

DMA ADMINISTRATIVE LETTER NO: 07-08, ADDENDUM 1, EIS CODE INSTRUCTIONS AND ELIGIBILITY POLICY FOR ALL IMMIGRANTS INCLUDING IRAQI AND AFGHANISTAN SPECIAL IMMIGRANTS

DATE: June 23, 2008

SUBJECT: EIS Code Instructions And Eligibility Policy For All Immigrants Including Iraqi And Afghanistan Special Immigrants

DISTRIBUTION: County Directors of Social Services
Medicaid Eligibility Staff

I. BACKGROUND

The information in this Addendum supersedes the EIS Procedures in the Administrative Letter 07-08, Iraqi and Afghanistan Special Immigrants, dated April 25, 2008.

Beginning June 30, 2008, it is no longer necessary for the counties to maintain a manual list of all Iraqi and Afghan Special Immigrant applicants. EIS is implementing a new tracking system for Citizenship/Identity for all immigrants, including Iraqi and Afghan immigrants. Use the instructions in this letter to code any immigrant individuals in EIS. In addition, use these instructions to code any newly approved immigrant individuals in EIS. These changes will be included in the EIS and eligibility policy manuals in the next manual revisions.

II. MEDICAID ELIGIBILITY POLICY

It is no longer necessary for the counties to maintain a manual list of the Iraqi and Afghan Special Immigrant applicants. Beginning June 30, 2008, key immigrant information directly into EIS using the instructions in III. below for all new immigrants. Key the information for the existing Iraqi and Afghan Special immigrants on your manual list no later than July 25, 2008.

EIS will allow the Refugee Code and Date fields for all aid program/categories. Enter a Refugee Code and Date for every immigrant. The Date is the date the individual entered the United States or the date the individual was assigned the immigrant/refugee status, as applicable. Codes are listed in III. B. below.

An Alien ID number is now required for every immigrant. In addition to Iraqi and Afghan Special Immigrants, the Refugee Code and Date fields are keyed for Lawful Permanent Residents (LPRs) and all categories of refugees in all Medicaid program categories. Previously, these codes were only allowed for RRF and MRF cases. Key only the numeric parts of the Alien ID. Do not key the alpha "A." Counties must continue to use the correct Medicaid classification code for aliens. Refer to [EIS Manual Section 4000, Codes Appendix](#).

New citizenship/identity codes have been developed for LPRs and immigrants/refugees. The codes are in III.C. below. These individuals may currently be coded as "50".

At the next review or change in situation, key the new Refugee Code and Date, Alien ID and citizenship/identity codes for all immigrants/refugees currently on Medicaid. For Lawful Permanent Residents (LPRs) key only the new citizenship/identity codes. Alien and Refugee Codes are not required for LPRs.

III. EIS PROCEDURES

A. NEW ALIEN ID NUMBER FIELD IN EIS

1. A new 13 digit numeric Alien ID number field titled "Alien ID" has been created on the DSS-8125. This field is located at the individual level on the DSS-8125 and is displayed on the screen after the Citizenship/ID and Date fields.

The following is a sample of the revised DSS-8125 screen.

INDIVIDUAL ID	999999999T	NAME	XXXX	XXXXXXXX
SOC SEC NUM	111111111	INDIV TERM DATE		STATUS R BIRTH 12211924
SEX F RSDI CLAIM	111111111M	MED A	MED B	FAM ST A LIV.ARR. 10
SPEC.RPT	JOB WORK REG	SPECIAL USE		REFG STATUS
DATE OF DEATH		CITIZEN/ID	10 12132007	ALIEN ID
REL TO PAYEE L	SPEC NEED	E&T	JOB WORK SAV	ED.
EMPL				
INCOME	EXPENSES	C/A CARE	NET INC.	ED. LEVEL
EPICS CLM N	DQ N	ED		
CAROLINA ACCESS	9900030	PCP: AUTO ASGN	CHG CD	DISTPV

2. The Alien ID number field will have the capacity in the future to enter up to 13 digits, currently only 9 digits are allowed.
3. If a Refugee Status Code is keyed (see II.B. below), an Alien ID number is required.
4. If a Citizenship/ID Code of 60-66 is keyed (see II.C. below), an Alien ID Number is required.
5. The new Alien ID number field is displayed on the Individual ID Inquiry Screen. The Language field is now located under the ETHNICITY field and the Alien ID field is located under the REF CODE / DATE field.

EJA911	INDIVIDUAL INQUIRY SCREEN		DATE:
ID	NAME		
DATE OF BIRTH	STATUS IN CASE	SSN	
DATE OF DEATH	FAMILY STATUS	RSDI CLAIM NO	
SEX	LIVING ARR	PVDR NUMBER	
RACE	REF CODE/DATE 0000/00	TPR INS TYPE	
ETHNICITY	ALIEN ID	CITIZEN/ID	
LANGUAGE			
GROSS EARN 0000.00	JOBS WORK REG	EMP&TRAIN	
CHILD ADULT 0000.00	SPEC RPT	EMP&TRAN DATE	
WORK EXPEN 0000.00	ED. LEVEL	MEDICARE DATE	
NET EARN 0000.00	ED. EMPL	MEDICARE A	
	IVDIND	MEDICARE B	
WF JOB BONUS	HMO ENROLLED	EPICS CLAIM	
MA JOB BONUS	REL TO PAYEE	PACE ENROLLED	
CREATE DATE	LATEST CASE ID	LATEST FORM ID 0000000B	
TERM DATE	LATEST COUNTY	LATEST DTE UPDT	
SEL: KEY			
INQUIRY IS COMPLETE PF6=CASE PF5=MED ABC PF4=MED D PF8=FORWARD PF9=INDV PROFILE			

B. REFUGEE STATUS CODE AND DATE FIELD (REF CODE / DATE)

Previously the Refugee Code and Date (REF CODE / DATE) fields were only allowed to be entered for RRF and MRF aid program/categories. Effective June 30, 2008, the Refugee Code and Date fields are allowed for all aid program/categories.

1. See the following chart identifying the new/modified list of Refugee countries. These codes are to be entered in the Refugee Status Code (REF CODE) field and are allowed for any aid program/category. A date is required. (MMCCYY)
2. The highlighted codes are new codes that replace previous codes. For example: Previously, the code for Laos is LS. The new code is LA.

AF = Afghanistan	LG = Latvia
AL = Albania	LI = Liberia
AO = Angola	MK = Macedonia
AM = Armenia	ML = Mali
AJ = Azerbaijan	MR = Mauritania
BO = Belarus	MX = Mexico
BN = Benin	MD = Moldova
BT = Bhutan	MW = Montenegro
BK = Bosnia & Herzegovina	NP = Nepal
UV = Burkina FASO (Uvolta)	NU = Nicaragua
BM = Burma	NG = Niger
BY = Burundi	NI = Nigeria
CB = Cambodia	MU = Oman
CM = Cameroon	PK = Pakistan
CT = Central African Republic	PN = Palestine
CD = Chad	PL = Poland

CH = China	RE = Reunion
CO = Colombia	<u>RS = Russia</u>
CF = Congo – Brazzaville	RW = Rwanda
HR = Croatia	SG = Senegal
CU = Cuba	SR = Serbia
CG = Democratic Republic of Congo (formerly Zaire)	SL = Sierra Leone
EG = Egypt	SO = Somalia
ER = Eritrea	SU = Sudan
ET = Ethiopia	TH= Thailand
GA = Gambia	TO = Togo
GH = Ghana	TU = Turkey
GV = Guinea	UR = USSR (old)
HA = Haiti	UG = Uganda
HO = Honduras	UP = Ukraine
IR = Iran	VE = Venezuela
IZ = Iraq	<u>VM = Vietnam</u>
IV = Ivory Coast	YM = Yemen
KZ = Kazakhstan	YO = Yugoslavia (old)
KE = Kenya	ZI = Zimbabwe
<u>LA = Laos</u>	OT = Other

3. A one-time conversion will be run on June 28, 2008, to change existing Refugee country codes displayed in the Refugee Status Code/Date field to the new code identified for that country.
4. A one time report will be created to identify all MRF/RRF cases whose country code has been changed. This report will be displayed in NCXPTR. The report is titled “DHREJA Refugee Country Code Conv” and includes the following information:
 - a. County Name/Number
 - b. Aid Program/Category
 - c. District Number
 - d. Worker Number
 - e. Casehead Payee
 - f. Case ID Number
 - g. Individual Name
 - h. Individual ID Number
 - i. Old Refugee Code
 - j. New Refugee Code

The Refugee report is sorted by county, district number, aid program/category, worker number, and casehead payee last name.

5. If a Refugee Code is keyed, an Alien ID is required.
6. If a Refugee Code is keyed, one of the following Citizenship/ID Codes are required: 60, 61, 62, 63, 64, 65, or 66.

C. NEW CITIZENSHIP/IDENTITY CODES IN EIS

1. New Citizenship/Identity codes for county dss staff to indicate the appropriate refugee or alien statuses for immigrants are added to EIS. Listed below are the specific new codes.

CODE	DESCRIPTION	DATE – REQUIRED (MMCCDDYY)
51	Documentation of Lawful Permanent Resident status and identity.	Date documentation was received.
60	Documentation of REFUGEE status and identity.	Date documentation was received.
61	Documentation of ASYLEE status and identity.	Date documentation was received.
62	Documentation of CUBAN / HAITIAN status and identity.	Date documentation was received.
63	Documentation of AMERASIAN status and identity.	Date documentation was received.
64	Documentation of TRAFFICKING VICTIM status and identity.	Date documentation was received.
65	Documentation of “SI” (Special Immigrant) status and identity.	Date documentation was received.
66	Documentation of “SQ” (Special Immigrant) status and identity.	Date documentation was received.

2. EIS requires the caseworker enter the date that the immigrant status was documented. The date is formatted as MMDDCCYY.
3. When a Citizenship/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, a Refugee Status Code/Date is required in the REF CODE / DATE field.
4. When a Citizenship/ID code 60, 61, 62, 63, 64, 65, or 66 is keyed, an Alien ID number is required in the ALIEN ID field.
5. Citizenship ID codes 51 and 60-66 can be overlaid by any code.
6. Citizenship ID code 50 can be overlaid by 51 and 60-66.

D. CERTIFICATION PERIOD EDITS

MAF-C and MAF-N
MAD-N
MRF-N

For the aid program/category and Medicaid classifications combinations
Listed above:

1. EIS will allow up to a 6-month certification period if the Citizen/ID code is '65' and the individual is identified as an Afghan (AF) in the Refugee Status Code/Date (REF CODE/DATE) field.
2. EIS will allow up to an 8-month certification period if the Citizen/ID code is '65' and the individual is identified as an Iraqi (IZ) in the Refugee Code/Date (REF CODE/DATE) field.
3. EIS will allow up to a 6-month certification period if the Citizen/ID code is '66' and the individual is identified as an Afghan (AF) in the Refugee Status/Date (REF CODE/DATE) field.
4. EIS will allow up to an 8-month certification period if the Citizen/ID code is '66' and the individual is identified as an Iraqi (IZ) in the Refugee Code/Date (REF CODE/DATE) field.

E. EIS MODIFICATIONS REGARDING MANAGED CARE

For individuals with a Citizen/ID code of "60" through "66", EIS automatically enters a Carolina ACCESS Exempt Number of 9999901.

IV. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective June 30, 2008. Apply this policy to all applications and redeterminations in process and taken on or after June 30, 2008. Key all existing Iraqi and Afghan Special Immigrants on your manual list by July 25, 2008.

If you have any questions regarding this information, please contact your Medicaid Program Representative. For any other issues that are not able to be handled through that venue, Mrs. Angela Floyd, Assistant Director for Recipient and Provider Services, will be your point of contact and can be reached at (919) 855-4000.

William W. Lawrence, Jr. M.D.
Acting Director

This material was researched and written by Virginia (Ginny) Ramirez, EIS Consultant and Sandi Morrow, Program Consultant, Medicaid Eligibility Unit.