

# (Medicaid) Eligibility

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## Overview

The Medicaid process makes it possible to automatically generate claim forms for children/youth on an IEP or IFSP being served by Medicaid eligible providers, and for Service Coordination for IFSP children. In addition, if the AEA is keeping track of children/youth who are receiving services, such as an evaluation, or an I-Plan from Medicaid eligible support staff person, a claim will be generated.

This part of the manual addresses eligibility.

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## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Medicaid.

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## Access to Screen

From the Main Menu, select the appropriate link under the Medicaid section. Since there are several different screens, screens will appear within appropriate set of instructions.

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## Student Medicaid Eligibility

Around the first working day of each month, the Central Processing Center (CPC) receives a file (R8000SA.TXT) from ACS State Health Care with the names of children/youth who have been eligible within the past four months. The CPC will run a utility that imports the necessary fields to the statewide Child Demographic database. This process will compare the Child Demographic file against the AEMCM.TXT file to determine the current "Medicaid Eligibility Status". In regard to the checkbox on the Child Demographic screen, if the child/youth is or has been eligible to receive Medicaid, this box is checked automatically. In addition, the program will add data to the gender, Medicaid number, and Social Security fields, if not already in the IMS database. The changes to the Child Demographic data will appear the next day after the nightly (FoxPro) download. When new children/youth are added into the Web IMS, it automatically checks the Medicaid eligibility file and defaults the appropriate information.

Note: The program will not correct Medicaid and Social Security numbers; therefore, accurate numbering is very important if entered manually.

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## Obtain Eligibility Verification via Phone

A child/youth's eligibility may also be checked by calling 1-800-338-7752. This number is operational 24 hours, 7 days a week. The caller will be prompted to enter the AEA's Medicaid Provider Number (seven numerical digits). This number is available on the AEA Profile Screen. The caller will then be prompted for the Recipient ID (child/youth's Medicaid number) without the letter at the end, along with a Date of Service. Any date in the month that is to be verified as the Medicaid eligibility is calendar month to calendar month. Once this information is entered, an automated voice response will reply with the eligibility (or lack thereof) for the child/youth on the entered date.

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## View the Eligibility File

1. From the web IMS data entry menu, click on View Eligible Students.

### Medicaid

View Eligible Students

2. Type in one or more of the following fields: Last Name, First Name, Birthdate and click on the Search button.
3. The results will appear below the search criteria:

### Medicaid Eligible Students

Last Name:

First Name:

Birthdate:

#### Search Results

Student Name	Birthdate	SSN	Medicaid #	County	Gender	Eligible Months			
						Feb	Jan	Dec	Nov
SMITH,	██████	██████	██████	██	M	Y	Y	Y	Y
SMITH,	██████	██████	██████	██	M	Y	Y	Y	Y
SMITH,	██████	██████	██████	██	M	Y	Y	Y	Y
SMITH,	██████	██████	██████	██	M	Y	Y	Y	Y
SMITH,	██████	██████	██████	██	M	Y	Y	Y	Y

Note: The eligibility file is updated monthly.

## Create Excel Export for District

From web IMS, click on the Medicaid eligibility report and run for the appropriate district.