

Karen House, Deputy Administrator, Office of
Client and Community Services/Healthy Kids,
Oregon Health Authority

Authorized Signature

Number: SS-IM-12-056

Issue Date: 10/02/2012

Topic: Medical Benefits

Subject: HNA coding added to Client Index (CI) record

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input checked="" type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Aging and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): CAF SSP
transmittal group |

Message: The Client Index (WEBM FIND) system's Person Alias/Update screen has been updated to display an HNA flag. The new HNA flag will be used to ensure that clients who have already documented their HNA status will not be asked for documentation again. The new HNA flag will also help ensure the client's Client Maintenance system (CM) case has the HNA case descriptor.

The Person/Alias Update screen displays a field labeled '**HNA (Y/N)**' followed by two fields for the verification/reported ('**V/R**') status and the source used to verify the AI/AN status.

- The HNA flag for individuals who were coded with HNA on CM when this change was implemented have been systematically updated to display the following on CI: **HNA (Y/N) Y V/R V CM**

The HNA Status field will display a value of 'N' for no (default), or 'Y' for yes.

The Verification/Source fields (V/R) will either be blank, or display one of the following codes:

The first field indicates whether AI/AN status has been reported or verified:

- V – Verified;
- R – Reported - 'R' will display for prime number splits. This code is not enterable by workers.

The second field identifies the source of the AI/AN verification:

- IH – Indian Health Services (IHS) documentation;
- TM – Tribal Membership documentation;
- CM – Client Maintenance - used for individuals who were coded with HNA on CM when this change was implemented. CM will also be added as the Verification Source when Oregon ACCESS cases are integrated with the HNA case descriptor. This code is not enterable by workers;
- CS – Case Split - used for prime number splits. This code is not enterable by workers.

*If the HNA code is added to the CM case without first being entered on Person/Alias Update, workers will get an error that says, “55054E Person must have HNA Flag on CI added.” Workers may reach the Person/Alias Update screen from CMUP by entering a ‘C’ in the **Action** field and pressing F16, or from WEBM FIND by pressing F16.*

Workers Using Mainframe: Upon receipt of verification of American Indian/Alaska Native status, workers should use the Person/Alias Update screen to update the HNA Flag. To do this, the worker should:

1. Open the Person/Alias Update screen.
2. If the **HNA (Y/N)** field is set to ‘Y,’ no further action or verification is needed.
If the **HNA (Y/N)** field is set to ‘N,’ change it to ‘Y.’
3. In the first field of **(V/R)**, enter ‘V.’
4. In the second field of **(V/R)**, enter the appropriate code to indicate how AI/AN status was verified.
5. Add the HNA C/D to the CM case.

Workers using Oregon ACCESS: Upon receipt of verification of American Indian/Alaska Native status, workers should enter the HNA case descriptor just as they do now. During integration, the Person/Alias Update screen will be updated to display:
HNA (Y/N) Y (V/R) V CM

If you have any questions about this policy, contact:

Contact(s):	Christy Garland	503-947-5519
	Michelle Mack	503-947-5129
	Jewel Kallstrom	503-947-2316
	Vonda Daniels	541-690-6139
	Carol Berg	503-945-6072
	Joyce Clarkson	503-945-6106
	Vivian Levy	503-945-6477
Email:	SSP-Policy, Medical	