

SSI recipients with HCBS or TC code assigned a LTC Liability in error

Instructions

Currently KEES is assigning a patient liability to SSI recipients who are receiving HCBS services or have an Institutional Care (IC) or Temporary Care (TC) code in error. These cases were excluded from the COLA Batch EDBC to prevent incorrect patient liabilities; however, all other COLA updates will be made on these cases. Because these cases were excluded from the COLA Batch EDBC they will need to have an EDBC completed on them. The EDBC will need to be overridden so that any incorrect Patient Liability assigned can be zeroed out. The steps outlined below provide workers instructions on how to complete this override.

Prior to overriding EDBC, staff must review all applicable Data Collection Pages to ensure the information shown is accurate. The COLA specific data collection pages include the Medical Condition page, Income page, Expense page, and Medicare Expense page. In addition to the COLA specific data collection pages, staff must also review the LTC Data page.

Process

These instructions assume that the worker has already reviewed and evaluated all applicable Data Collection Pages for accuracy and is now ready to run EDBC.

Steps to override incorrect Patient Liability:

1. Run EDBC. The EDBC List page displays.
2. Select the link for the Medical program you have just run. The Medicaid EDBC Summary page displays.
3. If you notice that KEES has assessed a LTC Liability incorrectly, click the Override Medical Summary button in the lower right corner of the page. The Medicaid EDBC Override List page displays.
4. Click the Override button to the right of the Medically Needy budget. The Medicaid EDBC Override Detail page displays.
5. In the User Override block, change the LTC Liability amount to zero. Add the Start Date. This is the first day of the month you ran the EDBC for the change (i.e. 06/01/2017). Add the End Date. This is the last day of the month you ran the EDBC for the change (i.e. 06/30/2017). Click the Save and Return button. The Medicaid EDBC Override List page displays.
6. Check the box to the left of the Overridden Medically Needy budget. Select "Administrative Decision" for the EDBC Override Reason. Click Save and Return.
7. Verify the EDBC now shows the \$0 LTC Liability.
 - a. If yes, Save the EDBC and continue through the rest of the normal process.
 - b. If not, repeat steps 3-6 again.
8. If there is a change in benefits, follow existing processes to send a Manual NOA to notify the consumer of the change in their benefits. If there is no change then no NOA is needed.
9. Create a Journal entry to document the EDBC and reason for override actions.