

# **DMA ADMINISTRATIVE LETTER NO. 21-01,**

## **Addendum 1, Reporting Non-reinstatement of Work First Reopens**

**DATE: May 22, 2001**

**SUBJECT: County Instructions To Report Non-reinstatement of Work First, Medicaid, and Benefit Diversion Reopens**

**DISTRIBUTION: County Directors of Social Services  
Medicaid Supervisors and Caseworkers  
Work First Supervisors and Caseworkers**

### **I. BACKGROUND**

Administrative Letter 21-01 provided instructions for the reinstatement of individuals who were terminated from Work First, Benefit Diversion and Transitional Benefits. Some individuals were not reinstated for various reasons e.g., no current address could be found, active in another case, etc. Counties were asked to document the outcome of cases on the reports.

The purpose of this letter is to provide instructions on how to report individuals not reinstated. EIS will track individuals who were reinstated or active in EIS in Groups 1, 2 and 3.

### **II. REPORTS FOR INDIVIDUALS NOT REINSTATED**

#### **A. Counties Without Internet Access**

During the week of June 4, the State will mail XPTR paper copies of reports of individuals not reinstated only to counties without access to the internet. The XPTR report name is DHREJ INDS NOT REINSTATED. Counties will enter their information on the copy of the XPTR report and then send a copy of their report to DMA. DMA will then key the information into the website.

All counties (with or without access to the internet) will be able to see their reports on XPTR. The report will identify and list individuals not reinstated for Group 2 (cases with current Food Stamp address) and Group 3 (cases without current Food Stamp address). It will be sorted by Group. Counties can print their own reports if needed.

#### **B. Counties With Internet Access**

Counties with internet access will access reports of individuals not reinstated via the website. The website name is WORK FIRST REINSTATEMENTS. Counties will enter their information directly on to the website beginning June 4.

## C. Report Data Elements

Each individual not reinstated will be listed on the report with the following data elements:

- Group Number
- Case Head
- Case ID
- Medicaid ID
- SSN
- Name
- County Case Number

An alpha code will have to be entered on the website and written on the XPTR reports in the status field listing the reason the case was not reinstated. The following reasons are the only allowable responses. They are also listed on the website.

<b>Reason</b>	<b>Alpha code</b>
Deceased	D
Moved out of state	M
Incarcerated	I
Unable to locate	U
Active in another case	A
Pending for current address	P
Written request from client that he does not want Medicaid	W
Individual in pending application for deductible status	N
Has been Active on EIS since –Individual was active on EIS after 2 months or more from his original termination date. This individual will show status E, and you do not have to enter a status.	E
Reinstated Since – Individual has been reinstated since information was pulled from EIS.	R

## D. Use of Records to Complete Reports

To report individuals not reinstated, the county may use case records or the documented XPTR reports the county used according to the instructions in DMA Letter 21-01.

## III. COUNTY REPORTS TO DMA

### A. County Has Access To a Website

The website will be available to counties on June 4, 2001. Detailed instructions on how to access the website are attached. The following are general instructions pertaining to the website.

1. Counties have provided information for staff who will enter information on the website. If additional staff is required to access the website, the person who is the primary website contact can call Rachel Stevens, technical support. Her phone number is (919) 962-8827, e-mail address: rvstevens@email.unc.edu.
2. The URL for the website is <http://www.dma.unc.edu>. [Step by step instructions](#) on how to access the website, create and register your account, and how to update non-reinstated individuals are attached. The attached instructions and this letter are also on the website.
3. Each county will be able to see other county's information but will not be able to key information on another county's report.
4. All the information must be entered by June 29, 2001.

#### **B. County Does Not Have Access to The Website**

1. Review case records or XPTR reports to determine the reason for not reinstating individuals.
2. On the XPTR report DHREJ IND NOT REINSTATED status column, write in the appropriate alpha code listed in II.A. above.
3. Send by U.S. mail, courier, or fax the completed XPTR report by June 22, 2001 to:

Dora Boissy  
Division of Medical Assistance  
2512 Mail Service Center  
Raleigh, NC 27699-2512

By courier 56-20-06  
FAX: (919) 715-8548

### **IV. ADDITIONAL XPTR REPORTS**

Other XPTR reports will be generated to show the number of individuals reinstated and not reinstated in each county. In addition, counties will be able to access and view reports on statewide data. These reports are for informational purposes. No county action is required.

#### **A. Reinstatement Reports**

1. Report name: Number of Individuals Reinstated. XPTR name: DHREJ NUMBER OF IND REINSTATED.

This report will be generated monthly by matching MID's of reinstated individuals to EIS data.

2. Report name: Number of Non-Reinstated Active Individuals. XPTR name: DHREJ NUMBER NON REINST ACTIVES.

This report will be generated monthly by matching MID's of reinstated individuals to EIS data. Individuals contained in this report were not reinstated because they were active in EIS two months or more from their original termination date.

## **B. Outcome Reports**

1. Report name: Terminated Reinstatements. XPTR name: DHREJ TERMINATED REINSTATEMENT.

This report will include the number of reinstated individuals ineligible to receive ongoing benefits because ongoing eligibility could not be established.

2. Report name: Terminated individuals on NCHC Waiting List. XPTR name: DHREJ TERMS INDS NCHC WAIT LIST.

This report will include individuals who were reinstated and terminated. These individuals qualified for NCHC but were unable to receive coverage because of the freeze.

3. Report name: Reinstated Individuals with Ongoing Eligibility. XPTR name: DHREJ REIND INDS ONGOING.

This report will list individuals who were reinstated and have ongoing eligibility in any Medicaid category immediately following the reinstatement period.

If you have questions, please contact your Medicaid Program Representative.

Paul R. Perruzzi  
Director

[This material was researched and written by Dora Boissy, Policy Consultant, Medicaid Eligibility Unit]