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GENERAL LETTER NO. 14-B(4)-63

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(4), SYSTEM SCREEN INSTRUCTIONS, Contents (pages 1 and 2), revised; and pages 5, 7, 9 through 13, 19, 26, 38, 62, and 62a, revised; pages 62b, 62c, and 62d, new.

Summary

This chapter is revised to:

- ◆ Add the option, MIPC=IOWACARE PREMIUM CHANGE, to the TD00 menu screen and the chart for required entries.
◆ Add the codes and program function (PF) keys for the MIPC screen.
◆ Correct a cross-reference.
◆ Change the TD05 = Section V screen to add the new MHI field.
◆ Change the BCW2 = Individual Income screen to add the new fields DEDUCT5 and DEDUCT6 for IowaCare.
◆ Add a new section, MIPC = IowaCare Premium Change.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(4), and destroy them:

Table with 2 columns: Page, Date. Rows include: Contents (page 1) - December 16, 2003; Contents (page 2) - May 25, 2004; 5 - December 24, 2004; 7 - November 19, 2002; 9 - September 4, 2001; 10 - May 15, 2001; 11, 12 - November 12, 2004; 13 - December 16, 2003.

19	November 19, 2002
26	March 14, 2000
38	December 16, 2003
62	November 19, 2002
62a	May 25, 2004

**Additional Information**

Refer questions about this general letter to your area income maintenance supervisor 2.

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**Signing on to the ABC System**

To sign on to the ABC system, type IABC on a clear screen and press the ENTER key.

The system responds with a message screen for acknowledgement of your responsibility for the data viewed and data entered. After a set time, the TD00 Iowa ABC System Menu is displayed to notify you that ABC processing can proceed.

TD00	OPTIONS	IOWA ABC SYSTEM MENU	OPTIONS
TD00	= SYSTEM MENU	TD04	= SEC VI (FOSTER CARE)
TD01	= SEC I (IDENTIFICATION)	MHC1	= MANAGED HEALTH CARE DISPLAY
	SEC II (NAME/ADDRESS)	BH01	= BENEFIT HISTORY
TD02	= SEC III (FOOD ASSISTANCE)	LF01	= REQUEST LOST FORM
	SEC IV (FIP)		TICKLER MESSAGES
RSCF	= FS RESOURCES	MRT1	= MONTHLY REPORTING TRACKING
RSCA	= FIP RESOURCES	ST01	= STATE ID GENERATOR
TD05	= SEC V (MED/FAC/ST SUPP/WAIV)	TXNS	= TRANSACTION ACTIVITY LOG
RSCM	= MED RESOURCES	WAR1	= WAR BY CASE
RSCS	= FAC/ST SUPP/WAIV RESOURCES	WAR2	= WAR BY COUNTY/WORKER
TD03	= SEC VII (PERSON INFO)	WAR3	= WAR BY COUNTY/WORKER
TD06	= SEC IX (SPECIAL ISSUANCES)	IVER	= INFO VERIFICATION MENU
ADOM	= ALTERNATE DELIVERY ENTRY	AUTO	= MOTOR VEHICLE RESOURCES
ICSC	= CS ABSENT PARENT CASE NO	TRAC	= CASE FOLDER TRACKING
BCW1	= SPECIAL ALLOW/FS DEDUCTIONS	INFO	= CASE INFORMATION SUMMARY
BCW2	= INDIVIDUAL INCOME	TD07	= INDIVIDUALS ON THE CASE
CALC	= CALCULATION TRANSACTION	LINK	= ACCESS TO OTHER SYSTEMS
MEPC	= MEPD PREMIUM CHANGE	MIPC	= IOWACARE PREMIUM CHANGE
ENTER OPTION: xxxx			
CASE #: xxxxxx xx x x		STATE ID: xxxxxxxx	BEN DT: MM YY PRG: x

The cursor will be positioned at the OPTION field to allow for selection of the required data entry screen. You can select one of the options listed on the menu. You can also enter other Department system options in the screen option field. If the requested system is included in the LINK system, ABC will transfer control to the requested system.

From that requested system, a request for “IABC” will return you to the IABC screen and the case you were processing when control was transferred. The LINK menu option performs the same function and will display a DHS system menu.

<b>REQUIRED ENTRY</b>				
SCREEN OPTION	CASE NUMBER	STATE ID NUMBER	BENEFIT DATE	PROGRAM
WAR1 WAR2 WAR3	X			
AUTO TRAC INFO	X  X			
TD07 CALC LINK	X X			
MEPC MIPC	X			

If **TD00, MRT1, TRAC, LINK, MEPC**, or any valid DHS system option is selected, do not enter any other data.

If **TD01** is selected, enter information only in the case number field. Valid data in the case number field are an ABC case number, the literal ‘new’ in the first three positions, or a valid ABC case serial, FBU, and MULT code, with the check digit field blank.

If **TD02, TD04, TD05, TD06, TD07, BH01, LF01, ADOM, ICSC, WAR1, CALC, TXNS, INFO, AUTO, MEPC**, or **MIPC** is selected, enter only a valid ABC case number.

If **ST01** is selected, enter a valid state ID or the literal ‘UNK’ in the state ID field.

If **TD03** is selected, enter a valid ABC case number and state ID number.

If **RSCA, RSCF, RSCM**, or **RSCS** is selected, enter a valid ABC case number. The benefit date field may be used.

An RSCA, RSCF, RSCM, or RSCS selection with a benefit date entry displays the first of the following conditions found:

- ◆ A system-retained transaction for the selected benefit date.
- ◆ Issuance or resource master file information for the selected benefit date.
- ◆ A blank RSCA, RSCF, RSCM, or RSCS screen.

If **WAR2** or **WAR3** is selected, do not enter data in the case, state ID, benefit date, or program fields. A screen will be presented for entry of county and worker number. A valid worker number entry includes:

- ◆ An entry in the first position for a display of errors by office,
- ◆ Entries in the first position and second position for a display of errors by program,
- ◆ Entries in the first through third positions for a display of errors by unit, or
- ◆ Entries in the first through fourth positions for a display of errors by worker.

### **Assigning State ID and Case Numbers**

Assign new state IDs by entering the literal 'UNK' in the first three positions of the state ID field with the ST01 menu option. The state ID generator is displayed, requesting entry of data in the applicable fields. Also enter screen option 4 (DISPLAY DUPLICATES) or the PF4 key to allow duplicates to be displayed on the screen. (See also **ST01 = State ID Generator.**)

First, validate that no state ID already exists for the person with the characteristics as entered on the system. When a state ID does exist for the person, select that state ID with an entry in the SEL field to that state ID and press PF4 key to display data selected.

If none of the entries on the screen apply to the person being entered, position the cursor to the state ID field and enter the word "NEW." The system then creates a new state ID number and displays it in the state ID field.

When a person has more than one state ID number, the numbers must be cross-referenced in order to correct records. See 6-Appendix, **Quality Assurance Transmittal, 470-0271.**

Assign a new case number by entering the word "NEW" in the first three positions of the case number field, or by entering the case serial number, an FBU, and a MULT code.

### **Navigating Through the Screens**

You may select another screen, display more data on the current screen, or return to the main menu by entering the correct code in the CD/SCRN field located at the bottom right corner of each screen. The screen names, case number, state ID number, benefit date, and program fields are also available.

The codes for screen changes are displayed in memo form on the bottom of the screen. These codes are as follows:

<u>Code</u>	<u>Action</u>
1 = STOP	This entry immediately stops processing without edits and displays the MENU screen without creating a transaction.
2 = FORWARD, 2 = FRWD, 2 = FWD	Screens that allow data entry usually display the screen following the current one, as they are listed on the menu. There are two exceptions: <ul style="list-style-type: none"><li>◆ The TD04 screen calls up the TD06 screen.</li><li>◆ The MRT1 screen calls up a blank screen of itself.</li></ul>
3 = NEXT SCREEN, 3 = NEXT SCRN, 3 = NXT SCRN	This entry displays the screen named in the SCREEN NAME field with corresponding data associated with the case number, state ID number, benefit date, or program as entered.
3 = BACK	This entry moves you back through calendar months on the MIPC screen.
4 = DISPLAY DUPLICATES	This entry allows for a screen of data to display if no exact match on state ID criteria is found.
4 = MORE DATA	This entry allows for more lines of data to be displayed.
4 = NXT INDV	This entry displays the next individual in sequence for that case, repeating until all can be viewed.
4 = TD05	This entry moves you to the TD05 screen on ABC for the IowaCare case for the individual.
5 = EDIT	A TXNE screen displays transaction edits before nightly batch processing. This system function differs from other on-line editing because it works across transactions and screens.  If there are no transaction edit errors, a message “NO TRANSACTION EDIT ERRORS FOUND” appears.
5 = MASTER, 5 = MSTR	This entry displays the data contained on the master file following the display of the transaction retained by the system.
5 = MORE DATA	The first entry of 5 = MORE DATA displays the most recent income or food stamp deductions for the person.  Further entries of 5 = MORE DATA display all the income or food stamp deductions contained on the individual master file for that individual. These entries are displayed in alphabetical order by program indicator and E/B indicator and in reverse date order.

<u>Code</u>	<u>Action</u>
6 = UPDATE	This entry updates the absent parent case number file.
6 = VIEW ERR	A TXNH displays description of the transaction edit errors.
6 = REF MENU	This entry moves you to the Iowa Referral (HREF) system.
7 = SEARCH	This entry invokes the ICAR system menu. Entry of option CASEMTCH initiates a search of existing ICAR cases based on: <ul style="list-style-type: none"><li>◆ The selected individual's state identification number and social security number, and</li><li>◆ The state identification number and social security number of the head of household (the payee for child support).</li></ul>
8 = DELETE	You can use this entry to delete worker action messages, transactions retained by the system, or transactions you just entered. For multiple transaction screens, you must enter an 'X' in the DELETE field next to the transaction you are deleting.
8 = EDIT	This entry prompts the system to edit the composition of an ICAR case. Error messages are displayed at the bottom of the screen. Edit a revised ICAR case until it is free of errors.
9 = CONFIRM DELETE	Requires you to verify the deletion.

You may also select another screen, display more data, or return to the menu by selecting program function (PF) keys. The available PF keys are as follows:

PF1 is the same operation as	1 = STOP 1 = Returns to IABC menu
PF2 is the same operation as	2 = FRWD
PF3 =	BACK
PF4 is the same operation as	4 = DISPLAY DUPLICATES or 4 = MORE DATA or 4 = NXT INDV 4 = TD05 (on the MIPC screen)
PF5 is the same operation as	5 = MASTER or 5 = MORE DATA or 5 = EDIT (on the TXNS screen)

PF6 is the same operation as 6 = UPDATE or  
 6 = VIEW ERR (on the TXNS screen)  
 6 = REF MENU (on the TD03 screen)

PF7 is the same operation as 7 = SEARCH

PF8 is the same operation as 8 = DELETE or  
 8 = EDIT

PF9 is the same operation as 9 = CONFIRM DELETE

If the codes are available on the screen, the corresponding PF keys are also available.  
 This chart describes the use of the code options on different screens.

Code/Screens	TD00	TD01	TD02	RSCF	RSCA	TD05	RSCM
1		x	x	x	x	x	x
2		x	x	x	x	x	x
Forwards to:		TD02	RSCF	RSCA	TD05	RSCM	RSCS
4				x	x	x	x
5		x	x	x	x	x	x
8		x	x	x	x	x	x
9		x	x	x	x	x	x

Code/Screens	RSCS	TD03	TD06	ADOM	ICSC	BCW1	BCW2
1	x	x	x	x	x	x	x
2	x	x	x	x	x	x	
Forwards to:	TD03*	TD06	ADOM	ICSC	BCW1	BCW2	
4		x	x		x		
5	x	x	x	x	x	x	x
6		REF MENU			x		
7					x		
8	x	x			x	x	x
9	x	x				x	x

Code/Screens	CALC	TD04	MHC1	BH01	LF01	MRT1	ST01
1	x	x	x	x	x	x	x
2		x				x	
Forwards to:		TD06				MRT1	
4			x				x
5		x					
8	x	x					
9	x	x					

Code/Screens	TXNS	WAR1	WAR2	WAR3	IVER	AUTO	TRAC
1	x	x	x	x	x	x	x
2	x						
Forwards to:							
4	x	x	x	x		x	x
5	x						
6	x						
8			x				
9			x				

Code/Screens	INFO	TD07	MEPC	MIPC			
1	x	x	x	x			
2							
Forwards to:							
4							
5							
8							
9							

\*Case number and state ID number are required for the 2 = FRWD option

### ABC Transactions

The ABC system divides data into transactions. Possible transactions are:

- ◆ Alternate delivery of medical services (managed care)
- ◆ Case information (Food Assistance deductions, etc.)
- ◆ Case name identification
- ◆ Facility/State Supplementary Assistance/waiver
- ◆ Facility/State Supplementary Assistance/waiver resources
- ◆ FIP
- ◆ FIP resources
- ◆ Food Assistance
- ◆ Food Assistance resources
- ◆ Foster care and adoption
- ◆ Identification
- ◆ Individual income (by program)
- ◆ Lost form/tickler messages
- ◆ Medicaid
- ◆ Medicaid resources
- ◆ Name/address
- ◆ Person information
- ◆ Special issuances
- ◆ State identification number
- ◆ Tracking of PAER, FAIR, RRED, and Transitional Medicaid Quarterly Income Report

One transaction is generated for each line entered on the Alternate Delivery and Monthly Reporting Tracking screens.

You may delete WAR records from the WAR1 screen or from XABC's LOG1 screen when there are no transactions listed on the TXNS screen. To delete a WAR record, place an 'X' in the 'DEL' column next to the WAR records to be deleted and enter the 8 = DELETE option. The system requires you to verify the deletion. To verify the deletion, enter the 9 = CONFIRM DELETE option.

### **Signing off the ABC System and CICS**

To sign off the ABC system:

- ◆ Press the CLEAR key.
- ◆ Type DISC.
- ◆ Press the ENTER key.

The NES APPLICATION SELECTION MENU or NES screen is displayed.

To sign off the CICS system, press the CLEAR key (PAUSE/BREAK key ) to clear the screen. The system returns a blank screen with the cursor located in the upper left corner. Type in LOGOFF and press the ENTER key.

The system returns the APPLICATION SELECTION Menu screen. The cursor is located at the COMMAND line position at the bottom of the screen. You can either type in LOGOFF and press the ENTER key, or press the PF14 key. Signing off of CICS is now complete.

### **IABC SCREENS**

Screens that create transactions are as follows:

BCW1	MRT1	RSCM	TD01	TD04
BCW2	RSCA	RSCS	TD02	TD05
LF01	RSCF	ST01	TD03	TD06
MEPC	MIPC			

Screens that display information are as follows:

ADOM	CALC	MHC1	TRAC	WAR3
AUTO	ICSC	SCCA	TXNS	WRNT
BH01	INFO	ST01	WAR1	
BINC	IVER	TD07	WAR2	

**TD05 = Section V**

The TD05 screen is used to display or enter data for the medical portion of the case file.

Entries on this screen create a Medicaid transaction.

TD05				IOWA ABC SYSTEM				DATE:	
CASE: xxxxxxxx		PREP WKR: xxx		PREP DT: xx xx xx		SEQ: xx		OVERRIDE: x	
CASE NAME: xxxxxxxx xxxxxx									
MEDICAL MASTER									
ENTRY RSN	STATUS	RSN1	RSN2	APP DT	POS DT	NEG DT	LAST REV	NEXT REV	
x	x	xxx	xxx	xx xx xx	xx xx xx	xx xx xx	xx xx	xx xx	
MR	RT	RETRO	LIMIT DATE	MED CP CD	SPENDDOWN1	SPENDDOWN2	EXT MED END		
x	x	x	xx xxxx	x	xxxxx xx	xxxxx xx	xx xx		
MEDICALLY NEEDY NOD/MEPD									
CNT UI	UI DED1	UI DED2		CNT EI	EI DED1	EI DED2	EI DED3		
xxxxxx xx	xxxxxx xx	xxxxxx xx		xxxxxx xx	xxxxxx xx	xxxxxx xx	xxxxxx xx		
EI DED4	A&A&UME	PASS		INS PREM	MEDICARE	MNIL AMT	HH SIZE	MEPD PM	
xxxxxx xx	xxxxxx xx	xxxxxx xx		xxxxxx xx	xxxxxx xx	xxxxxx xx	xx	xxxxxx xx	
FACILITY/STATE SUPP/WAIVER									
ENTRY RSN	STATUS	FI	RSN1	RSN2	APP DT	POS DT	NEG DT		
x	x	x	xxx	xxx	xx xx xx	xx xx xx	xx xx xx		
LAST REV	NEXT REV	MED CP CD		VENDOR	1ST CP AMT	ONGOING CP			
xx xx	xx xx	x		xxxxxxxx	xxxxxx xx	xxxxxx xx			
FLH AMOUNT	BED DAYS	CO		LIMIT DATE	MHI				
xxxx xx	xx	xx		xx xxxx	x				
*** 1=STOP		2=FRWD		3=NEXT SCRN		5=MSTR		CD/SCRN: x xxxx	
CASE #:				STATE ID:		BEN DT:		PRG:	

Select TD05 by typing TD05 in the option field and a valid case number in the case number field.

The 2 = FRWD option returns the RSCM screen for the first person associated with the displayed case.

PF2 has the same function as 2 = FRWD. PF1 returns the screen to the TD00 menu without writing a transaction.

BCW2		IOWA ABC SYSTEM				DATE: xx/xx/xx					
CASE: xxxxxx xx x x	PREP WKR: xxxx	PREP DT: xx xx xx	SEQ: xx	OVERWRITE: x							
INDIVIDUAL INCOME: xxxxxxxxxxxx											
STATE ID: 7911683F	CLIENT NAME: xxxxxxxxxxxxxx xxxxxxxxxxx xx										
ENTRY RSN: x	CASE REA: xxx	STATUS: FS- x	FIP-x	MED-x	FAC-x						
BENEFIT MO: MM YY											
PI	E/B	EARNED1	EARNED2	EARNED3	EARNED4	EARNED5	OTHER EI	SR	CHILD CARE	HR	TM
x	x	xxxx xx	xxxx xx	xxxx xx	xxxx xx	xxxx xx	xxxx	xx x	xxxx xx	x	xx
	x	xxxx xx	xxxx xx	xxxx xx	xxxx xx	xxxx xx	xxxx	xx x	xxxx xx	x	xx
	x	xxxx xx	xxxx xx	xxxx xx	xxxx xx	xxxx xx	xxxx	xx x	xxxx xx	x	xx
UNEARN1	SR1	UNEARN2	SR2	UNEARN3	SR3	UNEARN4	SR4	OTHER UI	SR		
xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x
xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x
xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x	xxxxxx xx	x
DEDUCT1	DEDUCT2	P DED	NEED	P DED	PAY	DEDUCT5	DEDUCT6				
xxxx xx	xxxx xx	xxxx xx		xxxx xx		xxxx xx	xxxx xx				
xxxx xx	xxxx xx	xxxx xx		xxxx xx		xxxx xx					
xxxx xx	xxxx xx	xxxx xx		xxxx xx		xxxx xx					
MRTL	-	FS STATUS X	FIP STATUS X	MED STATUS X	TRANS	MED X					
***1=STOP	3=NEXT SCREEN	5=MORE DATA	8=DELETE	CD/SCRN: x xxxx							
CASE #: xxxxxx xx x x	STATE ID: xxxxxxxx	BEN DT: MM YY	PRG: x								

Select the BCW2 screen from TD00 by typing BCW2 in the option field, a valid case number, and a valid state ID. Benefit date and program may be entered to display specific individual income transactions or master file data.

The first display shows all zeroes, unless a benefit date and program are entered. This screen is for data entry. An entry reason must be entered when entering data on this screen.

PAER, FAIR, or RRED Tracking and Transitional Medicaid quarterly reporting entries may be made in the lower left corner of the screen.

Entry of 5 = MORE INCOME in CD/SCRN field or use of PF5 displays the most current income information on the individual master file. Reentry of 5 or PF5 displays more income information from the individual master file. When there is no more income information, a blank BCW2 screen labeled "New BCW2" is returned.

PF1 returns operation to the TD00 menu and does not create a transaction.

**MEPC = MEPD Premium Change**

The MEPC screen is used to provide capability to adjust or correct both current and prior month premiums for months that have been granted Medicaid for employed people with disabilities eligibility (with or without a premium).

MEPC	IOWA ABC SYSTEMS					DATE: mm/dd/yy					
						OWE AMOUNT:		XXXXX-XX			
						CREDIT AMOUNT:		X			
ELIG	MEDICAL	PREM	NEW	PREM	CHG	BAL	DUE	B/U	UNEARNED	EARNED	PCT
MONTH	ELIG	AMT	PREM	DATE	OWED	DATE	DATE	X	INCOME	INCOME	POV
mm/cc/yy	mm/dd/yy	xxx	xxx	mm/dd/yy	xxx	mm/dd/yy	mm/dd/yy	X	xxxxxxxx	xxxxxxxx	xxx
PRESS ENTER TO PROCESS PF1=IABC MENU PF2=FORWARD PF3=BACK PF4-TD05 STATE ID: xxxxxxxx BEN DT: MM YY PRG: x SSN: xxx xx xxxx											

Select the MEPC screen by typing “MEPC” in the option field or by typing “MEPD” on a cleared screen (blank screen) and pressing ENTER. When the MEPC screen appears, enter the state identification number and press the ENTER key.

This screen will display the most current calendar month and the 23 preceding premium amounts and calendar months. The DATE field on the screen displays the last time the premium was updated.

To leave the MEPC screen and go to (or return to) the TD05 screen, press the PF4 key. This will return you to the TD05 screen for the same person, regardless of which way you accessed the MEPC screen.

**MIPC = IowaCare Premium Change**

The MIPC screen provides capability to adjust or correct both current and prior month premiums for months that have been granted IowaCare eligibility (with or without a premium). There is no capacity to increase a paid premium or increase a \$0 premium. Workers may decrease a paid premium. Any ongoing changes for the next system month must be made in the ABC system.

To select the MIPC screen:

- ◆ Clear the screen (blank screen) and type “MIPC” and press the ENTER key. When the MIPC screen appears, enter the client’s state ID number.
- ◆ From the ABC Menu, type in “MIPC” and the client’s case number, then press the ENTER key. When MIPC screen appears, the client’s state ID number, case number, and name will be displayed. Note: If this is a two-person case, the state ID and name of the first person is displayed.
- ◆ To reach the MIPC screen from the TD05 screen in ABC, place the cursor in the lower right corner of screen and in the CD/SCREEN field, type “3 MIPC” and press the ENTER key.

The MIPC screen will display 24 calendar months, including the most current calendar month and the 23 preceding calendar months.

To leave the MIPC screen and go to (or return to) the TD05 screen, press the PF4 key. This will return you to the TD05 screen for the same person, regardless of which way you accessed the MIPC screen.

MIPC		IOWA ABC SYSTEMS						DATE: MM/DD/YY	
								OWE AMOUNT: CREDIT AMOUNT:	
ELIG	MED	PREM	NEW	PREM CHG	BAL				PCT
MONTH	ELIG	MAND	AMT	PREM	DATE	OWED	HARD	UNEARNED	EARNED
									POV
PRESS ENTER TO PROCESS			PF1=IABC MENU		PF2=FORWARD		PF3=BACK		PF4=TD05
STATE ID:			CASE:						

If the ELIG MONTH, MED ELIG, MAND, PREM AMT, BAL OWED, and PREM CHANGE DATE FILEDS have data in them, the month has been granted IowaCare Medicaid eligibility (\$0 premium, unpaid premium, or paid premium). Workers can make changes to NEW PREM, UNEARNED, EARNED and PCT POV fields. IME staff can make changes to the HARD field.

If the ELIG MONTH field has data in it and the rest of fields are protected and show only spaces, the client does not have IowaCare Medicaid eligibility for that month. Changes or additions cannot be made to this line or to activate or reactivate this month.

Refer to the MIPS DETL screen to view all individual transactions.

Screen field descriptions:

- ◆ **ELIG MONTH** is the calendar month and year of the premium change.
- ◆ **MEDICAL ELIG** indicates whether the client is eligible (Y) or not eligible (N).
- ◆ **MAND** indicates whether the month is a mandatory (Y) or nonmandatory (N) month.
- ◆ **PREM AMT** is the dollar amount of the premium.
- ◆ **NEW PREM** is a three-byte field where workers can make entries for a corrected premium (new premium). If premium is only two digits, you must enter a zero first. (Example: A \$38 premium is entered as 038.) Any change made to this field will be reflected for the line month only. An entry is required in this field if UNEARNED INCOME, EARNED INCOME, or PCT POV fields are entered.

**Note:** If an amount is entered on the wrong line, please remove it with the space bar. If you enter zeros rather than spacing out the amount, the system will assume you want the new premium to be zero instead of what is displayed in the PREM AMT column.

If you make an entry and later the same day determine that the premium should be a different amount, the entry can be corrected the same day. (For example, if a PREM AMT of \$110 is changed to \$56, but later the same day it is determined the correct premium should be \$20, a worker can correct the premium amount entries that day. The last entry will be the premium amount updated that night in batch processing.)

- ◆ **PREM CHG DATE** reflects the date of the most recent change to the NEW PREM field. This change can be updated from ABC or from the MIPC screen. The change date is updated in real time. If NEW PREM field is spaced out, the PREM CHG DATE will revert to the original change date the next day.

- ◆ **BAL OWED** shows the amount still owed for a month's premium. (This amount takes into account payments and any adjustments made for a month).
- ◆ **HARDSHIP** is used only by IME staff to indicate that the client has declared a hardship to pay a specific month's premium, based on the client's request on the *Billing Statement* or *Reminder Notice*. The hardship code is "H." If the field is blank, then hardship does not exist. **Note:** Once hardship is entered, it cannot be removed for the month. If an error is made, a recoupment will need to be completed.
- ◆ **UNEARNED INCOME** is an eight-byte field with a decimal point where a worker can enter unearned income. Zeroes must be entered before the dollar amount. (Example: If income is \$333.33, entry would be 00333.33.)

If NEW PREM amount is changed, this field must be entered. If this field changes, entry is required for NEW PREM.

If an amount is entered on the wrong line, please space out the amount with the space bar. **Note:** If you put zeroes there rather than spacing out the amount, the system will assume you want the new income to be zero instead of what income was used to determine premium amount.

- ◆ **EARNED INCOME** is an eight-byte field with a decimal point where a worker can enter earned income. Zeroes must be entered before the dollar amount. (Example: If income is \$333.33, the entry would be 00333.33).

If the NEW PREM entry changes, an entry is required in this field. If this field changes, entry is required for NEW PREM.

If an amount is entered on the wrong line, please space out the amount with the space bar. **Note:** If you put zeroes there rather than spacing out the amount, the system will assume you want the new income to be zero instead of what income was used to determine premium amount.

- ◆ **PCT POV** allows worker entry of the percentage of federal poverty level. This entry is required if NEW PREM changes. If this field changes, a NEW PREM entry is required.

If you enter an amount on the wrong line, space it out with the space bar. **Note:** If you put zeroes there rather than spacing out the amount, the system will assume you want the new poverty level to be zero instead of the poverty level that was previously used.

- ◆ **PF1** is the function key that returns you to the IABC menu.
- ◆ **PF2** is the function key that scrolls you forward through the premium changes.
- ◆ **PF3** is the function key that scrolls you backward through the premium changes.
- ◆ **PF4** is the function key that moves you to ABC's TD05 screen for this individual.
- ◆ **STATE ID** is the field that you enter the client's state identification number.
- ◆ **CASE NUMBER** displays the case number the MIPS billing system has recorded for the current system month. (If a person has received IowaCare benefits under two different case numbers, the most current case number appears in this field). When the state ID number is entered, the case number will appear.
- ◆ **CLIENT NAME** displays the client name based on the state identification number.

**LINK = Access to Other Systems**

The LINK menu allows for access to other Department systems.

LINK		IOWA DHS SYSTEMS DEPARTMENT OF HUMAN SERVICES SYSTEMS MENU	
OPTIONS		OPTIONS	
IABC = ABC SYSTEM		ICAR = CHILD SUPPORT RECOVERY	
ISSV = ISSUANCE HISTORY		ICSC = CHILD SUPPORT CASE NUMBER	
IEVS = INCOME VERIFICATION		SSRS = SERVICE REPORTING	
DIRD = DIRECT DEPOSIT		ACAN = CHILD ABUSE NEGLECT	
ABCT = ABC TICKLER MESSAGES		DCPD = CHILD CARE PROVIDER	
SSNI = TITLE XIX MEDICAL ELIGIBILITY		SDXD = STATE DATA EXCHANGE	
MNSC = MEDICALLY NEEDY SPENDDOWN		SSBI = BUYIN INFORMATION	
MMIS = MEDICAID PROVIDER		WKER = IM/SERV WORKER INFORMATION	
SSCH = FACILITY CLAIMS HISTORY		SPAD = FIP/FS SCRATCHPAD	
PRSM = PRESUMPTIVE MEDICAL		DCAS = HUMAN SERVICES DROPPED CASES	
PROV = MEDIPASS PROVIDER INFORMATION		HIMM = HEALTH INS PREMIUM PAYMENT	
OVPY = OVERPAYMENT RECOUPMENT		JOBS = PJ EXPENSES	
RIRS = FEDERAL OFFSET			
FACS = FAMILY AND CHILDREN SERVICES			
ENTER OPTION: xxxx	SCREEN: xxxxxxxx		
IM CASE#: xxxxxx xx x x	SRS CASE#: xxxxxx xx xx x	CS CASE#: xxxxxxxx	
STATE ID: xxxxxxxx	BEN DT: MM YY	PRG: x	SSN: xxx xx xxxx