

Policy Clarifications - Medicaid - Long Term Care PMN 17626-440

Submitted: 7/01/15

Agency: CAOs

Subject: Using eCISance as a reference tool for LTC application processing and case maintenance

Question: Where are instructions for modifying Long Term Care (LTC) Third Party Liability records (TPLs), such as the 902Z cost of the care and 903Q ineligibility period TPL located?

Response By: Division of Health Services

Date: 07/15/15

eCIS Online Help is available to all CAOs through the eCISance link on the OIM page of MyDHS or through the following link:

<http://ecistance/eCISance!/SSL!/WebHelp/eCISance.htm>

Use the Search field in the upper left corner of the page to type in the topic you wish to research in this case, 'TPL'. Information published about your requested topic will populate based on the tags and keywords of your search.

Use the Contents field in the Upper left corner to access the LTC Desk Guide. The LTC Desk Guide addresses many topics, including manual adjustment of LTC TPLs.

LTC workers are capable of modifying LTC TPL dates and amounts in CIS and should not have to seek third party assistance even when the TPL has expired or closed. For these reasons, CAOs and particularly those with LTC, HCBS, and MA cases that contain 902Z, 903Q, and even 900P TPLs must retain some degree of CIS familiarity.