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TO: **Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers**

FROM: Amy Mendel-Clemens  
Technical Assistance, Training & Education  
Section  
Bureau of Eligibility Management  
Division of Health Care Financing

BEM/DWS OPERATIONS MEMO			
No:	05-28		
DATE:	08/16/2005		
FS	<input type="checkbox"/>	MA	<input checked="" type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>
WIA	<input type="checkbox"/>	Other EP	<input type="checkbox"/> ★
SC	<input type="checkbox"/>	W-2	<input type="checkbox"/>
CF	<input type="checkbox"/>	RAP	<input type="checkbox"/>
<b>PRIORITY: HIGH</b>			

SUBJECT: **Auto-Update Of LOC Information In CARES**

**CROSS REFERENCE:** Operations Memos 01-77, 03-29, 04-44 and 04-44 LOC Desk Aid

**EFFECTIVE DATE:** August 20, 2005

### **PURPOSE**

This memo outlines the new automated process of updating the waiver functional eligibility indicator and the Level of Care (LOC) in CARES for Family Care, PACE, Partnership and Adult Home and Community Based Waiver (HCBW) Recipients.

### **BACKGROUND**

In the Family Care, PACE, Partnership and Home and Community Based Waiver programs, an individual's LOC is determined via the Long-term Care Functional Screen (LTCFS). In late 2003, the Department discovered that for a number of Family Care, PACE and Partnership individuals, the correct LOC information was not entered into CARES or was entered on an untimely basis. This resulted in incorrect payments to the Family Care Care Management Organization (CMO), PACE and Partnership programs and in some instances, Medicaid (MA) eligibility errors.

To ensure that the correct information is used to determine eligibility and that correct payment is made to the agency providing the service and in keeping with the Department's charge of reducing workload for local agencies as well as reducing workload associated with capitation payment adjustments, the decision was made to automatically update the results of the LOC screening done with the LTCFS to CARES.

## **POLICY**

There is no change in policy with this automation.

## **CARES CHANGES**

Effective with this change, when a LOC screening is done, for either an annual re-screening or for a change determination, the waiver determination results and the LOC information will automatically update CARES mainframe screens ANCW and ANFR and CWW Community Waivers Page and Family Care Page. The screens/pages will be updated nightly with the new results. Initial screenings for new requests will not automatically update and will have to be entered manually. Refer to Operations Memo 04-44 Family Care LOC Desk Aid for more information. An alert will then be generated directing the worker to run eligibility in CARES.

**NOTE** ➤ If the results from the LTCFS are unable to automatically update to CARES, the screener/care manager will receive a transfer failure alert. If the individual is a Family Care, PACE, Partnership or HCBW participant, the screener will send a copy of the LTCFS eligibility results page to the IM worker. The IM worker will use this information to make the appropriate entries in CARES or CWW, and re-run eligibility in CARES.

### Verification Codes

Two new verification codes have been created to identify information populated through the automatic update process. These new codes are system generated only:

- <D2> Annual Re-screening for LTC
- <D3> Change in condition for LTC

### COMMUNITY WAIVERS INFORMATION

Following are the ANCW and CWW page fields updated by the LTCFS auto population process.

#### **Mainframe ANCW**

- ① Begin MMY – Month and year LOC screen result was calculated or completed
- ② Community Waivers Functionally Eligible? – Updated with Y or N based on the LTCFS waiver result
- ③ Community Waivers Program Start Date – Month and year LOC screen result was calculated or completed
- ④ Verification Code – Populated with D2 or D3
- ⑤ PACE/Partnership Level of Care – This field is updated with the LTCFS approved level of care, i.e. ICF, SNF or ISN.

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ANCW                COMMUNITY WAIVERS                05/19/04 15:16
CASE: 1111111111    WORKER:
LAST UPDATED: 04 15 04    CASE STATUS: OPEN    CASE MODE: ONGOING

NUM: 01 NAME: FC Applicant    SSN: 000 00 0000
DC: __ ① BEGIN MMY: 0404 END MMY: ____

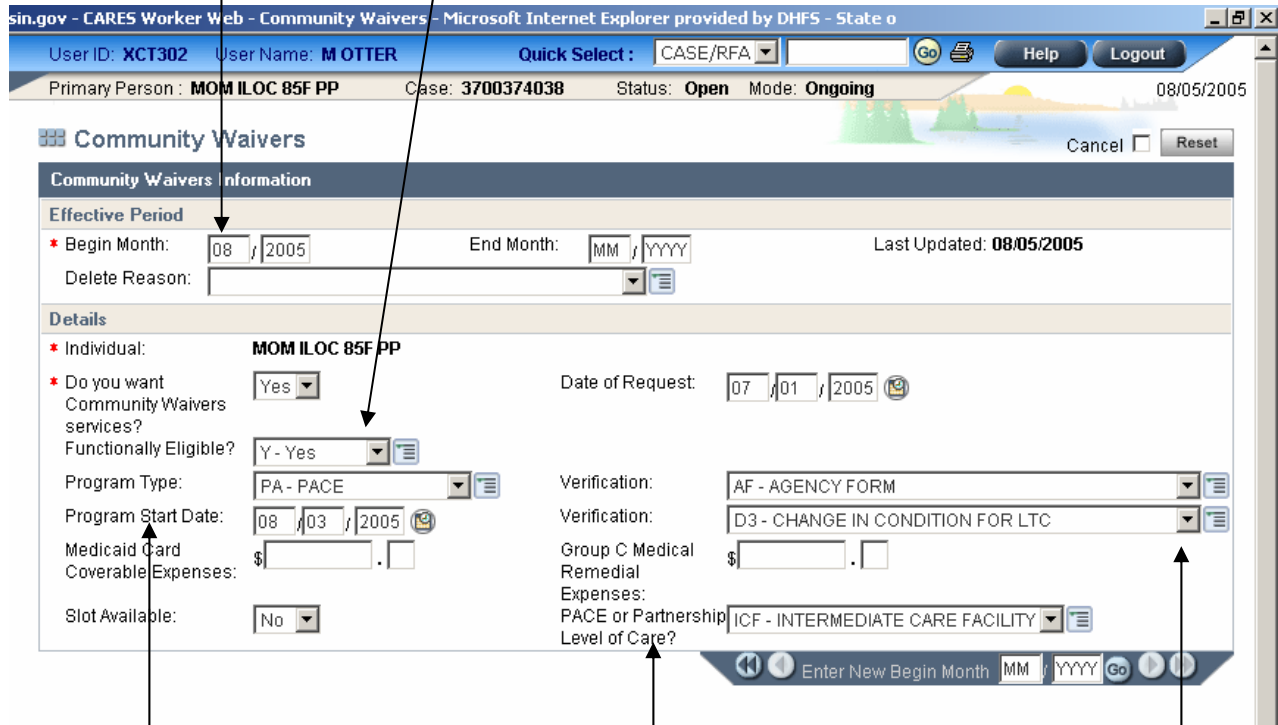
DO YOU WANT COMMUNITY WAIVERS SERVICES? (Y/N):    Y
DATE OF REQUEST FOR COMMUNITY WAIVERS:            03 08 04
COMMUNITY WAIVERS FUNCTIONALLY ELIGIBLE? (Y/N/?): Y ②
COMMUNITY WAIVERS PROGRAM TYPE:                   OP        VR: AF
COMMUNITY WAIVERS PROGRAM START DATE:             ③04 20 04    VR: D2 ④
MA CARD COVERABLE EXPENSES:                       _____
GROUP C MEDICAL REMEDIAL EXPENSES:                 _____
SLOT AVAILABLE FOR COMMUNITY WAIVERS (Y/N):        Y
PACE/PARTNERSHIP LEVEL OF CARE:                    SNF ⑤
    
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**CWW Community Waivers Page**

These fields will be updated on CWW Community Waivers page.

**Begin Month** – Month and year LOC screen result was calculated or completed

**Functionally Eligible?** – Updated with <Yes> or <No> based on LTCFS waiver result.



**Program Start Date** – Date LOC screen result was calculated or completed

**PACE or Partnership Level of Care?** – Updated with LTCF approved level of care i.e. ICF, SNF or ISN

**Verification** – Populated with D2 or D3

FAMILY CARE INFORMATION

ANFR and CWW Family Care page will only update if there is a current ANFR screen/Family Care page. If there is no current screen/page the results from the screening can not automatically update. When this occurs, the screener/care manager will receive a transfer failure alert. The screener will send a copy of the LTCFS eligibility results page to the IM worker, who will make the entries manually.

**NOTE** ➤ Do not update the effective/begin date unless you are also updating the LOC and enrollment date. The effective/begin date should always be the month the latest LOC was determined and should match the month and year of the enrollment date.

Following are the ANFR and CWW page fields updated by the LTCFS auto population process.

**Mainframe ANFR**

- ⑤ EFF MMCCYY – Month and year LOC screen result was calculated
- ⑥ Family Care Functional Eligibility – Updated with C, I, G, or N based on the LTCFS waiver result.
- ⑦ Enrollment date – Date the LOC screen result was calculated

ANFR	FAMILY CARE	05/19/04 15:10
CASE: 111111111	WORKER:	PWRQ12 A OTT
LAST UPDATED: 04 15 04	CASE STATUS: OPEN	CASE MODE: ONGOING
NUM: 01 NAME: FC Applicant	SSN: 000 00 0000	
DC: __ EFF MMCCYY: 042004 ⑤		
DO YOU WANT FAMILY CARE SERVICES? (Y/N/?)	: Y	
FAMILY CARE FUNCTIONAL ELIGIBILITY (C/I/G/N/?)	: C ⑥	
CMO CAPACITY (Y/N) :	Y	
ENROLLMENT DATE :	04 20 2004 ⑦	
DISENLLEMENT DATE :		
OVERRIDE PROJECTED COST OF CARE PLAN:	.00	
RESOURCE CENTER WORKER NAME:	My Worker _____	
RESOURCE CENTER WORKER PHONE:	123 123 0000	

CWW FAMILY CARE PAGE

CWW Family Care field updates:

**Begin Month – Month and year LOC screen result was calculated**

<p><b>Enrollment Date</b> – Date the LOC screen result was calculated</p>	<p><b>Functional Eligibility?</b> – Updated with C, I, G or N based on the LTCFS waiver result</p>
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New Alert and Trigger

A new alert has been created to notify the worker the update to the LOC occurred and to run SFEX; <LOC INFORMATION HAS CHANGED, RUN SFEX>. SFEX must be run and eligibility confirmed to send the LOC results to MMIS.

A trigger will also be set to run the case through the next batch run for SSI auto-update, Adverse Action or MSC if SFEX has not been run and benefits have not been confirmed prior to the batch run. If the case is unable to run through batch, the worker will get the alert, <349 DESC: ELIG NOT DET AT MC/AA RUN SFEX>. In this situation the worker will have to run SFEX and confirm the benefits to send the LOC results to MMIS.

**CONTACTS**

BEM CARES Information & Problem Resolution Center

★Program Categories – FS – FoodShare, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.