



LOUISIANA DEPT. OF HEALTH & HOSPITALS

Medicaid Eligibility Data System

SIR1549 - LIS Referral Process

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Revision Summary

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

Date	Description of Change	By
08/17/2009	Rough Draft	Lauren O'Neil
06/29/2010	Final Copy	Lauren O'Neil
06/14/2011	Allow SSN to begin w/ '8'; disallow '00' in position 4-5 or '0000' in position 6-9 unless pseudo (SIR1663)	Lauren O'Neil
<u>9/20/2011</u>	<u>Create pending applications when a person is received and is already on MEDS with a citizenship code 3,4,5,11,12 or 13</u>	<u>JB</u>

Introduction

Summary of Problem Description

The Social Security Administration (SSA) began sending MEDS a daily file of persons who have qualified for Low Income Subsidy (LIS) and now need to be placed into a MSP program on the MEDS system, if possible.

Depending on the contents of the record, the client could be certified in MEDS, have a pending application created, or have a rejected application created. If the client is already on an active MSP or a D-related, non-MSP cert, they will be skipped. If the record contains a subsidy effective date whose month/year is greater than the current month/year, this record will be processed at a later time.

There are two things to note: (1) While this is a daily file from SSA, there might not be one every day. (2) Some data that MEDS needs to process a record is not on the SSA file. It must be interpreted by MEDS. One example includes the parish number – it is interpreted through the city and zip code sent by SSA.

Problem Description

From the SIR database, the problem description reads (as of 06/29/10):

SSA will begin submitting daily LIS data to the states effective January 2010 to be used in determining MSP eligibility for any individuals appearing on the file. Testing for this new process will begin around September 2009. A file layout (attached) has been provided by SSA *.

Darlene Hughes/Rhett Decoteau indicated that we will need to pend an MSP application for those individuals being referred thru this process. We would need to make sure there is no active MSP (QMB, SLMB or QI-1) eligibility prior to pending. If we receive a rejected LIS determination from SSA, a pending application is still required, unless rejection is based on excess income. Policy section gave approval to pend and deny based on excess income information received from SSA. The individual would not qualify for any MSP program if they don't qualify for LIS based on income. Since our resource criteria do not match SSA resource criteria, we must pend any other rejection as they may not qualify for LIS but could qualify for MSP. The file layout only indicates a mailing address for client--it does not appear that parish or county code is being sent. We will have to determine appropriate parish based on mailing address. UNO will need to access the incoming daily LIS file since it will contain resource information which will be needed for the resource eligibility determination. Will need further discussion on this. A copy of the file layout was provided to Bobby.

Discussion on May 7th with Diane, Marv, Maggie, Bobby Wilkins and myself regarding future LIS process. We would like to be able to use the incoming information to pend, create budget, and add certification and AU member information if possible. Will need to review our fields in comparison to the LIS file to determine whether this is possible. Since we do not store and calculate resources in MEDS, that information will be needed by UNO to update MAS for the resource determination. This means that a decision will not be made on the new pending MSP certification until the analyst has reviewed resources. If eligible, analyst will only have to "decision" cert. If ineligible, analyst will need to purge AUMem, Cert and budget and reject at AMEM. Need to think about adding a tracking workflow to alert analyst/supervisor that a MSP certification is waiting on a decision.

A new source of application must be added to APPL for this file = LIS (or SSA). If source = LIS/SSA, no application form # will be required.

END-PROBLEM DESCRIPTION

* See [Appendix A – LIS File Layout for this layout](#).

Business Rules

Since the LIS file does not contain all the information that MEDS will need, some interpretations have been made. Each table below is broken down by the different screens in MEDS.

Interpretations

MEDS Screen	Field	Interpretation
PERS	Parish	A parish will be determined by using the city and zip code given by LIS.
	Suffix	Periods at the end of a suffix are stripped out to match MEDS suffixes.
	Address	Characters that MEDS considers to be invalid will be stripped and replaced with a blank.
	City	To date, LIS will occasionally send an incorrect city spelling. Spacing issues are automatically fixed, assuming correct spelling of city and correct zip code. Misspellings are sent to Error Suspense so the MEDS Unit can fix the error and the record will be rerun with the next LIS run.
AMEM	AMEM	Only the client will be placed on AMEM. The spouse (if there is one) will only be placed on CMEM. The AMEM record will be updated as the type case used is changed.

Defaults

MEDS Screen	Field	Default to
General	Category Code (for QMB)	QMB (17)
	Category Code (for SLMB & QI-1)	Person age < 65 : Disabled (4) Person age 65+ : Aged (1)
	Type Case	QMB (95), SLMB (40), QI-1 (48)
PERS	SSN Verified	Unverified (0)
	Citizen Code	Citizen (1)
	Race/Ethnicity	Unknown (U)
	Preferred Language	English (1)
CASE/CMEM	Caseload type	Parish (P)
	Caseload location id	Parish found on person record
	Caseload number	LIS INTERFACE (996)
APPL/AMEM	Application form number	Blank
	Application worker	Coding will default to the caseload from CASE.

MEDS Screen	Field	Default to
	Application Source	LIS (G)
ELIG	Notes	"Budget & Cert created for LIS on [today's date]"
PIES*	Unearned Income Type – SSA	RSDI (33)
	Unearned Income Type - RRB	Railroad Retire (29)
	Unearned Income Type – Vet.	VA (38)
	Unearned Income Type – Pen.	Pensions (26)
	Unearned Income Type – Other	Other Income (25)
	Self Employment Business Expense	Other Self-Employment Business Expenses (99)
	Employer	"Wages"
	Notes	"From LIS file"
	Frequency	Earned Income – Yearly (Y) Unearned Income – Monthly (M)
CERT/AUM (via ELIG screen)	Cert Start Date	If subsidy effective date equal to application date on LIS, QMB = subsdy eff. date + 1 month and SLMB/QI-1 = subsdy eff. date If subsidy effective date not equal to application date on LIS, QMB/SLMB/QI-1 = sbsdy eff. date
	Cert Approval Code	LIS (11) (only LIS will be allowed to use this code)
	AUM Start Date	Same rules as cert
	AUM Relationship to Client	Payee (00)
	AUM EPSDT Code	Blank
	Medicare Code	Unknown (U)
	Adult Indicator	Yes (Y)

* See [Appendix A – PIES Crosswalk](#) for more details

New Rules

MEDS Screen	Field	Rule
General	Choosing a type case	The person will be added to one of three type cases in the following order: QMB, SLMB, QI-1. If a budget comes back ineligible for one of these, then try the next type case. If all 3 are ineligible, then person cannot be placed in MEDS.
PERS	DOB, gender	If client/spouse found to exist in MEDS, and these fields differ

MEDS Screen	Field	Rule
		from what is in the LIS file, these fields will be updated in MEDS.
	MCare Claim Number	If client/spouse found to exist in MEDS, and both records have a different claim number, send an error but continue processing record. If the MEDS record has a blank claim number, and LIS record has a claim number, update the MEDS claim number.
	Citizenship Verification	If citizenship verification exists, do not update – leave as is.
	Phone Number	If phone number is invalid – area code or first three digits are 0 – do not put it on the PERS record.
CASE	Caseload	If an existing case is chosen, and that case has an invalid caseload – update the caseload to the LIS caseload.
APPL/AMEM	Application form #	Not required for LIS.

Rules for Deciding How to Process LIS Record

- If the LIS Subsidy Effective Date is greater than today – looking at the month and year – then the record will not be processed until a later date.
- If any of the following are true, send the record to error suspense to be fixed:
 - o Client last name or first name is blank.
 - o Client SSN is all 0's, is blank, is not numeric, has a 00 in position 4-5 of a non-pseudo SSN, has a 0000 in position 6-9 of a non-pseudo SSN, or has the first three digits of 000 or 666.
 - o Client birth date is blank, is not of the form MMDDYYYY, or is in the future.
 - o City starts with a blank; contains an invalid character of _';~:~:#%V ; contains a comma, quote, parenthesis, or number; or is not a valid Louisiana city.
 - o Zip code (first 5 digits) is not numeric.
- A second round of checks are done in the next program, and if any are true, send the record to error suspense to be fixed:
 - o The city and zip do not match.
 - o Application date is blank or is not of the form MMDDYYYY.
 - o Subsidy effective date is blank or is not of the form MMDDYYYY.
- Any invalid characters in the street address lines will be removed and replaced with a blank.
- If the client or spouse exist in MEDS, and the SSN found in MEDS differs from the one in LIS, write to error report and do not process record.
- If the client or spouse exist in MEDS, update any of the following fields in MEDS based on the criteria listed:
 - o MEDS missing MCare Claim # and LIS has one. If MEDS and LIS both contain a MCare Claim #, write error to error report, do not update MEDS, and continue to process like normal.
 - o MEDS missing 4-digit zip code and LIS has one.
 - o MEDS and LIS street address lines, city, state, and/or 5-digit zip code differ.
 - o MEDS and LIS first and/or last names differ.
 - o MEDS and LIS phone numbers differ (assuming LIS phone number is valid).
 - o MEDS first name, last name, and SSN match with LIS and the birth dates differ. Also write to error report as an informative message.
 - o MEDS and LIS gender differ. LIS gender must be Male or Female.

- If the client or spouse exist in MEDS, and the LIS record does not contain a date of birth, use the MEDS date of birth in processing.
- If the spouse LIS record meets any of the following criteria, write to the error report, then continue processing without the spouse record:
 - o SSN is blank or all 0's but the first name, last name, and/or date of birth are not blank.
 - o First name, last name, and/or date of birth are blank but the SSN is not blank.
- If client is found in MEDS, check if they are either a pending AMEM on an MSP type case, or if they are an active AUMEM on a D-related, non-MSP type case. If so, do not process the record.
- If client is found in MEDS, use slightly tweaked SDX rules for finding an existing case to use in the processing. If none found, a new case will be created. See [Appendix A – How to Choose a Case](#) for more details on this.
 - o If the LIS client is found to be a probable client on a pending APPL and that given case does not contain any C-related certs and an AMEM for that case/application has a non-rejected MSP type case linked to them, then save this case number and if a pending application is created, send a LISPEND workflow to the analyst of this pending application.
- If client is found in MEDS, and they have a DOD...
 - o If the LIS record contains \$0 income (income not from work + earned income), and has no denial code or a denial code of INC, create a pending application and a LISDEATH workflow for the LIS worker set up for the given parish.
 - o If the LIS record has a denial code INC, NAB, or FTC, create a rejected QMB application. Use a rejection code 10 for INC, 70 for NAB, or 17 for FTC. Create a LISF notice if the denial code is FTC, a LISI notice if INC, or a LISM notice if NAB.
 - o If the LIS record has a denial code RES or no denial code, create a pending QMB application and a LISDEATH workflow for the LIS worker set up for the given parish.
- If the record contains a spouse...
 - o If the record contains \$0 income (income not from work + earned income), and has no denial code or a denial code of INC, create a pending application and a LISCPPL workflow FOR the LIS worker of the given parish.
 - o If there is a denial reason code RES, use the table below to determine how to process the record. If a rejected application is created, set up a LISR notice. If a pending application is created, set up a LISRES workflow for the LIS worker of the given parish.

Total Resources	How to Process LIS Record
< 35,000	Pending QMB appl
> or = 35,000	Rej QMB appl w/ rej code 11

- o If the record contains a denial reason code INC, create a pending QMB application. Create a LISCPPL workflow for the LIS worker set up for the given parish.
- o If the record contains a denial reason code of NAB or FTC, continue to the next check
- o If the record contains no denial reason code, create a pending QMB application. Create a LISCPPL workflow for the LIS worker set up for the given parish.
- If the record contains \$0 income (income not from work + earned income), and has no denial code or a denial code of INC, create a pending application.
- If the record contains a denial reason code of NAB, INC or FTC, add a rejected QMB application. Use rejection code 10 for INC, 70 for NAB, or 17 for FTC. Create a LISM, LISI, or LISF (respectively) notice.
- If the record contains a denial reason code of RES, use the table below to determine how to process the record. If a rejected application is created, set up a LISR notice. If a pending application is created, set up a LISRES workflow for the LIS worker of the given parish.

Total Resources	How to Process LIS Record
< 20,000	Pending QMB appl
> or = 20,000	Rej QMB appl w/ rej code 11

- If the person is already on MEDS with a Citizenship Code 3, 4, 5, 11, 12 or 13, then create a pending application but do not certify it and jump to the next record.
- If we made it to here, we passed all of our checks. Try to get this applicant on to a cert in MEDS. First try type case QMB. If the budget is ineligible, then try SLMB. If this budget is ineligible, then try QI-1. If we have a successful budget, then continue to process the record. If all budgets were ineligible, just leave the rejected application. Use the following table to determine which QMB, SLMB, or QI-1 program to choose:

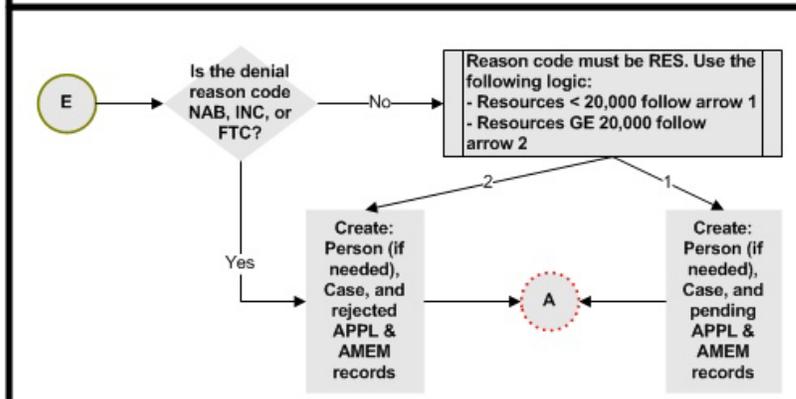
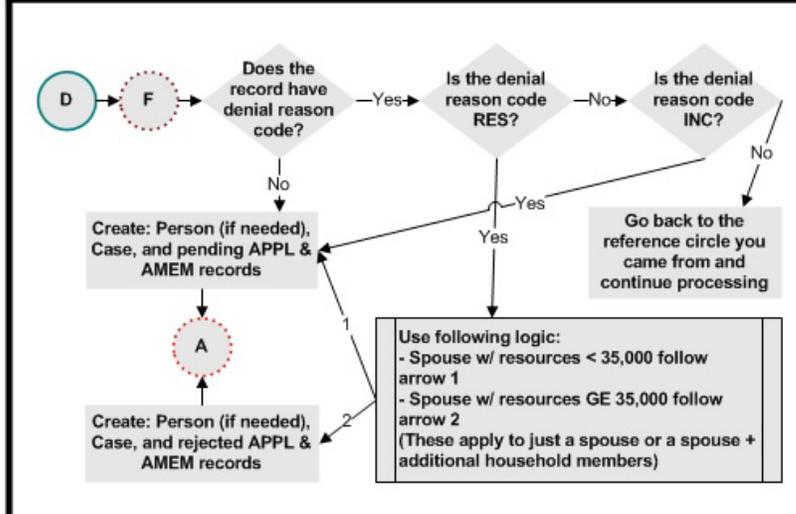
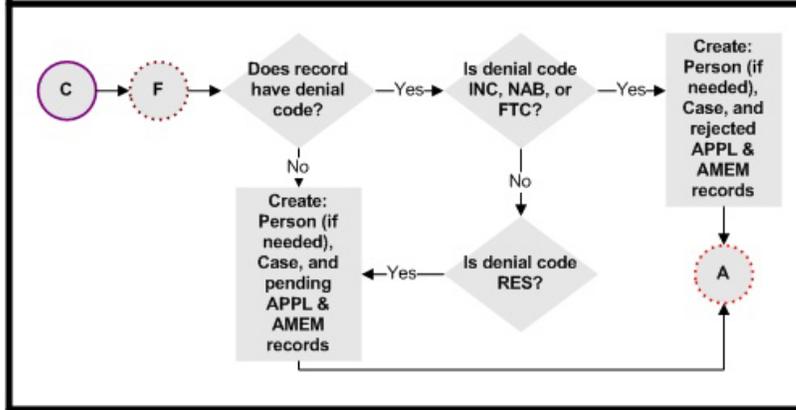
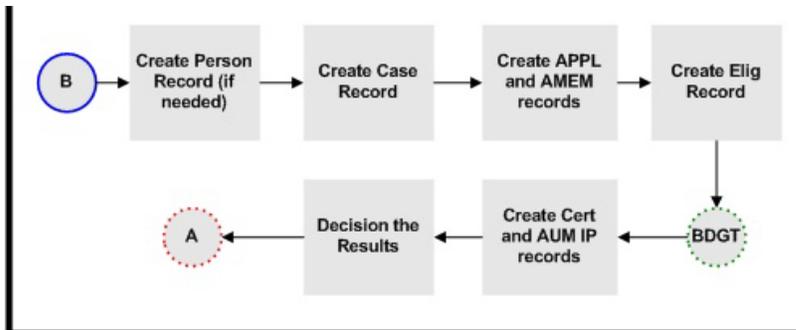
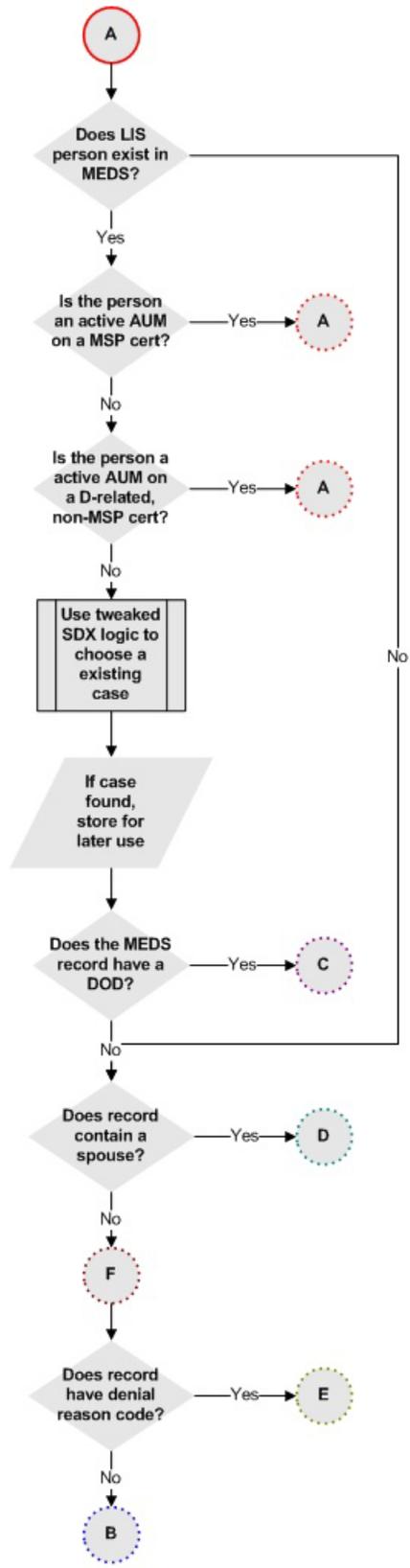
Age of Applicant	QMB Program	SLMB Program	QI-I Program
< 65 years	17/95	4/40	4/48
65 + years	17/95	1/40	1/48

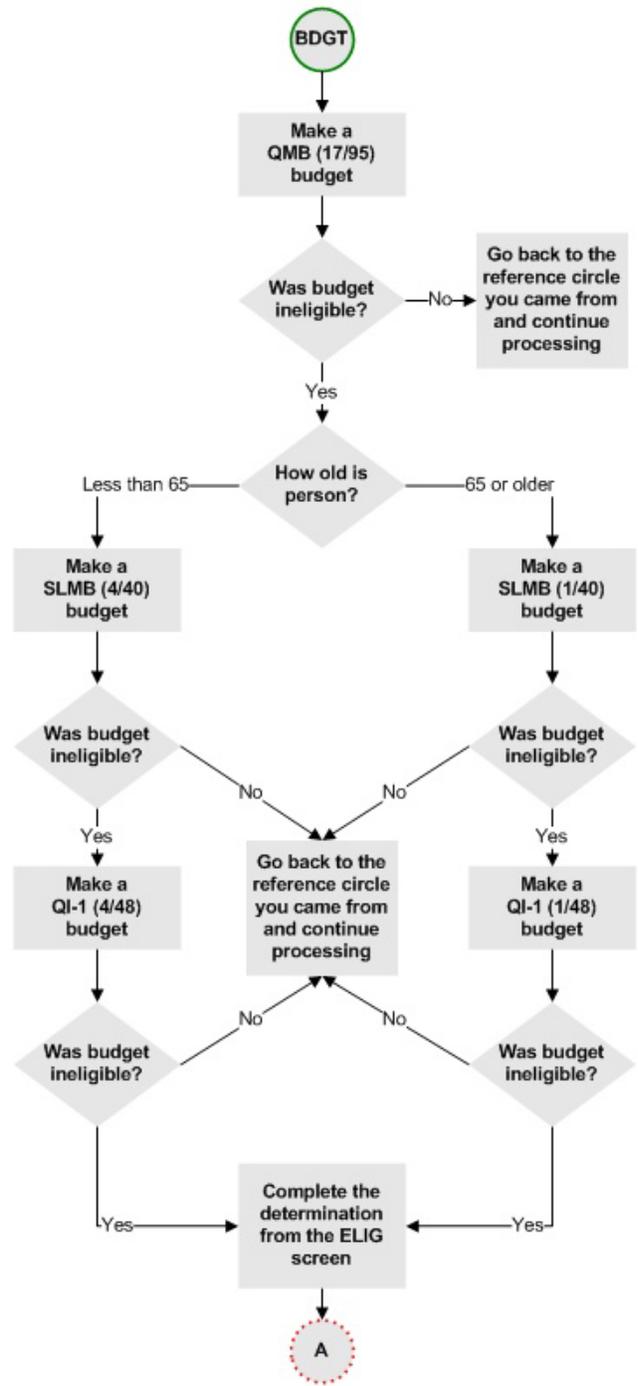
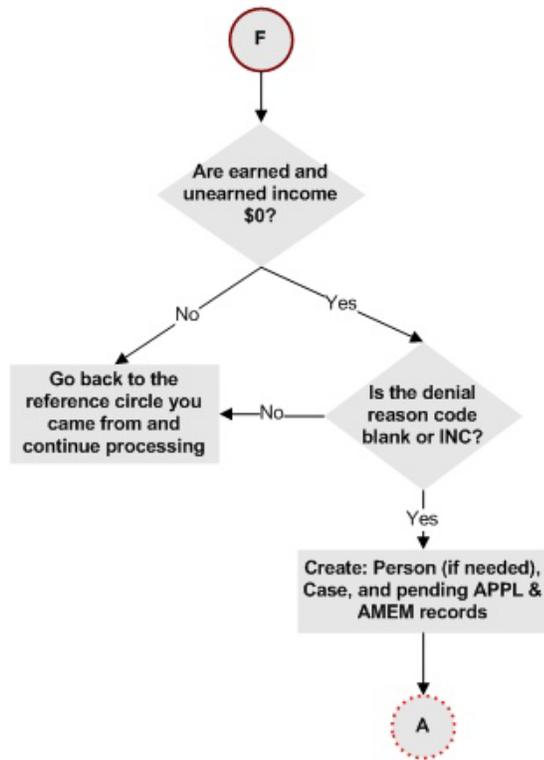
Note: If more than one denial reason code exists for the record, and one of these codes will cause a rejected application to occur, use this logic path.

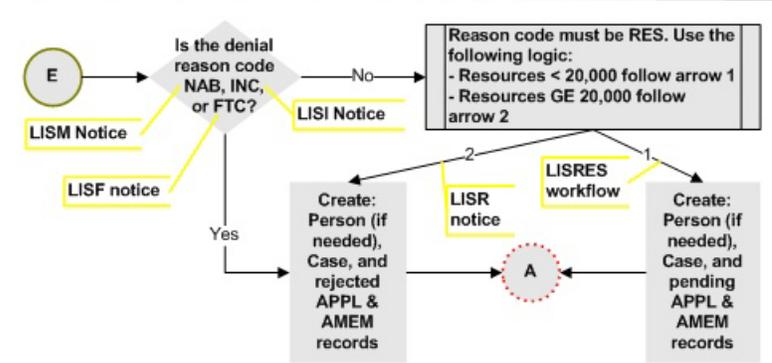
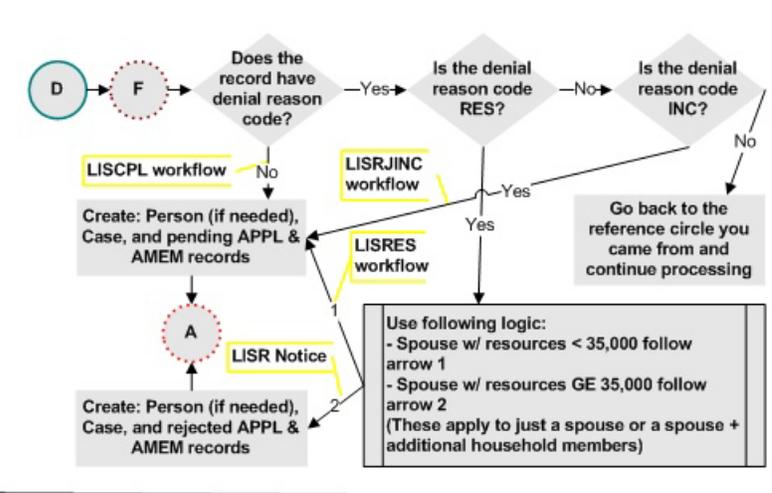
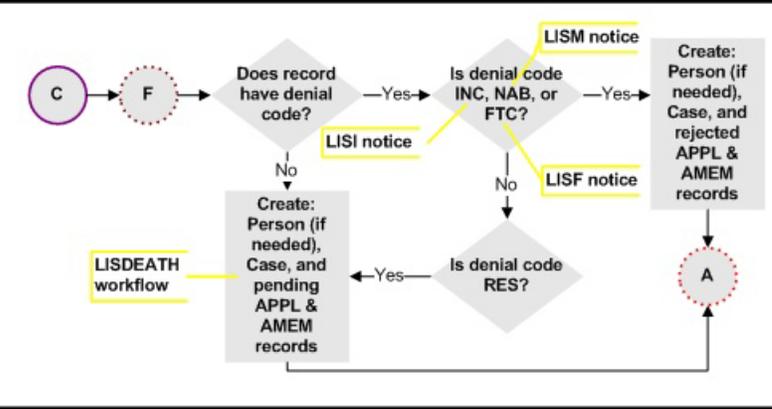
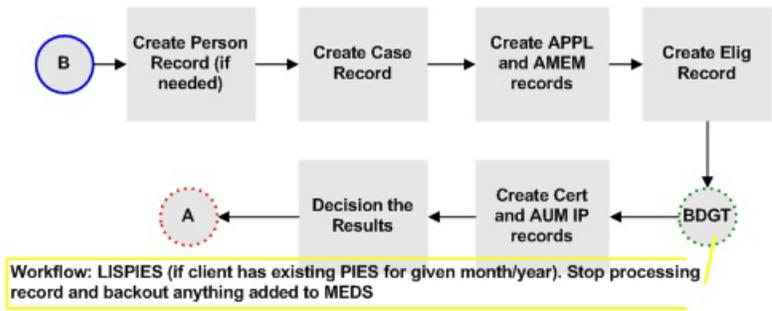
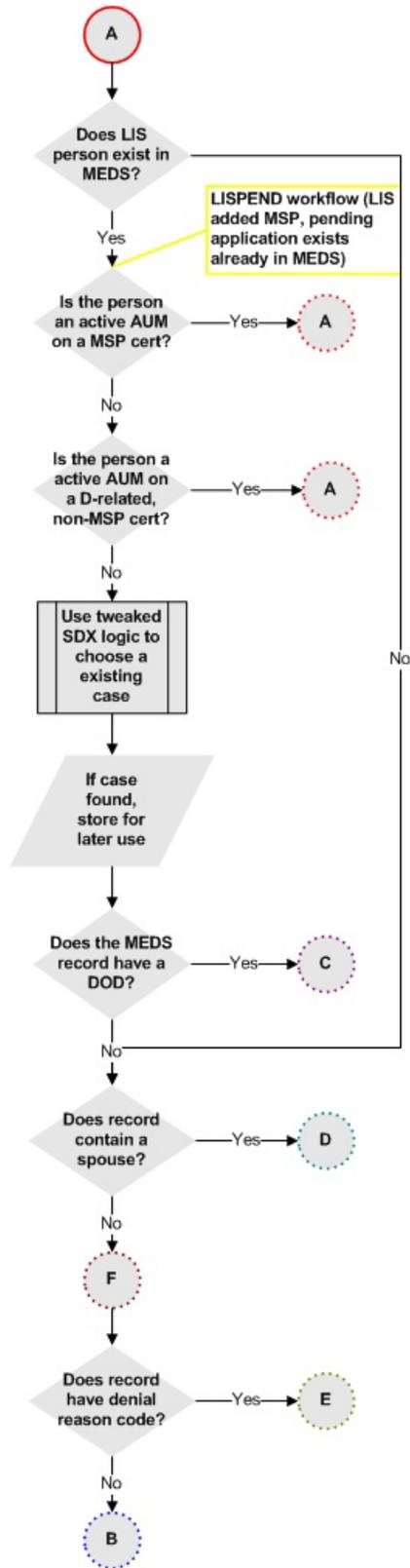
Below are the diagrams of the above rules. This is to provide a different viewpoint of the same material.

There are two types of reference circles – the solid line represents where to start for the given letter 

and the dotted line represents what reference to go to . These circles are also color coordinated. Reference circle A stands for reading one record from the LIS file. This diagram assumes that the Subsidy Effective date has been checked already and it has been decided that the record will be processed. The last diagram is a copy of the first, but it shows where a work flow or a notice will be triggered and which one it is.







Additions to MEDS

Jobs

MED0660 – Extracts the daily LIS file and runs the LIS process. Also writes the reports – one report for people who were fully processed or had a rejected application made, one report for people who had a pending application made, and one report that holds the errors. If a record contains a Subsidy Effective Date whose month/year is greater than the current date's month/year, they will be saved to a temporary file. Each night this file is merged with the LIS file for the day and then updated with the needed people for that day's run.

Code

MEILISZ1 – This program reads from the files, and adds the LIS records to the Error Suspense with a status of 'B'ase.

MEILISZ2 – This program reads all LIS records on the Error Suspense with a status of 'B'ase. It then validates these records. Depending on outcome of the validation, the record status will be updated to a 'V'alidated (passed the validation), 'E'rror (if the record errored and the contents are fixable by the MEDS Unit on the ERROR and LISDM screens), or blank (if the record errored and the contents are not fixable by the MEDS unit on the ERROR and LISDM screens). All errors will be written to the Error Report.

MEILISZ3 – This program reads all LIS records on the Error Suspense with a status of 'V'alidated. It then processes these records through the LIS system. The status of the record is updated to a blank upon completion. All errors will be written to the error report and all records that didn't error will be written to the Approved/Rejected Report or Pending Record Report. Please see [Rules for Deciding How to Process LIS Record](#) for more information.

There are also some subprograms that can be found in the LIS Technical Spec document.

LDAs & PDAs

A listing of these and what they do can be found in the LIS Technical Spec document.

Screens

A new screen was added to MEDS so the errors in Error Suspense could be fixed. The name of the screen is LISDM (LIS External Data Maintenance). It is similar to the existing LAMI screen LEDM.

```

Record displayed
  LISDM                *** M.E.D. SYSTEM ***                04/27/10
  MEILISDF             LIS EXTERNAL DATA MAINTENANCE        13:25:47
                                                                METEST
*Action                : _ (B,C,D,M)
EXTERNAL DATA NUMBER  : 1602698917315
External System       : LIS                                Process ID : LIS
Case ID               : 235487698A
Run Number            : 100                                04/27/2010
Error Suspense        : +
*Status                : V Validated

Client Name           : DOE_____ , JOHN_____
Client SSN            : 235 - 48 - 7698
Client DOB            : 12 / 1_ / 1975
City/State/Zip        : LAPLACE_____ LA 70069

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

```

Other Additions

Marty has created a main frame system to search either by person number or by SSN in order to view the information sent by LIS. This will especially help the workers when they are researching a pending application that was created for LIS. Screenshots of this work can be found in [Appendix A – Marty's Work](#).

To logon to this system, type LOGON BEPROD on the NEXT prompt. When logged on, type LISMANM on the NEXT prompt. This is the main menu.

Modifications to MEDS

Source of Application

A new source of application has been created for LIS. It is called "G - LIS". It can only be used by the LIS job.

Cert Approval Code

A new approval code for certs has been created for LIS. It is called "11 - LIS". It can only be the LIS job.

Caseload and Worker Numbers

A new caseload and worker have been added to each parish for LIS. The worker and caseload number will be 996. The worker's name will be INTERFACE, LIS. All other pertinent information will be the same as the equivalent SDX caseload/worker (might be updated by a supervisor).

Workflows and Notices

Six new workflows and four new notices have been added for LIS.

Workflows

Reason Code	Description	Sent To	Info Shown & Transaction	How it is Triggered
LISCPL	Pending LIS APPL due to couple	LIS worker set up for given parish	Case + Appl num & APPL	Record contains a spouse and there is no denial reason code.
LISDEATH	DOD on MEDS; Pending LIS application	LIS worker set up for given parish	Case + Appl num & APPL	Client found to exist in MEDS and the MEDS record has DOD. Plus, the LIS record has no code.
LISPEND	LIS added MSP; Pending APPL exists	Analyst of pending appl found in MEDS	Case + Appl num & APPL	A pending application or a cert will be added for LIS client, and it was found that (1) LIS client is a probable client on a pending APPL, (2) this case does not contain any C-related certs, and (3) an AMEM or APTC (if no AMEM) for that case/appl has a non-rejected MSP type case linked to them.
LISPIES	LIS Appl rec'd-PIES exist for same month	LIS worker set up for given parish	Case + Appl num & APPL	Client found to exist in MEDS and there is an existing PIES record for this person for current month/year.
LISRES	Pending LIS APPL due to resources	LIS worker set up for given parish	Case + Appl num & APPL	Client is the only person on the record or there is a spouse, and there is a denial reason code of RES, and a pending application will be created.
LISRJINC	LIS rejection due to income	LIS worker set up for given parish	Case + Appl num & APPL	Spouse found on record with a denial reason code of INC.

Notices

Process ID	Notice Type	Sent To	How it is Triggered
LIS	LISF	Client on the LIS file	The record has a denial reason code of FTC, and a rejected application has been created.
LIS	LISI	Client on the LIS file	The record has a denial reason code of INC, and a rejected application has been created.
LIS	LISM	Client on the LIS file	The record has a denial reason code of NAB, and a

Process ID	Notice Type	Sent To	How it is Triggered
			rejected application has been created.
LIS	LISR	Client on the LIS file	The record has a denial reason code of RES, and a rejected application was created.

Existing Screens

The ERROR screen, which displays Error Suspense Maintenance, has been updated to include LIS. It originally only displayed LAMI and ELE.

```

Error Suspense displayed
  ERROR                *** M.E.D. SYSTEM ***                04/27/10
  MEIEXDF              ERROR SUSPENSE MAINTENANCE            13:27:56
                                                                METEST

*Action                : _ (B,C,D,M,N)
EXTERNAL DATA NUMBER  : 1602698917315
External System       : LIS                               Process ID : LIS
Case ID               : 235487698A
Run Number            : 100                               04/27/2010
Error Suspense        : +
*Status               : V Validated

MEDS Person Number   :

*Tran: _____ Act: _ Key: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main Retn Quit LEDM                               Left Rght
    
```

Reports

There are three reports total. Each will display the beneficiary (client) name and social security number, along with a brief message. Counts can be found on the R1 report.

LIS Approved Record Report (MED0660R1)

This report displays the SSN, name, and status message showing the status of the record. Records that were successfully added to MEDS, attempted to be added to MEDS but had all budgets come back ineligible, and those that had rejected application added to MEDS will be found here.

```

Bene SSN: #####
Bene Name: LAST NAME, FIRST NAME
Added a rej appl to MEDS.
-----
Bene SSN: #####
Bene Name: LAST NAME, FIRST NAME
Attempted to add LIS record to MEDS but all bdgts are ineligible
-----
    
```

```
Bene SSN: #####
Bene Name: LAST NAME, FIRST NAME
Successful addition of LIS record to MEDS
-----
```

At the end of this report, all the counts can be found. Records Read are how many were read. If the job was being run in restart mode, Records Skipped shows how many were skipped because they were previously processed. Any record that was successfully added to MEDS is counted in Records Approved. The Records Rejected count is for records that had a rejected application added or those that had all three budgets come back ineligible when attempting to add to MEDS. The Records Pended count show those that had pending applications added to MEDS. Any errors that occurred are counted in Records Errored. Finally, any record that will be put on hold because it has a future subsidy effective date will be counted in Records With Future Sbsdy Eff Date.

```
-----
Total Records Read.....: 108
Total Records Skipped (in restart mode).....:
Total Records Approved (Elig Certs added to MEDS): 10
Total Records Rejected.....: 12
Total Records Pended.....: 18
Total Records Errored.....: 4
Total Records With Future Sbsdy Eff Date.....: 65
-----
```

LIS Pending Record Report (MED0660R2)

This report displays SSN, name, and message for the records that had a pending application created.

```
Bene SSN: #####
Bene Name: LAST NAME, FIRST NAME
Added a pnd appl to MEDS.
-----
```

LIS Processing Record Error Report (MED0660R9)

This report displays the name, SSN, program the error came from, priority level, and error message for records that had an error occur.

```
Name      : LAST NAME, FIRST NAME
SSN       : #####
Pgm       : PROGRAM
Priority: #
Err       : Error message.
-----
```

There are 10 available priority levels currently. This can be adjusted as more levels are needed. Errors will be sorted by priority level then by SSN.

Priority	Level of Importance	Description
0	High	LIS record was placed in Error Suspense, MEDS Unit needs to fix using the ERROR and LISDM screens.
1	High	An error that cannot be placed in Error Suspense but needs to be fixed by MEDS Unit. Place record on the error file to run asap. Two possible errors get this priority: (1) LIS and MEDS SSN differed for a person when doing the existing person check. (2) Application Date or Subsidy Effective Date is

Priority	Level of Importance	Description
		incorrect or blank.
2	Medium	Any errors occurring to a record with a denial reason code RES.
3	Medium	Any errors occurring to a record with a denial reason code INC.
4	Medium	Any errors occurring to a record with a denial reason code NAB, INC, or no reason code.
5	[empty]	[empty]
6	[empty]	[empty]
7	None (informative)	LIS and MEDS MCare Claim Number differed for a person when doing the existing person check.
8	None (informative)	MEDS DOB or gender was updated to the LIS DOB or gender when doing the existing person check. This is more a warning than an error.
9	None (informative)	LIS record was placed on hold to be processed later due to a future subsidy effective date. This is more of a warning than an error.

Updates for LIS

There are a few updates that can be done to LIS in various phases to help make some improvements. Please make sure this document is updated as the list is completed.

1. Since the main program has many lines of coding, it will be split up into smaller subprograms to make it easier to read and to prevent it from getting so large, that no more lines of code can be added. (Completed 6/2010)
2. The error report will be sorted by priority level. (Completed 4/2010)
3. For Marty (MEDS Unit member), coding will be put in place to eliminate duplicates from the file that his program reads. His programming does not check for duplicates, so if there is one, that person is placed twice into his mainframe system. (Completed 2/2010)
4. An update to the way the reports are written will be made. Currently, WRITE statements are used to directly write to the report. This will be changed to writing to a file and having a separate program write to the reports. This will allow a few benefits: (a) if a restart is needed, the report can continue to be written instead of starting over and having two reports; (b) the counts are reset if there is a restart, but the fix will allow them to be updated instead; (c) update 2 above will use this same logic, so it might as well be applied to all of the reports. (Completed 6/2010)
5. Sometimes LIS sends an incorrect spelling of a city. If possible, a better way to correct the spelling would be helpful so the records don't have to be corrected by hand and then rerun the next night. Records like this will be placed in Error Suspense so a member of the MEDS Unit can fix it the next morning. The fixed record will then be picked up and run again the following night. Other errors for Error Suspense include a missing or incorrect client SSN, DOB; a missing or incorrect zip code (first 5 digits); or a city and zip code that do not match up. (Completed 6/2010)

Appendix A – Additional LIS & MEDS Information

LIS File Layout

LIS DATA EXCHANGE OUTPUT RECORD LAYOUT

Information will be transmitted daily to the States when SSA determines on an initial application that a person is eligible or not eligible for LIS. SSA will not send information on a person who is deemed by CMS or who has filed a duplicate application.

RECORD POSITION	FIELD NAME	FIELD SIZE & TYPE	DESCRIPTION
1-9	Claim Own Social Security Number (COSSN)	PIC X(09)	Valid Claim Number
10-20	Bene's HICN (MCare Claim No)	PIC X(11)	Health Insurance Claim Number RRB Claim # (9) Prefix(1) Symbol(1)
21-35	First Name	PIC X(15)	Bene's First Name
36-50	Middle Name	PIC X(15)	Bene's Middle Name
51-72	Last Name	PIC X(22)	Bene's Last Name
73-76	Suffix	PIC X(04)	Bene's Suffix
77-84	Bene's Date of Birth	PIC 9(08)	Bene's Date of Birth Format: MMDDCCYY
85	Bene's Gender	PIC X(01)	VALUES = • F (Female) • M (Male)
86-89	Bene's Burial/Funeral Expenses	PIC 9(04)	VALUES = • 0, or • 1500
90-98	Spouse's COSSN	PIC X(09)	Spouse's Valid Claim Number
99-109	Spouse's HICN	PIC X(11)	Health Insurance Claim Number RRB Claim # (9) Prefix (1) Symbol (1)
110-124	Spouse's First Name	PIC X(15)	Spouse's First Name
125-139	Spouse's Middle Name	PIC X(15)	Spouse's Middle Name

RECORD POSITION	FIELD NAME	FIELD SIZE & TYPE	DESCRIPTION
140-161	Spouse's Last Name	PIC X(22)	Spouse's Last Name
162-165	Spouse's Suffix	PIC X(04)	Spouse's Suffix
166-173	Spouse's Date of Birth	PIC 9(08)	Spouse's Date of Birth Format: MMDDCCYY
174-177	Spouse's Burial/Funeral Expenses	PIC 9(04)	VALUES = <ul style="list-style-type: none">• 0, or• 1500
178-199 200-221 222-243 244-265 266-287 288-289 290-294 295-298	Mailing Address (8 lines) Note: Total Size of this Mailing Address block is <u>121 bytes</u>	PIC X(22) PIC X(22) PIC X(22) PIC X(22) PIC X(22) PIC X(02) PIC X(05) PIC X(04) Total Size = 121 bytes	<ul style="list-style-type: none">• 1st Line of Address• 2nd Line of Address• 3rd Line of Address• 4th Line of Address• City• State• Zip + 5• Zip + 4
299-313	Phone	PIC X(15)	Phone Number
314	Subsidy Approved	PIC X(01)	VALUES = <ul style="list-style-type: none">• Y (Award)• N (Denial)
315-322	Subsidy Approval/Disapproval Date	PIC 9(08)	Format: <ul style="list-style-type: none">• MMDDCCYY
323-330	Subsidy Effective Date	PIC 9(08)	Format: <ul style="list-style-type: none">• MMDDCCYY
331-347	Level of Resources	PIC X(17)	VALUES = <ul style="list-style-type: none">• Reduced Co-Pay, or• No Reduced Co-Pay
348-350	Income Used for Determination	PIC X(03)	VALUES = <ul style="list-style-type: none">• SNG = Individual

RECORD POSITION	FIELD NAME	FIELD SIZE & TYPE	DESCRIPTION
			<ul style="list-style-type: none"> CPL = Couple
351-353	Income as Percentage of FPL	PIC X(03)	Numeric #'s – Can vary (EX: 050; 176; 300, etc.)
354-356	Premium Subsidy % Of Subsidy Award	PIC 9(03)	VALUES = <ul style="list-style-type: none"> 000 025 050 075 100
357-359	Denial Reason Code 1	PIC X(03)	<ul style="list-style-type: none"> NAB
360-389	Denial Reason Description 1	PIC X(30)	<ul style="list-style-type: none"> Not a A/B Medicare Bene
390-392	Denial Reason Code 2	PIC X(03)	<ul style="list-style-type: none"> FTC
393-422	Denial Reason Description 2	PIC X(30)	<ul style="list-style-type: none"> Failure to Cooperate
423-425	Denial Reason Code 3	PIC X(03)	<ul style="list-style-type: none"> RES
426-455	Denial Reason Description 3	PIC X(30)	<ul style="list-style-type: none"> Resources
456-458	Denial Reason Code 4	PIC X(03)	<ul style="list-style-type: none"> INC
459-488	Denial Reason Description 4	PIC X(30)	<ul style="list-style-type: none"> Income
459-496	Application Date	PIC 9(08)	Format: <ul style="list-style-type: none"> MMDDCCYY
397	Check "YES" on Question 3 (Y shown if applicable. Otherwise, position 293 will be blank if N or N/A applicable)	PIC X(01)	VALUES = <ul style="list-style-type: none"> Y (Yes) BLANK SPACES = <ul style="list-style-type: none"> N (No), or N/A (Not Applicable)
498-502	Resources	PIC S9(06) V99	<ul style="list-style-type: none"> Bank Accounts
503-507		PIC S9(06) V99	<ul style="list-style-type: none"> Stocks, Bonds, other investments
508-512		PIC S9(06) V99	<ul style="list-style-type: none"> Cash
513-517		PIC S9(06) V99	<ul style="list-style-type: none"> Value of Real Estate other than Bene's Home

RECORD POSITION	FIELD NAME	FIELD SIZE & TYPE	DESCRIPTION
518-519	Household Size	PIC 9(02)	<ul style="list-style-type: none"> Amount of other relatives (1 thru 99) living in the household – Not including the bene & spouse. Otherwise, zeros in this space will represent no other relatives in the household
520-524	Income Not from Work	PIC S9(06) V99	<ul style="list-style-type: none"> Social Security Benefits (before deductions)
525-529		PIC S9(06) V99	<ul style="list-style-type: none"> Railroad Benefits (before deductions)
530-534		PIC S9(06) V99	<ul style="list-style-type: none"> VA Benefits (before deductions)
535-539		PIC S9(06) V99	<ul style="list-style-type: none"> Other Pensions or Annuities (Before deductions)
540-544		PIC S9(06) V99	<ul style="list-style-type: none"> Other Income
545-549	Earned Income: (Wages)	PIC S9(06) V99	<ul style="list-style-type: none"> Beneficiaries Wages (before deductions)
550-554		PIC S9(06) V99	<ul style="list-style-type: none"> Spouse's Wages (before deductions)
555-559	Earned Income: (Net Earnings from self-employment)	PIC S9(06) V99	<ul style="list-style-type: none"> Bene's Net Earnings
560-564		PIC S9(06) V99	<ul style="list-style-type: none"> Spouse's Net Earnings
565-569	Earned Income: (Net Loss from self-employment)	PIC S9(06) V99	<ul style="list-style-type: none"> Bene's Net Losses
570-574		PIC S9(06) V99	<ul style="list-style-type: none"> Spouse's Net Losses
411-837	FILLER	PIC X(426)	<ul style="list-style-type: none"> Blank Spaces (Future Considerations)

Person Matching Criteria

A person will be matched by a number of rules that are summarized in the table below.

LIS & MEDS have a matching...				Found MEDS Person?
SSN	Last Name	First Name	Date of Birth	
√	√	√	√	Yes
√	√	X	√	Yes
√	X	√	√	Yes
√	X	X	√	No
X*	√	√	√	Yes
X	√	X	√	No
X	√	√	√	No
X	√	X	√	No
√	√	X	X	No
√	X	√	X	No
√	√	√	X	Yes

* Pseudo SSN on MEDS

- Note that the first or last names do not have to match exactly, owing to the fact that some person records are created by other interfaces that have data fields too small for the person's full name. Thus if the (shortened) MEDS name matches the first seven characters of the first name or the first twelve characters of the last name, the LIS individual is considered matched. They are also considered matched if the LIS last name contains both the MEDS last name and the MEDS suffix.
- Apostrophes can exist in MEDS first and last names. Names are considered matches if they are the same without the apostrophes.
- If the first name, last name, and date of birth all match, but the SSN doesn't match because Meds has a pseudo-SSN and LIS has a real SSN (or a different pseudo-SSN) then we accept this to be a match. This is the only circumstance where a person match is accepted without a matching SSN.
- If a person match is found and the MEDS record has a pseudo-SSN, this record will be updated with the SSN from the LIS person.

PIES Crosswalk

Below is a budget crosswalk to show the relationship between the variables being passed in by LIS and where they should be used within the budget process.

LIS		MEDS	
Area of Budget	Variable	Area of Budget	Variable
Income Not From Work	SSA Benefits	Unearned Income Type	RSDI
Income Not From Work	RRB Benefits	Unearned Income Type	Railroad Retirement Benefits
Income Not From Work	Vet. Benefits	Unearned Income Type	Veterans Benefits
Income Not From Work	Pen. Benefits	Unearned Income Type	Pensions
Income Not From Work	Other Benefits	Unearned Income Type	Income – Other
Earned Income	Wages	Earned Income	Earned Income Amount*
Earned Income	Self-Employment	Earned Income	Earned Income Amount*
Earned Income	Net Loss from Self-Employment	Earned Income	Self Employment Business Expense

* Each of these will get their own Earned Income section

How to Choose a Case

Rules for Selecting Case

SDX currently has rules on how to choose an existing MEDS case to use when adding an SDX cert. LIS has adopted and slightly tweaked these rules...

1. Select an open D-related certification with the LIS client as an AU member.
2. Select a closed D-related certification with the LIS client as an AU member, unless there is an active C-related cert on the case.
3. Select a D-related pending application with the LIS client as a probable client, unless there is an active C-related cert on the case.
4. Select a D-related rejected application with the LIS client as probable client, unless there is an active C-related cert on the case.
5. Select a case with no applications and with the LIS client as a case member.
6. If no case number is found from above, a new case number will be generated.

D-Related vs. C-Related Application

A type case is considered D-related when it has a category code of 1, 2, 4, or 7. All other type cases are considered C-related. An application is considered to be C-related if it has at least one AMEM with a C-related type case exists. If the case contains no AMEMs, then check the APTC record for a C-related type

case. If there are no C-related type cases on AMEM or APTC, then the application is considered D-related.

Pending vs. Rejected Application

An application is considered pending if either: (1) There is an AMEM record with no approval code or (2) there is an APTC record with a status of P(ending). An application is considered rejected if either: (1) There is an AMEM record with a status of R(ejected) or (2) there is an APTC record with a status of D(one) and a reject code.

Marty's Work

```

LISMANM          ***** DEPARTMENT OF HEALTH & HOSPITALS *****
Feb  1,10          - LOW INCOME SUBSIDY MAIN MENU -                      1:40 PM

Code Functions
-----
1  Inquire by Beneficiary SSN
2  Inquire by Person Number
3  Inquire be SSN (Error records)
?  Help
.  Terminate
-----
Code: _
    
```

The main screen where the worker can choose how to inquire.

```

LISO01P          ***** DEPARTMENT OF HEALTH & HOSPITALS *****
Feb  1,10          - LOW INCOME SUBSIDY SYSTEM - SSN -                      1:41 PM

Act  SSN #      Person Num      Name      Claim Num  Date Created
-----
    999999999  9999999999999 JOHN DOE   999999999D 01/06/2010
                *** End of Data ***

Beneficiary SSN: 235441002
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Retn      Back  FwrD
    
```

This is option 1 from the main screen. A SSN is typed in and a list of records is displayed.

```

LISO02P          ***** DEPARTMENT OF HEALTH & HOSPITALS *****
Feb  1,10          - LOW INCOME SUBSIDY SYSTEM - PERSON NUM -                2:08 PM

Act  SSN #        Person Num      Name                               Claim Num  Date Created
-----
    999999999    9999999999999 JOHN DOE                               999999999D 01/06/2010
                                     *** End of Data ***

Person Number: 5791089907630
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Retn                               Back  FwrD
    
```

This is option 2 from the main screen. A person number is typed in and a list of records is displayed.

```

LISO01N          ***** DEPARTMENT OF HEALTH & HOSPITALS *****          LISO01M1
02/01/10          - Low Income Subsidy Screen -                                02:08:13
Beneficiary Name.: JOHN DOE                                                    DOB.: 07/25/1932
Bene SSN.: 999999999 Claim #: 999999999D Person #: 9999999999999 Sex: F
Spouse's Name.:                                                                    DOB.:
Spouse's SSN.:          Spouse's Claim Num...:
Address 1.: 9999 999TH ST NW              City...: BATON ROUGE
Address 2.:                               State...: LA Zip Code: 70817
Address 3.:                               Phone #.: 9999999999
Address 4.:                               Level of Resources.: NO REDUCED CO-PAY
Subsidy Approved.: Y Subsidy Eff.Date: 12/01/2009 Application Date: 12/07/2009
Subsidy Approval/Disapproval Date.: 12/07/2009 Income Pct FPL...: 057
Denial Code and reason descriptions Income Determination: SNG
1:                               Income Bene SSA:          Funeral Exp.
2:                               Income Bene RR.:          Bene...: 1500
3:                               Income Bene VA.:          Spouse:
4:                               Income Bene Pen:         Household
Resource Bank Acct:              Income Other...:          Size:
Resource Stocks...:              Earned Wage Bene:         Spouse:
Resource Cash...:                Net Earning Bene:        Spouse:
Resource Real Est.:              Net Losses Bene:         Spouse:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Retn
    
```

This is the screen that displays all the information for the given LIS record.

```

LISO03P          ***** DEPARTMENT OF HEALTH & HOSPITALS *****
Feb  1,10      - LOW INCOME SUBSIDY SYSTEM - ERROR RECS BY SSN -           2:08 PM

Act  SSN #      Person Num      Name                          Claim Num  Date Created
-----
    999999999  999999999999999 JOHN DOE                    999999999D  01/06/2010
                                *** End of Data ***

Beneficiary SSN: 999999999
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Retn                          Back  FwrD
    
```

This is option 3 from the main screen. A SSN is type and a list of records is displayed.

```

LISO02N          ***** DEPARTMENT OF HEALTH AND HOSPITALS *****          LISO01M1
02/01/10      - LOW INCOME SUBSIDY SCREEN - ERROR RECORD -           02:08:13
Beneficiary Name.: JOHN DOE                                DOB.: 07/25/1932
Bene SSN.: 999999999 Claim #: 999999999D Person #: 9999999999999 Sex: F
Spouse's Name.: JANE DOE                                  DOB.: 04/18/1940
Spouse's SSN.: 888888888 Spouse's Claim Num...: 888888888A
Address 1...: 9999 999TH ST NW                            City....: BATON ROUGE
Address 2...:                                           State...: LA Zip Code: 70817
Address 3...:                                           Phone #.: 9999999999
Address 4...:                                           Level of Resources.: NO REDUCED CO-PAY
Subsidy Approved.: Y Subsidy Eff.Date: 12/01/2009 Application Date: 12/07/2009
Subsidy Approval/Disapproval Date.: 12/07/2009 Income Pct FPL...: 057
Denial Code and reason descriptions Income Determination: SNG
1: INC INCOME                                           Income Bene SSA: 2456.50      Funeral Exp.
2:                                                       Income Bene RR.:              Bene...: 1500
3:                                                       Income Bene VA.:              Spouse:
4:                                                       Income Bene Pen:              Household
Resource Bank Acct: 10300.00 Income Other...:              Size:
Resource Stocks...: Earned Wage Bene:              Spouse: 25000.00
Resource Cash....: Net Earning Bene:              Spouse:
Resource Real Est.: Net Losses Bene:              Spouse:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Retn
    
```

This is the screen that displays all the information for the given LIS record.

```
No records with prefix 999999999 found for the current input
LISO01P      ***** DEPARTMENT OF HEALTH & HOSPITALS *****
Feb  1,10    - LOW INCOME SUBSIDY SYSTEM - ERROR RECS BY SSN -           2:08 PM

Act  SSN #      Person Num      Name      Claim Num  Date Created
-----
                                     *** End of Data ***

Beneficiary SSN: 9999999999
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Retn      Back  Fwr
```

If worker tries to find the error record using option 1, they will receive this error.

Appendix B – Discussions

Questions/Issues

Screen	Question/Issue	Resolution
General	How automated will we make the process if: (a) the client, (b) the client and the spouse, (c) the client, and/or spouse, and at least one other family member are the only people on the LIS file.	a) Entire process – add cert if SNGL b) Pend/Reject Application c) <i>Updated! We do not care if there are any household members anymore. We only care if there is a client.</i>
	Do we want to set an external system variable? What should we call it?	Yes, LIS. But, we must be able to modify fields.
	We are skipping records where the person is on an active MSP cert – (a) define “active” – no close dates of any time, close date in the future, etc... (b) do we only look for person as client or also as AUM?	a) No close date or future close date b) Both
	We want to do checks for blank files. Jonathan has a program to do that. But, what about checks for duplicate files? If we look at the file layout, there is no header record with a date or any date in each record that could distinguish when it was sent over. What should we do?	The date the file is sent is attached to the end of the file name. The job that runs the LIS program will run the file for the current day. This way, no file with the same date can be run twice.
	Other than rejecting because LIS rejected for income, is there any other rejections we should do? Also, for rejection due to income, do we want to do anything other than write to error report?	FTC and NAB also will have rejected applications created for them. RES, depending on the amount of income, will either have a pending or a rejected application made. Rejected applications will create a notice and pending applications will create a workflow.
	Does MMIS and/or LAMI processing have to be completed prior to this run? Or, does this have to run before MMIS?	Run LIS before the MMIS run.
	If we find an open ELIG determination, do we reject regardless of cat/type case or only if MSP?	Yes, no job proceeds when there is an open ELIG. This is for approvals – denials don't require an ELIG.
	If we are defaulting the caseload to P, parish of person, 996 – we need to set up this caseload and worker. Should it be set up the same as SDX?	A job will be run to set up the 996 caseload to the parishes. The same workers in the SDX caseloads will be used.
PERS	What to do about DOD? If burial expenses filled in, doesn't it mean they passed away?	DOD not provided on layout. Burial expenses are for resource purposes. Did not indicate we would receive applications on deceased

Screen	Question/Issue	Resolution
		persons.
	There are 4 address lines on LIS and 3 on MEDS – what to do with the 4 th line?	Use current MEDS rules for address.
	What should we default the following to: id veri. type, SSN verified, DOB verified, race/ethnicity, preferred lang, citizen code, cit veri. type?	<p>We will either add a new verification code = SSA or get clarification regarding SSA record (which already exists) for ID ver. Type, DOB verified, Cit ver type.</p> <p>SSN verified will default to 0.</p> <p>Cit code will default to 1, Race/Ethnicity will default to 9 unknown</p> <p>Preferred lang will default to English</p> <p>Will work similar to SDX IF</p>
	How advanced should person matching be to see if they are already in MEDS?	Same matching criteria as SDX. General rule – if 2 or more items do not match, do not update. Write to error report.
	If we find a matching MEDS person for given LIS person, and the MEDS person has a date of death, should we do anything?	Process record as stated in rules, and send a workflow to the 996 caseload for the parish if a pending appl is created.
CASE	What should we use for the worker? We can default to P and the parish found in PERS, but who do we select past that?	We will use LIS default csld 996
APPL	Who should we use for the application worker? Again could do P and the parish found on PERS, but which person to select?	<p>Appl wrkr is defaulted to the one on case. So, this will be the LIS default.</p> <p>Parish from person – correct</p> <p>This is how SDX works today.</p> <p>Source of APPL should be G – LIS/SSA. This source should not be available to field staff, only I/F use.</p>
	Appl form number is mandatory – do we want to skip this check for LIS?	Yes – this is how SDX works today.
	What should we default for application source? There is SDX and LAMI, so do we want to make our own?	Use source G - LIS
ELIG	What should we default the following to: status, deter reason, notes, deter date	<p>For certs</p> <p>Status = C</p> <p>Deter reason = A</p> <p>Notes = LIS-created Eligibility.</p> <p>Deter date = date action completed.</p> <p>For pending apps –</p> <p>Status = O</p>

Screen	Question/Issue	Resolution
		Deter Reason = A
BDGT	What should we do if person is an active LTC cert or other non-MSP cert? Can we use existing PIES? How can we use them?	We can add an MSP cert if they are active in a non-MSP cert. If they are in D-related cert, we use that case for the new cert. Otherwise, make a new case and cert. If the PIES record for the given month/year we are trying to add already exists, we will stop processing the record, back out any changes made, and send a LISPIES workflow. If the PIES record that we are adding does not yet exist in MEDS, we will add it based on the information received from LIS.
PIES	If PIES found for current month/year, do we stop with error? (COLA does)	See above question.
CERT-IP	Which type case are we going to use? Is this brand new or existing?	These will be MSP certifications. We will begin in QMB.
	What should we default the following to: start date, approval code, renewal code	Use MSP guidelines. QMB following month after application. SLMB & QI same month.
AUM-IP	What should we default the following to: start date, epsdt code, reln to client?	Start date = same rules as above Relationship to client = 00 Payee EPSDY code = blank Medicare code = U unknown Adult Indicator = Y

Shadow Direct

There was a suggestion that Shadow Direct be used to help automate the process. The only two concerns that were voiced were (1) Will Shadow Direct be up and running in time for the 1/1/10 implementation, and (2) What will we be able to do with the current features of Shadow Direct.

As of 10/28/09, Shadow Direct is being implemented in PROD. Coding for LIS will be done assuming Shadow Direct will not be ready. If it is decided Shadow can be used, another phase of LIS can be created to update the process to use Shadow.