning the AU Member. This field is optional. Help is available for this field. The code entered must be a valid sanction code. The description of the sanction code is displayed next to the code. Sanction information cannot be changed if it results in the removal of past or current

eligibility that has been sent to MMIS. If the existing Sanction Code is LAMI-specific (7 or 8), the field is protected (except for MEDS Unit staff).

Use common routine 'Determine if sent to MMIS'

Sanction Start Date (N8)

The start date of the sanction. This field is mandatory if the sanction code is entered. The date entered must be a valid date and cannot be anything other than the start of the next month (according to cutoff) once eligibility for the AUM has gone to MMIS. If the Sanction Code is LAMI-specific, the field is protected (except for MEDS Unit staff). NOTE: sanctions may NEVER be applied to a minor. If the person is not 18 by Sanction-Start-Date, then give an error message - with one exception: both batch processes and BHSF workers (on a MEDS owned cert) can sanction a Minor Unmarried Mother. MUMs are identified by a Relationship to Client code of 12 on the AU Member.

Sanction End Date (N8)

The end date of the sanction. This field is optional if the sanction code is entered. The date entered must be a valid date and cannot be prior to the sanction start date, nor can it be later than the end of the current month. Generally, at the point of addition, this date will be the end of the current month or the end of the preceding month – if it's not, a warning appears in the message line (which the user may ignore if desired).

Sanction Rules

1. Sanction Code is required if a Sanction Start or Sanction End date is entered.
2. Sanction Code entered must be a valid code (1 thru 8, but not 4, 5 or 6 currently).
3. Sanction Start Date is required if Sanction Code is entered.
4. Sanction Start Date and End Dates must be valid dates (MM/DD/YYYY format).
5. Sanction Start Date cannot be before the AU Member Start Date.
6. Sanction Start Date cannot be on or after AU Member Close Date or Suspend Date.
7. If more than one sanction exists the previous sanction must have an End Date.
8. Sanction End Date cannot be before Sanction Start Date.
9. Sanction End Date cannot be after AU Member Close Date or Suspend Date.
10. Overlapping sanctions are not allowed.
11. Sanctions may never be applied to a minor (with the exception of Minor Unmarried Mothers).
12. Sanction Start Dates must be the first of the month.
13. Sanction End Dates must be the last day of the month.
14. Sanction Start Dates cannot be entered if they result in removing past or current eligibility that has been sent to MMIS. Therefore new Sanction Start Dates cannot be earlier than the 1st day of the month after the current cut-off and the eligibility has been sent to MMIS.
15. If it's after cutoff, the Sanction Start Date must be the first of the next month plus one.
16. Sanction Start Dates cannot be too far in the future (i.e. they can never be later than those defined by the above rule).
17. Sanction Start Dates can always be removed or moved to later dates (i.e. adding eligibility).

Copyright © 2003 RedMane Technology LLC
For DHH

18. Sanction End Dates being added in batch must either be the end of the current month or the end of the preceding month.
19. Sanction End Dates cannot be modified if they result in removing past or current eligibility that has been sent to MMIS. Therefore current Sanction End Dates cannot be removed or changed to later dates if the current Sanction End Date is before the current cut-off and the eligibility has been sent to MMIS.
20. Sanction End Dates can always be moved to earlier dates (i.e. adding eligibility).

If Sanctions are added, removed or start or end dates changes update the eligibility segments.

*Call the common routine 'Find Eligibility Segments' (MECPESNA). See **Error! Reference source not found.** section above for more details.*

Absent Parent Maintenance

Screen 1

```
Message Line …
     ABSP                    *** M.E.D. SYSTEM ***                 03/21/01
     MECABPF               ABSENT PARENT MAINTENANCE              14:52:49 4 >

*Action           : _   (A,B,C,D,M,N,P,L)
*ABSENT PARENT NO : _____________
 SES Ap Number    :
 Last Name        : ___________________________   *Suffix       : ___
                  : ___________________________                  : ___
 First Name       : ____________________           Middle Init  : _
                  : ____________________                        : _
 SSN              : ___ - __ - ____                Birth Date   : __ / __ / ____
                  : ___ - __ - ____                             : __ / __ / ____
 Maiden Name      : ___________________________
                  : ___________________________
*Race             : _                              *Sex         : _
                  : _                                           : _



*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit        LChld LCase             Left  Rght
```

The fields on Screen 1 of the Absent Parent Maintenance function are described below:

This screen is used to enter information about absent parents. All of the fields except the Parent Last Name are optional. The worker will only enter whichever pieces of information they have available.

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only. The SES fields are displayed below the MEDS fields.

Action (A1)

The action to be taken on the Absent Parent record. This field is mandatory. The valid actions for this screen are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

ABSENT PARENT NUMBER (N13)
The number identifying the absent parent. This field is mandatory except on an Add action when the system will generate this number.

Use random number generation module.

SES Number (N9)
This is a display field only. The LASES interface will set this to the Absent Parent number used by Support Enforcement Services.

AP LAST NAME (A25)
The last name of the absent parent. This field is mandatory. The worker can enter 'Unknown' if the AP is unknown.

Suffix (A3)
The suffix of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid suffix. Validate against LDA.

First Name (A20)
The first name of the absent parent. This field is optional.

Middle Initial (A1)
The middle initial of the absent parent. This field is optional.

Social Security Number (SSN) (N9)
The social security number of the absent parent. This field is optional. If entered, all digits must be entered.

All 9 digits must be entered

Birth Date (N8)
The date of birth of the absent parent. This field is optional. If entered, the date must be in a valid format. It cannot be a future date.

Maiden Name (A25)
The maiden name of the absent parent. This field is optional.

Race (N1)
The race of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid race code. Display the description next to the code. Validate against the LDA.

Sex (N1)
The sex of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid sex code. Display the description next to the code. Validate against the LDA.

Copyright © 2003 RedMane Technology LLC
For DHH

Screen 2

```
Message Line …
      ABSP                    *** M.E.D. SYSTEM ***                *DATE
 < 1  MECABPF               ABSENT PARENT MAINTENANCE              *TIME    3 >

 *Action             : _ (A,B,C,D,M,N,P,L)
  ABSENT PARENT NO   : _____________
  Address 1          : ____________________________________
                     : ____________________________________
  Address 2          : ____________________________________
                     : ____________________________________
  Address 3          : ____________________________________
                     : ____________________________________
  City               : ____________________ *State    : __
                     : ____________________            : __
  Zip Code           : _____ - ____          Phone No.:( ___ ) ___ - ____
                     : _____ - ____                   :( ___ ) ___ - ____




 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        LChld LCase            Left  Rght
```

The fields on screen 2 of Absent Parent Maintenance are described below:

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Address 1 (A35)
The address line 1 for the absent parent. This field is optional.

Address 2 (A35)
The address line 2 for the absent parent. This field is optional.

Address 3 (A35)
The address line 3 for the absent parent. This field is optional.

City (A20)
The city for the absent parent. This field is optional.

State (A2)
The state for the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid state code. Display the state name next to the code.

Zip Code (N5)
The zip code for the absent parent. This field is optional. If it is entered validate that all 5 digits were entered.

Zip Code +4 (N4)
The extended zip code for the absent parent. This field is optional. If it is entered validate that all 4 digits were entered. A value of 9999 is invalid.

Phone Number (N10)
The phone number for the absent parent. This field is optional. If it is entered validate that all 10 digits were entered.

Screen 3

```
Message Line …
      ABSP                    *** M.E.D. SYSTEM ***                *DATE
 < 2  MECABPF               ABSENT PARENT MAINTENANCE              *TIME    2 >

 *Action             : _ (A,B,C,D,M,N,P,L)
  ABSENT PARENT NO   : _____________
  Employer Name      : ____________________________________
                     : ____________________________________
        Address 1    : ____________________________________
                     : ____________________________________
        Address 2    : ____________________________________
                     : ____________________________________
        Address 3    : ____________________________________
                     : ____________________________________
        City         : ______________________  *State     : __
                     : ______________________             : __
        Zip Code     : _____ - ____            Phone No. :( ___ ) ___ - ____
                     : _____ - ____                      :( ___ ) ___ - ____


 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        LChld LCase             Left  Rght
```

The fields on screen 3 of Absent Parent Maintenance are described below:

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Employer Name (A35)
The name of the employer of the absent parent. This field is optional.

Employer Address 1 (A35)
The address line 1 for the employer of the absent parent. This field is optional.

Employer Address 2 (A35)
The address line 2 for the employer of the absent parent. This field is optional.

Employer Address 3 (A35)
The address line 3 for the employer of the absent parent. This field is optional.

Employer City (A20)
The city of the employer of the absent parent. This field is optional.

Employer State (A2)
The state of the employer of the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid state code. Display the state name next to the code.

Employer Zip Code (N5)
The zip code of the employer of the absent parent. This field is optional. If it is entered validate that all 5 digits were entered.

Employer Zip Code +4 (N4)
The extended zip code of the employer of the absent parent. This field is optional. If it is entered validate that all 4 digits were entered. A value of 9999 is invalid.

Employer Phone Number (N10)
The phone number of the employer of the absent parent. This field is optional. If it is entered validate that all 10 digits were entered.

Copyright © 2003 RedMane Technology LLC
For DHH

Screen 4

```
Message Line …
      ABSP                    *** M.E.D. SYSTEM ***                *DATE
 < 4  MECABPF                ABSENT PARENT MAINTENANCE             *TIME

 *Action             : _ (A,B,C,D,M,N,P,L)
  ABSENT PARENT NO   : _____________

  Insurance Co. Name : _____________________________________
                     : _____________________________________
  Policy No.         : ______________________
                     : ______________________

  Secondary Last Name: ___________________________ *Suffix   : ___
                     : ___________________________           : ___
           First Name: ______________________       Middle In: _
                     : ______________________                : _



 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        LChld LCase             Left  Rght
```

The fields on screen 4 of Absent Parent Maintenance are described below:

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Insurance Company Name (A35)
: The name of the insurance company of the absent parent. This field is optional.

Insurance Policy Number (A20)
: The policy number of the insurance policy held by the absent parent. This field is optional.

Insurance Policy Effective Date (N8)
: The effective date of the absent parents' insurance policy. This field is optional. If entered, the date must be in a valid format.

Secondary Last Name (A25)
: Any other last name by which the absent parent is known. This field is optional.

Secondary Suffix (A3)
: Any other suffix for the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid suffix.

Secondary First Name (A20)
: Any other first name by which the absent parent is known. This field is optional.

Secondary Middle Initial (A1)
: Any other middle initial for the absent parent. This field is optional.

Additional PF Keys

PF Key 6 - LChld
This key point to the LASES Case Child Maintenance Screen.

PF Key 7 - LCase
This key point to the

Copyright © 2003 RedMane Technology LLC
For DHH

LASES Case Maintenance Screen.

Adding an Absent Parent

They are added at will, there is no duplication checking. The first and/or last name of the absent parent cannot contain the word “UNKNOWN” or a few variations of “UNKNOWN”. The worker will receive an error message if they do so.

Modifying an Absent Parent

They are modified at will. The first and/or last name of the absent parent cannot be modified to contain the word “UNKNOWN” or a few variations of “UNKNOWN”. The worker will receive an error message if they do so. Absent parents with first and /or last names already containing “UNKNOWN” or a variation will not receive an error.

When updating an Absent Parent, Absent Parent information may need to be sent. Read ME-LASES-CASE with absent parent number. If the LASES Case close date is > current date, or the LASES case close date = 0, then stamp the LASES case record with the next LASES run number and mark it for an Absent Parent extract. The record must only be stamped if the LASES case record is not already stamped as a New Referral for that LASES run number.

Purging an Absent Parent

An Absent Parent can only be purged if there are no LASES Cases for this Absent Parent, and if the record does not have a SES Absent Parent Id. (The SES Absent Parent Id will serve to indicate that Support Enforcement Services has responded to our referral of this Absent Parent.)

Security Access

MEDS users are only allowed to add/modify MEDS originating data (assuming they have the appropriate security authorization to do so). Support Enforcement Services originating data may only be added/modified by the LASES interface.

LASES Case Maintenance

```
Message line
      LCASE                    *** M.E.D. SYSTEM ***                 05/20/08
      MECLCSF                LASES CASE MAINTENANCE                  08:52:34
                                                                     METEST
 *Action             : _ (A,B,C,D,M,N,P,L)
 *CASE NUMBER        : ____________
 *CERT PERIOD NUMBER : ____
 *ABSENT PARENT NO   : _____________

  LASES Case Number  :                    Mandatory Referral : _ (Y/N)
  MEDS Start Date    :    /    /
  MEDS Close Date    :    /    /
  LASES sent Close   :    /    /
 *Good Cause Reason  : _                  *Good Cause Deter  : __
                     : _                                     : __
 *Non Cooperation    :
                     :
 *AP Client Marital  : __                 Divorce Docket No. : _______________
                     : __                                    : _______________
  Child Support Amt  : __________         Boarder Payment Amt: __________
                     : __________                            : __________
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum  LChld Absp        AUMem
```

The fields on the LASES Case Maintenance screen are described below:

The SES Case Maintenance screen is used to link someone who is identified as an absent parent to a MEDS Certification Period for which the Assistance Unit Member of is a child of that absent parent. If a child is closed and the cert is still active we do still send child information to LASES. They receive a child status of closed along with the status for the case. They will only receive information if the fields we have designated in the interface have changed. This change would trigger the interface to send the certification to LASES.

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Action (A1)

The action to be performed. The valid actions for this screen are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

CASE NUMBER (N13)

The number identifying the case. This field is mandatory. Help is available for this field.

CERTIFICATION PERIOD NUMBER (N4)

The number that identifies the certification period within the case. This field is mandatory. Help is available for this field. The client's name of this certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display'

ABSENT PARENT NUMBER (N13)

The number identifying the absent parent. This field is mandatory. Help is available for this field. The Absent Parent name is displayed next to the number.

Use common routine 'Get absent parent name and format for display'

Copyright © 2003 RedMane Technology LLC
For DHH

LASES CASE Number (N9)
This is a display field only. The LASES interface will set this to the LASES Id number used by Support Enforcement Services.

Mandatory Referral (A1)
Is the referral mandatory for this case and cert. Valid values are 'Y' or 'N'.

MEDS Start Date (N8)
The earliest start date of all children on the MEDS Case. This is a display field only and its value is derived from the earliest start date of all of the AU Members identified as LASES Case Child(ren) for this LASES Case.

MEDS Close Date (N8)
The latest close date of all children on the MEDS Case. This is a display field only and its value is derived from the latest close date of all of the AU Members identified as LASES Case Child(ren) for this LASES Case.

LASES sent Close (N8)
Date MEDS received closure from LASES interface.

Good Cause Reason Code (N1)
A code to indicate the reason for not pursuing the absent parent. This field is optional. Help is available for this field. If entered, the value must be a valid Good Cause Reason. Display the description next to the code.

Good Cause Determination Code (N2)
The code describing how the good cause for not pursuing the absent parent was arrived at. This field is optional. Help is available for this field. If entered, the value must be a valid Good Cause Determination. Display the description next to the code.

Non Co-operation Code (A1)
This code indicates that the client is non-cooperative with providing absent parent information. This field is optional. Help is available for this field. If entered, the value must be a valid Non Cooperation Code. Display the description next to the code.

Marital Status (A2)
The marital relationship between the absent parent and the client if the absent parent has ever married the client. This field is optional. If entered, the value must be a valid code. Display the description next to the code

Divorce Docket Number (A15)
The divorce docket number between the absent parent and the client if they are divorced. This field is optional.

Child Support Amount (N7.2)
The amount of court ordered child support. This field is optional.

Boarder Payment Amount (N7.2)
The board and lodging amount the Absent Parent is paying for the child. This is an optional field.

Additional PF Keys

PF Key 5 – CSUM
This key points to the Case Summary Inquiry screen.

PF Key 6 - LChld
This key point to the LASES Case Child Maintenance Screen.

PF Key 7 - Absp
This key point to the
Absent Parent Maintenance Screen.

Adding an LASES Case

The Absent Parent must exist, and the Certification Period must exist for the case.

If an absent parent is chosen and their first and/or last name contains the word “UNKNOWN”, or a variation of “UNKNOWN”, an error message will be shown to inform the user that the AP first/last name cannot contain the given variation of “UNKNOWN”.

If attempting to add an LCASE and that absent parent number is already in use the following pop-up will be displayed. This will allow the user to easily and quickly add a new absent parent based on information that was copied from the existing absent parent. The last name, first name, middle initial, SSN and date of birth will be displayed to aid the worker.

```
AP assigned to another LCASE - to add, use 'A' & ENTER
                    *** M.E.D. SYSTEM ***          06/12/02
  MECLCSN1     COPY A KNOWN AP TO A NEW AP NUMBER    13:08:50

 *Action          : _ (A)
  ABSENT PARENT NO: _____________

  COPY FROM AP    : 9999999999999
  Last Name       : DOE
  First Name      : JOHN
  Middle Initial  :
  SSN             :
  Birth Date      :    /    /


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
       Help        Cont        Canc
```


Copyright © 2003 RedMane Technology LLC
For DHH

At least one LASES Case child must exist. The au member that corresponds to this child must also be referred. The following pop-up will be displayed to allow the user to select an au member which will be added as an LASES Child for this LASES Case. Au member help is available on Person.

```
Returned from help
                        *** M.E.D. SYSTEM ***              05/29/02
  MECLCCN                    LASES CHILD                   09:37:21

 *PERSON NUMBER  Name                      SSN          Birth Date
  -------------  -----------------------  -----------  ----------
  _____________                           999-99-9999  99/99/9999
  _____________
  _____________
  _____________
  _____________
  _____________
  _____________

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--
      Help        Cont        Canc
```

Modifying an LASES Case

They are modified at will.

If the close date of the LASES case is > the current date or the close date = 0, then stamp the LASES case record with the next LASES run number and mark it for a Case extract. Only stamp the LASES case record if the LASES case record has not already been stamped with a New Referral for that LASES run number.

Purging an LASES Case

A LASES Case can only be purged if there are no LASES Case Children for this LASES Case, and if the record does not have a SES Absent Parent Id. (The SES Absent Parent Id will serve to indicate that Support Enforcement Services has responded to our referral of this Absent Parent.)

Security Access

MEDS users are only allowed to add/modify MEDS originating data (assuming they have the appropriate security authorization to do so). Support Enforcement Services originating data may only be added/modified by the LASES interface.

LASES Case Child Maintenance

```
Message line …
      LCHLD                    *** M.E.D. SYSTEM ***                05/20/08
      MECLCCF             LASES CASE CHILD MAINTENANCE              08:53:54
                                                                    METEST
 *Action                  : _ (A,B,C,D,M,N,P,L)
 *ABSENT PARENT NO        : _____________
 *CASE NUMBER             : _____________
 *CERT PERIOD NUMBER      : ____
 *AU MEMBER NUMBER        : ___
  SES Member Number       :
  SES Include Indicator   :
  Paternity Established   :
 *Legitimacy Status       : _
                          : _
  Covered by AP Insurance : _ (Y/N/U)
                          : _ (Y/N/U)




 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum  LCase Absp  Pers
```

The fields on the LASES Case Child Maintenance screen are described below:

The LASES Case Child Maintenance screen is used to link a child to a absent parent and a LASES Case.

The fields without descriptions hold the information received from Support Enforcement Services of the similar but labeled field above. The Support Enforcement Services fields are display only.

Action (A1)
: The action to be performed. The valid actions for this screen are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge and (L)ast.

ABSENT PARENT NUMBER (N13)
: The number identifying the absent parent. This field is mandatory. Help is available for this field. The Absent Parent name is displayed next to the number.

Use common routine 'Get absent parent name and format for display'

CASE NUMBER (N13)
: The number identifying the case. This field is mandatory. Help is available for this field.

CERT PERIOD NUMBER (N4)
: The number that identifies the certification period within the case. This field is mandatory. Help is available for this field. The client's name of this certification period is displayed next to the certification period number.

Use common routine 'Get client name and format for display'

AU MEMBER NUMBER (N3)
: The number that identifies the assistance unit member within the certification period. This field is mandatory. Help is available for this field. The person of this assistance unit member is displayed next to the AU member number.

Use common routine 'Get AU member name and format for display'

Copyright © 2003 RedMane Technology LLC
For DHH

SES Member Number (N9)
This is a display field only. The LASES interface will set this to the Absent Parent number used by Support Enforcement Services.

Paternity Established (A1)
The DNA test results to establish biological parenthood. This field is display only and will be updated by the LASES interface.

SES Include Indicator (A1)
An indicator of whether information concerning this Absent Parent / Child relationship is referred to LASES. This field is display only and will be updated by the MEDS system. Valid values of blank – Include, I – Include and E-Exclude. Default to blank - Include. The value of 'I' is superceeded by the value of blank. If a unique person number has multiple au members/Lchild for the same case cert then only the most recent or active one is sent to LASES.

Legitimacy Status (A1)
The statement as to if the child is legitimate (born in wedlock) or not. This field is optional. If entered, the value must be a valid code. Display the description next to the code

Covered by Absent Parent's Insurance Indicator (A1)
The statement as to if the child is covered by the absent parents insurance policy. Default to U-Unknown

Additional PF Keys

PF Key 5 – CSUM
This key points to the Case Summary Inquiry Screen.

PF Key 6 - LCase
This key point to the LASES Case Maintenance Screen.

PF Key 7 - Absp
This key point to the
Absent Parent Maintenance Screen.

PF Key 8 - Pers
This key point to the Person Maintenance screeen of this LASES Case Child.

Adding an LASES Case Child

The LASES Case and AU member must exist.

Only a child can be referred to LASES. A child is anyone under the age of 19. A LASES Case Child can only be added for an au member that has the LASES Message Code set to referred.

When a LASES Case Child is added, a check will be performed. The system will look for existing LASES children for the same Case, Cert period and Absent Parent. If a child is found with the same person number as the one we are trying to add, the system will mark the 'old' child to not be sent to LASES. The LASES-INCLUSION-IND will be set to 'EXCLUDE' on the 'old' child. This way only the most recent child au member information is sent to LASES. This change will also allow the user to go to the LCHLD screen and see that the "old" children are not being sent. A value of 'E' for exclude will be displayed next to the field.

If this is the first LASES Case Child record to be stored for the LASES Case, then stamp the corresponding LASES Case record with the next LASES run number and mark it for a New Referral Segment Extract. If this is not the first LASES Case Child record to be stored for the LASES Case, then stamp the LASES Case

Child record with the next LASES run number so that it will be marked as a Child extract (this is only done when the record isn't already marked for extract).

Modifying an LASES Case Child

They are modified at will.

If the LASES Case Child has an Inclusion Indicator of I-Include, then read the AU member file by Case/Cert period/AU member number. If the close date of the AU member is > the current date or the close date = 0 i.e. the AU member is still current, then stamp the LASES Case Child record with the next LASES run number. This record is only stamped if the corresponding LASES Case record has not been stamped with the same LASES run number and marked as a New Referral extract.

Purging an LASES Case Child

A LASES Case Child can only be purged if the record does not have a SES Absent Parent Id. (The SES Absent Parent Id will serve to indicate that Support Enforcement Services has responded to our referral of this Absent Parent.) Additionally, if the LCASE has been interfaced to LASES then the child cannot be purged. This is regardless of the SES Id on the child.

Security Access

MEDS users are only allowed to add/modify MEDS originating data (assuming they have the appropriate security authorization to do so). Support Enforcement Services originating data may only be added/modified by the LASES interface.

Copyright © 2003 RedMane Technology LLC
For DHH

Renewal Code – State Transition Table

The following table defines allowable renewal code changes (current value to new value). "X" denotes a valid change.

Table A. Batch Transactions Allowed

Current Renewal Code	Description	Batch Allowable Changes (new code)															
		1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Elig Extended	-	-	-	-	-	X	-	-	-	-	-	-	-	-	-	-
2	Adv./Incomplete	-	-	-	-	-	X	X	-	X	-	-	-	-	-	-	-
4	Adv/Pnd Closure	-	-	-	-	-	X	X	-	X	-	-	-	-	-	-	-
5	Adv./DHH Appeal	-	-	-	-	-	X	X	-	X	-	-	-	-	-	-	-
6	LAMI closure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	SDX closure	-	-	-	-	-	X	-	-	X	-	-	-	-	-	-	-
8	Elig Evaluation	-	-	-	-	-	X	-	-	X	-	-	-	-	-	-	-
9	Adv./SSA Appeal	-	-	-	-	-	-	X	-	X	-	-	-	-	-	-	-
10	SDX Mcaid Elg Q	-	-	-	-	-	X	-	-	X	-	-	-	-	-	-	-
11	Ex Parte	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	12 Mo Cont Elig (LAMI)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	12 Mo Cont Elig (SDX)	-	-	-	-	-	-	-	-	X	-	-	-	-	-	-	-
12	12 Mo Cont Elig (non LAMI/SDX)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	OCS Closure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Cit/ID Pending Verif	-	-	-	-	-	-	-	-	-	-	-	-	-	-	--	-
17	Admin Renewal	X	-	-	-	X	X	X	-	X	-	-	-	X	-	-	-

The Batch system can only add renewal codes to LAMI-owned, SDX-owned, and manual SDX (approval code 09) certifications.

Renewal Code 1 is added by SDX to eligible grandfathered SSI certifications with type cases 01 and 03 (with a renewal code 12 months in the future).

Renewal Code 6 is added by the LAMI interface to close LAMI certifications. LAMI will not close anything other than 03-01's with no renewal code.

Renewal Code 7 is added by the SDX interface to close SSI certifications. SDX cannot close certifications in SSA Appeal, ex-parte or 12 months continuous eligibility.

Renewal Code 8 is used to close manual SSIs over 5 months old, except those which already have renewal code 8. The manual SSIs must have categories 1, 2 or 4 and type case 78. OCS does not get code 8. They add manual SSIs with 6 or 12 month renewal dates.

Renewal Code 10 is for active open eligibility added by SDX that requires a review due to a qualifying trust.

Renewal Code 13 is for closing OCS certifications that are not SSI types. If new eligibility is received from SDX for a renewal code 13 certification (OCS category, any type case) the certification will be closed and replaced with a category 4 type case 78 SSI. Any renewal code that should be applied (such a renewal code 10) will be placed on the new SSI.

Copyright © 2003 RedMane Technology LLC
For DHH

Table B. On-line Transactions Allowed

1. For BHSF Workers

Current Renewal Code	Description	On-line Allowable Changes (new code)															
		1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Elig Extended	X	X	X	X	-	-	-	-	-	X	X	-	X	-	X	X
2	Adv./Incomplete	X	X	X	X	-	-	-	X	-	X	X	-	X	-	X	X
4	Adv/Pnd Closure	X	X	X	X	-	-	-	X	-	X	X	-	X	-	X	X
5	Adv./DHH Appeal	X	X	X	X	-	-	-	X	-	X	X	-	X	-	X	X
6	LAMI closure	-	X	X	X	-	-	-	-	-	-	X	-	-	-	-	X
7	SDX closure	-	X	X	X	-	-	-	X	-	-	X	-	-	-	-	X
8	Elig Evaluation	-	X	X	X	-	-	-	X	-	-	X	-	-	-	-	X
9	Adv./SSA Appeal	-	X	X	X	-	-	-	X	-	-	X	-	-	-	-	X
10	SDX Mcaid Elg Q	-	-	-	X	-	-	-	X	-	-	X	-	-	-	X	X
11	Ex Parte	X	X	X	X	-	-	-	-	-	X	X	-	X	-	-	X
12	12 Mo Cont Elig (LAMI)	-	X	X	X	-	-	-	-	-	-	X	-	-	-	-	X
12	12 Mo Cont Elig (SDX)	-	X	X	X	-	-	-	X	-	-	X	-	-	-	-	X
12	12 Mo Cont Elig (non LAMI/SDX)	X	X	X	X	-	-	-	-	-	X	X	-	X	-	X	X
13	OCS Closure	-	X	X	X	-	-	-	-	-	-	X	-	-	-	X	X
14	Telephone	X	X	X	X	-	-	-	-	-	X	X	-	X	-	X	X
16	Cit/ID Pending Verif	X	X	X	X	-	-	-	X	-	X	X	-	X	-		X
17	Admin Renewal	X	X	X	X	-	-	-	X	-	X	X	X	X	X	X	X

2. For OCS Workers

Current Renewal Code	Description	On-line Allowable Changes (new code)															
		1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	Elig Extended	X	X	X	X	-	-	-	-	-	-	-	X	-	-	X	X
2	Adv./Incomplete	X	X	X	X	-	-	-	-	-	-	-	X	-	-	X	X
4	Adv/Pnd Closure	X	X	X	X	-	-	-	-	-	-	-	X	-	-	X	X
5	Adv./DHH Appeal	X	X	X	X	-	-	-	-	-	-	-	X	-	-	X	X
6	LAMI closure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
7	SDX closure	-	X	X	X	-	-	-	-	-	-	-	-	-	-	-	X
8	Elig Evaluation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
9	Adv./SSA Appeal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
10	SDX Mcaid Elg Q	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
11	Ex Parte	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
12	12 Mo Cont Elig (LAMI)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
12	12 Mo Cont Elig (SDX)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
12	12 Mo Cont Elig (non LAMI/SDX)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
13	OCS Closure	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
14	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
16	Cit/ID Pending Verif	X	X	X	X	-	-	-	-	-	-	-	X	-	-	X	X
17	Admin Renewal	X	X	X	X	-	-	-	-	-	-	X	X	-	X	X	X

Renewal Codes 2, 4 and 5 are used to temporarily extend the certification if the worker is unable to complete the renewal before cut-off, or they are unable to close the certification before cut-off as they cannot give the required 10 days advance notice, or the appeal has not been resolved before cut-off.

Renewal Codes 1, 11 and 14 are used when a certification has been renewed for the next period. Note for code 14, OCS never does a phone renewal, they must send forms to the case manager.

Renewal Codes 6, 7, 8 and 10 cannot be added on-line. Code 8 (only added in batch) is not added to OCS categories, so OCS workers will never be modifying certifications which have renewal code 8. Robin Foster did some testing to verify this. Note for code 6, OCS cannot modify LAMI type cases whether they are MEDS-owned or not.

Renewal Code 9 is used when a closing SDX certification is appealed through the SSA. This code is normally not applied to grandfathered SSI cases. Those type cases are usually only closed for "death".

Renewal Code 12 is used when a child is entitled to 12 months continuous eligibility. It cannot be used for OCS categories.

Renewal Code 13 can only be added to OCS categories and will only be used by OCS workers.

Note: Renewal Code X changing to Renewal Code X corresponds to a renewal date change only.

Copyright © 2003 RedMane Technology LLC
For DHH

Absent Parent Help

Absent Parent Help Menu

```
Message Line …
    MECABPH                    ABSENT PARENT HELP MENU                *DATE
                                                                 *TIME

                      ID      Description
                      --      --------------------------------
                       1      Absent Parent Help by MEDS Name
                       2      Absent Parent Help by MEDS SSN
                       3      Absent Parent Help by LASES Name
                       4      Absent parent Help by LASES SSN


                 ID : __



Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn
```

Absent Parent by MEDS Name

Screen 1

```
Message Line …
MECANMB                    ABSENT PARENT BY MEDS NAME               *TIME 2>

Name                           SSN          Birth Date   Sex
------------------------------ ------------ ---------- -------
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______
_____________________________ ___-__-____  __/__/____  ______

Last Name  : ___________________________
First Name : _________________________ Middle Initial : _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn              HlpM  Back  Fwrd        Left   Right
```

This is the default help screen. If the worker wishes to use one of the other absent parent help screens they must press PF 6 to get the Absent Parent Help Menu shown above.

Read the ABSENT-PARENT file to retrieve name, SSN, birth date, sex, Address line 1, city and state

Use common routine 'Format name for display'

Screen 2

```
Message Line …
<1 MECANMB                 ABSENT PARENT BY MEDS NAME            *TIME 1>

Name                           Address Line 1
------------------------------ ------------------------------------
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________
_____________________________ ____________________________________

Last Name  : ___________________________
First Name : _________________________ Middle Initial : _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn              HlpM  Back  Fwrd        Left   Right
```


Copyright © 2003 RedMane Technology LLC
For DHH

Screen 3

```
Message Line …
<2 MECANMB                    ABSENT PARENT BY MEDS NAME                *TIME

Name                            City                  State   AP Number
------------------------------- --------------------- ----- -------------
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
_______________________________ _____________________   __  _____________
Last Name  : ___________________________
First Name : _______________________ Middle Initial : _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn             HlpM  Back  Fwrd        Left   Right
```

Absent Parent by LASES Name

Same screens as Absent Parent Help by MEDS Name except use relevant key to access Absent Parent records.

Absent Parent Help by MEDS SSN

Screen 1

```
Message Line ...
MECASMB             ABSENT PARENT HELP BY MEDS SSN                 *TIME 1>

SSN         Birth date Name                              Sex
----------- ---------- -------------------------------- ------
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
___-__-____ __/__/____ ________________________________ ______
SSN : _________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit              Back  Fwrd        Left   Right
```

Screen 2

```
Message Line ...
<1 MECASMB             ABSENT PARENT HELP BY MEDS SSN                 *TIME


SSN         Birth date Address line 1                         AP Number
----------- ---------- ------------------------------------- -------------
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________

SSN : _________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit              Back  Fwrd        Left   Right
```

Read the ABSENT PARENT file to retrieve SSN, birth date, name, sex and Address line 1

Use common routine 'Format name for display'

Copyright © 2003 RedMane Technology LLC
For DHH

Absent Parent Help by LASES SSN

Same screens as for Absent Parent help by MEDS SSN except use relevant key to access records by LASES SSN.

Certification Inquiries

Segment Inquiry by Case / Certification Period

```
Message Line ...
    SGINQ                     *** M.E.D. SYSTEM ***                    *DATE
    MECSGIQ           SEGMENT INQUIRY BY CASE / CERT PERIOD            *TIME

Type Case : ___-___       __/__/____   thru __/__/____          Number: ___
 Segment  : __/__/____                 thru __/__/____          Number: ___
 Provider : __________ _______________    Level of Care : _
 PLI Amt  : ____________ Admission Dt : __/__/____  Diag: _____ ____________
 OSS Amt  : ____________ Discharge Dt : __/__/____  Diag: _____ ____________
Type Case : ___-___       __/__/____   thru __/__/____          Number: ___
 Segment  : __/__/____                 thru __/__/____          Number: ___
 Provider : __________ _______________    Level of Care : _
 PLI Amt  : ____________ Admission Dt : __/__/____  Diag: _____ ____________
 OSS Amt  : ____________ Discharge Dt : __/__/____  Diag: _____ ____________
Type Case : ___-___       __/__/____   thru __/__/____          Number: ___
 Segment  : __/__/____                 thru __/__/____          Number: ___
 Provider : __________ _______________    Level of Care : _
 PLI Amt  : ____________ Admission Dt : __/__/____  Diag: _____ ____________
 OSS Amt  : ____________ Discharge Dt : __/__/____  Diag: _____ ____________

*Case Number : __________ *Cert Period Number : ____
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit              Back  Fwrd
```

This inquiry shows the segments for a Case / Certification Period in reverse chronological order, i.e. the most recent segment is shown first. The Case Number must be entered and the Cert Period Number must be entered.

Read the segment file by case number, certification period number, category type-case, CPTC start date and start date9's complement to get segments in reverse chronological order. Read the CPTC to get the close dates and read provider to get name of provider.

Copyright © 2003 RedMane Technology LLC
For DHH

Hospice Segment Inquiry by Case / Cert Period / AU Member

```
Message Line ...
    HSINQ                    *** M.E.D. SYSTEM ***                    *DATE
    MECHSIQ         HOSPICE SEGMENT INQUIRY BY CASE / CP / AUM        *TIME

Type Case : ___-___       __/__/____   thru __/__/____          Number: ___
 Hspc Sgmt: __/__/____                 thru __/__/____          Number: ___
 Provider : _________ _______________    Level of Care : _
 Medicare Hospice Ind: _ Admission Dt : __/__/____  Diag: _____ ____________
                         Discharge Dt : __/__/____  Diag: _____ ____________
Type Case : ___-___       __/__/____   thru __/__/____          Number: ___
 Hspc Sgmt: __/__/____                 thru __/__/____          Number: ___
 Provider : _________ _______________    Level of Care : _
 Medicare Hospice Ind: _ Admission Dt : __/__/____  Diag: _____ ____________
                         Discharge Dt : __/__/____  Diag: _____ ____________
Type Case : ___-___       __/__/____   thru __/__/____          Number: ___
 Hspc Sgmt: __/__/____                 thru __/__/____          Number: ___
 Provider : _________ _______________    Level of Care : _
 Medicare Hospice Ind: _ Admission Dt : __/__/____  Diag: _____ ____________
                         Discharge Dt : __/__/____  Diag: _____ ____________

*Case Number: __________ *Cert Period Number: ____  *AU Member Number: ___
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit              Back  Fwrd
```

This inquiry shows the hospice segments for a Case / Certification Period / AU Member in reverse chronological order, i.e. the most recent hospice segment is shown first. The Case Number must be entered and the Cert Period Number must be entered and the AU Member number must be entered.

Read the hospice segment file by case number, certification period number, au member number date and start date9's complement to get hospice segments in reverse chronological order. Read the CPTC to get the close dates and read provider to get name of provider.

AU Member Inquiry

```
Message Line ...
 AUINQ                  *** M.E.D. SYSTEM ***                     *DATE
  MECAUMQ        AU MEMBER INQUIRY BY CASE / CERT PERIOD           *TIME 2>

                                       Type   AU Member  AU Member  AU Member
   AU Member Name       Person Number  Case   Start Date Suspd Date Close Date
----------------------- ------------- ------- ---------- ---------- ----------













*Case Number : _____________  *Cert Period Number : ___
*Tran: ________ Act: _ Key: __________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      Help  Main  Retn  Quit        CSum  Back  Fwrd  InInq Left   Right
```

```
Message Line ...
   AUINQ                  *** M.E.D. SYSTEM ***                     *DATE
<1 MECAUMQ        AU MEMBER INQUIRY BY CASE / CERT PERIOD           *TIME 1>

                                                           Relationship
      AU Member Name                 Birth Date    SSN      To Client
----------------------------------- ---------- ----------- ------------













*Case Number : _____________ *Cert Period : ___
*Tran: ________ Act: _ Key: __________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      Help  Main  Retn  Quit        CSum  Back  Fwrd  InInq Left   Right
```


Copyright © 2003 RedMane Technology LLC
For DHH

```
Message Line ...
    AUINQ                  *** M.E.D. SYSTEM ***                      *DATE
< 2  MECAUMQ        AU MEMBER INQUIRY BY CASE / CERT PERIOD            *TIME

                                                   Current
        AU Member Name              TPL   Sex    Sanction Code
------------------------------------ --- -------- -------------









*Case Number : _____  *Cert Period Number : ___
*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      Help  Main  Retn  Quit        CSum  Back  Fwrd  InInq Left   Right
```

This inquiry shows all of the AU members for a Case / Cert Period in date of birth order. The current information for each member is displayed.

The AU Member Name, SSN and Sex are on the PERSON file.

The Person Number, Birth Date, Start Date, Close Date, Relationship to Client, TPL Indicator and Sanction Code are on the AU MEMBER file.

The Current Category and Type Case are on the CPTC file.

Read the AU MEMBER file with the Case Number / Cert Period Number / Birth Date descriptor. Read the PERSON file with the Person Number to get person details. Read the CPTC file with the Case Number / Cert Period Number / Start Date 9c key to get the current type case (or else the most recent) for the member. On the AU member file, find the current sanction by reading through the PE and check the open and close dates against the current date.

Use common routine 'Format Name for Display' to format the au-member name

Additional PF Keys

PF Key 6 - Csum
This key points to the Case Summary Inquiry screen.

PF Key 9 - InInq
This key points to the Person Gross Income Inquiry screen.

Outstanding Determinations by Caseload

```
Message Line ...
     ELIGQ                    *** M.E.D SYSTEM ***                 *DATE
     MECODTQ         OUTSTANDING DETERMINATIONS BY CASELOAD        *TIME

 Loc  Loc                                                  Determination
 Type Id   Csld  Case Number       Client Name         Num Reason  Status
 ---- ---- ---- ------------- ----------------------- ---- ------- ------------









 *Location Type : ____  *Location Id : ____    *Caseload Number : ___
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Elig  Back  Fwrd
```

This inquiry shows the outstanding Eligibility Determinations (excluding application determinations) by caseload.

The caseload Number is on the CASE file.

The Case Number, Determination Reason and Status are on the ELIGIBILITY DETERMINATION file.

Read the CASE file with Location Type / Location ID / Caseload Number. Read ELIGIBILITY DETERMINATION with the case number. Accept the record if the determination date is blank.

Use common routine 'Get client name and format for display' to get the client name.

An eligibility determination is outstanding if the determination date is blank

Additional PF Keys

PF Key 6 - Elig

The user will be able to select a row in the above Inquiry by putting the cursor on the line. When PF6 is pressed the user will be taken to the Eligibility Determination Maintenance screen.

Copyright © 2003 RedMane Technology LLC
For DHH

LASES Case Child Inquiry

```
Message Line …
   LCHLDQ                    *** M.E.D. SYSTEM ***                    *DATE
   MECLCCQ                 LASES CASE CHILD INQUIRY                   *TIME

PERSON : Name                                            SSN : ___-___-___

              Cert AU
Case Number   Prd. Mem Absent Parent                    Client
------------- ---- --- ------------------------------- -------------------------
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________
_____________ ___  ___ _______________________________ _________________________

Person Number : _____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit              Back  Fwrd        Left   Right
```

The worker will enter the Person Number. The inquiry will show the name and SSN of the person on the top of each page. The list of LASES cases in which the person participates will be displayed along with the certification period, AU Member Number and the name of the Absent Parent.

Copyright © 2003 RedMane Technology LLC
For DHH

Absent Parent Inquiry

```
Position cursor or ENTER screen value to select
    ABSPQ                    *** M.E.D. SYSTEM ***                  03/20/01
    MECLCSQ                  ABSENT PARENT INQUIRY                  14:35:46

   Absent         Case      Cert Period
   Parent        Number       Number        SSN      Absent Parent Name
------------- ------------- ----------- ----------- ---------------------------



 Absent Parent Num: _____________  Case Num: _____________  Cert Period: ____
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit              Back  Fwrd
```

The worker will be able to view the cases to which an absent parent is assigned. The list of LASES cases in which the person participates will be displayed along with the certification period, SSN and the name of the Absent Parent.

Copyright © 2003 RedMane Technology LLC
For DHH

Active Segment Inquiry

```
    ASQ                     *** M.E.D. SYSTEM ***                 06/14/05
    MECSGMQ           ACTIVE SEGMENT INQUIRY BY PROVIDER          09:38:28

Provider                                        Cert Sgmt  Segment      Client
 Number      Provider Name      Case Number  Num  Num  Start Date     Name
-------- --------------------- ------------- ---- ---- ---------- -------------
    251  WAIVER-PCA PROGRAM      12345678901    1    3 01/01/2003 DOE, WILLI
    257  WAIVER-EDA PROGRAM       1234567890    4    1 03/01/2003 DOE, WIL
                                  1234567891    4    1 03/09/2004 DOE, DELIA
                                  1234567892    3    1 11/01/2004 DOE, MABEL
                                  1234567893    4    1 01/07/2003 DOE, MAR
                                  1234567894    6    1 01/10/2005 DOE, LEROY
                                  1234567895    5    2 01/01/2003 DOE, HAZE
                                  1234567896    6    1 01/10/2005 DOE, ESTHER
                                  1234567897    3    2 01/01/2003 DOE, CECEL
                                  1234567898    3    1 05/19/2005 DOE, JULIA
                                  1234567899    4    1 08/23/2004 DOE, RENA P
                                  1234567990    3    1 10/05/2004 DOE, AMELIA
                                  1234567991    2    1 11/01/2004 DOE, WAL
 *Provider Number: _______ *Case Number: _____________
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Sgmt  Prov  Back  Fwrd
```

The worker will be able to view the cases which have active providers. The list of cases an active providers is tied to will be displayed along with the certification period, segment number, segment start date and the client number.

Person Help / Person Inquiries

Person Help Menu

```
+-----------------------------------------------------------+
| Message Line …                                            |
|                     PERSON HELP MENU             *DATE    |
| MECPERH                                          *TIME    |
|                                                           |
|     Id  Description                                       |
|     --  -------------------------------------------       |
|      1   Person Help by Name / Parish / Birth Date        |
|      2   Person Help by SSN                               |
|      3   Person Help by Maiden Name                       |
|      4   Person Help by Secondary Name                    |
|                                                           |
| Id: __                                                    |
|                                                           |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9- |
|       Help        Retn                                    |
+-----------------------------------------------------------+
```


Copyright © 2003 RedMane Technology LLC
For DHH

Person Help by Last Name/First Name/Parish/Birth date

Screen 1

```
Message Line …
                PERSON HELP BY NAME / PARISH / BIRTH DATE          *DATE
     MECPNBB                                                       *TIME 2>


Name                            Parish Birth Date    SSN       Sex
------------------------------ ------ ---------- ---------- -------
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______
_______________________________   __   __/__/____ ___-__-____ ______

Name - Last: ___________________________ First: ____________________
*Parish: __ Birth Date : __/__/____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn              HLpM  Back  Fwrd        Left   Right
```

This is the default help screen. If the worker wishes to use one of the other person help screens they must press PF 6 to get the Person Help Menu shown above.

Read the PERSON file to retrieve name, parish, SSN, birth date, sex, Address line 1, city and state. Use common routine 'Format name for display'

"Inv" will display at the end of the row on each screen if the person is marked as invalid.

Copyright © 2003 RedMane Technology LLC
For DHH

Screen 2

```
 Message Line ..
                    PERSON HELP BY NAME / PARISH / BIRTH DATE          *DATE
<1 MECPNBB                                                             *TIME 1>


Name                           Parish Address Line 1
------------------------------ ------ ------------------------------------
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________
_______________________________   __   ____________________________________

Name - Last: ____________________________ First: ______________________
*Parish: __ Birth Date : __/__/____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn             HlpM   Back  Fwrd        Left   Right
```

Screen 3

```
 Message Line
                    PERSON HELP BY NAME / PARISH / BIRTH DATE          *DATE
<2 MECPNBB                                                             *TIME


Name                           Parish City                 State Person Number
------------------------------ ------ -------------------- ----- -------------
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________
_______________________________   __   ____________________   __   _____________

Name - Last: ____________________________ First: ______________________
*Parish: __ Birth Date : __/__/____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn             HlpM  Back  Fwrd        Left   Right
```


Copyright © 2003 RedMane Technology LLC
For DHH

Person Help by SSN

Screen 1

```
Message Line …
                          PERSON HELP BY SSN                      *DATE
        MECPSSB                                                   *TIME 1>

SSN         Birth date Name                              Parish Sex
----------- ---------- -------------------------------- ------ ------
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
___-__-____ __/__/____ ________________________________   __   _____
SSN : _________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn                    Back  Fwrd        Left   Right
```

Screen 2

```
Message Line
                          PERSON HELP BY SSN                      *DATE
<1 MECPSSB                                                        *TIME


SSN         Birth date Address line 1                        Person Number
----------- ---------- ------------------------------------- -------------
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________
___-__-____ __/__/____ _____________________________________ _____________

SSN : _________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn                    Back  Fwrd        Left   Right
```

Read the PERSON file to retrieve SSN, birth date, name, sex, parish and Address line 1. Use common routine 'Format name for display'

"Inv" will display at the end of the row on each screen if the person is marked as invalid.

Person Help by Maiden Name

Screen 1

```
Message Line …
                        PERSON HELP BY MAIDEN NAME                  *DATE
    MECPMNB                                                         *TIME   1>

Maiden Name               Name                                 Parish
-------- ------------------------------------------------- ------
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __
_________________________ _________________________________   __

Maiden Name: ____________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn                    Back  Fwrd        Left   Right
```

Screen 2

```
Message Line …
                        PERSON HELP BY MAIDEN NAME                  *DATE
<1 MECPMNB                                                          *TIME


Maiden Name               SSN         Sex    Person Number
------------------------- ----------- ------ -------------
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________
_________________________ ___-__-____  _____ _____________

Maiden Name: ____________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn                    Back  Fwrd        Left   Right
```

Read the PERSON file to retrieve maiden name, name, parish, SSN and sex. Use common routine 'Format name for display'

"Inv" will display at the end of the row on each screen if the person is marked as invalid.

Copyright © 2003 RedMane Technology LLC
For DHH

Person Help by Secondary Name

Screen 1

```
Message line …
                    PERSON HELP BY SECONDARY NAME                *DATE
    MECPSNB                                                      *TIME   1>


Secondary Name            Name                            Parish
------------------------- ------------------------------- ------
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __
_________________________ _______________________________   __

Secondary Name: ___________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn                    Back  Fwrd        Left   Right
```

Screen 2

```
Message Line …
                        PERSON HELP BY SECONDARY NAME                 *DATE
<1 MECPSNB                                                            *TIME


Secondary Name            SSN         Sex    Person Number
------------------------- ----------- ------ -------------
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________
_________________________ ___-__-____  ____  _____________

Secondary Name: ___________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help        Retn                    Back  Fwrd        Left   Right
```

Read the PERSON file to retrieve secondary name, name, parish, SSN and sex. Use common routine 'Format name for display'

"Inv" will display at the end of the row on each screen if the person is marked as invalid.

Copyright © 2003 RedMane Technology LLC
For DHH

Person Inquiry by LAMI PID

Screen 1

```
Message Line …
     PERQL                    *** M.E.D. SYSTEM ***                  *DATE
     MECPLPQ                PERSON INQUIRY BY LAMI PID               *TIME    1>

 LAMI PID   Person Number            Name                       Parish
 ---------  -------------  ------------------------------  ---------------


 LAMI PID: _________
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit       CasQP  Back  Fwrd        Left  Rght
```

Screen 2

```
Message Line …
     PERQL                    *** M.E.D. SYSTEM ***                  *DATE
 < 1 MECPLPQ                PERSON INQUIRY BY LAMI PID               *TIME

 LAMI PID   Person Number     SSN       Sex
 ---------  -------------  -----------  ------


 LAMI PID: _________
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit       CasQP  Back  Fwrd        Left  Rght
```

Read the PERSON file retrieve the records. Use common routine 'Format name for display'

Copyright © 2003 RedMane Technology LLC
For DHH

Case Inquiry Menu

Case Inquiry by Person Number

```
Message line …
     CASQP                    *** M.E.D. SYSTEM ***                  *DATE
     MECCIPQ              CASE INQUIRY BY PERSON NUMBER              *TIME

 Person Number Name                   Case Number  Type Case Start Date Client
 ------------- -------------------- ------------- --------- ---------- ------



 Person Number : _____________
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Csum  Back  Fwrd
```

All the cases for the Person Number are displayed. The current type case that the person falls under in each case is shown and also whether or not the person is the client.

Additional PF Keys

PF Key 6 - Csum

The user will be able to select a row in the above Inquiry by putting the cursor on the line. When PF6 is pressed the user will be taken to the Case Summary Inquiry Screen.

Case Inquiry by Name, Parish

```
Message Line
     CASQN                    *** M.E.D. SYSTEM ***                  *DATE
     MECCINQ              CASE INQUIRY BY NAME / PARISH              *TIME

               Name               Par   Case Number  Type Case Start Date Client
 ------------------------------ ---- ------------- --------- ---------- ------









 Last Name: ___________________________ First Name: ____________________
   *Parish: ____
 *Tran: _______ Act: _ Key: ______________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Csum  Back  Fwrd
```

All the cases for a Person are displayed in parish order. The current type case that the person falls under in each case is shown and also whether or not the person is the client.

Name and Parish are on the PERSON file.

Case Number and Start Date are on the AU MEMBER file.

Category and Type Case are on the TYPE CASE file

Client will be a (Y)es / (N)o indicator.

Read the PERSON file with Last Name / First Name / Parish. For each person, read the AU MEMBER file with the Person Number, to get all the Cert Periods that this member belongs to. Read the CPTC file with the Case Number / Cert Period Number / AU Member Start Date to determine the active type case for the Case, or get the most recent. Perform a Histogram on CERTIFICATION PERIOD to check if the person is a client for that Cert Period.

Use common routine 'Format Name for Display' to format the name

Additional PF Keys

PF Key 6 - Csum

The user will be able to select a row in the above Inquiry by putting the cursor on the line. When PF6 is pressed the user will be taken to the Case Summary Inquiry Screen.

Copyright © 2003 RedMane Technology LLC
For DHH

Case Inquiry by SSN

```
Message Line
  CASQS                  *** M.E.D. SYSTEM ***                      *DATE
  MECCISQ                  CASE INQUIRY BY SSN                      *TIME

SSN         Name                    Par Case Number   Type Case  Start Date  Clnt
----------- ----------------------- --- ------------- ---------  ----------  ----



SSN : ___-___-____
*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit        Csum  Back  Fwrd
```

All the cases for the SSN are displayed. The current type case that the person falls under in each case is shown and also whether or not the person is the client.

SSN, Name and Parish are on the PERSON file.

Case Number and Start Date are on the AU MEMBER file.

Category and Type Case are on the TYPE CASE file.

Client will be a (Y)es / (N)o indicator.

Read the PERSON file with SSN. For each person, read the AU MEMBER file with the Person Number, to get all the Cert Periods that this member belongs to. Read the CPTC file with the Case Number / Cert Period Number / AU Member Start Date to determine the active type case for the Case. Perform a Histogram on CERTIFICATION PERIOD to check if the person is a client for that Cert Period.

Use common routine 'Format Name for Display' to format the name

Additional PF Keys

PF Key 6 - Csum

The user will be able to select a row in the above Inquiry by putting the cursor on the line. When PF6 is pressed the user will be taken to the Case Summary Inquiry screen.

Case Inquiry by Category, Type Case

```
Message Line…
   CASQT                    *** M.E.D SYSTEM ***                  *DATE
   MECCASQ1         CASE INQUIRY BY CATEGORY / TYPE CASE          *TIME

 Category/
 Type Case  Case Number  Cert Cert Status Start Date Client
 --------- ------------- ---- ----------- ---------- -------------------------



 *Category Code: ___ Type Case: ___ Case Number: _____________
 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Csum  Back  Fwrd
```

In this screen, category and type case values are entered as the starting point and cases are displayed in the order of category and type case. Entering case number is optional. It allows the case number to serve as the starting point within the selected category and type case.

The following information is displayed for each Case:

Category/Type Case
This field is on the CPTC file.

Case Number
This field is on the CPTC file.

Cert. Period Number
This field is on the CPTC file.

Cert Status
This is a derived field (refer to Cert Period Maintenance).

Start Date
This field is on the CPTC file.

Client
This field is on the CERT-PERIOD and the PERSON files.

Upon receiving the category and type case values from the screen, the program reads CPTC records starting from the entered values. Using the Case Number and Certification Period Number on the CPTC record, extracts the person number of the Client from the CERT-PERIOD file. Using the person number, it extracts the person name from ME-PERSON.

Copyright © 2003 RedMane Technology LLC
For DHH

Additional PF Keys

PF Key 6 - Csum

The user will be able to select a row in the above Inquiry by putting the cursor on the line. When PF6 is pressed the user will be taken to the Case Summary Inquiry Screen.

Case Summary Inquiry

```
Message Line ...
    CSUM                    *** M.E.D. SYSTEM ***                08/27/03
    MECCSSQ                 CASE SUMMARY INQUIRY                 12:26:16

Case Number: 9999999999999  >                              Phone:
Client     : 9999999999999  DOE, JOHN                     SSN  : 999-99-9999

Parish     : 0017 EBR PARISH    Csld: S    0007 003 Wrkr: 0003   Inactve

Cert Type Case Status  Appl Appl Date  Start Date Close Date Code Renewal Dt
---- --------- ------- ---- ---------- ---------- ---------- ---- ----------
      005-020  Pending   3  05/01/2003
9999  003-002  Closed    1  01/01/2000 01/01/2000 09/30/2002   87 03/29/2000
9999  004-007  Closed    2  01/01/2000 01/01/2000 12/12/2000   90 03/29/2000
                           ****** End of Data ******




*Case Number : 9999999999999
*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Elig  Dtail Top   Fwrd
```

This is a summary screen for a Case. It shows the current status of the case. This screen displays items for a case as follows: Pending type cases, open Certs (listed by start date), closed Certs (listed by close date and then start date), and rejected type cases only if nothing was previously displayed for that application. Also, only one rejected type case will be displayed if more than one exists for that same application. The type case information is obtained from pending or rejected information on APTC as well as certifications.

The following information is displayed for a Case:

Header Information

The following information is displayed at the top of the page

Case Number

This is the case number for the inquiry.

Case Moreable

This field represents if the client is a client on any other cases or if the client is a probable client on any other cases. If the client is a client/probable client on another case then a '>' will be present in the moreable field otherwise a '+' will be present. If an 'm' is entered on the moreable field a pop-up listing the other cases the first client is a client/probable client on will be displayed.

Phone Number

This is the phone number of the first client displayed on the screen.

Client
This client's person number followed by the client name. The name is displayed formatted using the standard name routine.

SSN
This is the social security number on file for the client.

Client2
This field will contain a secondary client. If more than one client is found on various cert periods the second client information will be contained here. The client's person number followed by the client name. The name is displayed formatted using the standard name routine.

SSN
This is the social security number on file for the second client.

Parish of Residence
Parish of residence associated with the CASE.

Caseload number
Caseload number on the CASE.

Worker Number
Worker number on the CASE LOAD.

Case status
Use common routine 'Check if Open Cert exists for Case' to determine status. If open certification period exists, then status is 'Active' else status is 'Inactive'.

Type Case Information
The following information is displayed for each Application/Certification Period.

Certification Period Number
If the type case was never certified or still pending the certification period number will be blank.

Technical Note: These fields are on the CERTIFICATION PERIOD file.

Type Case
The category and type case associated with this application.

Type Case Status
The status of the type case. This includes pending and rejected APTC's.
Technical Note: If the close date of the certification period is after the current date or the close date has no value, then the status is 'Open' else the status is 'Closed'.

Application Number
Technical Note: The application file is the primary file being read. This will be displayed in lastest application order.

Application date
Technical Note: This field is found on the APPLICATION file.

Start Date
This is start date for the certification. If the type case is not certified then the date will be blank.

Close Date
This is the closure date on the certification. If the type case is not certified then the date will be blank.

Copyright © 2003 RedMane Technology LLC
For DHH

Closure Code
The closure code associated with the certification.

Renewal Date
The date the certification needs to be renewed.

Additional PF Keys

PF Key 6 - Dtail
This will display the detailed information associated with the type case. A type case must be cursored. If the type case is certified the certification summary screen will be displayed. If the type case is pending the application screen will be displayed. If the type case is rejected the APTC screen will be displayed.

PF Key 5 - Elig
This key points to the Elig Maintenance screen.

PF Key 7 - Top
This key returns the CSUM screen to the start of the scroll for this case.

PF Key 8 - Frwd
This key pages forward to display additional case information if present.

Case Moreable

This field represents if the client is a client/probable client on any other cases. If the client is a member on another case then a '>' will be present in the moreable field otherwise a '+' will be present. If an 'm' is entered on the moreable field the following pop-up is displayed. It will list the other cases of which the first client is a client/probable client on other cases.

```
Position cursor or ENTER screen value to select
                   *** M.E.D. SYSTEM ***           10/07/03
 MECCSSN1          OTHER CASES FOR CLIENT          13:04:28

                   Other Cases for Client
                  -------------------------
                        1234567890123
                        9876543210987







 Case Number: _____________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
      Help        Retn
```

The user can also select one of these cases to be displayed. The user can select a case by placing their cursor on the line containing the case number and pressing enter or by entering the case number in the input field on the bottom of the popup. The user is then returned to the CSUM screen. The newly selected case information will be displayed.

Certification Summary

```
Position cursor or ENTER screen value to select
    DTAIL                   *** M.E.D. SYSTEM ***                   10/07/03
    MECCSDQ                 CERTIFICATION SUMMARY                   13:07:30

Cert   : 0002  TC: 003-002     Start: 01/01/2000 thru 09/30/2002
Client : 1234567890123 DOE JACK                  SSN       : 999-99-9999
Address: 9999 NEW ST                             Phone     : (000)000-0000
                            LA  60657            Pref Lang : English
Provider:                                       Applic Date : 01/01/2000
Date    : 00/00/0000 PLI Amt:                   Renewal Date: 03/29/2000
Ext Sys :                                       Closure Code: 87 CERTIFIED/

Au Member Name           Person #   Start Dt Close Dt Birth Dt Rel TPL San Loc
                           SSN                Suspd Dt               HIP     CCar
--------------------- ------------- -------- -------- -------- --- --- --- ----
DOE, JACK             1234567890123 01/01/00 09/30/02 99/99/99 00   N       0
                        999-99-9999                                 N
                          ****** End of Data ******


*Case Number : 9876543210987 *Cert: 2___
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help  Main  Retn  Quit  PrCer NxCer Back  Fwrd  Swip  Pers  AUMem Appl
```

This is a summary screen for a selected certification. This screen displays information for the certification including au member information. Only two au members at a time will be displayed per au scroll. This was decided so that all information pertaining to an au member would remain grouped together on the screen.

Header Information

The following information is displayed at the top of the page

Case Number

This is the case number for the inquiry.

Type Case

The category and type case associated with this certification.

Start Date

This is start date for the certification.

Close Date

This is the closure date on the certification.

Client

This client's person number followed by the client name. The name is displayed formatted using the standard name routine.

SSN

This is the social security number on file for the client.

Address

This is the address of the client displayed on the screen.

Phone Number

This is the phone number of the client.

Copyright © 2003 RedMane Technology LLC
For DHH

Preferred Language
This is the preferred language of the client. This is obtained from the person information on record.

Provider Name (if applicable)
The Provider Name is on the PROVIDER file for the latest segment.

Application Date
The date of the application for this application number.

PLI Date/Amount (if applicable)
The PLI amount is on the SEGMENT file. The Segment Start Date and PLI amount for the latest segment for that CPTC is displayed.

Renewal Date
The date the certification needs to be renewed.

Ext Sys
The external system value as displayed on the certification.

Closure Code
The closure code associated with the certification.

AU Member Information

Panel 1

Au Member Name
The name of the Person is based on Person number. The standard name formatting routine is used.

Person Number
The number which identifies the Person who is the member in the case.

Start Date
This is the date that the AU member's eligibility started. This is a display only field.

Close Date
This is the date that the eligibility closes for the AU member. This is a display only field.

Birth Date
Date of birth for this person.

Relationship to client
The code indicating the member's relationship to the client. This field is mandatory. Help is available for this field. The code entered must be a valid Relationship to Client code.

Third Party Liability (TPL) Indicator
An indicator to tell if a member has third party insurance. This field is display only. The system will read the TPL files to see if the member has third party insurance. This is done through the common routine MEXTPLN. If TPL is found for the member the system will set this field to (Y)es else the field will be set to (N)o.

Sanction Indicator
An indicator 'S' is used to convey that the au member is currently sanctioned. If the Au Member Sanction start date < = Today and the Au Member Sanction Close Date is >= Today the au member will be considered sanctioned.

Lock
This indicator is used to convey whether this au member is in lock in. The values for lock in are taken from person. Valid values are 0, 1, and 2.

Display Line 2

SSN
The Au members social security number.

Suspd Date
The date the au member was suspended.

LaHIPP (HIP) Indicator
An indicator to tell if a member has a LaHIPP policy. This field is display only. The system will read the TPL files to see if the member has a LaHIPP policy. This is done through the common routine MEXTPLN. If TPL is found for the member and the LaHIPP policy is active (begin date <= today's date and the LaHIPP end date = zero or >= today's date) the system will set this field to (Y)es else the field will be set to (N)o.

Ccar
This indicator will signify if the au member is in community care. This value is taken from person. Valid values are N or Y.

Additional PF Keys

PF Key 5 – PrCrt
This will change the information displayed to the prior cert period. The prior cert period for the case will be displayed.

PF Key 6 – NxCrt
This will change the information displayed. The next cert period for the case will be displayed.

PF Key 7 - Back
This key will page the Au Members backward.

PF Key 8 - Frwd
This key pages forward to display additional au member information if present.

PF Key 9 - Swip
This will display the Swipe transaction screen. The person number will be defaulted on the screen.

PF Key 10 Pers
This will display the Person transaction screen. The person records will be displayed.

PF Key 11 - AUMEM
This will display the Au Member transaction screen. The au member selected will be displayed.

PF Key 12 - Appl
This key will take the user to the Application Maintenance screen.

Copyright © 2003 RedMane Technology LLC
For DHH

Administration Tables Subsystem

Location Maintenance

```
Message Line -
     LOCN                    *** M.E.D. SYSTEM ***                09/24/04
     MEALOCF                 LOCATION MAINTENANCE                 08:21:38
                                                                  METEST
*Action             : _ (A,B,C,D,M,N,P,L)
*LOCATION TYPE      : ____
 LOCATION ID        : ____
 Description        : ____________________
*Region Code        : ____
*Linked MEDS Parish : ____
 Office Name        : ____________________________________
 Mailing Address-1  :                                   +
         Address-2  :
         Address-3  :
         City,St Zip:
*Urban/Rural Indic  : _
*Supervisor User ID : ________
 Phone Number       : ( ___ ) ___ - ____
 FAX Number         : ( ___ ) ___ - ____
 Toll-Free Number   : ( ___ ) ___ - ____
 Legal Services Nbr : ( ___ ) ___ - ____
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit
```

The Location Maintenance screen is used to create and maintain locations that are used in the MED system.

The fields on the Location maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

LOCATION TYPE (A4)
The code that identifies the type of location. This is a mandatory field. Help is available for this field. The location type entered must be a valid location type.

LOCATION ID (N4)
The code identifying the location within the location type. This is a mandatory field

Description (A20)
The description of the location. This is a mandatory field.

Region Code (N4)
The region a parish belongs. This field is only available when the location type is parish. Mandatory field when it is displayed. This field is the 'linked location id' and is used to group parishes together into regions. The region code used must be a valid location code. The 'linked location type' must be defaulted to region.

Linked MEDS Parish (N4)
The MEDS Parish that a Lami Parish id is linked to. This field is only available when the location type is 'Lami' i.e. when a Lami parish is being modified. Mandatory field when it is displayed. Must be a valid location id within location type 'MEDS parish'.

The following fields are mandatory:

Office Name (A35)
The name of the office.

Mailing Address-1
Display Only. Displays the first line of the Mailing address of the Location.

The moreable invokes the Location Address Moreable Pop-up (page 269) to allow editing and display of both the Office address and the Mailing address of this location.

Address-2
Display Only. Displays the second line of the Mailing address of the Location.

Address-3
Display Only. Displays the third line of the Mailing address of the Location.

City, St Zip
Display Only. Displays the City, State, and Zip information of the Mailing Address of this location.

Technical Note: Compress the City, State, Zip, and Zip Extension together in this format: "<City>, <State> <Zip>-<Ex Zip>" to display on this line. If the MAIL-EX-ZIP-CODE is not populated, the dash '-' character is not displayed.

Office Address (not shown)
The Office Address is available for viewing and editing via the Location Address Moreable Pop-up (page 269). If the mailing address is not entered, the system assumes that the Office Address is also the Mailing Address in any situation where a mailing address is needed.

Urban/Rural Indic (A1)
Indicates whether the office is rural or urban.

Supervisor User ID (A8)
The user ID of the supervisor of the office. This user will be the recipient of the workflow items identifying new LAMI cases (generated from the LAMI Interface) that need case worker assignments.

Phone Number (N10)
The phone number of the office. Validate that all 10 digits are entered.

FAX Number (N10)
This is the FAX number at the Location. This field is required if the Location Type is 'P' (Parish) or 'R' (Region).

Toll-Free Number (N10)
Optional. This is the toll-free number of this Location.

Legal Services Nbr (N10)
This is the Legal Services phone number for this Location. This number is printed on Notices that, for example, notify the client of the number they may call in order to obtain legal assistance with respect to a Fair Rights Hearing.

This field is required if the Location Type is 'P' (Parish).

Purging a location

A location cannot be purged if it is linked to another location or is used anywhere else on the system.

Copyright © 2003 RedMane Technology LLC
For DHH

Location Address Moreable Pop-up

```
                    *** M.E.D. SYSTEM ***           09/02/03
 MExxxxN1              LOCATION ADDRESS             11:51:06

Office Address  : ____________________________________
                  ____________________________________
                  ____________________________________
      *City     : ______________________ State: __ *Zip Code: _____ - ____

Mailing Address : ____________________________________
(if different)    ____________________________________
                  ____________________________________
      *City     : ______________________ State:    *Zip Code: _____ - ____


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--P
      Help        Cont        Canc
```

This is the Location Address moreable popup screen. It is invoked from the Location Maintenance screen when the Office Address-1 moreable is actioned.

Field Descriptions

Office Address

This is the physical address of the Location. This address is **required**.

address lines (A35/3)

Up to three lines of address information of the Location's physical address. Address Line-1 is required if any of the fields of this address are populated. Address Lines 2 and 3 are optional.

City (A20)

This is the name of the city in which the Location is physically located. The City Name must be a valid City in the City table.

State (A2)

This is the name of the state in which the Location is physically located. The State must be a valid State in the State table.

Zip Code (N5)

This is the zip code of the Location's physical address. This field is required. All five digits must be entered. The combination of the Zip Code and the City name must exist as an entry in the Zip Code table.

Zip Code +4 (N4)

This is the Zip-plus-4 of the Location's physical address. This field is optional. If populated, all four digits must be entered. A value of 9999 is not valid.

Mailing Address (if different)

This is the mailing address of the Location. This address is **optional**. This address should be entered if the mailing address is different to the physical address of the Location. **The Office Address is considered the mailing address if these fields are not populated.**

address lines (A35/3)

Up to three lines of address information of the Location's Mailing address. Address Line-1 is required if any of the fields of this address are populated. Address Lines 2 and 3 are optional.

City (A20)
This is the name of the city of the Location's mailing address. If any of the mailing address fields are populated, City is required and must be a valid entry in the City table.

State (A2)
This is the name of the state in which the Location is physically located. The State must be a valid State in the State table.

Zip Code (N5)
This is the zip code of the Location's mailing address. If any of the mailing address fields are populated this field is required, all five digits must be entered, and the combination of the Zip Code and the City name must exist as an entry in the Zip Code table.

Zip Code +4 (N4)
This is the Zip-plus-4 of the Location's mailing address. This field is optional. If populated, all four digits must be entered. A value of 9999 is invalid.

Worker Maintenance

```
No action performed
      WRKR                    *** M.E.D. SYSTEM ***                05/20/08
      MEAWRKF                  WORKER MAINTENANCE                  08:44:41
                                                                   METEST
 *Action               : _ (A,B,C,D,M,N,P,L)
 *LOCATION TYPE        : ____
 *LOCATION ID          : ____
  WORKER NUMBER        : ____
 *Security User Id     : ________
  Last Name            : ____________________________
  First Name           : ____________________________
 *Supervisor Number    : ________
 *Budget Method        : _
  Budget Checking Reqd : _ (Y/N)
  Telephone Number     : ( ___ ) ___ - ____ X ____
 *Auto Notice User Id  : ________




 *Tran: _______ Act: _ Key: ______________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Csum
```

The Worker Maintenance screen is used to define and maintain workers in the MED system.

The fields on the Worker maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

LOCATION TYPE (A4) Mandatory field
The code identifying the type of location where the worker is situated. The code must be valid. Help is available.

Copyright © 2003 RedMane Technology LLC
For DHH

LOCATION ID (N4) Mandatory field
The code identifying the location within the type of location, specified above, where the worker is situated. The code must be a valid code for the type of location. Help is available (complex help).

WORKER NUMBER (N4)
The unique number identifying the worker within a location. This means that the same worker number could be used in different parishes - the worker number must be unique within parish.

Security User Id (A8)
This is the user id of the worker who has access to the system. If the user id is entered then the last name and first name of the user must not be entered because it will be available from the security system. If the user id is entered, it must be a valid user id. Help is available. The security user id name will be displayed next to the security user id if the security user id is populated.

Last Name (A25)
The last name of the worker. Must be entered if the security user id is blank.

First Name (A25)
The first name of the worker. Must be entered if the security user id is blank.

Supervisor Number (A8)
The user id of the supervisor. This is an optional field. Help is available for this field. The number entered must be a valid user id. Check for validity against the Security User Id file.

Budget Method (A1)
An indicator to say whether or not the worker should see the long or the condensed version of the budgets. This is a mandatory field. Help is available for this field. Must be a valid Budget Method.

Budget Checking Required Indicator (A1)
An indicator to say whether the budgets done by this worker must be checked by the supervisor. This is a mandatory field. The valid values are (Y)es or (N)o. Default to (N)o. If (Y)es then the Supervisor Number must be entered.

Purge: On action Purge, do not allow a worker to be purged if at least one open determination exists that is linked to the worker.

Additional PF Keys

PF Key 5 – CSUM
This will display the Case Summary Inquiry Screen.

Worker Inquiry by User Id

```
     WRKRU                    *** M.E.D. SYSTEM ***                  07/09/03
     MEAWRUQ               WORKER INQUIRY BY USER ID                 16:28:40

                                          Location Location  Worker
 User ID  Worker Name                       Type      ID     Number  Supervisor
 -------  ------------------------------ --------- --------  ------  ----------
          DOE, JANE                         P         1        8     MESPL4
          DOE, JOHN                         P       102        1     MESPL10









*Security User ID: ________
 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit        Wrkr  Back  Fwrd
```

In this browse screen a User Id is entered as a starting point and Workers are displayed in order by User Id.

The following information is displayed for Worker:

User Id
: The security user id of the worker.

Worker Name
: The workers name. This is read from the worker record if entered, or taken from the security subsystem if user id is entered.

Location Type
: The code identifying the type of location where the worker is situated

Location Id
: The code identifying the location within the type of location, specified above, where the worker is situated.

Worker Number
: The unique number identifying the worker within a location

Supervisor Id
: Security user id of the assigned worker's supervisor.

Additional PF Keys

PF Key 6 - Wrkr
: The user will be able to select a row in the above Inquiry by putting the cursor on the line. When PF6 is pressed the user will be taken to the Worker Maintenance Screen.

Copyright © 2003 RedMane Technology LLC
For DHH

Caseload Maintenance

```
Message Line …
     CSLD                      *** M.E.D. SYSTEM ***                  *DATE
     MEACSLF                   CASELOAD MAINTENANCE                   *TIME

*Action         : _ (A,B,C,D,M,N,P,L)
*LOCATION TYPE  : ____ ________________
*LOCATION ID    : ____ ________________
 CASELOAD NUMBER: ____
*Worker Number  : ____ ______________________


*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit
```

The Caseload Maintenance screen is used to define and maintain Caseloads.

The fields on the maintenance screen are described below:

Action (A1)
: The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

LOCATION TYPE (A4) Mandatory field
: The code identifying the type of location. The code must be valid. Help is available. Display description next to code.

LOCATION ID (N4) Mandatory field
: The code identifying the location within the type of location. The code must be a valid code for the type of location. Help is available (complex help). Display location name next to id.

CASELOAD NUMBER (N3)
: The number identifying the caseload within a location. This means that the same caseload number can occur in different parishes - the caseload number must be unique within a parish.

Worker Number (N4)
: The number of the worker to whom the case is allocated. This is a mandatory field. It must be a valid worker number for the location. Help is available for this field. Display worker name next to number.

Validate that the location type and location id of the worker is the same as the location type and the location id for the caseload.

If the worker number changes on a caseload call the common routine 'Get next Run Number' for the client interface and update all cases in that caseload with the new run number, and call the common routine 'Determine If SIEVS Update Required' (MECUSVN). This verifies if a call is required to common routine 'Update the SIEVS Run Number' (MECUSUN).

Purge: On action Purge, do not allow a caseload to be purged if at least one open determination exists that is linked to the caseload.

Standard Value Maintenance

```
Message Line …
     STDV                        *** M.E.D.SYSTEM ***                  *DATE
     MEASTVF                   STANDARD VALUE MAINTENANCE              *TIME

*Action                : _ (A,B,C,D,M,N,P,L)
*STANDARD TYPE CODE    : ________ ____________________________________
 EFFECTIVE DATE        : __ /__ /____
 Line   <Index Description>   <Standard Description>
 ----   --------------------   -----------------------
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________
  __           __                   __________

*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12B
      Help  Main  Retn  Quit                                Left   Rght
```

The Standard Value Maintenance screen is used to create a set of values for a particular effective date for a specific type of standard.

There will be a maximum of 99 occurrences of Index Value and corresponding Standard Value. Screens 2, 3, 4, 5, 6, 7, 8 and 9 are the same as above, but with the remainder of the occurrences of Index Value and Standard Value.

The fields on the maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

STANDARD TYPE CODE (A8) Mandatory field
The code that identifies the type of standard. It must be a valid standard type code. The description is displayed next to the standard type code. Help is available.

EFFECTIVE DATE (N8) Mandatory field
The effective date of the set of standard values. This date must not be before the start of the next month, or prior to an existing effective date, if the action code is (A)dd. The effective date cannot be in the past on a (M)odify or (P)urge action.

The effct-date-9c must be updated when the effective date is updated.

Copyright © 2003 RedMane Technology LLC
For DHH

Line (N2) Output field
Identifies the Index value occurrence number (one through ninety-nine).

Index Description (A20) Output field
Description as it appears in Standard Type.

Standard Description (A20) Output field
Description as it appears in Standard Type.

Index Value (N2)
Value for each index to the standard. The first occurrence of Index value is mandatory. Each occurrence must contain a greater value than the previous occurrence. An Index value is required for each Standard value.

Standard Value (N6.2)
Value for the standard. The first occurrence of Standard value is mandatory. These values must be increasing (or equal value). A Standard value is required for each Index value.

Purging an Standard Value

The standard values cannot be purged if the effective date is in the past. This is because the standard may already have been used.

Type Case Maintenance

Screen 1

```
Message Line -
      TCAS                    *** M.E.D. SYSTEM ***                11/30/04
      MEATYCF                 TYPE CASE MAINTENANCE                08:40:24 1 >
                                                                   METEST
 *Action                : _ (A,B,C,D,M,N,P,L)
 *CATEGORY              : ___
  TYPE CASE             : ___
  Description           : ____________________________________________
  Current Effective Date:    /    /        +
  Current Close Date    :    /    /
  Certification Length  : __      *Base for Cert. Length   : _
  Renewal Length        : __
  Start Date Months     : __      *Start Date Rule         : _
  Segments Allowed      : _ (Y/N)  Plus Cert Allowed       : _ (Y/N)
  Budgets Required      : _ (Y/N)  Additional Budgets Reqd.: _ (Y/N)
  Budget Checking Reqd. : _ (Y/N)  Pregnancy Applicable    : _ (Y/N)
  Medicare Applicable   : _ (Y/N)  Earned Income Exemption : _ (Y/N)
  Date of Death Required: _ (Y/N)  Swipe Card Required     : _ (Y/N)
  EPSDT Applicable      : _ (Y/N)  Medical Bills Required  : _ (Y/N)
  TIPS Number Required  : _ (Y/N)  Eligible for LaHIPP     : _ (Y/N)
  Create Notice Events  : _ (Y/N)
 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit                          ClsTC Left  Rght
```

The Type Case defines the type of program under which a person can be made eligible for Medicaid.

The fields on the Type Case Maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

CATEGORY (N3)
The category code is entered. It is a valid category code. This is a mandatory field.

TYPE CASE (N3)
The type case is entered. This is a mandatory field.

Description (A40)
A description of the type case is entered. This is a mandatory field.

Current Effective Date (N8)
This is a 'moreable' field and a display only field. Derive it from the 10 effective dates that are possible, at any one time, for a type case. This field must take the value of the beginning of the current or most recent effective period. The Current Effective Date 'moreable' window:

```
Message Line …
                    *** M.E.D. SYSTEM ***           *DATE
  MEATYCN1        TYPE CASE EFFECTIVE DATES         *TIME

                Effective Date   Suspend Date
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____
                __ / __ / ____   __ / __ / ____

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---
       Help        Cont        Canc
```

Effective Date
The effective date of the type case. This is when the type case comes into being. At least one Effective Date must be entered on this screen. Up to 10 effective periods can be entered at any one time.

Suspend Date
Suspend Date is optional. If a Suspend date is entered, read the Cert Period Type Case file to validate that no Certifications are open beyond the Suspend date. A type case can be suspended and brought back into operation multiple times. The type case can no longer be used after this date. Budgets will not be allowed to be captured if there is a suspend date against the type case and the budget date is after this date. The Suspend Date must not be earlier than the Effective Date for each of the 10 date ranges.

Current Close Date (N8)
This is a 'moreable' field and a display only field. Derive it from the 10 Suspend Dates that are possible, at any one time, for a type case. This field must take the value of the end, if it exists, of the current effective period. It will correspond to the value in the Current Effective Date field.

Certification Length (N2)
This value indicates the length, in months, of the certification period for the type case, e.g. 12 months, 3 months etc. This is an optional field. If entered, the initial renewal date of a certification will be calculated as the starting point plus the Certification Length minus 1 month (i.e. Certification Length of 1 will force the renewal date in the same month as the starting period.

Copyright © 2003 RedMane Technology LLC
For DHH

Base for Cert. Length (A1)

This base indicates the starting point in the calculation of the certification period, e.g. application date. Help is available for this field. This is an optional field.

The valid values will be kept in an LDA.

Certification Renewal Length (N2)

This value indicates the length, in months, of the certification renewal period past the initial renewal period for a type case, 12 months, 18 months etc. This is an optional field. If entered, the renewal date of a certification beyond the initial renewal period is calculated using this certification renewal length instead of the certification length. This certification renewal length is defaulted to the Certification Length initially. The worker can modify this field to be different from the Certification length; otherwise they are kept in sync if they are the same.

If the Certification Length field is modified and Certification Renewal Length is equal to Certification Length before the modification then set Certification Renewal Length to be equal to the new value of Certification Length.

Start date Months (N2)

The number of months to determine the RME date. If Start Date Months is entered, the Start Date Rule must also be entered. This is an optional field.

If the Start Date Rule is entered, the Start Date months may be zero.

Start Date Rule (A1)

This rule indicates when a certification period can start, e.g. 3 months before the application date. Help is available for this field. If the Start Date Rule is entered, the Start Date Months may be zero.

The valid values will be kept in an LDA. If the Start Date Months is entered, the Start Date rule must be entered.

LTC Segments Allowed (A1)

LTC segments will only be allowed if this indicator is set on the type case. If this indicator is set to 'Y', the following fields must be captured when the case is certified: income amounts - LTC & personal, level of care, provider and admittance date. The indicator will be defaulted to 'N'. This is a mandatory field

Dual Cert. Allowed (A1)

As a general rule in MEDS, a person cannot be certified for more than one program at a time. However, in certain circumstances, dual certification is allowed, e.g. QMB. MEDS will include validation to ensure that the general rule is applied unless this indicator is set to 'Y'. The indicator will be defaulted to 'N'. This is a mandatory field.

Budgets Required (A1)

There are several type cases, e.g. Deemed Eligible, which do not require budgets as a basis for eligibility determination and hence certification. The certification process will insist on the presence of a budget if this indicator is set to 'Y'. This indicator will be defaulted to 'Y'. This is a mandatory field.

Additional Budgets Reqd. (A1)

Certain type cases, once certified, do not require budgets to be done again at renewal for the certification period to be extended. If this indicator is set to 'Y', the certification cannot be extended without additional budgets. The indicator will be defaulted to 'Y'. This is a mandatory field.

Budgets Checking Reqd. (A1)

Under most circumstances, the level of the worker will determine whether the budgets must be checked. However, this indicator will force all budgets for the type case to be checked no matter what the level of the worker. The indicator will be defaulted to 'N'. This is a mandatory field.

Pregnancy Applicable (A1)

If this indicator is set to 'Y', the worker will have to specify whether the AU member is pregnant during the certification process. If the indicator is set to 'N', the pregnant indicator on the AU member must be 'N'. If this indicator is set to 'Y', then the following details must be entered on the AU member record - pregnancy status, expected delivery date and number of unborns. The indicator will be defaulted to 'N'. This is a mandatory field. This indicator is defaulted to 'N'.

Medicare Applicable (A1)

This indicator specifies that the Medicare option is available to AU members during the certification process. The person must have an SSN claim number captured at certification of this type case. The indicator will be defaulted to 'N'. This is a mandatory field.

Earned Income Exemption (A1)

This exemption refers to the 30 and a third exemption. It may be given to an income unit member during Budget Processing if this indicator is set to 'Y'. The exemption does not only depend on this indicator but it will be used as a starting point. If it is set to 'N', no exemption will be given. The indicator will be defaulted to 'N'. This is a mandatory field.

Date of Death Required (A1)

If a person is being certified in a type case with this indicator set to 'Y', the person must have a date of death before the certification is allowed. The indicator will be defaulted to 'N'. This is a mandatory field.

EPSDT Applicable (A1)

If this indicator is set to 'Y', the EPSDT data must be entered during AU member maintenance only if the AU Member is under the age of 21. The indicator will be defaulted to 'N'. This is a mandatory field.

Swipe Card Required (A1)

This indicator is set for those type cases for which the members require swipe cards. If the member is certified for a type case that has this indicator set to 'Y', a swipe card request must be created for the member. The indicator will be defaulted to 'N'. This is a mandatory field.

Medical Bills Required (A1)

This indicator is set for those type cases where medical bills must be captured in the budget process, e.g. MNP Spenddown. The budget process can force a Spenddown section to be captured for this type case. The indicator will be defaulted to 'N'. This is a mandatory field.

TIPS Number Required (A1)

During certification, if this indicator is set to 'Y', the person must be allocated a TIPS number. The indicator will be defaulted to 'N'. This is a mandatory field.

Eligible for LaHIPP (A1)

Required. There are several type cases, e.g. OCS, which are not eligible for LaHIPP. The LaHIPP interface does not send information about Eligibility Periods if the type case is not eligible for LaHIPP. This indicator will be defaulted to 'Y'. Valid values are 'Y' and 'N'.

Create Notice Event (A1)

Part of SIR1113 – Auto Notices – Spec will be updated when SIR1113 is implemented

Copyright © 2003 RedMane Technology LLC
For DHH

Screen 2

```
     TCAS                    *** M.E.D. SYSTEM ***                11/30/04
< 1  MEATYCF                 TYPE CASE MAINTENANCE                08:41:20
                                                                  METEST
*Action                  : _ (A,B,C,D,M,N,P,L)
*CATEGORY                : ___
 TYPE CASE               : ___
*Notice Group            : ________
 Notice Program Desc     : ________________________________________
 Exparte Renewal
   Always if Active FS   : _ (X)
   Frequency             : _ (E=Every year, O=Odd years only)
   Check Stable Income   : _ (X)
   Check no Comm Spouse  : _ (X)
*Resource Limits         : ________
*SIEVS Monthly Category  : _
*SIEVS Daily Category    : _
*COLA Action             : __



*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit                          ClsTC Left  Rght
```

The fields on Screen 2 are described below:

Notice Group (A8)

Part of SIR1113 – Auto Notices – Spec will be updated when SIR1113 is implemented

Notice Program Description (A40)

Required. A Description of this program that may appear on Notices sent to the client. This description must be meaningful to the client and as such may be different to the "Description" field on Panel 1, which in many cases is meaningful to workers, but not necessarily to clients. This field is required. This field allows mixed-case characters. The descriptions put into this field should be mixed case as they should appear on the actual printed notices.

Exparte Renewal

Always if Active FS (A1)

Optional. 'X' in this field indicates that an Exparte Renewal is always allowed for Cert of this Type Case if an active "Food Stamp" cert exists for the client.

Frequency (A1)

Optional. Defines the frequency of allowed Exparte renewal of Certs of this Type Case. The value of this field is only significant if the "Always if Active FS" field is blank or there is no active Food Stamp Cert, in which case if this field is blank, Exparte renewal is not allowed. **Valid Values:** are defined by the Ex Parte Renewal Frequency table (METERFL).

Check Stable Income (A1)

Optional. 'X' in this field indicates that an Exparte renewal is permissible for Certs of this Type Case only if all income is considered "stable". Only certain types of unearned income are considered stable. This field must be blank if Exparte Renewal Frequency is blank. **Valid Values: 'X', blank.**

Check no Comm Spouse (A1)

Optional. 'X' in this field indicates that an Exparte renewal is permissible for Certs of this Type Case only if there is not a Community Spouse. This field must be blank if Exparte Renewal Frequency is blank. **Valid Values: 'X', blank.**

Resource Limits (A8)

Optional. This field is used to specify the Resource Limits eligibility of Certs of this Type Case. The value entered in this field is Standard Type, defined on screen STDTYP, and whose values are defined on screen STDV.

The two Standard Types that have been designed for use in this field are:

- RSLIMMSP – Resource Limits for MSP
- RSLIMREG – Resource Limits for Regular (non-MSP).

The Standard Type "RSRCCUSH" (Resource Cushion) should not be specified on this screen, although the system does not enforce this.

Note that the resource limits specified by these Standard Types are not enforced by the system as part of the Eligibility Determination process. They are currently only used during Renewal as part of the process of determining if an Exparte renewal is applicable.

SIEVS Monthly Category (N1)

A value in this field indicates that any certification in this type case could possibly trigger an interface action to SIEVS for a member included as an IU member. The value is the corresponding SIEVS category. Show the description of the code. This is an optional field.

The valid values will be kept in an LDA. See SIEVS Interface Design for values.

Sievs Daily Category (A1)

This field is optional and indicates whether a specific type case is to be excluded from the SIEVS Daily extract. A description of this code will be displayed to the right of this field. PF1 Help is available on this field and there will be two valid values at this time, 'N' (Not Referred) and 'R' (Referred).

COLA Code (N2)

A code to indicate the processing that has to be performed during the COLA Annual Process for members belonging to this type case. Help is available for this field. This is a mandatory field.

Valid values will be kept in an LDA.

Purging a Type Case

A Type Case cannot be purged if the effective date is in the past.

A type case cannot be purged if there are any linked certifications. A type case cannot be purged if there are any linked budgets. A type case cannot be purged if any Budget Templates have been created for the type case. Under these circumstances, the type case is suspended but all it's links remain in effect.

Copyright © 2003 RedMane Technology LLC
For DHH

Close Type Case Request Maintenance

```
     CLSTC                   *** M.E.D. SYSTEM ***                11/15/00
     MECCRTRF         CLOSE TYPE CASE REQUEST MAINTENANCE         14:28:33

*Action        : _   (C,D,M)
 RUN NUMBER    : 78
                                                      *Clsr            Run Mode
*Cmd *Type Case                        Close Date     Code              (R/U)
 ---  ---------                        -------------- ----               ---
  _   1__ - 21_ SPEND-DOWN MEDICALLY   11 / 30 / 2002  44 NOT COST EFFECT R
  _   1__ - 25_ LTC - SPEND-DOWN MEDI  12 / 31 / 2002  44 NOT COST EFFECT R
  _   ___ - ___                        __ / __ / ____ ___                _
  _   ___ - ___                        __ / __ / ____ ___                _
  _   ___ - ___                        __ / __ / ____ ___                _
  _   ___ - ___                        __ / __ / ____ ___                _
  _   ___ - ___                        __ / __ / ____ ___                _
  _   ___ - ___                        __ / __ / ____ ___                _
  _   ___ - ___                        __ / __ / ____ ___                _
  _   ___ - ___                        __ / __ / ____ ___                _
            Run Mode -  R = Report Mode (Print Report Only)
                        U = Update Mode (Close Certifications)
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit
```

This function is obtained when PF9 'ClsTC' is selected on the Type Case Maintenance screen. The Close Type Case Request Maintenance enables a batch job to be requested to either list or Close Certifications for specified Type Cases. Typically this job will be requested before a Type Case is suspended. This function writes a record to the Run Control file processed daily in job MED0220 (see the external design document for Core Batch processes).

The fields on the Close Type Case Request Maintenance screen are described below:

Action (A1)
The action codes for this field are (C)lear, (D)isplay, (M)odify.

RUN NUMBER (N8)
Run Number of the next Close Type Case run. Display only

Command (A1)
The action to be performed on the line. This field is optional. The valid command codes are (A)dd, (M)odify and (P)urge.

Category Code (N3)
The category code to be closed. It is a valid category code. This is a mandatory field.

Type Case (N3)
The type case to be closed. This must be a valid type case for the category. This is a mandatory field. The description of the field is displayed.

Close Date (N8)
The date the Type Case and open Certifications will close. This is a mandatory field.

Closure Code (N3)
The closure code for Type Case and Category Code. It must be a valid closure code. This is a mandatory field. The description of the field is displayed.

Run Mode (A1)

The Run Mode for the Category Type Case entered. This is a mandatory field. Only 'R' and 'U' are valid. 'R' indicates that only the reports should be created ('Report only') and 'U' indicates that Certifications should be closed and updated with the specified Close Date and Closure Code ('Update'). If 'U'pdate is entered, provide a 'Batch Close Confirmation' window that requires a 'Y'es or 'N'o response before proceeding.

```
+-----------------Batch Close Confirmation------------------+
|                                                           |
| You are about to request a job that will run tonight      |
| and close all Certifications for the specified Type Case. |
| Are you sure you wish to proceed with this request?       |
| Enter Y to proceed, N to cancel: _                        |
+-----------------------------------------------------------+
```

Type Case Approval Code Maintenance

```
Message Line …
     TCAP                *** M.E.D.SYSTEM ***                    *DATE
     MEATYAF        TYPE CASE APPROVAL CODE MAINTENANCE          *TIME

*Action          : _ (C,D,M,N,L)
*CATEGORY CODE   : ___ _______________
*TYPE CASE CODE  : ___ _______________
 Starting Approval Code : ___
*Cmd    *APPROVAL CODE
 ---     ------------------
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________
  _      ___ ______________

*Tran: ________ Act: _ Key: ______________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      Help  Main  Retn  Quit              Back  Fwrd
```

The Type Case Approval Code Maintenance screen is used to link Approval Codes to Type Cases.

The fields on the Type Case Approval Code Maintenance screen are described below:

Action (A1)

The action codes for this field are (C)lear, (D)isplay, (M)odify, (N)ext, (L)ast.

CATEGORY CODE (N3)

The category of benefit to which the approval code applies. It must be a valid code. Help is available.

TYPE CASE CODE (N3)

The type case within the category of benefits to which the approval code applies. It must be a valid type case code and a valid type case for the category. Help is available.

Command (A1)

The action to be performed on the line. This field is optional. The valid command codes are (A)dd and (P)urge.

Copyright © 2003 RedMane Technology LLC
For DHH

APPROVAL CODE (N3)

A valid approval code for the category type case. The approval code must be a valid approval code (See Approval Code Maintenance). Help is available. The description of the approval code is displayed.

Type Case Closure Code Maintenance

```
Message Line …
     TCCL                 *** M.E.D.SYSTEM ***                        *DATE
     MEATCLF         TYPE CASE CLOSURE CODE MAINTENANCE               *TIME

*Action          : _ (C,D,M,N,L)
*CATEGORY CODE   : ___ _______________
*TYPE CASE CODE  : ___ _______________
 Starting Closure Code : ___
*Cmd    *CLOSURE CODE
 ---     -------------------
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________
 _       ___ _______________

*Tran: ________ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      Help  Main  Retn  Quit              Back  Fwrd
```

The Type Case Closure Code Maintenance screen is used to link Clopsure Codes to Type Cases.

The fields on the Type Case Closure Code Maintenance screen are described below:

Action (A1)

The action codes for this field are (C)lear, (D)isplay, (M)odify, (N)ext, (L)ast.

CATEGORY CODE (N3)

The category of benefit to which the closure code applies. It must be a valid code. Help is available.

TYPE CASE CODE (N3)

The type case within the category of benefits to which the closure code applies. It must be a valid type case code and a valid type case for the category. Help is available.

Command (A1)

The action to be performed on the line. This field is optional. The valid command codes are (A)dd and (P)urge.

CLOSURE CODE (N3)

A valid closure code for the category type case. The closure code must be a valid closure code (See Closure Code Maintenance). Help is available. The description of the closure code is displayed.

Monthly Cutoff Maintenance

```
Message Line …
     MCUT                *** M.E.D.SYSTEM ***                      *DATE
     MEAMOCF           MONTHLY CUTOFF MAINTENANCE                  *TIME

 *Action    : _ (A,B,C,D,M,N,P,L)
  YEAR      : ____
  MONTH     : __
  Cutoff Day: __









 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit
```

The Monthly Cutoff screen is used to define the cutoff day for each processing month.

The fields on the Monthly Cutoff Maintenance screen are described below:

Action (A1)
: The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

YEAR (YYYY)
: The year of the processing month. It must be a valid year. This is a mandatory field.

MONTH (MM)
: The month of the processing month. It must be a valid month. This is a mandatory field.

Cutoff Day (DD)
: The cutoff day for the processing month. It must be a valid day. This is a mandatory field. The cutoff day defines the last working day of the month that activities in the MEDS system will be considered for the processing month. MEDS activities after the cutoff date will be considered part of the next processing month.

Copyright © 2003 RedMane Technology LLC
For DHH

Application/Contractor Center Maintenance

```
Message Line …
     APPC                    *** M.E.D.SYSTEM ***                  *DATE
     MEAACCF       APPLICATION/CONTRACTOR CENTER MAINTENANCE       *TIME

 *Action                : _ (A,B,C,D,M,N,P,L)
 *CENTER TYPE           : _     ______________
  CENTER ID             : ________
  Description           : ______________________________
  Certification Date    : __ / __ / ____
  De-certification Date : __ / __ / ____
 *MEDS Parish           : ____
  MEDS Region           : ____
  Center Name           : ____________________________________
         Address        : ____________________________________ +
         City           : ____________________
         State          : LA Louisiana
         Zip Code       : _____ - ____
  Phone Number          : ( ___ ) ___ - ____
  Fax Number            : ( ___ ) ___ - ____


*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      Help  Main  Retn  Quit
```

The Application/Contractor Center Maintenance screen is used to create and maintain Contractor Centers used for Applications entered into the MED system.

The fields on the Application/Contractor Center maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

CENTER TYPE (A1)
The code that identifies the type of center. This is a mandatory field. Help is available for this field. The center type entered must be a valid center type (A – Application Center, , E – SPOE/Early Steps).

CENTER ID (A9)
The code identifying the center. This is a mandatory field.

Description (A30)
The description of the center. This is a mandatory field.

Certification Date (N8)
The date the application/contractor center is certified to receive applications. This is a mandatory field.

De-certification Date (N8)
The date the application/contractor center is de-certified and can no longer receive applications. This field is optional.

MEDS Parish (N4)
The MEDS Parish to which the center belongs. Must be a valid location id within location type 'MEDS parish'. Help is available for this field. This field is mandatory.

MEDS Region (N4)
The region for the MEDS Parish. This field is display only.

The following fields are mandatory:

Center Name (A35)
The name of the Application/Contractor Center.

Address (3*35)
The address of the center. This is a 'moreable' field.

City (A20)
The city of the center.

State
The state of the center. This field is display only. Help is available for this field. The state is defaulted to Louisiana.

Zip Code (N5)
The zip code of the center. Validate that all 5 digits are entered.

Zip Code +4 (N4)
The extended zip code of the center. This field is optional. If entered validate that all 4 digits were entered. A value of 9999 is invalid.

Phone Number (N10)
The phone number of the center. Validate that all 10 digits are entered.

Fax Number (N10)
The fax number of the other center. Validate that all 10 digits are entered. This field is optional.

Application Other Source Maintenance

```
Message Line …
     APOS                    *** M.E.D.SYSTEM ***                  *DATE
     MEAAOSF         APPLICATION OTHER SOURCE MAINTENANCE          *TIME

 *Action                : _ (A,B,C,D,M,N,P,L)
  OTHER SOURCE ID       : ________
  Description           : ________________________________
 *MEDS Parish           : ____
  MEDS Region           : ____
  Source Name           : ______________________________________
         Address        : ______________________________________ +
         City           : ____________________
         State          : LA Louisiana
         Zip Code       : _____ - ____
  Phone Number          : ( ___ ) ___ - ____
  Fax Number            : ( ___ ) ___ - ____




*Tran: ________ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      Help  Main  Retn  Quit
```

The Application Other Source Maintenance screen is used to create and maintain sources other than contractor centers used for Applications entered into the MED system.

Copyright © 2003 RedMane Technology LLC
For DHH

The fields on the Application Other Source maintenance screen are described below:

Action (A1)
The action codes for this field are (A)dd, (B)rowse, (C)lear, (D)isplay, (M)odify, (N)ext, (P)urge, (L)ast.

OTHER SOURCE ID (A9)
The code identifying the other source. This is a mandatory field

Description (A30)
The description of the other source. This is a mandatory field.

MEDS Parish (N4)
The MEDS Parish that the other source belongs to. Must be a valid location id within location type 'MEDS parish'. Help is available for this field. This field is mandatory.

MEDS Region (N4)
The region for the MEDS Parish. This field is display only.

The following fields are mandatory:

Other Source Name (A35)
The name of the Application Other Source.

Address (3*35)
The address of the other source. This is a 'moreable' field.

City (A20)
The city of the other source.

State
The state of the other source. This field is display only. Help is available for this field. The state is defaulted to Louisiana.

Zip Code (N5)
The zip code of the other source. Validate that all 5 digits are entered.

Zip Code +4 (N4)
The extended zip code of the other source. This field is optional. If entered validate that all 4 digits were entered. A value of 9999 is invalid.

Phone Number (N10)
The phone number of the other source. Validate that all 10 digits are entered.

Fax Number (N10)
The fax number of the other source. Validate that all 10 digits are entered. This field is optional.

Annual Holiday Schedule

```
Message Line -
      HOLS                    *** M.E.D. SYSTEM ***                03/16/04
      MECHOLF                ANNUAL HOLIDAY SCHEDULE               08:32:09
                                                                   METEST
 *Action : _ (A,B,C,D,M,N,P,L)
  YEAR   : ____   Complete: _ (Y/N)

           Date
   *Cmd  mm dd yyyy
    ---  -- -- ----
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____
     _   __ __ ____

 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit              Back  Fwrd
```

This screen allows the user responsible to maintain the Annual Holiday Schedule for the coming year. This is a list of holidays relevant to the operation of the MEDS system.

The fields on the Annual Holiday Schedule maintenance screen are described below:

YEAR (N4)
Required. This is year in which the following dates fall. This is the identifier of the Annual Holiday Schedule record.

Complete (A1)
Required. Indicates whether the Annual Schedule is complete and can be used by the system for date calculation purposes. The system will not use this schedule unless this field is set to 'Y'.

Holiday List
This is a list of all the Holidays defined for the YEAR specified above.

Date mm dd yyyy (N8)
Optional. The date of the holiday. Format: mm dd yyyy. You cannot modify the entries in the Holiday List if "Complete" is 'Y'. The value must be a valid date, the date entered must be in the year specified at the top of the screen and the date entered must not be a Saturday or a Sunday.

When entering Holidays for a year

When entering holidays for a year, you can add all the new dates at the bottom of the list. You can scroll down to obtain extra lines if needed.

When you update the Annual Holiday Schedule, the system sorts the dates into ascending sequence before redisplaying the schedule.

Copyright © 2003 RedMane Technology LLC
For DHH

Appendix A

Transaction: SCM – Security Subsystem Menu

OPTION 1 - Master Data Menu

OPTION 2 - User Group

- Add user group AMEMUG

```
Record displayed
      SCUSGF                    SECURITY SUBSYSTEM                  06/29/09
      SCUSGF                  USER GROUP MAINTENANCE                15:34:01

 *Action     : _ (A,B,C,D,M,N,P)
  USER GROUP : AMEMUG__
  Description: AMEM USER GROUP (MAINTENANCE)_









 *Tran: _______ Act: _ Key: ______________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  USGU  ACCES ADMIN
```

OPTION 3 - User Group Security Administrator

- Add the user-id of the person designated as the security administrator who will maintain the user group AMEMUG

```
 Record displayed
      SCUGAF                    SECURITY SUBSYSTEM                  06/29/09
      SCUGAF           USER GROUP SECURITY ADMIN MAINTENANCE        15:35:39

 *Action       : _ (A,B,D,N,P)
 *USER GROUP   : AMEMUG__ AMEM USER GROUP (MAINTENANCE)
 *ADMINISTRATOR: MESPL99_ DOE,JIM









 *Tran: _______ Act: _ Key: ______________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  USGU  ACCES USER
```


Copyright © 2003 RedMane Technology LLC
For DHH

OPTION 4 - Users In A User Group

- Add all users that will have override access to the AMEM screen
- User group must be AMEMUG

```
Record displayed
     SCUSUF                    SECURITY SUBSYSTEM                  06/29/09
     SCUSUF               USER GROUP / USER MAINTENANCE            15:34:55

*Action     : _ (C,D,M,N)
*USER GROUP : AMEMUG__ AMEM USER GROUP (MAINTENANCE)
 Start Scroll From User: MAUAUX__

 *USER   User Name                            *Cmd (A,M,P)
-------- ------------------------------------ ---
MAUAAA__ DOE,JANE                              _
MAUBBB__ DOE,JOHN                              _
MAUCCC__ DOE,JULIA                             _
MAUDDD__ DOE,JACOB                             _
MAUEEE__ DOE,MARY                              _
MAUFFF__ DOE,JULIUS                            _
MAUGGG__ DOE,SAM                               _
MAUHHH__ DOE,PETER                             _
MAUIII__ DOE,BOBBY                             _
MAUJJJ__ DOE,LADY                              _
MAUKKK__ DOE,ADAM                              _ ... more on next screen
*Tran: _______ Act: _ Key: ____________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  ADMIN ACCES Back  Fwrd  USER
```

OPTION 8 - Transaction Group Access Flag

- Add access flag 8 for transaction group APPL because AMEM is executed from transaction group APPL

```
Record displayed
      SCFLGF                   SECURITY SUBSYSTEM                  06/29/09
      SCFLGF            TRANS GROUP ACCESS FLAG MAINTENANCE        15:38:39

 *Action           : _ (A,B,C,D,M,N,P)
 *TRANSACTION GROUP: APPL____ APPLICATION
  ACCESS FLAG      : 8_
  Description      : AMEM STATUS OVERRIDE__________
  Flag's valid values    Value    Description
                          10      NOT ALLOWED___________________
                          20      ALLOWED_______________________
                          __      ______________________________
                          __      ______________________________
                          __      ______________________________
                          __      ______________________________
                          __      ______________________________
                          __      ______________________________
                          __      ______________________________
                          __      ______________________________


 *Tran: _______ Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  TGRP  ACCES OVRD
```


Copyright © 2003 RedMane Technology LLC
For DHH

OPTION 9 - User Group Access To Transaction Groups

- Access flag 8 to allow AMEM status modifications

```
Record displayed
      SCACCF                    SECURITY SUBSYSTEM                  06/29/09
      SCACCF                    ACCESS MAINTENANCE                  15:39:31

 *Action           : _ (A,B,C,D,M,N,P)
 *TRANSACTION GROUP: APPL____ APPLICATION
 *USER GROUP       : AMEMUG__ AMEM USER GROUP (MAINTENANCE)
  Allowable Actions: ALL_________________
  Access
  Flag   Description                    *Value Description
  ------ ------------------------------ ------ ------------------------------
    1
    2
    3
    4
    5
    6
    7
    8    AMEM STATUS OVERRIDE             20   ALLOWED
    9
   10
 *Tran: _______ Act: _ Key: ______________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  OVRD  TGRP  ADMIN
```

OPTION 7 - Transaction

- Change Unrestricted Access to “N”

```
Record displayed
      SCTRNF                    SECURITY SUBSYSTEM                  06/29/09
      SCTRNF                  TRANSACTION MAINTENANCE               15:40:52

 *Action             : _ (A,B,C,D,M,N,P)
  TRANSACTION        : AMEM___
  Description        : APPLICANT MEMBER MAINTENENCE__
 *Transaction Group  : APPL____  APPLICATION
  Program Id         : MECAPMF_
  Library Id         : MEUAT___
  Type of Program    : N (N-normal online, H-helproutine, B-batch)
  Unrestricted Access: N (Y,N)









 *Tran: _______ Act: _ Key: ______________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  TGRP  OVRD
```