**REVISED Policy Clarification**

**Medicaid – LTC**

**PMN-20019-468**

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| **Submitted: 06/30/2020** | **Agency: CAOs** |
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| **Subject: Processing Income and Eligibility Verification System (IEVS) Exchange 8 Hits (deceased person) and Closing of Active HCSIS Budgets**  **Question:** When processing an IEVS exchange 8 hit, caseworkers are unable to close an active Home and Community Services Information System (HCSIS) budget and may be unable to enter a date of death and close the OIM budget. Should caseworkers contact the HCSIS Help Desk to request closure of the recipient’s active HCSIS budget? | |
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| **Response By: Division of Health Services** | **Date: 07/15/2020** |

Yes. When an individual has been verified as deceased, the caseworker is responsible for entering the date of death and closing all active Office of Income Maintenance (OIM) budgets through eCIS. However, in some instances the date of death cannot be entered for an OIM budget(s) when the individual is also open in a HCSIS budget. Examples of these HCSIS budgets are:

* ACX, managed by the Office of Long-Term Living (OLTL)
* EIX, managed by the Office of Child Development and Early Learning (OCDEL)
* MHX, managed by the Office of Mental Health and Substance Abuse Services (OMHSAS).
* MRX, managed by the Office of Developmental Programs (ODP)

If the individual has an active HCSIS case that needs to be closed, the caseworker will contact the HCSIS Help Desk at 1-866-444-1264 or email [c-hhcsishd@pa.gov](mailto:c-hhcsishd@pa.gov) to request HCSIS budget closure. After the HCSIS budget is closed, the CAO will enter the date of death in the OIM budget(s) and close any active OIM budget(s).