Karen House,
Manager CAF SSP Medical Programs
Authorized Signature

Number: SS-AR-09-011
Issue Date: 11/13/2009

Topic: Systems Issues

Due Date: 11/13/2009

Subject: Client Maintenance (CM) System

Applies to (check all that apply):

- [ ] All DHS employees
- [ ] Area Agencies on Aging
- [ ] Children, Adults and Families
- [ ] County DD Program Managers
- [ ] County Mental Health Directors
- [ ] Health Services
- [ ] Seniors and People with Disabilities
- [x] Other (please specify): CAF SSP transmittal group

Action Required: Client Maintenance (CM) System now supports Administrative Exam coding for QMB and CAWEM clients.

Reason for Action: On September 15, 2009, the SS-AR-09-008 *New Client Maintenance (CM) System Coding for Administrative Exams* transmittal was distributed. This transmittal replaces SS-AR-09-008.

An administrative examination is a medical evaluation authorized by the worker to help determine eligibility and case planning. For more information about how to authorize an administrative exam, please see DMAP Worker Guide VIII at http://www.oregon.gov/DHS/healthplan/data_pubs/wguide/main.shtml.

To approve the administrative exam on the Client Maintenance (CM) system:
For the provider to be paid for the administrative exam, it is important that the client be approved on the CM system.

For recipients: If the person needing an administrative exam is already receiving any kind of DHS medical program, no action is needed on CM.

For applicants: If an applicant needs an administrative exam, create an administrative-exam-only P2 case on the CM system.

- Clients with an administrative-exam- only P2 case do not qualify for any other DHS medical benefits. They will not be sent an automated approval notice. MMIS will not send them a medical care ID or a coverage letter.

To add an administrative-exam-only P2 case to CM:

- Use the current date for the Effective date on the UCMS screen

- The Incoming code on UCMS should be NEW

- Med Prg/# is not needed.

- The Rvw date on UCMS should be three months after the Date of Request (DOR) for medical or one month following the administrative exam appointment date, whichever is later.

- The Medl Rvw date field should be NFM.

- No Pkt# is required.

- Use the AD or CH in-grant code.

- Use the ADM case descriptor.

- Add the Medical Start Date. The Medical Start Date can be any date on or after the Date of Request.

Once the client's exams have been completed by the medical provider, end the administrative exam benefits.

Field/Stakeholder review:　　☐ Yes　　☒ No

　　　If yes, reviewed by:

If you have any questions about this action request, contact:

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E-mail:			