

DEPARTMENT OF HEALTH SERVICES

714/744 P Street
P.O. Box 942732
Sacramento, CA 94234-7320
(916) 657-0258



February 15, 2001

MEDI-CAL ELIGIBILITY PROCEDURES MANUAL LETTER NO.: 237

TO: All Holders of the Medi-Cal Eligibility Procedures Manual

Enclosed is a new procedure, Article 21M, for the Income and Eligibility Verification System Recipient Match for the New Hire Registry. The New Hire Registry match for Medi-Cal will be implemented effective January 1, 2001. The first set of matches will be for January, 2001 month of eligibility received on or after February 1, 2001.

Counties who currently receive their California Work Opportunity and Responsibility to Kids/Food Stamp New Hire Registry matches in tape format should contact Deborah Armijo (deborah.armijo@dss.ca.gov) to coordinate inclusion of Medi-Cal data. Ms. Armijo's phone number is (916) 445-8774.

At the same time, we are obsoleting Procedure 4L - RSDI/UI/DI Reports. This procedure has been replaced by Procedure 21F previously released in transmittal letter 200.

Filing Instructions:**Remove Pages:**

Article 21 Procedures Table of Contents
Page PTC-21

Insert Pages:

Article 21 Procedures Table of Contents
Page PTC-21
Article 21 Table of Contents
Pages TC-5
Article 21M-1 through 21M-8

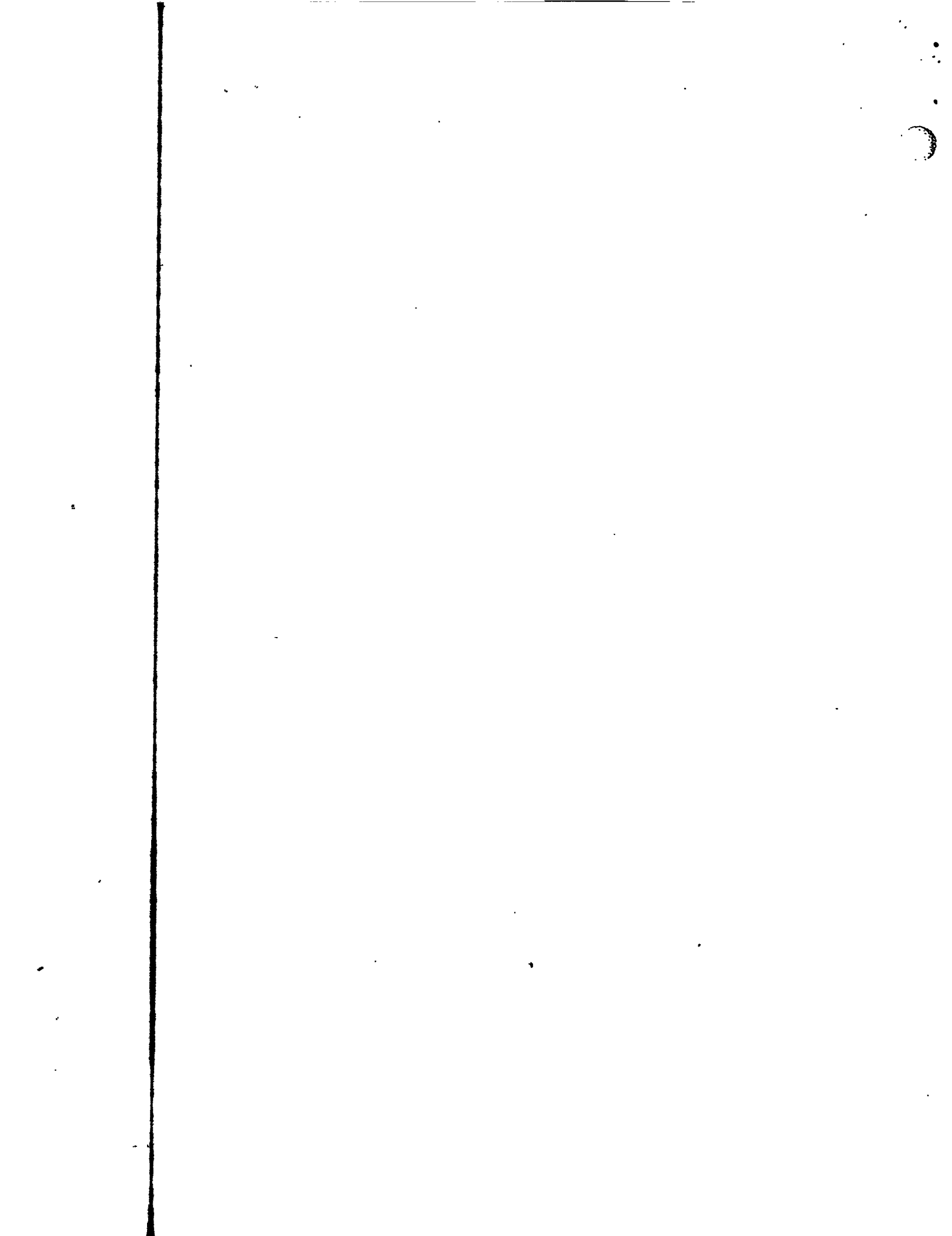
Any questions regarding the above information should be directed to Ms. Linda Monroe (lmonroe@dhs.ca.gov) of my staff at (909) 483-0240.

Sincerely,

Original signed by

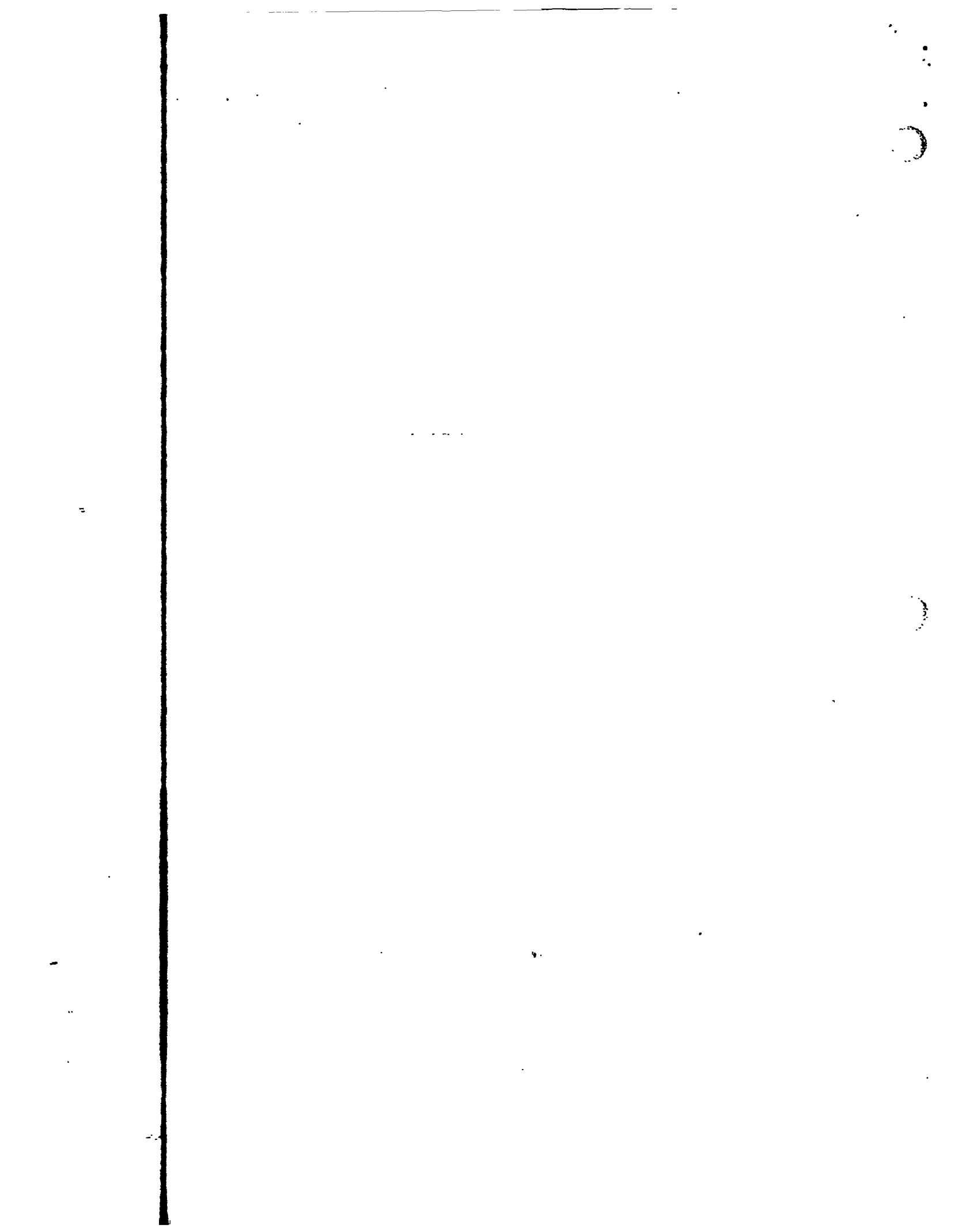
Glenda Arellano
Acting Chief
Medi-Cal Eligibility Branch

Enclosures



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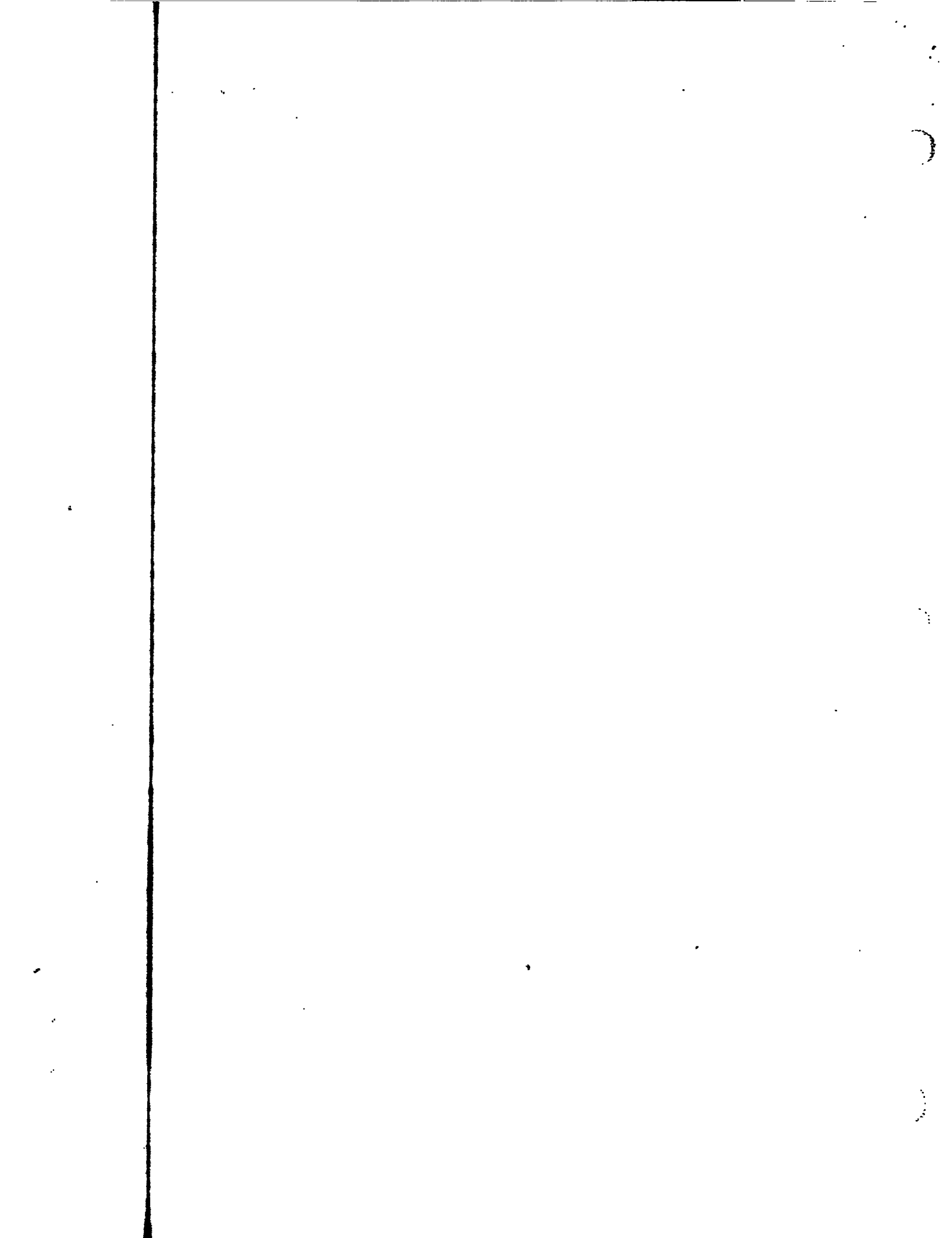
- Article 21 - INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS)**
- 21A - SAFEGUARDING INFORMATION FROM UNAUTHORIZED DISCLOSURE**
- 21B - SYSTEM REQUIREMENTS**
- 21C - APPLICANT SYSTEM PROCEDURES**
- 21D - ON-LINE APPLICANT SYSTEM**
- 21E - RECIPIENT SYSTEM PROCEDURES**
- 21F - PAYMENT VERIFICATION SYSTEM (PVS) – RECIPIENT SYSTEM**
- 21G - INTEGRATED FRAUD DETECTION/EARNINGS CLEARANCE SYSTEM (IFDS/ECS) – RECIPIENT SYSTEM**
- 21H - ASSET MATCH SYSTEM – FRANCHISE TAX BOARD (FTB) – RECIPIENT SYSTEM**
- 21I - ASSET MATCH SYSTEM – INTERNAL REVENUE SERVICE (IRS) RECIPIENT SYSTEM**
- 21J - CALIFORNIA YOUTH AUTHORITY MATCH (CYA) – RECIPIENT SYSTEM**
- 21K - BENEFICIARY EARNINGS EXCHANGE RECORD (BEER) SYSTEM – RECIPIENT**
- 21L - JAIL MATCH REGISTRY SYSTEM (JMR) – RECIPIENT SYSTEM**
- 21M - NEW HIRE REGISTRY SYSTEM (NHRS) – RECIPIENT SYSTEM**



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21M — NEW HIRE REGISTRY SYSTEM (NHRS) - RECIPIENT SYSTEM

- A. Overview
- B. Case Status
- C. Match Criteria
- D. Processing NHRS Matches
- E. Print Format for Report NHR415
- F. NHR410, New Hire Match Document



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21M--INCOME AND ELIGIBILITY VERIFICATION SYSTEM (IEVS) NEW HIRE REGISTRY SYSTEM (NHR)

A. OVERVIEW

The NHR matches are completed monthly using the EDD New Hire Registry System files and matching against the MEDS Medi-Cal Master Eligibility File (MMEF) for beneficiaries for the month of reported employment. The match includes employers from all industry codes in California. The match is intended to detect cases where beneficiaries fail to report new or reinstated employment. The NHR matches will be implemented effective January 1, 2001, for Medi-Cal aid codes.

B. CASE STATUS

Workers are required to process all active cases to determine if the individual in the NHR match is the Medi-Cal beneficiary. Closed cases should be processed when it is determined that Medi-Cal benefits were issued for a month in which wages were received and not reported. There are no thresholds in the NHR system.

C. MATCH CRITERIA

The Medi-Cal Eligibility Data System Medi-Cal beneficiary file is matched against the Employment Development Department's New Hire Registry System of all persons reported as employed by mandated reporting employers. As of July 1, 1998, 850,000 employers in California, in 83 State Industry Codes, were required to report to the New Hire Registry System when an employee is newly hired or rehired within the last 20 days.

The match is completed on Social Security Number. Because the employers have 20 days to report the employment, and with allowance for EDD updates to the NHR system, the beneficiary could have begun work up to 30-45 days prior to the date that the information is posted to the system. The NHR match is completed after MEDS renewal each month.

D. PROCESSING NHR DATA

1. The report should be reviewed to establish match validity, appropriateness of the information and whether an overpayment referral is needed.
2. Review the case to determine if the individual identified on the NHR match is the same individual in the Medi-Cal case. For example, check the Statement of Facts/Application form for names and SSNs, including absent parents to compare to the NHR and information in MEDS. Review case for reports of changes in employment of the family member.

There may be differences in spelling of the last name as compared to the MEDS name but if the first initial is the same, the NHR match will consider that this is the same individual due to the SSN. When the last name on the NHR is different from the MEDS and case last name, check the SSN verification code.

When the SSN is validated, check the MEDS name and the Employee Name for discrepancies. Also compare to other persons in the case to see if the SSN has been transposed or if someone else in the family may be using the SSN for work purposes. A contact, including fraud confrontation with the head of household, may be required to complete the review.

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3. Review the case to determine if the new or regained employment has been reported or if the NHR match identifies a different or additional employer than reported by the beneficiary.
4. Review the case to determine if UI or DI benefits were received at any time during the prior three months but are no longer reported. If there is no current PVS match on file, the UI/DI Online match through IEVS applicant system may be used to verify that benefits have been stopped, but the applicant match is not required.
5. If the individual identified on the NHR match is the same as the Medi-Cal beneficiary identified for this SSN, determine if the employment was reported to the county and what actions were taken.
 - (a) If the employment was reported, review the dates that earnings for this employment were budgeted into the case. Determine if any period of increased share of cost should have been budgeted that would have resulted in an overpayment for that individual and other family members or if any family members are no longer eligible because of the employment. Check to see if an overpayment evaluation was completed. If there is no overpayment, no action is needed.
 - (b) If the employment was reported as started but also reported as stopped, check for referral for UI/DI based on reason that employment stopped.
 - (c) If the employment was not reported and continues, determine the impact on the MFBU based on the individual's status in the family and the changes in share of cost for all eligible family members. If some family members are no longer eligible, issue the appropriate notice of action based on 10-day timeliness criteria.
 - (d) Complete overpayment/fraud referrals if necessary following criteria in Procedure Article 16.
6. If the individual identified on the NHR match is not the same as the Medi-Cal beneficiary identified for this SSN, but is a member of the Medi-Cal budget unit, determine if the employment was reported to the county and what actions were taken. For example, a parent is using a child's SSN erroneously. Follow steps in # 4 above to complete the case review.
7. If the individual identified on the NHR match is not the Medi-Cal beneficiary identified for this SSN, document case for future matches and for potential erroneous ECS report. Note on the NHR match the reason the information is not discrepant.

E. Print Format for Report NHR415

The NHR415 roster will be printed for each caseworker number for all cases with NHR abstract reports created during the month's NHR process. The roster will identify all cases and Social Security Numbers for that worker. A County Level Roster NHR420, similar to the NHR415, will print for all cases in the county.

1. Section 1 - Header Information
 - (a) NHR415 - the number of this report.
 - (b) Department of Social Services - the agency completing the match.

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- (c) IEVS/New Hire Registry - the name of the match.
- (d) Run Date MM/DD/YYYY - the date that the NHR match was completed by the State. This is the date that begins the 45-day processing timeliness unless delays in distribution occur.
- (e) Page X - the page number for this roster page.
- (f) County Name - the name of the county receiving the match. This is the county that was identified on MEDS/CDB as responsible for the Medi-Cal case.
- (g) DIST - the district office in the county that was identified on MEDS/CDB.

2. Section 2 - Case Information

- (a) Aid - the two-digit aid code that was identified on MEDS for this SSN for the match month.
- (b) Case NBR - the seven-digit case serial number that was identified on MEDS for this SSN for the match month.
- (c) Person NBR - the two-digit person number that was identified on MEDS for this SSN for the match month.
- (d) Case Name - the last and first name that was identified on MEDS for this SSN for the match month.
- (e) EW - the caseworker number that was identified on MEDS for this SSN for the match month.

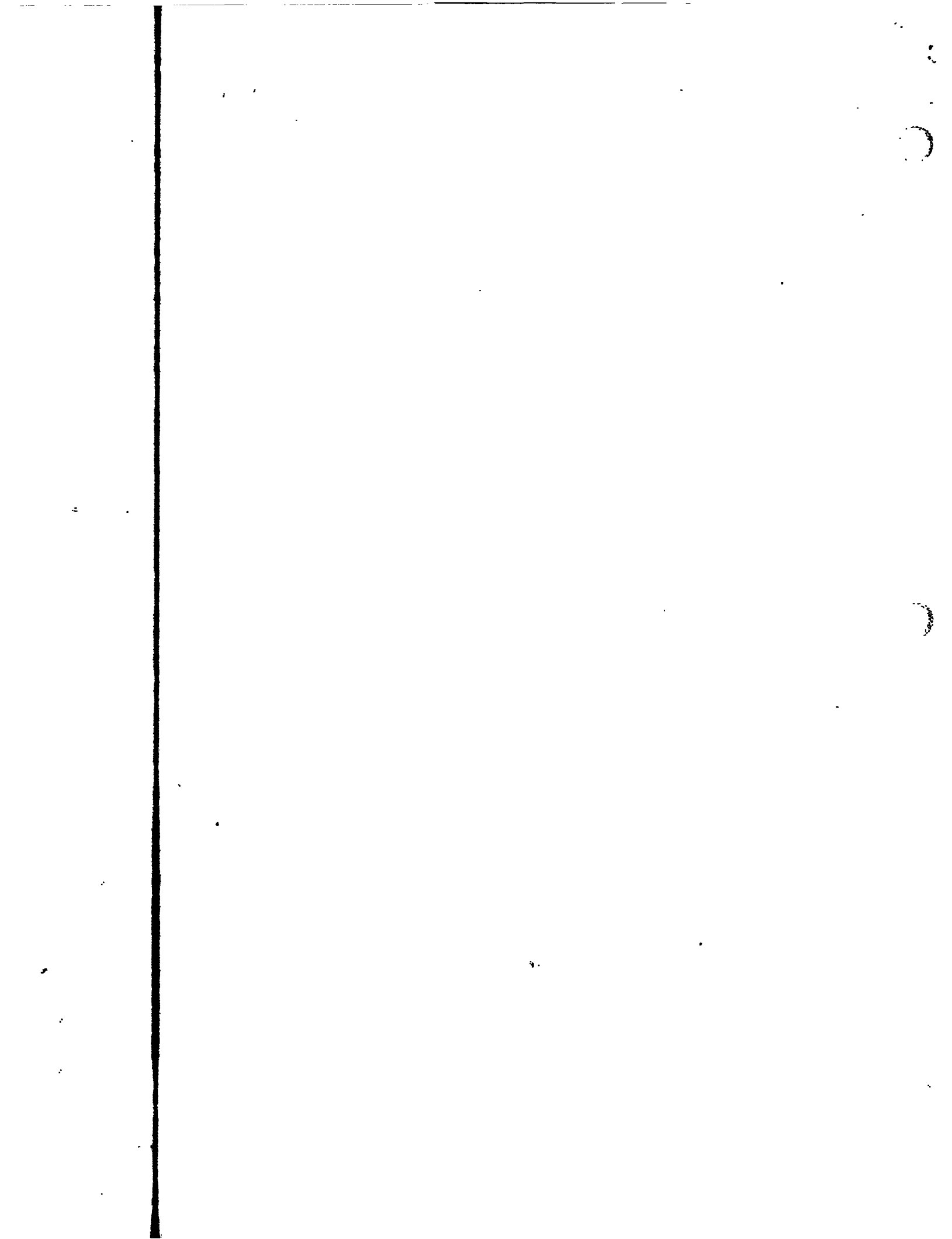
3. Totals

The report for the worker will display:

- (a) Total Worker Cases - the total number of cases with a NHR match. There may be more than one person reported as having become employed in an individual case.

The report for the county will display:

- (b) Total County SSN Matches - the total number of persons identified with NHR matches for this worker for the match month. There should be an NHR abstract report for each SSN listed. This is different than the county total, as there may be more than one person per case who has become employed during the most recent update.
- (c) Total County Cases - the total number of cases identified with NHR matches for this worker for the match month. This number may also be different when the identified SSN is in more than one case at the county level.



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MHR415 ROSTER (1) DEPARTMENT OF SOCIAL SERVICES (2)
***** IEVS/NEW_HIRE_REGISTRY (3)
CONFIDENTIAL INFORMATION RUN DATE 12/28/2000 (4)

PAGE 1 (5)

COUNTY OF [REDACTED] (6)

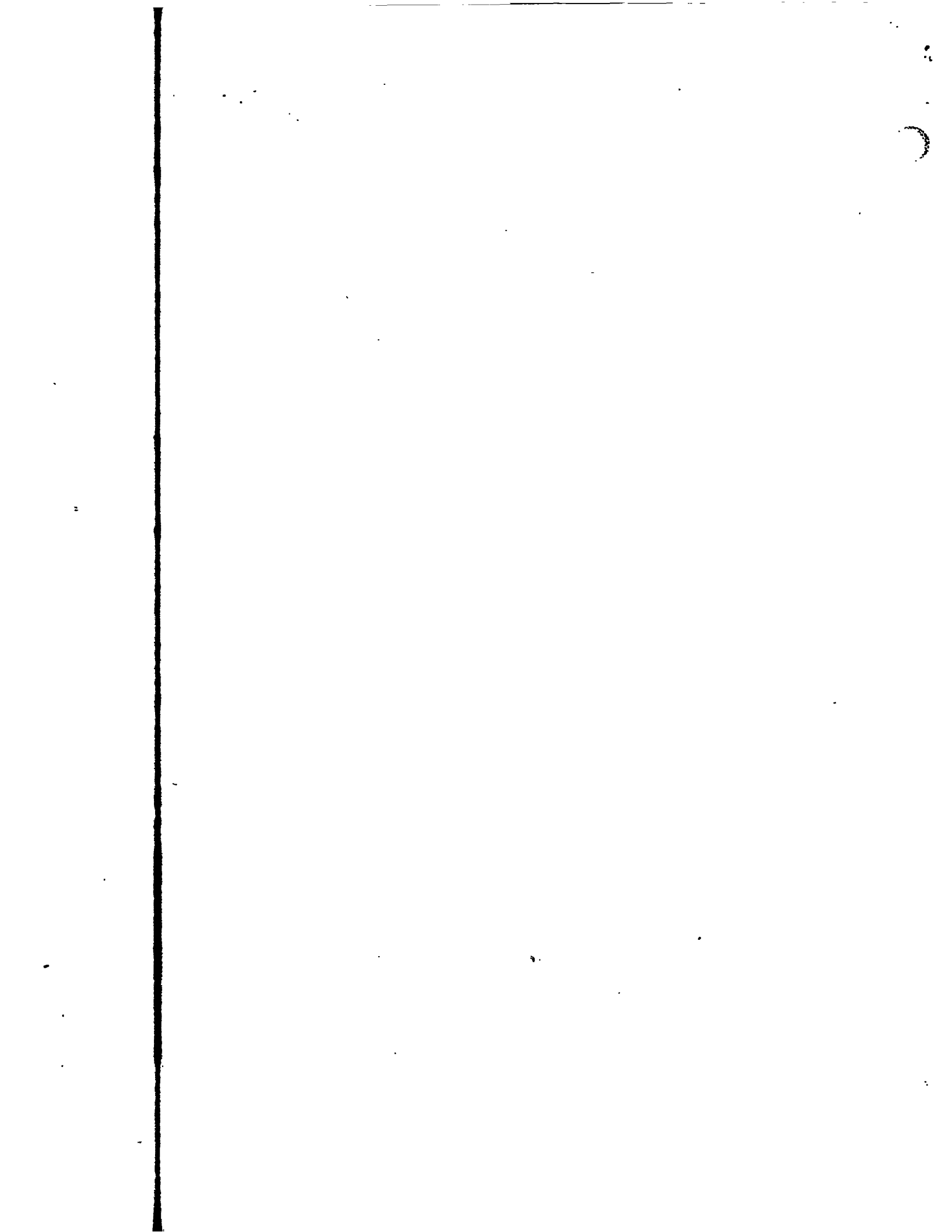
DISTRICT: (7)

CASE IDENTIFICATION

(1)	(2)	(3)	PERSON	(4)	(5)	
AID	CASE	NBR	FBU	NBR	CASE NAME	EW

[REDACTED]	[REDACTED]	9	34			
[REDACTED]	[REDACTED]	0	77			

TOTAL WORKER CASES: 2 (c)



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MHR420 ROSTER (1)

DEPARTMENT OF SOCIAL SERVICES (2)

*
CONFIDENTIAL INFORMATION

IEVS/NEW HIRE REGISTRY (3)

RUN DATE 12/28/2000 (4)

PAGE 50 (5)

COUNTY OF [REDACTED] (6)

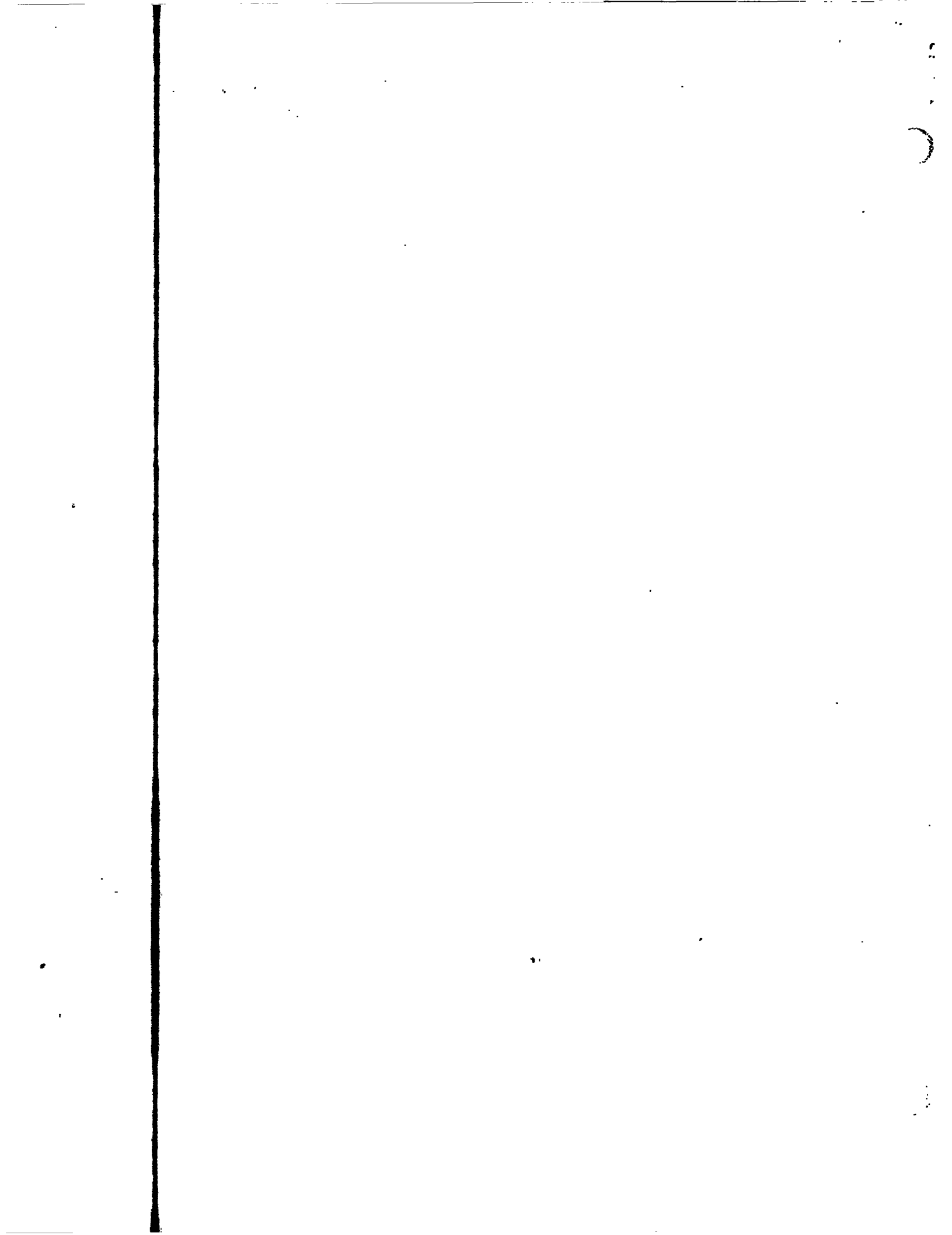
CASE IDENTIFICATION

(1) (2) (3) PERSON DIST EW (5)
AID CASE NBR FBU NBR CASE NAME (4)

(1)	(2)	(3)	PERSON	DIST	EW (5)
AID	CASE	NBR	NBR	CASE NAME (4)	
[REDACTED]	[REDACTED]	Z	01	KARLA	00
[REDACTED]	[REDACTED]	Z	03	FRED	04
[REDACTED]	[REDACTED]	L	01	[REDACTED]	03
[REDACTED]	[REDACTED]	M	03	CHARLES	04
[REDACTED]	[REDACTED]	Z	01	SUZANNA	04
[REDACTED]	[REDACTED]	Z	03	CAUTIPESHA	09
[REDACTED]	[REDACTED]	Z	03	WANDA	06
[REDACTED]	[REDACTED]	Z	01	SHERI	04
[REDACTED]	[REDACTED]	M	05	MARK	04
[REDACTED]	[REDACTED]	L	01	ERICA	04
[REDACTED]	[REDACTED]	Z	01	WANDA	06
[REDACTED]	[REDACTED]	Z	01	ERIN	06
[REDACTED]	[REDACTED]	Z	02	VIOLA	03
[REDACTED]	[REDACTED]	Z	01	KEVIN	00
[REDACTED]	[REDACTED]	Z	01	MURRYA	00
[REDACTED]	[REDACTED]	L	01	BYRON	06
[REDACTED]	[REDACTED]	L	03	LESLIE	00
[REDACTED]	[REDACTED]	Z	01	MIRIA	01
[REDACTED]	[REDACTED]	Z	04	ELENA	00
[REDACTED]	[REDACTED]	Z	01	LAUREN	06
[REDACTED]	[REDACTED]	Z	01	ANTHONY	00
[REDACTED]	[REDACTED]	Z	01	ROBERT	04
[REDACTED]	[REDACTED]	Z	01	MELISSA	02
[REDACTED]	[REDACTED]	Z	01	KIMBERLY	01

TOTAL COUNTY SSN: [REDACTED]

TOTAL COUNTY CASES: [REDACTED]



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F. NHR410, New Hire Match Document

1. Section 1 - Header Information

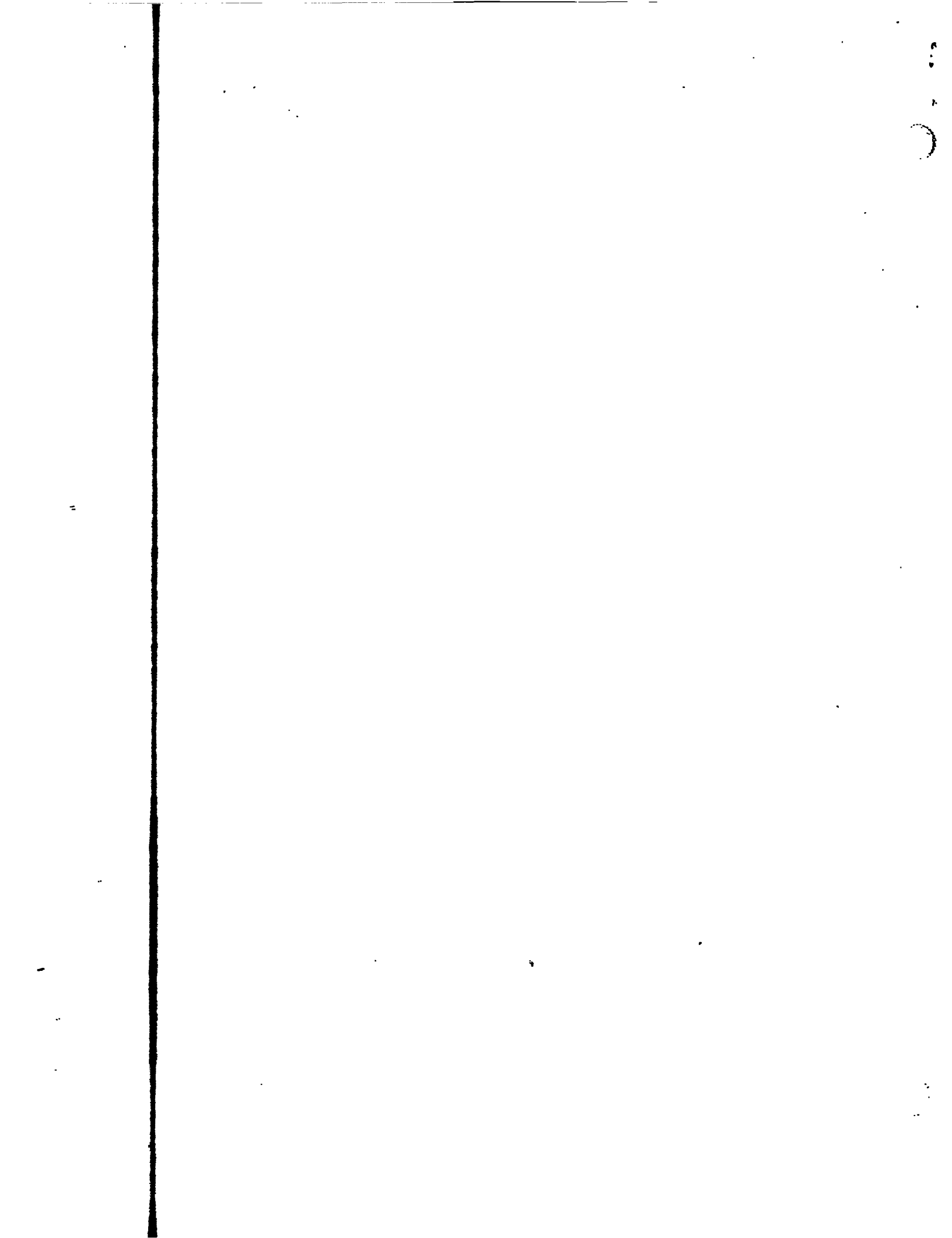
- (a) Department of Social Services - agency completing the match.
- (b) Route: 30-XXX - identifies the County, District and the Caseworker per MEDS.
- (c) NHR410 - Roster Number.
- (d) IEVS/New Hire Register - name of the match.
- (e) Run Date MM/DD/YYYY - the date that the NHR match was completed by the state. This is the date that begins the 45-day processing timeliness unless delays in distribution occur.
- (f) Page X - the page number for this SSN match. Multiple employers may result in more than one page printing for this SSN.

2. Section 2 - Case Information

- (a) County Code - the two-digit code of the county receiving the match. This is the county that was identified on MEDS as responsible for the Medi-Cal case.
- (b) Case Number - the seven-digit case serial number that was identified on MEDS for this SSN for the match month.
- (c) FBU - the one-digit Family Budget Unit code that was identified on MEDS for this SSN for the match month.
- (d) Case Name - the last and first name that was identified on MEDS for this SSN for the match month as the case name. May not be the New Hire individual's name.

3. Section 3 - New Hire Reported by EDD, Information Sent to EDD

- (a) Name - Last, First, Middle Initial - the name of the beneficiary that is known for the SSN that is to be matched per MEDS.
- (b) Sex - the 1-alphanumeric code (M or F) that was identified on MEDS for this SSN for the match month.
- (c) Date of Birth MM/DD/YYYY - the date of birth that was identified on MEDS for this SSN for the match month.
- (d) SSN - Social Security Number sent to EDD.
- (e) VC - the verification code for the SSN in MEDS.
- (f) Aid Code - the two-digit aid code that was identified in MEDS for the SSN for the match month.
- (g) Person NBR - the two-digit person number that was identified on MEDS for this SSN for the match month.



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STATE OF CALIFORNIA
 NHR410 1(c)
 RUN DATE: 12/28/2000 1(e)

DEPARTMENT OF SOCIAL SERVICES 1(a)
 IEVS/NEW HIRE REGISTRY
 COUNTY OF [REDACTED] 1(d)

ROUTE: [REDACTED] 1(b) 0152
 CO DS EW
 PAGE 1(f)

CASE INFORMATION
 CO CASE NO. FBV
 [REDACTED] [REDACTED] Z
 2(a) 2(b) 2(c)

CASE NAME

 [REDACTED] TERESITA 2(d)

-----NEW HIRE REPORTED BY EDD-----

INFORMATION SENT TO EDD

NAME			SEX	DATE OF BIRTH	SSN	3(e)	3(f)	3(g)
LAST	FIRST	M				V	AID CODE	PER NO
[REDACTED] 3(a)	TERESITA	J	F 3(b)	07/06/ [REDACTED] 3(c)	[REDACTED] 3(d)	J	[REDACTED]	01

INFORMATION RETURNED BY EDD

EMPLOYEE LAST NAME	4(a)	FIRST	MI	HIRE DATE	4(b)	CAPTURE DATE	4(c)
[REDACTED]		TERESA		03/26/2000		04/27/2000	

4(d)
 -----EMPLOYEE ADDRESS-----

CA [REDACTED]

-----EMPLOYER NAME AND ADDRESS-----

4(e)

CA [REDACTED]

EMPLOYER INFORMATION

ACCOUNT NO.	FEIN
5(a) [REDACTED]	5(b) [REDACTED]
EMPLR CO	SIC/NAICS
5(c) 06	5(d)

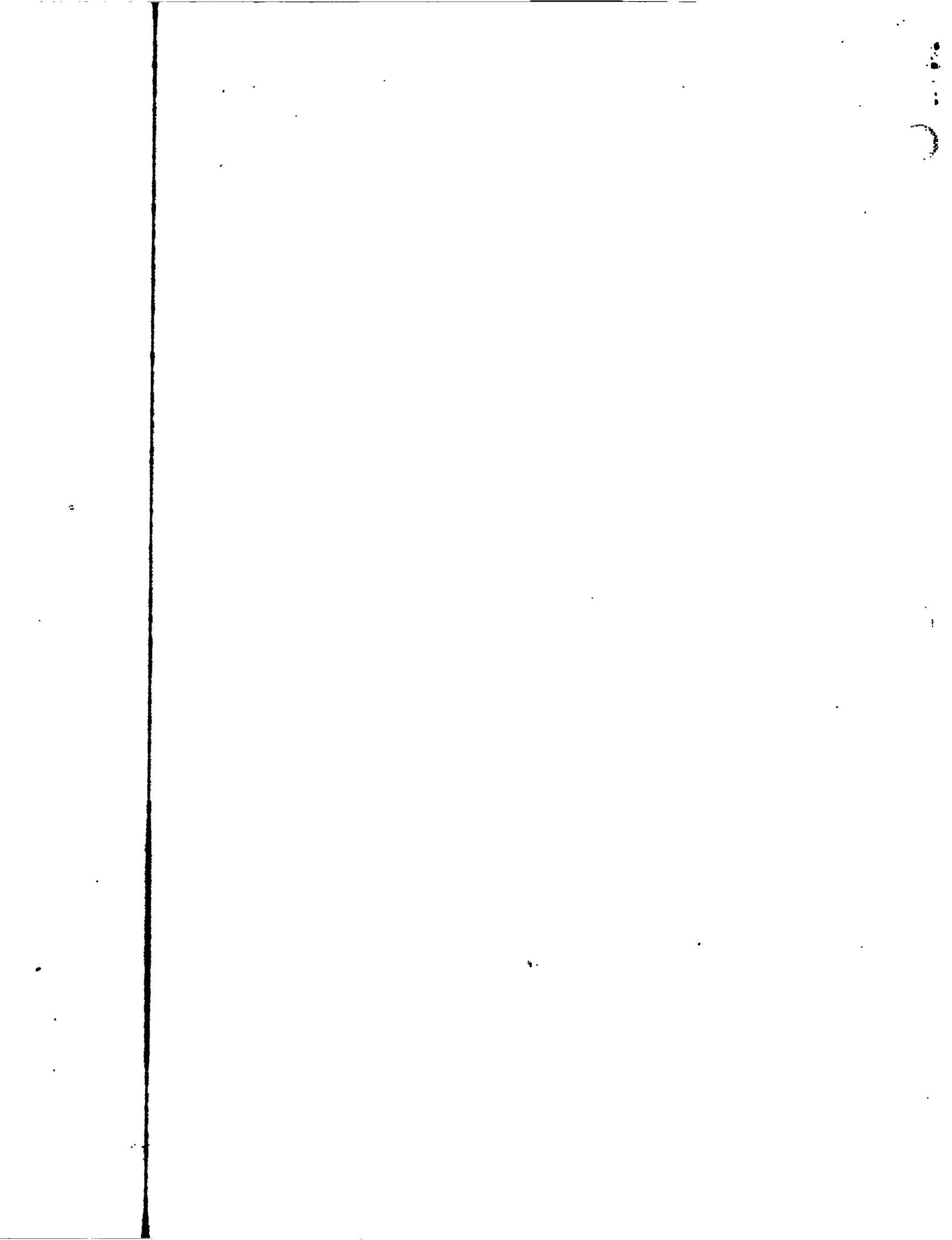
WORKER NAME: 6(a) -----

DATE OF REVIEW: 6(b) -----

IF NO DISCREPANCIES, CHECK THIS BOX 6(c)

FILE IN CASE

***** END OF CASE *****
 *** CONFIDENTIAL INFORMATION CONFIDENTIAL INFORMATION ***



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4. Section 4, Information Returned by EDD

- (a) Employee Name - last name and first initial from information returned by EDD.
- (b) Hire Date - date employee was hired.
- (c) Capture Date - date that the information was posted to the EDD New Hire Registry. Not the same date as the match was completed with MEDS.
- (d) Employee Address - address employee gave to employer.
- (e) Employer Address - address for employer reporting new hire information.

5. Section 5, Employer Information

- (a) Account No. - state employer identification number. This is not the same as the FEIN numbers on FTB and IRS matches.
- (b) FEIN No. - the Federal Employer Identification Number.
- (c) EMPLR Co - the county in which the employer is located.
- (d) IC/NAICS - Standard Industrial Classification/North American Industrial Classification system.

6. Section 6, Case Disposition

This section is used by the worker to identify that a case review has been completed and that all actions taken based on the information contained in the report.

- (a) Worker Name - should be printed.
- (b) Date of Review - enter the date that the review is completed and all actions taken.
- (c) No discrepancies - Enter an X in this box only when there are no discrepancies in the reported information or when this information does not pertain to the case record. If the employment is for someone not in the case but using the SSN of a family member, notate for future reference and ECS IEVS review.