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### Section I - SSA/WMS Automatic Closing of certain Medicaid Cases

In order to reduce Medicaid (especially Managed Care) payments for Deceased individuals, a monthly Auto-Close Procedure for single individual Medical Assistance (MA) Cases identified from a Social Security Administration (SSA) Death Match has been established. (A similar process for PA cases is also being implemented and is explained in the Cash Assistance Attachment of this Letter.)

The Auto-Close process will:

- 1) On a monthly basis, compare the daily Social Security Administration (SSA)/ Resource File Integration (RFI) Death Match file against MA active cases on WMS.
- 2) Close all active MA single individual cases (See selection and closing criteria).
- 3) Produce an Eligible and Exception Report. The Exception Report will include all multi individual cases as well as other Exceptions (See exception criteria).

MA Case Closing Selection Criteria:

Match the SSA file of Deceased Individuals against WMS.

Select all active cases with a single individual (Case Types 20, 22, 24)

Initiate Case Closing (Day 1 Auto-Close Transaction is created)

- 1) Screen 1
  - a) Generate Transaction Type 07 (Closing)
  - b) Generate Case Reason Code E95 (Death)
  - c) Generate Authorization Number 9, District Code, X, MMY (Transaction Month/Year)
  - d) Change Authorization Period To Date equal to last day of the Transaction Month/Year
- 2) Screen 5
  - a) Set Individual Status 13 (Deceased)
  - b) Set the Client Status Effective Date to Date of Death on SSA file
  - c) Set the MA Coverage TO Date equal to the Transaction Date + 10Days (10 days is provided to assure that the individual was correctly closed as a result of this match.)
- 3) Screen 6
  - a) Shorten TO Date on all payment lines to the end of the Transaction Month/Year
  - b) All future payment lines will be cancelled, with a local action code of 5 (Cancel) on Screen 6, if payment period From Date is greater than Transaction Month/Year.
- 4) Screen 9
  - a) Shorten TO Date on all payment lines to the end of the Transaction Month/Year
  - b) All future payment lines will be cancelled with a local action code of 5(Cancel) on screen 9 if payment period From Date is greater than Transaction Month/Year.
- 5) A timely notice will be sent by the Client Notice System (CNS). The current closing notice associated with E95 will be sent. (On the day this process is run, the case will be in AT-UM status and not available for Maintenance.)

During Case Closing Clock down Process (Day 2+)

- 1) Case will be in no pend status
- 2) Case closing will be clocking down to a closing date equal to the MA TO DATE
- 3) Screen 5
  - a) The Individual Status will be 07 (Active)
  - b) Client Effective Status will be blank. (Date of Death will be stored in WMS but will not appear during the Clockdown period.)

- 4) All other information described in the Case Closing Section (Day Auto- Close Transaction is created) will remain the same.

If, during the Clockdown period, it is discovered that the individual is not Deceased, the case will be available for maintenance.

At Clockdown. Case is Closed.

- 1) Screen 5
  - a) The Individual Status will be changed to 13 (Death)
  - b) The Client Status Effective Date will be the Date of Death on the SSA file.
- 2) All other information will remain the same.

Reports

Two reports will be produced (1) an Eligible Report and (2) an Exception Report.

The Eligible Report and Exception Report will be sent through Benefit Issuance Control System (BICS), sorted by Local District, Office, Unit, and Worker. The reports will contain the Case Name, Case Type, Case Number, Client Identification Number (CIN), Date Of Death (Client Status Effective Date) and MA TO Date.

The Eligible Report will include those cases targeted for Closing.

Cases will appear on the Exception Report for the following reasons:

- 1) Case is in pending status (If the Case is pending the day this process is run, it will not be Closed.)
- 2) Case is clocking down (Cases already clocking down will be bypassed by this process.)
- 3) Multi - individual case (Due to the need to rebudget multi-person cases, Deceased individuals in multi-person cases will not be Deleted.)
- 4) Invalid Authorization Dates (If the Auth To Date is less than the Transaction Month or the Auth From Date is greater than the Transaction Month, the Case will not be processed.)
- 5) Case was previously targeted for closing within the past year. (This Exception was created to assure that an Individual who has their Clockdown stopped will not be closed again the next month.)
- 6) No "Day of Death" present on the SSA file (A small number of SSA records provide only the Month and Year of Death).
- 7) Possible Identity Theft – Date of Death is prior to the Application Date

The following are the Exception Reason Codes:

- 1) PGS- Pending Status
- 2) CDS- Clock down Status
- 3) MPH- Multi-Individual Case
- 4) IAD-Invalid Authorization Date
- 5) CPP-Case Previously Processed
- 6) NDD- No Day of Death
- 7) PIT-DOD < App Date – Possible Identity Theft –Date of Death prior to Application Date

Auto-Close Schedule

The auto-close procedure is scheduled to be run the 2<sup>nd</sup> Wednesday of the month. The initial run is scheduled for July.

Note: It may take 4-5 months before a death appears on the SSA file. Therefore, the local district should continue to data enter an Individual Status of 13 (Deceased) and a Client Status Effective Date as the Date of Death. The Date generation process for a data entered Date of Death has not changed with this migration.

## **Section II - Change in logic for setting of MA Coverage To Date in Automatic Closing/Deletion Process**

In the past the MA Coverage To Date on a closing or deletion in an MA case would be set based on the last day of the PA case's transaction date month. There was a **special edit** that compared:

MA case's MA coverage From date to PA case's Auth From date and IF later would generate the MA case's To date equal to its From date. In some situations this resulted in coverage gaps.

To prevent coverage gaps, the logic has been changed so the **special edit** will now generate a MA case's MA To date equal to MA From date ONLY when the From date on the MA case is in the future (defined as one day greater than transaction date).

### **Section III - SSN Code '2' (SSN APPLIED FOR) Edit Changes**

Since Social Security Number is critical when performing Death and RFI matches, the edits associated with an Social Security Number Code value '2', and a BLANK SSN, have been revised. These changes apply to Case Type 20 (MA-Only) and Case Type 24 (FHP) cases only.

Specifically;

1. An SSN Code of '2' is no longer valid with Recert (06) transactions for Active individuals on the Case. A new, overrideable error (1205 'SSN REQ FOR THIS TRANSACTION'), will be produced. The '2' will continue to be allowed at Recert for new recipients added to the Case.
2. During an individual's first year of coverage, any Change (05) transaction will result in a Warning message (1207 'SSN APPLIED FOR-NOT RECORDED') for Active individuals with an SSN Code of '2'.
3. A new WARNING (1206 CHECK SSN VALIDATION FAILURE) will now be produced to alert the worker to address SSN's that have failed SSN Validation.

### **Section IV - Individual Categorical Code 49**

For Temporary Assistance (TA) cases, Case Type 11 (Family Assistance) and Case Type 12 (Safety Net Non- Cash Assistance SN-NP), Individual Categorical Code 49 ( MA Only 19-21 year old sanctioned ADC Only) will no longer be an allowable entry on Screen Three (3) of WMS (WKBK 03 and WKUM 03). This Code has been off the WMS Code Cards for many years.

If entered, WMS Error 0304 (CATEGORICAL CODE IS INVALID) will be displayed.