

March 22, 2013

TO: All MBL Liaisons

Re: MBL Transmittal 13-4

Dear MBL Liaisons:

Enclosed is MBL Transmittal 13-4. This year's second mass re-budgeting will not include a BENDEX interface. The new Federal Poverty Level guidelines were released on January 24, 2013 and the Social Security cost of living adjustment (COLA) amount will be increased by 1.7 % on selective budget records for MRB Phase 2. The Medical Assistance Levels have been increased to ten and then the additional person calculation will be performed along with the Social Security increase changes which are effective retroactive to January 1, 2013. Reports will be available on the local districts respective BICS queue with the exception of districts "97 and 98".

- There will be NO Principal Provider update or CNS related notices during this MRB phase, districts should pay particular attention to their respective Chronic Care budget records budget types 07-10 due to possible changes. An additional report will be provided to the district of specific budget type 07-10 with possible NAMI adjustments. **THIS REPORT WILL BE ENCRYPTED DUE TO DOH SECURITY AND SENT** directly to the districts MBL Liaisons with instructions on how to unlock the report to view the data enclosed along with the respective districts ECL report (the file will not be encrypted).

Special attention must be given to Low Income Family (LIF) budgets (Budget types 01, 05, & 09).

- If the eligible budget has an EID code of 6 and the eligibility standard has changed from the PA standard (MA standard) to the MA Level, the worker should change the EID code from 6 to 1. If the resulting budget (after changing the EID from 6 to 1) remains eligible at the PA standard, leave the EID code of 1 and store. If the resulting budget remains at the MA level, an additional entry is necessary on MBL. The worker should now change the EID code from 1 to 4 (\$30 and 1/3), adjust the EFFECTIVE PERIOD, and store. Print budgets to maintain an audit trail.

- If the eligible budget has an EID code of 1 and the eligibility standard has changed from the PA standard to the MA standard, the worker should change the EID code of 1 to a 4 (30 and 1/3 disregard), adjust the EFFECTIVE PERIOD and store.
- If individual is no longer eligible for LIF, at next client contact, individual categorical codes should be changed to reflect the change in category.
- If the eligible budget has Social Security Income which has changed (Effective 01/01/13) and remains at the PA standard, the EID code of 6 should be changed to a 1 at next client contact.

The items presented in this issue are:

**ACTION #1:** Federal Poverty Level Increase (FPL's), SSA Benefit Increase (COLA), MA Exemption Level Increases, SSI Benefit Level Increases and Spousal Impoverishment Family Member Allowance (FMA) Increase. Mass Re-budgeting effective January 1, 2013

Information #1: MBL Mass Re-budgeting Output Summary.

Information #2: Criteria for MBL Mass Re-budgeting.

Information #3: Description of MBL Mass Re-budgeting Process.

Information #4: SSA Increase and Medicare Part B Summary.

Please call the MBL contact listed on the Transmittal page if you have any questions.

Sincerely,

*Awais Sarwar*

Awais Sarwar, Manager  
Upstate Eligibility Systems  
Office of Health Insurance Programs

Enclosure  
cc: MA Directors

**Subject:** ACTION #1: Federal Poverty Level Increase (FPL's), SSA Benefit Increase (COLA), MA Exemption Level Increases, SSI Benefit Level Increases and Spousal Impoverishment Family Member Allowance (FMA) Increase.

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

**A. STATEMENT OF TASK:**

1. Enactment of 2013 Federal legislation includes a Cost of Living Adjustment (COLA) of 1.7% effective January 1, 2013, for SSA benefits. The following Unearned Income Types are included:

Source Code	Title
42	Social Security Disability Benefit
43	Social Security Survivor's Benefit
44	Social Security Retirement Benefit
46	Social Security Benefit-Dependent

All Medical Assistance cases with one or more of the above income types must be re-budgeted so that the SSA gross income amount reflects the 1.7 % increase.

2. The State Legislature has passed legislation to increase the MA Income and Resource Exemption Levels for one and two person households effective January 1, 2013. All Medicaid cases affected by this increase must be Re-budgeted and compared against the new MA Exemption Levels.
3. The Social Security Administration has indicated that the SSI Benefit Levels also will be increased effective January 1, 2013. All Medical Assistance cases affected by this increase must be re-budgeted and compared against the new SSI Benefit Levels.

**Subject:** ACTION #1: Federal Poverty Level Increase (FPL's), SSA Benefit Increase (COLA), MA Exemption Level Increases, SSI Benefit Level Increases and Spousal Impoverishment Family Member Allowance (FMA) Increase.

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

**B. SUPPORTING SYSTEM CHANGES:**

1. MBL

All new levels may be accessed for re-budgeting purposes by the worker taking the following steps:

- a. Enter 05 Transaction Type (Change);
- b. Adjust Effective FROM DATE to 01/01/13;
- c. Make other appropriate changes, i.e. number of excess months to be calculated;
- d. Transmit and store the MA budget.

MBL will be programmed to access the new Federal Poverty Level Increase (FPL's), SSA Benefit Increase (COLA), MA Exemption Level Increases, SSI Benefit Level Increases and Spousal Impoverishment Family Member Allowance (FMA) Increase, a FROM DATE of 01/01/13. This logic change will be available on Production Upstate on April 1, 2013.

2. MBL - Mass Rebudgeting

All budgets meeting the selection criteria for the MRB will be mass re-budgeted using the percentage methodology.

**Subject:** INFORMATION #1: MBL Mass Rebudgeting Output Summary

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

**A. AVAILABLE OUTPUT:**

MBL Mass Re-budgeting will only provide output for the Exceptions list and Eligibles list via BICS with the exception of districts “97 and 98”. Reports will be available on the local districts respective BICS queue identified by filename. An example would be: (001-X-##\*WMSAW75A). This breaks down as “001” number of copies, “X” BICS, “##” Local District number, “\*” system separator, “WMSAW75A” filenames (Eligibles ‘75A-D’ and/or Exceptions ‘76A-D’). In addition, NO COPY OF THE NEW BUDGET WILL BE PRINTED for the case record.

**1. EXCEPTIONS REPORT**

This report will identify those cases/budgets that did not meet the selection criteria for mass re-budgeting. Thus, they will not be re-budgeted by the system and will require review and/or re-budgeting by the worker. (Refer to INFORMATION #2 – Criteria for MBL Mass Re-budgeting).

- a. This report will include the following data fields:  
Case Number, Case Name and Budget Type (when available)
- b. The sort sequence for this report will be in (Case Name and Case Number order) as follows:  
District; Local Office; Unit; Worker and Case Name from the WMS case record. The report header will include Local Office, Unit and Worker (for identification and distribution) and Page Number.

**2. ELIGIBLES REPORT**

This report will identify those budgets that passed all selection criteria and were mass re-budgeted.

- a. This report will include the following data fields: Case Number, Case Name, Budget Type, Old NAMI Amount and New NAMI Amount when amounts have changed, Budget Status and up to five (5) Alert messages. An Alert is a specific message that is intended to inform the worker of certain conditions in the budget that may have influenced the mass re-budgeting outcome and which may require additional review by the worker. Budget Status’ are defined in the chart below.

Budget changed	BC	Overlays NC
No change	NC	Default
BUY-In Eligibility change	BY	Overlays BC and NC
FHP/FP Expanded Eligibility	PC	Overlays BC, NC and BY
MBI-WPD Eligibility	WD	Overlays all
BT04 budget status identified		
MSP Level Change	MC	Overlays all
QI1 Ineligible	IN	Overlays all
BT7-10 budget status identified		
COLA & MSP	NM	Overlays BC and NC

**Subject:** INFORMATION #1- MBL Mass Rebudgeting Output Summary

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

- b. The sort sequence for this report will be in (Case Name and Case Number order) as follows:  
District, Local Office, Unit, Worker and Case Name from the WMS case record.  
The report header will include Local Office, Unit and Worker (for identification and distribution) and Page Number.

### 3. AUTO NOTICE REPORT

This report will identify those cases/budgets that met the MRB selection criteria along with the Auto Notice selection criteria. Cases that appear on this report will not appear on the Eligibles Report.

**NOTE: NO AUTOMATIC CNS NOTICES WILL BE GENERATED FOR THIS PHASE BUT Districts will still receive this report via the BICS queue.**

- a. This report will include the following data fields: Case Number, Case Name, Budget Type, Old or NO surplus amount and the New Surplus amount, when amounts have changed, Budget Status = SI' – Spend down change has an increase), Old Net Income amount and New Net Income amount when amounts have changed.
- b. The sort sequence for this report will be in Case Name then Budget Status (alpha order) as follows:  
District, Local Office, Unit, Worker and Case Name from WMS case record, Old Surplus amount, New Surplus amount, Old Net Income amount, New Net Income amount when amounts have changed and budget status. The report header will include Local Office, Unit and Worker (for identification and distribution) and Page Number.

**Subject:** Information #2: Criteria for MBL Mass Re-budgeting

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

A. Description of MBL Mass Re-budgeting Case Selection Criteria

Case selection criteria will result in cases/budgets being put into two categories:

- Eligibles: Case eligible for immediate re-budgeting or re-budgeting guided by an alert message(s).
- Exceptions: Case in possible need of re-budgeting after resolution of the Exception Reason. The category also will include cases that will be excluded from mass Re-budgeting because they are not affected by the January 1st changes.

B. Eligible Criteria

Cases to be initially eligible for mass re-budgeting selection must meet each of the following criteria:

Eligible Criteria	Explanation
(1) Case Type = 20 or 24	An MA Case or FHP Case
(2) Case Status = 10 or 21	Case must be active
(3) Expanded Eligible Code = "A, B, C, D, F, H, I, J, K, N, P & S" for budget types 01-06.	Case has an EEC value other than "E" present and the budget store date is not greater than the MRB Phase 1 store date.
(4) Buy-In field is not blank for Budget types 01-06	MBL Budget Type 04-10 Buy-In Indicator field is not blank or spaces and the budget store date is not greater than the MRB Phase 1 store date.
(5) Authorization To Date: Greater than 01/01/13	The authorization must extend into January 2013 or beyond
(6) MBL Budget/No Bottom-Line	An MA case must have a MBL budget with no Bottom-Line budget
(7) Budget Effective Dates: FROM and TO	The MBL FROM Date must be less than or equal to 04/01/13, and the TO Date greater than 12/31/12.

**Subject:** Information #2: Criteria for MBL Mass Re-budgeting

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

- (8) Budget Type 04 Effective Dates: FROM and TO  
Cases with an Office = MSP, QI; Unit = RECRT and Wrkr = NYDOH regardless of MBL FROM Date in the future and the TO Date greater than 12/31/12.
- (9) Case Currently Eligible  
For Budget Types equal to 02, if an excess condition exists on the current budget, mass re-budgeting will be performed.
- (10) WMS Individual Categorical Code is not equal to '70 or 71'.  
MBI-WPD individual is budget type 04, 05 or 06 with blank or spaces in the Buy-In field, NO Expanded Eligible Code (EEC) and the budget store date is not greater than the MRB Phase 1 store date.
- (11) Budget Type 07-10 with Buy-In Indicator = "A".  
All Budget type 07, 08, 09 or 10 with Buy-In (MSP) Indicator = "A" will be recalculated regardless of the budget store date or any occurrence of SSI Income.

**C. Exception Reasons**

Cases will be listed as Exceptions for one of the following reasons:

Exception Reasons	Explanation
(1) INVALID AUTH DATE	An active Medicaid case has an authorization TO Date prior to April 1, 2013, but has not been expired for more than 2 months.
(2) APPLICATION STATUS	An MA case has undergone full data entry, but is in pending status as either a new application or reopening.
(3) BUDGET FAILED DATA INPUT EDITS	MA Case has a MBL budget that has invalid fields or characters that are not allowed for the budget type during data input.
(4) BL-BUDGET RECORD	An MA case only has a Bottom-Line budget.
(5) MA AND BL-BUDGETS EXIST	An MA case has both a MBL budget and a Bottom-Line budget.

# MBL TRANSMITTAL

**Date:** March 22, 2013

**Transmittal No.:** 13-4

**Page:** 7 of 11

**Subject:** Information #2: Criteria for MBL Mass Re-budgeting

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

- |  |   |
|--|---|
| (6) FUTURE MA-BUDGET                       | The MBL budget Effective FROM Date is equal to or greater than April 1, 2013 and is not budget type 04 with Office = MSP or QI; Unit = RECRT, Wrkr = NYDOH. |
| (7) EXPIRED MA-BUDGET                      | The MBL budget Effective TO Date is less than March 31, 2013, but has not expired for more than 2 months.   |
| (8) PART B PREMIUM<br>INCORRECT            | A Medicare Part B Premium was entered as an Unearned Income Exception Code = 21, but the Exemption Amount was less than \$99.90.                            |
| (9) BT 02-NEW BUDGET NOT<br>REQUIRED       | An MA case has a MBL budget with a Budget Type = 02 and no SSA Unearned Income or EEC field is blank.   |
| (10) SSA INCREASE LESS<br>THAN PART B      | MA Case has a MBL budget with SSA Income and a Part B Premium, where the SSA COLA increase is less than the increase in the Part B Premium.                 |
| (11) PENDING DATA STATUS<br>NOT EQUAL "00" | WMS Case has a pending or error status present other than '00'.   |
| (12) CLOCKDOWN STATUS<br>CODE EQUAL "C"    | WMS Case is clocking down to close.   |

## D. Alerts

Eligible cases may include up to five alerts. These alerts inform the worker of certain conditions in the budget that may have influenced the mass re-budgeting results and which may require additional review by the worker. The alerts will be numerical codes:

- 011 - The eligible budget had the "Months Excess is Available" field entry recomputed by the system before re-budgeting
- 111 - The eligible budget had CINTRAK (RFI) data present on the case as a result of an RFI match (lockout). The worker may want to review CINTRAK information as part of associated case maintenance activity
- 211 - The eligible budget had SSA Unearned Income but did not have any Medicare Part B Premium exemptions present in the budget. Therefore, the resulting new SSA calculated benefit may be incorrect, or be reflective of a net benefit amount.

**Subject:** Information #2: Criteria for MBL Mass Re-budgeting

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

Alerts (Continued)

311 - The eligible budget had at least one occurrence of Unearned Income Code "48 - SSA Benefit - Pickle". Although the associated amount was unchanged during mass re-budgeting, the worker may want to review the budget for any necessary action.

400 – EDC date is prior to the new Budget Effective FROM Date of 01/01/13

401 – The eligible budget has an F, N or S in the EEC Field.

811 - The eligible budget has an Expanded Eligibility Code of E (DAC). DAC cases are not changed during mass re-budgeting. The worker may want to review the budget for necessary action.

940 – The eligible budget has NO Buy-In indicator value of “A, B or C” present but the WMS case record has MA Coverage Code equal to ‘09’ for Medical Saving Program (MSP) eligibility.

**Date:** March 22, 2013

**MBL TRANSMITTAL**

**Transmittal No.:** 13-4

**Page:** 9 of 11

**Subject:** Information #3: Description of MBL Mass Re-budgeting Process

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

A. System Process

1. Active Case Type 20 (MA) or 24 (FHP) cases will be selected and tested for the selection criteria outlined in INFORMATION #2 - Criteria for MBL Mass Re-budgeting. Those cases/budgets not meeting the selection criteria will be flagged as an exception and appear on the Exceptions Report. All Budget Type 04 cases with an existing indicator (DE 01-071-RECERT-SRC-IND) of "2, A, C, D, L, W or X" will not have the value removed/reset to blank prior to the MRB run, but may be overlaid by the "1" value during/after MRB with the exception of the values of "2 or D".
2. Those cases/budgets meeting selection criteria will be tested for the presence of SSA Unearned Income in all six occurrences of unearned income. If SSA Income is present, the budget store date will be compared to the MRB Phase 1 run date of 1/19/2013 to determine whether or not to apply the COLA increase percentage to the case. If the budget store date matches or exceeds the MRB Phase 1 run date of 1/19/2013, the **COLA increase** will not be applied to the budget. If the budget store date is less than the MRB Phase 1 run date of 1/19/2013 then the SSA Unearned Income amounts will be recomputed, giving new amounts reflecting the COLA increase. Any budget type = 04 with Office = MSP or QI; Unit = RECRT and WRKR = NYDOH regardless of the MBL store date will be recomputed, giving new amounts reflecting the COLA increase.
3. Medicare Part B Premium has changed to \$104.90. The budget store date needs to be checked to ensure that it does not match the previous MRP Phase 1 store date or greater. If the store date matches the MRB Phase 1 run date or greater, the **PREMIUM increase** will not be applied to the budget else If the Part B Premium Exemptions are not present, an alert message will be issued and appear on the Eligibles Report.
4. Those cases/budgets with an entry in the Months Excess field will have the number of months remaining from January 1, 2013, recalculated and updated in the field. An alert message will be issued and appear on the Eligibles Report.
5. The Effective FROM Date will be changed to 01/01/13, in order to access the new applicable levels/allowances.
6. New budgets will be compared against the old budget with certain areas (fields) being compared to determine if the budget has changed. If the budget has changed, a 'BC' will appear in the Budget Status column on the Eligibles Report. If the budget did not change an 'NC' will appear in the Budget Status column on the Eligible Report.
7. Old budgets with the exception of budget type 04 having BUY-IN eligibility information present will be compared against the new budget to determine if there was an MSP level change. If there has been a MSP level change from QMB to SLMB, SLMB to QI1 or vice versa a 'BY' will appear in the Budget Status column on the Eligibles Report a "BY" status will overlay a 'BC' status for the budget if one has been determined, thus when reviewing the budget for the BUY-IN eligibility change, a worker should also review the budget for changes to MA eligibility.

**Date:** March 22, 2013

**MBL TRANSMITTAL**

**Transmittal No.:** 13-4

**Page:** 10 of 11

**Subject:** Information #3: Description of MBL Mass Re-budgeting Process

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

8. Old budget types 01, 02, 04, 05 or 06 having Expanded Eligibility information present (EEC Code = A, B, C, D, F, H, I, J, K, N, P or S) will be compared against the new budget to determine if Expanded Eligibility has changed. If Expanded Eligibility has changed, a "PC" will appear in the Budget Status column on the Eligibles Report.
9. Old budget type 04 with MSP indicator and coverage code equal 09 will be compared against the new budget 04 to determine if there was an MSP level change. If there has been a MSP level change from QMB to SLIMB, SLIMB to QI1 or vice versa set the budget status to "MC" and set or identify to be set the WMS Recert Source indicator to "1".
10. Old budget type 04 with MSP indicator and coverage code equal to 09 and MSPI equal to 'U' will be compared against the new budget type 04 to determine if there was an MSP level of QI1 change to over the QI1 level. If over the QI1 level value has a new value of 1, 2, 3, 4, 6, 7 or 8 set the budget status to "IN" and list the case on the Auto Notice report. **(NO CNS NOTICES WILL BE PRODUCED THIS MRB PHASE)**.
11. Old budget type 04 with MSP indicator and coverage code equal to 09 will be compared against the new budget type 04 to determine if there was an MSP level value of "1, 2, 3, 4, 6, 7 or 8" INELIG MSP and the new budget type 04 remains INELIG MSP then set the WMS Recert Source indicator to "1".
12. Old budget 04 that are exception will have the recert source indicator set to "1" with the exception of cases that have the recert source indicator equal to "2 or D" these cases will follow the existing MRB selection criteria process but will have the "INDICATOR NOT UPDATED". If after the MRB process an RSI of "1" is generated and a "2 or D" exists DO NOT overlay the "2 or D" with the "1".
13. Old budget types 04, 05 or 06 that have MBI-WPD eligibility must be compared against the new budget to determine if there has been an eligibility changed from 150% FPL to 250% FPL or vice versa. If MBL is equals to '1' then the FPL must be 150% and the WMS Individual Categorical Code is equal to '70 or 71', set the budget status indicator to 'WD'. If MBL is equals to '5' then the FPL must be 250% and the WMS Individual Categorical Code is equal to '70 or 71', set the budget status indicator to "WD". If after MRB and there has been NO change in the MBI-WPD eligibility and the WMS Individual Categorical Code is equal to '70 or 71', set the budget status indicator to "WD".
14. New budgets will be updated to the MBL database, thus over-laying the old budget. Elements changed include Transaction Code = 05, budget "From Date" is changed to 04/01/13 of the new year unless the budget "From Date" is in the new year, the Version Number will be incremented by one and the Date stored will be the MRB run date. The Exceptions Report and the Eligibles Report will be available for the districts via BICS with the exception of districts 97 and 98.

**Subject:** Information #4: SSA Increase and Medicare Part B Increase Summary

**Affected Budget Type(s):** All Budget Types

**Contact Person:** MBL Unit Charles Moore, Kevin Wood at 518-408-0566 or 518-408-0105

The following action will occur for all budgets meeting the eligibility criteria.

**A. SSA Increase - Percentage Calculation Methodology**

For all occurrences of Unearned Income Codes 42, 43, 44, or 46, the SSA COLA increase will be computed using 1.7 % added to the existing SSA Income Amount. The amount(s) will be used when recalculating the budget and will appear on the screens of the re-budgeted cases in the appropriate Unearned Income amount fields.

**B. Medicare Part B**

1. For budgets which have an occurrence of SSA income and there is an Unearned Income Exemption Code of 21 (Medicare) the Exemption Amount will change to \$104.90 and appear on the Eligible Report. When the Exemption Amount currently on file is not equal to \$99.90, the case will be flagged as an exception and will be listed on the Exception Report.
2. For Budgets with Part B Premium and a SSA income, a comparison must be made between the 2013 increase in the Part B Standard premium of \$104.90 and 1.7 % COLA increase to the current Social Security Income  $[(SSA\ Income * .017) - 5.00]$ . If the increase in SSA income is less than or equal to \$5.00, those Budgets must be excluded (not processed) and will appear on the districts Exception Report.
3. When the Exemption Code is 01 and the exemption amount is not equal to \$104.90, or there are no occurrences of Exemption Code 21, then Alert 211 (No Medicare Part B) will appear on the Eligible Report.