

General Relief (GR) Program Guide (PG) Letter #63

December 17, 2010

Subject **CHANGES TO GR IN RELATION TO COVERAGE INITIATIVE (CI) OPEN ENROLLMENT AND UPDATES TO SUPPLEMENTAL SECURITY INCOME (SSI) ADVOCACY PROCEDURES**

Effective Date Upon receipt

References

- Welfare & Institutions (W&I) Code Section 17000.5
- GRPG Letter #57
- County Policy

Purpose

The purpose of this Letter is to provide:

- updated clearance procedures to locate individuals who may be receiving CI benefits;
- changes to the medical in-kind counted for CI beneficiaries; and
- updated information for the distribution of form 13-1 HHSa.

Background

CI is a federally-funded program for individuals with specified chronic conditions for which individuals have accessed care in hospitals and emergency departments. Enrollment only occurs during open enrollment periods. CI is currently in an open enrollment period.

GRPG Letter #57 issued instructions to require the worker to review the CI lists that are sent weekly to the Family Resource Centers (FRCs). Since more individuals are being approved for CI, the lists are becoming lengthy.

This letter also informed workers that individuals receiving CI benefits would have \$20 Medical In-Kind Income counted against their grant due to the 50% federal match. This requires an override to be completed each time EDBC is run on a case.

Current procedures list Mail Stop W414 – SSI Advocacy Tracking as required location for sending form 13-1 HHSa.

Changes

Workers will now view IDX to determine if a GR applicant/recipient is receiving CI benefits. The lists will no longer be sent upon receipt of

this letter.

As W&I Section 17000.5 allows counties to count \$40 Medical In-Kind Income due to the cost of providing medical care for the indigent population, CI beneficiaries who receive GR benefits will now have the full \$40 Medical In-Kind Income counted.

IDX Clearance IDX must now be cleared for CI eligibility as part of the clearance process for GR applications and recertifications. Please see the Attachment for instructions on viewing CI eligibility in IDX. This obsoletes the instructions in GRPG Letter #57 for reviewing the weekly lists from the County Medical Services Administrative Services Organization (CMS ASO).

Medical In-Kind Workers will no longer request an override for the GR grant or issue a Non-System Determined Issuance (NSDI) for GR recipients who receive CI benefits. The full \$40 Medical In-Kind Income will be counted automatically by CalWIN for these individuals. This obsoletes the instructions in GRPG Letter #57 to count \$20 Medical In-Kind for CI beneficiaries.

Distribution of Form 13-1 HHS Form 13-1 HHS no longer needs to be sent to Mail Stop W414 – SSI Advocacy Tracking.

Forms Impact No impact.

Imaging Impact No impact.

Automation Impact Workers will not request overrides for GR recipients receiving CI benefits. The Operational Support Help Desk will not complete an override, if requested, for a GR recipient who is receiving CI benefits.

ACCESS Impact No impact.

Quality Assurance Effective with the January 2011 review month, Quality Assurance will cite with the appropriate error any case that does not follow the

Impact requirements of this Letter.

Summary of Changes The table below shows the changes to the GRPG.

Section	Changes
90-100.1	Added IDX clearance procedures.
90-250.8	<ul style="list-style-type: none">• Added IDX clearance procedures.• Updated Medical In-Kind information.
90-400.5	Updated Medical In-Kind information.
90-800.3	Updated distribution of form 13-1 HHS.A.

Manager Approval

ORIGINAL SIGNED BY:

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DH

How To Access IDX and View Coverage Initiative (CI) Eligibility

Purpose The purpose of this How To is to provide instructions on accessing IDX and viewing CI eligibility.

Access IDX The table below shows the steps to access IDX.

Step	Action
1	Click (or double click, depending on your settings) on the HHSVMS Icon that is on your desktop.
2	Enter your assigned HHSVMS Username at the prompt; "Username," then press ENTER.
3	Enter your assigned HHSVMS Password at the prompt; "Password," then press ENTER. Note: If you are a first time user to HHSVMS you will be prompted to change your password.
4	You are now at the MAIN APPLICATION MENU for HHSVMS. Press 1 (CMS) and then press ENTER.
5	You will get a screen message stating, "Welcome to the live CMS/IDX Environment." Press ENTER.
6	At prompt, "IDX User Name," enter CMS, hit the Tab button and then enter cmscms4. Press ENTER.
7	At the "HMO" prompt, type in 1 then press ENTER.
8	At the "Select Function" prompt, type in 49 and press ENTER. This will bring up the Patient Inquiry screen.

View CI Eligibility The table below shows the steps to view CI eligibility in IDX.

Step	Action	
1	At the Patient Inquiry screen, enter either a Social Security Number (SSN), Last name and first name, or the first two letters of the last name and first name.	
	Type	Entry
	SSN	Type a period before the SSN. For example, .123456789.
	Last name and first name	Enter entire last name and first name. For example, SMITH, LARRY.

	First two letters of the last name and first name	Enter the first two letters of the last name and first name. For example, SM, LA
2	Select "E – Enrollment."	
3	Select "1 – Custom Enrollment."	
4	At bottom of screen, enter a question mark.	
5	Select the number assigned for Coverage Initiative.	
6	The screen will show CI eligibility and the certification period, if the individual is receiving CI benefits.	
