LOUISIANA DEPT. OF HEALTH & HOSPITALS

Medicaid Eligibility Data System

Internal Design:

Administrative Renewals

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Revision Summary

The following revisions have been made to the document since it was first published:

Date	Description of Change	By
3/29/2007	Created (SIR1364).	K. Powers
4/01/2008	Changed for c-related certs (SIR1416).	K. Powers
3/31/2009	Removed test for Q22 and check if cert needs a manual review (SIR1529).	K. Powers
7/16/2009	Backout manual review check (SIR1570).	K. Powers
7/4/2009	Added cat-typ-cases/reln-to-client age 19 (SIR1575).	K. Powers
9/21/2009	Do not process Chip/Chip II thru MEXCRTN9 (SIR1564).	K. Powers
2/17/2010	Do not process Chaffee thru MEXCRTN9 (SIR1606).	K. Powers
9/9/2010	Do not process LIS if first time renewal (SIR1618).	K. Powers
9/10/2010	Add ELE 3-151 to renewals (SIR1628).	K. Powers
4/1/2011	SIR1701 – Documentation cleanup	E. Fontes

Administrative Renewals

Overview

SIR 1364

A decision has been made by management to initiate a passive renewal process to be used on a specific set of type cases. Management hopes that process can be implemented by May cut off for July 2007 renewals since the new SSI-M program will be an additional burden on field staff. A discussion was held on 1-3-07 with UNO, field operations, program operations, MEDS Unit, Medicaid Outreach, and Medicaid Deputy Director to make a decision on which group(s) of individuals to include in the first phase of passive renewals. Ruth has directed that LTC, HCBS, Extended Medicaid, Medicare Savings Program and possibly Medicaid Purchase Plan be included in the first phase. Don Gregory stated that MEDS would be required to extend all renewals in the monthly passive renewal process unless the Medicaid analyst has entered a close date. (We may want to think about adding a new renewal code for "Automated passive renewal" when the system extends each month. New renewal notices will be developed by Susan Badeaux. Ruth also indicated that we do not have to include specific earned/unearned income information or resource information in the passive renewal letter. We can indicate to the recipient that our records indicate their income is below the limit of ____ (FBR, FPIG, CAP, etc.) and their resources are below the $2000/$3000 program limit. This means that in the first phase, we must send the appropriate persons (based on type cases and renewal dates) to UNO and they will format the notice similar to what is already done in AutoNotices. In our discussion we touched on the fact that we will need to move on the EntireX requests (person information) as soon as possible as this may make this process much easier. There was some mention that we may need to exclude LTC certs where there is a community spouse as resource information may be required. I asked whether or not a flag is needed to give analysts the ability to indicate someone who should never have a passive renewal. This is being considered and would probably not be needed in phase 1.

UPDATE 1-30-2007: Meeting held today with UNO, field operations, MEDS Unit and Ruth K. The following decisions were made on certs to be included in phase 1 of passive renewal process: For LTC, exclude ANY spousal case (BDAL question: Does the client have a spouse who remains at home?), transfer of resource type cases--23, 24 & 51, and LTC Co-Insurance--type case 63. All other LTC certs should be included in process, including spend downs. A decision was made by Elaine that MPP (type case 88) should not be included in passive renewals at any point in time. Ruth asked if we could give data on the preferred language of individuals who will be included in the first phase. A discussion was also held on small scale testing with one parish prior to July 2007 scroll implementation.

UPDATE 2-15-2007: Project name has been changed from Passive Renewals to Administrative Renewals. Discussed how the RNEWQ screen must filter all certs included in this process since analysts can look to the future at this screen. Decision to extend all certs included in the Administrative Renewal Process at cut off, with the exception of those with a close date for expected close date. Need to make sure that those Extended Medicaid certs where individual is no longer eligible after age 65 are not extended (think there are already edits in place). If each member of a couple is eligible, they would each get a ARP notice. We need to identify those cases where both members of a couple are in a facility as these should not be included in ARP same as spousal LTC cases. Ruth and Don both feel that an override is needed in the first phase of ARP since we may want to exclude certs with special identifiers (monthly PLI changes required, etc.). Need to make sure we have preferred language report prior to 2-28-07 meeting.

UPDATE 2-28-2007: Meeting held with AR group to discuss project. Decision to be made as to which group will actually be included in first test phase--possibly SLMB only?? Don has requested counts of all active eligibles in the four groups for March 8th meeting. A decision was also made that we should exclude those with Spanish and Vietnamese preferred language indicator unless the notice has been

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translated by implementation. Diane suggested using a paper AR notice for a small scale test in one region prior to rolling this out. Further discussion on this on March 8th. We need to make sure the EntireX middleware will facilitate the CAL entry into the ECR when renewal dates are extended.

UPDATE 3-23-2007: All parishes within Alexandria Region (reg 6) will participate in a manual administrative renewal process in April 2007. Staff in these parishes will use fillable PDF's to issue the new notices, based on type case. Analysts will extend the renewals at CERT, same as is being done in the automated process beginning July.

Manual testing schedule: April 2007 = Region 6, May 2007 = Regions 3 and 6, June 2007 = Regions 3, 4 and 6.

Region 3 has asked for a listing of May 2007 certs up for renewal for parishes 26 (West Jeff) and 38 (Plaquemines). These parishes are currently in region 1 but plans are to move them to region 3 in the future. (This is needed right away. Please use parish of residence when identifying the certs to be included in this process--LTC and Waiver and corresponding MSP cert, if applicable.

A decision was made to exclude all LTC MNP type cases from the Admin. Renewal Process.

Since some LTC clients are receiving assistance based upon a decision made by MEDT, these may need to be excluded in Admin. Renewal process. Andy Badeaux provided a spreadsheet of all cases where the disability decision made by MEDT is ending in the next 12 months. We would like to compare this list to MEDS to identify any cases which would be included in the ARP. We may be asked to mark these to exclude. Spreadsheet attached. Let me know when you're ready to discuss this.

Since analysts in region 6 will be processing AR in April, we need to add the new renewal code for Administrative Renewals--code 17, as soon as possible. Is it possible to add the code by end of March??

Discussion on plus cases (MSP and full Medicaid). In the situation where an individual is included in both MSP and a full Medicaid cert, only the full Medicaid type case notice should be mailed to the individual. Example: If individual included in LTC/Waiver and MSP, the LTC/Waiver notice should be sent.

There are also situations where the MSP and the full Medicaid cert renewal dates are not equal. This will continue to happen over time since interfaces add new QMB certs on an almost daily basis. The interfaces do not match renewal dates. When this occurs, the renewal dates should be synchronized by MEDS when extended. Example: In July 2007, LTC renewal processed by AR. There is an existing QMB cert with December 2007 renewal date. When LTC renewal date extended thru July 2008, the QMB should be extended as well thru July 2008.

UPDATE 4-30-2007: CHAMP/LaCHIP certs (category 03, type cases 07, 14, 15, & 55) where the relationship to the child is NOT equal to parent. This would mean looking at the "Relationship to Client" field on AU Member. If client relationship = 05 (Grandparent), 07 (Aunt/Uncle), 09 (Cousin), 10 (Other Relative) or 11 (No relation), we would include in phase 2. Reasoning for this is that we would not count the income of a relative such as grandparent, aunt, uncle, etc. or neighbor; therefore, there would be very little chance that the children would become ineligible unless they reach age 19 or move out of the home.

In the meeting Ruth asked if we could come up with some numbers to see if this might make a significant difference in their renewal processing. Please provide counts of the above.

UPDATE 5/7/07: E-mail of 3/27/07 from Robynn states that OCS certifications will not be determined in the Administrative Renewal process.

UPDATE 6-5-2007: Discussion with RedMane this morning (Maggie & Robynn present). RedManel will be working on staggering the processing over a 10 day period in order to avoid large volume of calls on one day each month. Decision made to change the "plus" programming so that the AR common validation logic looks at both certs' start and close dates in relation to the AR renewal date process' month end

date. This will allow us to exclude plus certs when needed and include them when possible. The extension of AR certs will take place on the 5th to last working day of each month in order to give analysts two full days to work the error lists prior to cut off. A decision was made to change renewal code 17 so that it is NOT available to analysts--only to the AR process. This change will provide more accurate data in determining number of cases administratively renewed. Karl will make change after June cut off. More discussion is needed with UNO regarding CAL entries for the extract process as well as the extension process.

UPDATE 6-6-07: Add Renewal Code 2 to the list of Renewal Codes that should be rejected in the Administrative Renewal Process.

UPDATE 6-18-07: Remove the preferred language filter that is currently excluding individuals whose preferred language is not English (Spanish/Vietnamese). Send all languages in the AR process.

UPDATE 6-20-07: Beginning August, 2007 forward, anyone with a high risk date and code on the cert screen should be excluded from the AR process. Also, waiver certs with a MEDT decision in the MEDT data base should be excluded in the AR process.

UPDATE 9/4/07: The CAL entry part is done, it was necessary in order to get prod processed today. Bobby did talk to me about their solution and it will work and we should probably head that way.

UPDATE 9/28/07: When a certification that is listed on the RNEWQER screen is closed, it should be removed from the RNEWQER screen. (testing completed on 10/15/07).

For further details please see additional SIR numbers referenced in above revision summary table.

Volumes/Frequency

MEM0534 – Extract Qualifying Certs for AR Batch Process

Extract - Monthly run. Approximately 110,000 cases and 125,000 certs read records.

MECARNZ5

No reports generated.

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MECARNZ3

MEM0534R1 – Admin Renewal Inclusion Report
MEM0534R2 – Admin Renewal Inclusion Errs Report
MEM0534R9 – Admin Renewal Inclusion Exception Report

MECARNZ6

MEM0534R1A – Admin Renewal Notices Report
MEM0534R8 – Admin Renewal Exception Report

MEM0536 – Renew Extracted Qualifying Certs in AR Batch Process

Extract - Monthly run. Approximately 25,000 certs renewed.

MECARNZ4

MEM0536R1 – Admin Renewal – Certs Renewed Report
MEM0536R2 – Admin Renewal With Errors Report
MEM0536R9 – Admin Renewal Exception Report

MEM0538 – Close Extracted Qualifying ELE Certs in AR Batch Process

Extract - Monthly run.

MECARNZA

MEM0538R1 – ELE Cert Closure Report
MEM0538R9 – ELE Cert Closure Exception Report

System Tables

Run Control

Process ID	Description
AREXTR	Admin Renewals

MEM0534 – Monthly Admin Renewal Extract

MECARNZ5

Reads the case file by Admin-Renewal-Include flag and resets the field to blank in preparation for a new run of the AR process. This program creates no Infopac reports but writes a count of the number of records updated to the output in INJCL.

MECARNZ3

r

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```
MECARNZ2 - MEM0530RR1            LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS          08/07/2007
MEM0530                              ADMIN RENEWAL NOTICES CREATED REPORT               11:03 AM
JOB02648                                                                               Page:   68

Extract Run Number:        2
Batch Number      :        1
Renew Control Date: 2007/08/29
Process Date      : 2007/08/07
_____________________________

    Case       Cert      Client Name   Earliest   Renewal  Renewal Category Type  Caseload   With
   Number     Period                   Redet Date   Date    Code     Code   Case             Plus
------------ ------ ----------------- ---------- -------- ------- -------- ---- ----------- ----
1234567890123   3    DOE, JANE X       20070829   20070829 14        1       40  P   0005006 N
1234567890124   2    DOE, JOHN         20070829   20070829 11       17       95  P   0027090 N
1234567890125   1    DOE, JULIA X      20070829   20070829  1       17       95  R   0007447 N
1234567890126   1    DOE, JACKIE X     20070829   20070829  1        4       48  P   0019071 N

Cases ready for admin renewal.....:     3082
Plus certs included for admin renewal:  1253     (With Plus column)
Certs rejected ...................:       51     (report 2)
Certs skipped due to business rules..:  9583     (no report)
Processing errors ................:        0     (report 9)
Total Cert Records Processed......:    12716     (Plus certs not included in count)

                                                    *** End of Report ***
```

Summary of changes

- A new report to display the cases that were selected for a notice.

```
MECARNZ2 - MEM0530RR2          LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS            08/07/2007
MEM0530                           ADMIN RENEWAL NOTICES WITH ERRS REPORT                10:59 AM
JOB02648                                                                               Page:    2

Extract Run Number:        2
Batch Number      :        1
Renew Control Date: 2007/08/29
Process Date      : 2007/08/07
_____________________________

    Case       Cert   Client Earliest  Renewal  Renewal  Cat  Type  Csld  Err     Err       With
   Number     Period   Name  Redet Date   Date    Code   Code Case        Code    Text      Plus
               Num
------------ ------ ------- ---------- -------- ------- ---- ---- ------ ---- ------------ ----

 123456789123    2   DOE     20070829   20070829          4   48  P28428   5  Cert has Ope.  N
 123456789124    6   DOE     20070829   20070829          1   90  P31213   6  BDAL Q1/Q2     N
 123456789125    1   DOE     20070829   20070829          1   90  P21208   6  BDAL Q1/Q2 E   N
 123456789126    1   DOE     20070829   20070829 11       4   40  P27091   5  Cert has Ope.  N
 123456789127    3   DOE     20070829   20070829  1      17   95  P52021   6  BDAL Q1/Q2 E   Y
1234567890123    1   DOE     20070829   20070829  1       1   90  P05001   6  BDAL Q1/Q2 E   N

Certs rejected.....................:       51

                                                    *** End of Report ***
```

Summary of changes

A new report that displays those cases skipped from the notice process.

```
MECARNZ2 - MEM0530RR9         LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS            08/07/2007
MEM0530                             ADMIN RENEWAL EXCEPTION REPORT                     11:03 AM
JOB02648                                                                               Page:    1

Extract Run Number:        2
Batch Number      :        1
Renew Control Date: 2007/08/29
Process Date      : 2007/08/07
_____________________________

Certs rejected for processing errors.......:        0

Plus certs rejected for processing errors..:        0

                                                      *** End of Report ***
```

Summary of changes

- A new report to display cases that should have been sent a notice but had an error occur in the process and no notice could be sent.

Admin Renewal Report – MECARNZ1 (Renewals)

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```
MECARNZ1 - MEM0532RR1            LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS          08/08/2007
MEM0532                               Admin Renewal - Certs Renewed Report              10:09 AM
JOB02685                                                                                Page:    1

Extract Run Number:        2
Renew Control Date: 2007/08/29
Process Date      : 2007/08/08
_____________________________

 Notice  Case Num     Cert  Client  Earliest   Renewal  Renew Cat Type  Csld    Plus     Plus
  Num                Period  Name   Redet Date   Date    Code Cd  Case         Case Num  Cert Num
-------- ----------- ------ ------- ---------- -------- ----- --- ---- ----- ---------- --------

    8029   123456789    1   DOE,    20070829   20080827 17     17   95 P17037
    8030  1234567890    6   DOE,    20070829   20080827 17     17   95 P01008 1010004716    2
    8031  1234567891    3   DOE,    20070829   20080827 17     17   95 P28402 1010007917    2
    8032  1234567892    4   DOE,    20070829   20080827 17     17   95 P01008 1010013333    2
    8033  1234567893    4   DOE,    20070829   20080827 17     17   95 P28404 1010014237    2
    8034  1234567894    4   DOE,    20070829   20080827 17     17   95 P01008 1010018807    2
    8035  1234567895    4   DOE,    20070829   20080827 17     17   95 P01008 1010031741    2
    8036  1234567896    5   DOE,    20070829   20080827 17     17   95 P01008 1010037690    2
    8037  1234567897    3   DOE,    20070829   20080827 17     17   95 P28402 1010042388    2
    8038  1234567898    4   DOE,    20070829   20080827 17     17   95 P28419 1010042641    2
    8039  1234567899    1   DOE,    20070829   20080827 17      1    5 P28402 1010045047    2

Total Cases From Extract Run.............:     7607

Certs renewed............................:       11

Certs skipped but not in error..........:        0     (see report 2)

Certs with common routine error.........:        0     (see report 2)

Notices still with status of In-Progress:     7596     (see report 9)

Total Cert Records Processed.............:       11     (includes reports 1,2,9)

                                                      *** End of Report ***
```

Summary of changes

- A new report to display those cases that were sent notices in the previous process and have been renewed in this process.

```
MECARNZ1 - MEM0532RR2        LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS              08/08/2007
MEM0532                          Admin Renewals With Errors Report                      10:09 AM
JOB02685                                                                                Page:    1

Certs not renewed due to common routine errors
Extract Run Number:        2
Renew Control Date: 2007/08/29
Process Date      : 2007/08/08
_____________________________

 Notice    Case Num     Cert  Client Earliest Renewal  Renew Cat  Type  Csld      Plus     Plus
  Num                 Period Name   Redet Dt   Date    Cd   Code Case            Case     Cert
-------- ------------ ------ ------ -------- -------- ----- ---- ---- --------- ------- --------

Certs skipped due to error code 99....:       0

Certs skipped due to other error codes:       0

                                                      *** End of Report ***
```

Summary of changes

- A new report to display those cases that were sent notices in the previous process and have been rejected from being renewed in this process.

```
MECARNZ1 - MEM0532RR9       LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS              08/08/2007
MEM0532                             Admin Renewal Exception Report                     10:09 AM
JOB02685                                                                               Page:    1

Extract Run Number:        2
Renew Control Date: 2007/08/29
Process Date      : 2007/08/08
_____________________________

Start processing this step using data:        2
20070829    00000115360000000000000000000000000000000000000000000000000000


Renewal Date cannot be extended past 65th birthday of AU Member;
  Cert Validation 1234567890123 - 0002
Renewal Date cannot be extended past 65th birthday of AU Member;
  Cert Validation 1234567890124 - 0002
Status still In-Progress, should be Sent-out     8040    1010052445
Status still In-Progress, should be Sent-out    15635 9997304677213

Certs rejected for errors...........:       4

                                                      *** End of Report ***
```

Summary of changes

- A new report to display those cases that were sent notices in the previous process but had an error occur in this process and therefore was not renewed.

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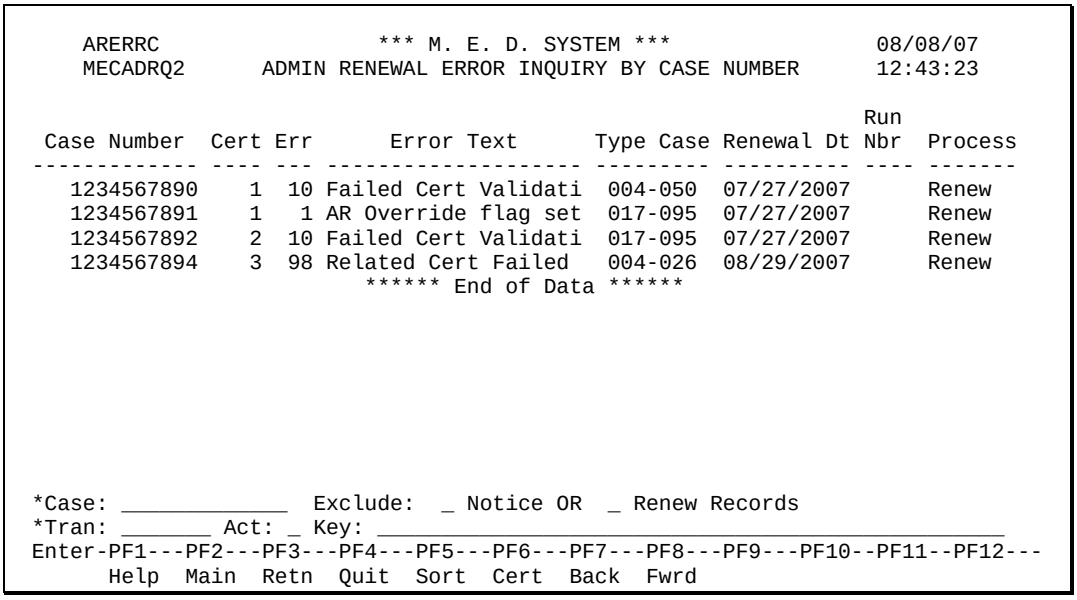
Admin Renewal Error Inquiry - RNEWQER

```
    RNEWQER               *** M. E. D. SYSTEM ***               08/08/07
    MECADRQ3       ADMIN RENEWAL ERROR INQUIRY BY CASELOAD      12:41:45

 Worker :    4   STEFFEN,BRITTA

                                                                  Run
  Case Number  Cert Err      Error Text      Type Case Renewal Dt Nbr  Process
 ------------- ---- --- -------------------- --------- ---------- ---- -------
 9999999999999    1  10 Failed Cert Validati  004-050  07/27/2007      Renew
                         ****** End of Data ******




  Caseload *Type/*ID/*Number: P___ 1___ 2__      Renewal Month: 8_ / 2007
  Exclude:  _ Notice OR  _ Renew Records
 *Tran: _______ Act: _ Key: _____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Sort  Cert  Back  Fwrd
```

```
Message Line
     ARERRRD               *** M. E. D. SYSTEM ***               08/08/07
     MECADRQ      ADMIN RENEWAL ERROR INQUIRY BY RENEWAL DATE    12:43:52

                                                                  Run
  Case Number  Cert Err      Error Text      Type Case Renewal Dt Nbr  Process
 ------------- ---- --- -------------------- --------- ---------- ---- -------
                         ****** End of Data ******









  Renewal Month: 8_ / 2007 Exclude:  _ Notice OR  _ Renew Records
 *Tran: _______ Act: _ Key: _____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Sort  Cert  Back  Fwrd
```



```
    ARERRC                *** M. E. D. SYSTEM ***               08/08/07
    MECADRQ2      ADMIN RENEWAL ERROR INQUIRY BY CASE NUMBER     12:43:23

                                                                  Run
 Case Number  Cert Err      Error Text      Type Case Renewal Dt Nbr  Process
------------ ---- --- -------------------- --------- ---------- ---- -------
   1234567890    1  10 Failed Cert Validati  004-050  07/27/2007      Renew
   1234567891    1   1 AR Override flag set  017-095  07/27/2007      Renew
   1234567892    2  10 Failed Cert Validati  017-095  07/27/2007      Renew
   1234567894    3  98 Related Cert Failed   004-026  08/29/2007      Renew
                        ****** End of Data ******









*Case: _____________  Exclude:  _ Notice OR  _ Renew Records
*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Sort  Cert  Back  Fwrd
```

Summary of changes

A new set of inquiries to view which cases/certs received errors from the admin renewal notice selection process. As a worker works the case and the cert is renewed or closed, the cert will no longer display on this screen.

The PF5 key will display a popup. This popup will allow the worker to select from a list the field(s) by which to sort the browse. Currently this list will be Caseload (default), Renewal Date , or Case – see the 3 versions of the screen above.

By Caseload – Read Case file by CSLD-KEY-REDET-DT-RES-TYPE-ID

> The worker must enter a caseload number (Type, Id, Number) and a month and year into the screen and it will display the cases with cert numbers that received an error.

By Renewal Date – Read CPTC file by REDET-CASE-CERT-CPTC-RUN-NUM

> The worker must enter a month and year into the screen and it will display the cases with cert numbers that received an error.

By Case – Read CPTC file by CASE-CERT-AR-PROCESS-ERROR

> The worker can enter a case number to start the display of data from this case number.

All three screens by default will display errors received in the notice and renewal process. The worker can elect to view only notice or renewal records by marking the Exclude field. Marking the Exclude Notice field will show only renewal errors and marking the Exclude Renewal will show only notice errors. Any character is allowed in the fields but only one can be marked.

No errors with an error code 99 will be displayed. Error code 99 are those cases rejected due to business rules in the common code routine.

No errors with an error code 03 will be displayed. Error code 03 are those where the cert is already closed by the worker.

Selecting a case line and then pressing PF6 will take the worker to the certification screen.

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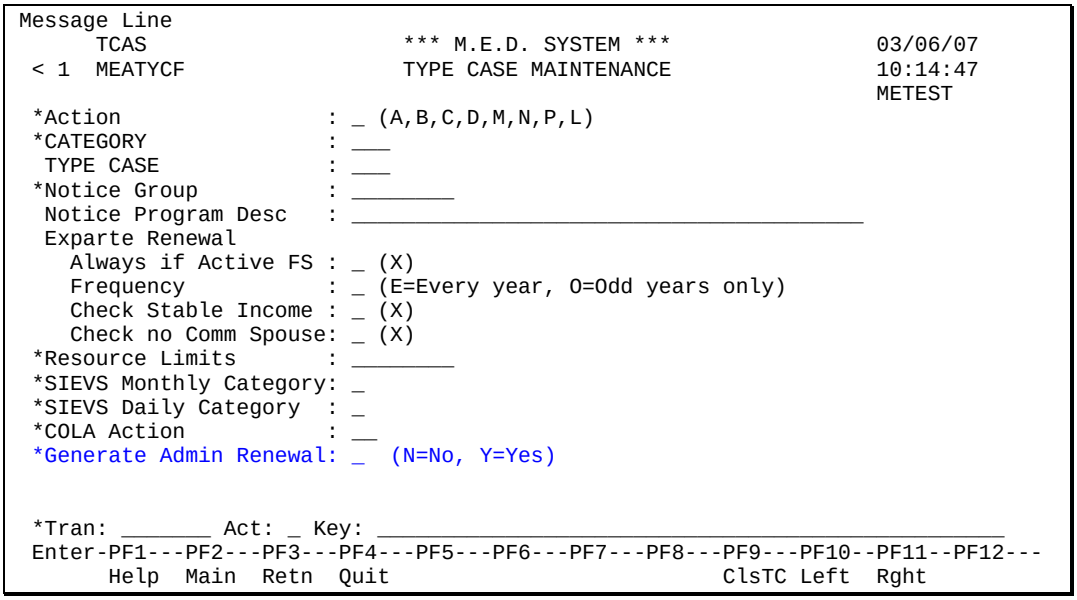
ScreensThat Impact AR Processing

Type Case Maintenance – TCAS



```
Message Line
      TCAS                    *** M.E.D. SYSTEM ***                03/06/07
 < 1  MEATYCF                 TYPE CASE MAINTENANCE                10:14:47
                                                                   METEST
 *Action                : _ (A,B,C,D,M,N,P,L)
 *CATEGORY              : ___
  TYPE CASE             : ___
 *Notice Group          : ________
  Notice Program Desc   : ____________________________________________
  Exparte Renewal
    Always if Active FS : _ (X)
    Frequency           : _ (E=Every year, O=Odd years only)
    Check Stable Income : _ (X)
    Check no Comm Spouse: _ (X)
 *Resource Limits       : ________
 *SIEVS Monthly Category: _
 *SIEVS Daily Category  : _
 *COLA Action           : __
 *Generate Admin Renewal: _  (N=No, Y=Yes)


 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit                          ClsTC Left  Rght
```

Summary of changes

- Add new field, Generate Admin Renewal.

Field Descriptions

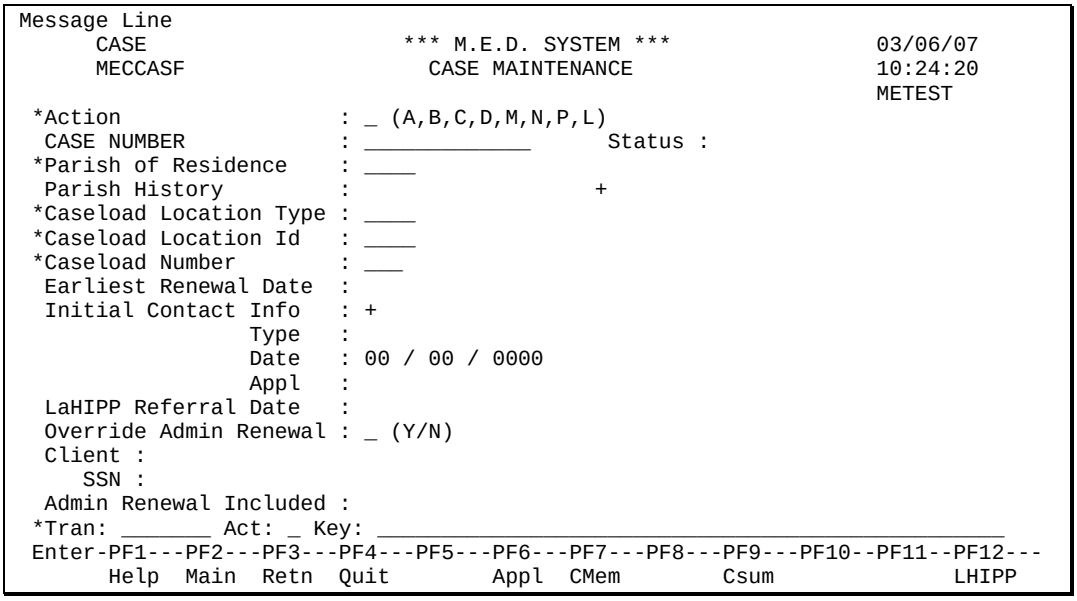
Generate Admin Renewal - (A1)

This field can have 1 of 2 values. A value of N (no) will be the default and will indicate that the type case is not to be included in the Administration Renewal process. A value of Y (yes) will indicate the type case is to be included as well as any plus certs.

Audit Functions

- Add the new field Admin-Renewal-Ind to the Type Case Audit Trail by Entry (TCASE) and Type Case Audit Trail by Time transactions (TCAST).

Case Maintenance - CASE



Summary of changes

- Add new field, Override Admin Renewal.

Field Descriptions

Override Admin Renewal - (A1)

This field can have 1 of 2 values. A value of N (default value) will mean that no override of the type case field, Generate Admin Renewal, will be performed. A value of Y will mean that even if the type case field, Generate Admin Renewal indicates that a notice should be created, no notice will be created until the override indicator is removed.

If set to Y, find all certs for the case and reset the cert admin renewal run number. Check if the cert admin renewal run number is equal to the current admin restart renewal run number, if true, that means the notice has already been generated, therefore give a popup warning message of this to the worker.

If the field is set from a Y to a N, check if the cert renewal date is less than or equal to the current run control date for admin renewal (AREXTR) and the restart run number is greater than zero. If true, that means the notices have already been generated and no notice will be sent, therefore give a popup warning message of this to the worker and set error code 8 on the qualifying certs.

If the case has no currently active certs with type cases marked as AR, a popup warning message will be issued that the worker can accept or cancel out of.

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Admin Renewal Included - (A1)

This field can have 1 of 3 values. A value of blank (default value) will mean that the case was not selected to be processed in the current monthly batch process (i.e. the renewal date is not this nor next month). A value of N will mean that the case will be skipped by the AR monthly process and should be included in the scroll report. A value of Y will mean that the case will be processed in the AR monthly process and should not be included in the scroll report.

This field will only be displayed for a select group – MEDSUNIT and SPL (Redmane).

Audit Functions

- Add the new field Admin-Renewal-Override-Ind to the Case Audit Trail by Entry (CASEE), Case Audit Trail by Time transactions (CASET) and Case Audit Trail by User (CASEU).

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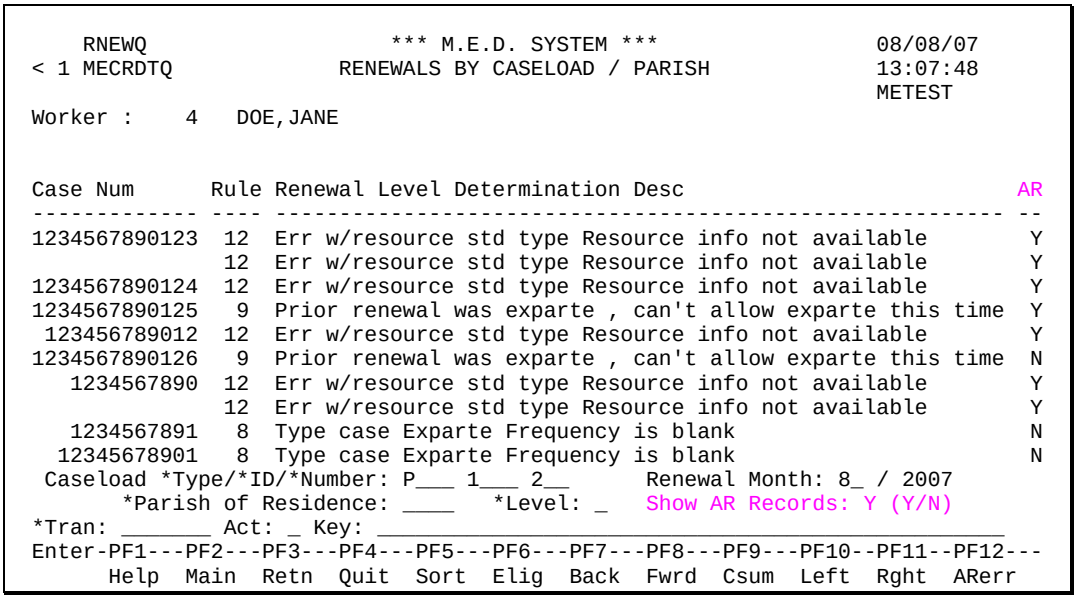
Use MECRDTQ module as a template for this screen with the additional criteria that after getting the cert, must check for an error code greater than zero before accepting the record for display.

Renewals - RNEWQ

```
    RNEWQ                    *** M.E.D. SYSTEM ***                  08/08/07
    MECRDTQ              RENEWALS BY CASELOAD / PARISH              13:01:02 1 >
                                                                    METEST
Worker :    4   DOE,JANE

               Type   19 Type Case
 Case Number   Case   BD Renewal Dt Cd    Client Name     Client SSN  Lvl FS AR
------------- ------- -- ---------- -- ----------------- ----------- --- -- --
1234567890123 004-040    08/29/2007  1 DOE, JACOB         999-99-9999  2   N  Y
              004-050    08/29/2007  1 DOE, JACOB         999-99-9999  2   N  Y
1234567890124 001-040    07/27/2007  1 DOE, JANE          999-99-9999  2   N  Y
1234567890125 001-040    07/27/2007 11 DOE, JAMES X       999-99-9999  2   Y  Y
 123456789012 017-095    07/27/2007    DOE, JOANNE X      999-99-9999  2   N  Y
1234567890126 017-095    07/27/2007 11 DOE, JOSH X        999-99-9999  2   Y  N
   1234567890 004-050    07/27/2007    DOE, JERRY X       999-99-9999  2   N  Y
              017-095    07/27/2007    DOE, JERRY X       999-99-9999  2   N  Y
   1234567891 003-015    07/27/2007    DOE, JEN X         999-99-9999  2   N  N
  12345678901 003-014    07/27/2007 11 DOE, JEWEL X       999-99-9999  2   Y  N
 Caseload *Type/*ID/*Number: P___ 1___ 2__      Renewal Month: 8_ / 2007
       *Parish of Residence: ____   *Level: _   Show AR Records: Y (Y/N)
*Tran: _______ Act: _ Key: ____________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  Retn  Quit  Sort  Elig  Back  Fwrd  Csum  Left  Rght  ARerr
```



Summary of changes

When a past renewal date is entered on the screen, all renewals that match the date will be displayed. This is because any certs marked as admin renewal qualified should have been renewed and the renewal date changed to a future date.

When a present renewal date, which is actually 1 month in the future and defined in the run control table with a key of AREXTR, is entered, no cert that has been processed for an admin renewal notice in the current month should be displayed unless the case override indicator has been marked as Y or the error code is greater than zero.

When a future renewal date is entered, no cert will be displayed where the type case for the cert has been marked as AR Qualified unless the case override flag equals Y. This may cause some certs to not be displayed that should be. When the batch process for AR notices is eventually ran, any certs that are skipped for AR processing will then be displayed.

Create a hotkey (PF12) to jump to RNEWQER after the cursor is placed upon a record.

Field Descriptions

For those users with the proper security, the 'Show AR Records' field will be shown along with the screen column 'AR'. Security is done at the field level through the use of the transaction group access flag for the WORKER group. If the 'SHOW ADMIN RENEWALS' flag for the group to which a user belongs is set to less than 20, neither the above field or column will be displayed. If the flag value is 20 then the user will see the field and column.

The column 'AR' will contain a 'N' if the record is a non-admin renewal record and a 'Y' if it is an admin renewal record.

If the field contains a 'N' (default) then no admin renewal type records will be displayed. This is the same display a user would see that does not have the access to see the field.

If the field contains a 'Y' then renewal records that are admin renewal types will be displayed in addition to the other records.

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Currently, only the MEDS, SPLUG and BHSFSUPV user groups can see the field and column. (8/8/2007)

Notices Maintenance Screen

```
Next Notice displayed
      NOTICE                  *** M.E.D. SYSTEM ***                10/03/07
      MECNOTF                  NOTICES MAINTENANCE                 13:50:58
                                                                   MEUAT
 *Action           : N (B,C,D,N,L)
  PROCESS ID       : AREXTR__               NOTICE NUMBER     : 1_______
  Run Number       : 1                      Client Number     : 123456789012
  Case Number      : 123456789              Cert Period Number: 1
  Notice Date      : 06/26/2007             Effective Date    :
  Notice Extract Tm: 06/28/2007 12:24.404   Notice Extract Cnt: 1
  CAL Extract Tm   : 07/24/2007 11:08.435   CAL Extract Cnt   : 1
 *Extract-Status   : I  In Progess
 *Notice Type      : ADMR  Admin Renewal

  Reference Group   : +
       *Type     Number      *Type     Number      *Type     Number
       TCASE          1048

 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit
```

This screen is used to view the Notice records that are created in the batch processing of administration renewals. It can be used to show the status of a given case in the AR process as well as the certs that were selected for the AR process.

Field Descriptions

Action (A1)

The actions for this field are (B)rowse, (C)lear, (D)isplay, (N)ext, and (L)ast.

PROCESS-ID (A8)

Required. This is the code that identifies the process that generated the notice. It is tied to the run number PROCESS ID field. Currently only 'AREXTR' for the admin renewal process is the only value used.

NOTICE-NUMBER (N8)

Required. This is the number within the process of the notice.

All other fields are display only.

RUN NUMBER

This is the run number that the batch job was running under when the notice record was created.

NOTICE TYPE

This represents what type of notice to be created. PF1 help is available on this field.

CASE NUMBER

This is the case number that the notice represents.

CERT PERIOD NUMBER
This is the cert that the notice represents.

CILIENT NUMBER
This is the client that the notice has been sent too.

NOTICE DATE
This is the date that should go on the printed notice.

EFFECTIVE DATE
This is the date that the action stated in the notice will be taken.

EXTRACT STATUS
This is the current state that the notice resides at. PF1 help is available on this field. Here are the current values for this field followed by the meaning:

I - In Progess	means the batch job as selected to send a notice on this case but the notice has not been sent out yet.
S - Sent Out	means the notice has been picked up by the UNO interface and sent out.
R – Renewed	means the batch job has renewed the cert(s) and is awaiting the creation of a CAL entry.
C - Complete	means the notice has been picked up by the UNO interface and the CAL entry created.
X – Rejected	means the batch job could not renew the cert(s) and has rejected the case – manual worker intervention is required to renew.

REFERENCE GROUP
This holds one or more bits of information needed for the processing of the notice. Each bit is represented by a code followed by the actual information that the code represents. PF1 help is available on this field. Here are the current values for this field followed by the meaning:

PROV –	This is the provider number for a case/cert – currently not used.
PCASE –	If a case is a plus situation, this is the case number of the plus.
PCERT –	This is the cert period number of the case if a plus situation exists.
PTCAS -	This is the type case of the plus case.
TCASE –	This is the type case of the case/cert represented by the fields 'Case Number' and 'Cert Period Number'
SWTCH –	If the first cert is a plus type cert, then the plus reference fields will contain the non-plus information. This happens when a worker adds the plus cert first and then adds a Medicaid cert.
RDATE -	This is the renewal date that should be used when the renewal process happens.

NOTICE EXTRACT TM
This holds the date/time of when the notice was ready to be extracted by the external UNO interface.

NOTICE EXTRACT CNT
This holds the number of times the record was extracted by the external UNO interface.

CAL EXTRACT TM
This holds the date/time of when the CAL entry was ready to be created by the external UNO interface.

CAL EXTRACT CNT
This holds the number of times the record was extracted by the external UNO interface.

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Browse

When the browse is initially selected from the NOTICE transaction screen, it will bypass the pop-up screen shown below and take you to the default browse (Id 02 – Case/Cert). To access a different browse, press PF5 - Sort and the popup is displayed. Pick one and press enter to go to that browse. When exiting the browse action, the system will remember which browse was last accessed and that will become the default the next time the notice browse action is executed. This will stay in effect until you log off.

```
                *** M. E. D. SYSTEM ***       10/03/07
MECNOTB0        NOTICE BROWSE SORT MENU       14:04:03

    Id   Description
    --   ----------------------------------------
    01   Notice Inquiry by Process Id & Notice Num
    02   Notice Inquiry by Case & Cert
    03   Notice Inquiry by Extract Status & Proces



Id/*Tran: _______ Act: _ Key: _____________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---P
      Help  Main  Retn  Quit
```

Notices Maintenance Browse Sort Pop-Up

```
Position cursor or ENTER screen value to select
                            *** M.E.D. SYSTEM ***                 10/03/07
     MECNOTB1       NOTICES MAINTENANCE BROWSE BY CASE/CERT        14:11:10 2 >

                Cert
     Case      Period  Notice  Process    Run    Notice    Client
    Number     Number  Number    ID      Number   Type     Number
 ------------- ------ -------- -------- -------- ------ -------------
     123456789     1         1 AREXTR          1  ADMR   123456789012
    1234567890     1         2 AREXTR          1  ADMR   123456789013
    1234567891     1         3 AREXTR          1  ADMR   123456789014
    1234567892     4        63 AREXTR          3  ADMR   123456789015
    1234567892     4        93 AREXTR          4  ADMR   123456789015
    1234567893     5         4 AREXTR          1  ADMR   123456789016
    1234567894     2         5 AREXTR          1  ADMR   123456789017
    1234567895     2        64 AREXTR          3  ADMR   123456789018
    1234567895     2        94 AREXTR          4  ADMR   123456789018
    1234567896     3         6 AREXTR          1  ADMR   123456789019
    1234567897     4        65 AREXTR          3  ADMR   123456789020
    1234567897     4        95 AREXTR          4  ADMR   123456789020
 Case Number: 123456789____ Cert Period Number: 1___
 *Tran:  _____  Act: _ Key: ____________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Sort        Back  Fwrd        Left  Rght
```

Notices Maintenance Browse – Panel 1

```
Position cursor or ENTER screen value to select
                            *** M.E.D. SYSTEM ***                 10/03/07
 < 1 MECNOTB1       NOTICES MAINTENANCE BROWSE BY CASE/CERT        14:12:18 1 >

               Cert
    Case      Period Status   Notice   Effective       Notice         Notice
   Number     Number  Ind      Date       Date     Retrieve Time   Retrieve Cnt
 ------------ ------ ------ ---------- ---------- ---------------- ------------
    123456789     1       I 06/26/2007            20070628 1224404
   1234567890     1       I 06/26/2007            20070628 1224513
   1234567891     1       I 06/26/2007            20070628 1224538
   1234567892     4       I 08/15/2007            20070815 1526277
   1234567892     4       I 08/27/2007            20070827 1341363
   1234567893     5       I 06/26/2007            20070628 1224563
   1234567894     2       R 06/26/2007            20070726 1240320
   1234567895     2       I 08/15/2007            20070815 1526281
   1234567895     2       I 08/27/2007            20070827 1341374
   1234567896     3       I 06/26/2007            20070628 1225007
   1234567897     4       I 08/15/2007            20070815 1526283
   1234567897     4       I 08/27/2007            20070827 1341377
 Case Number: 123456789____ Cert Period Number: 1___
 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Sort        Back  Fwrd        Left  Rght
```

Notices Maintenance Browse – Panel 2

```
Position cursor or ENTER screen value to select
                            *** M.E.D. SYSTEM ***                 10/03/07
 < 2 MECNOTB1       NOTICES MAINTENANCE BROWSE BY CASE/CERT        14:12:42

               Cert
    Case      Period   CAL Retrieve   CAL Retrieve   Reference   Reference
   Number     Number       Time           Cnt         Number       Type
 ------------ ------ ---------------- ------------ ------------ ---------
    123456789     1  20070628 1224404                     1048   TCASE
   1234567890     1  20070628 1224513                     1050   TCASE
                                                    1010012624   PCASE
                                                             2   PCERT
                                                         17095   PTCAS
   1234567891     1  20070628 1224538                     1005   TCASE
   1234567892     4                                           SWTCH
                                                          2131   TCASE
                                                    1010047292   PCASE
                                                             2   PCERT
                                                         17095   PTCAS
   1234567892     4                                           SWTCH
 Case Number: 123456789____ Cert Period Number: 1___
 *Tran: _______ Act: _ Key: ____________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  Retn  Quit  Sort        Back  Fwrd        Left  Rght
```

Notices Maintenance Browse – Panel 3

This browse shows all notices that have been created.

Audit Functions

- Create the Notice Audit Trail by Entry (NOTICEE), Notice Audit Trail by Time transactions (NOTICET) and Notice Audit Trail by User (NOTICEU).

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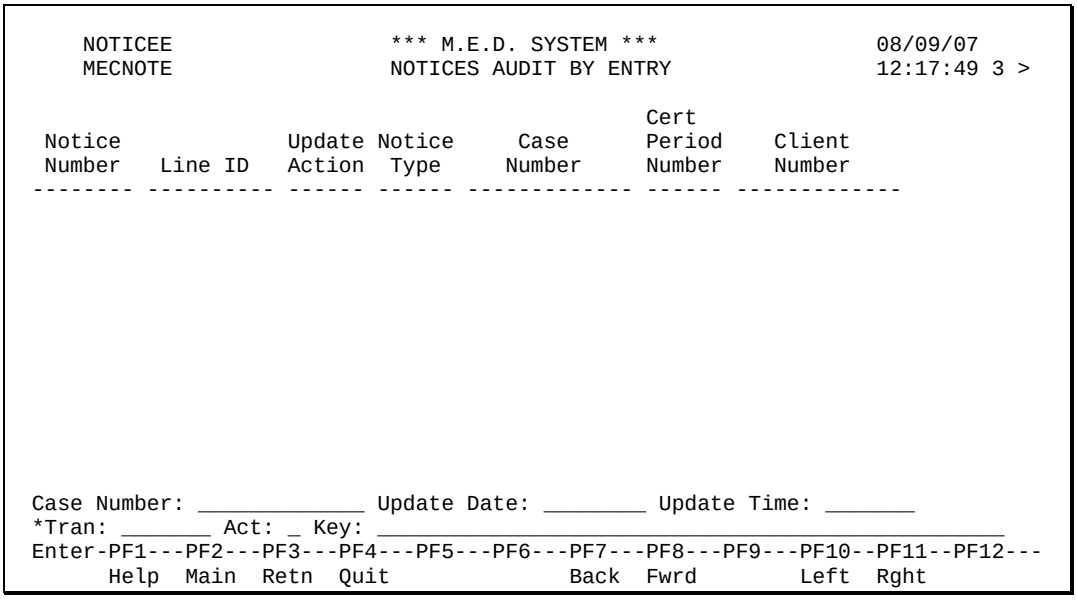


Example of Notice Audit By Entry Screen

Certification Maintenance

The certification screens will not be changed but the processing will need to be modified. When a cert is modified and the renewal date has changed, the admin-renewal-run-num, admin-renewal-error-code, the admin-renewed-indicator and the admin-process-indicator must all be reset. This will signify that the cert was renewed via worker input rather than through the batch AR process and therefore the notice and renewal error screens will not need to show any records for this case/cert.

None of these fields are to be displayed on the cert screens.

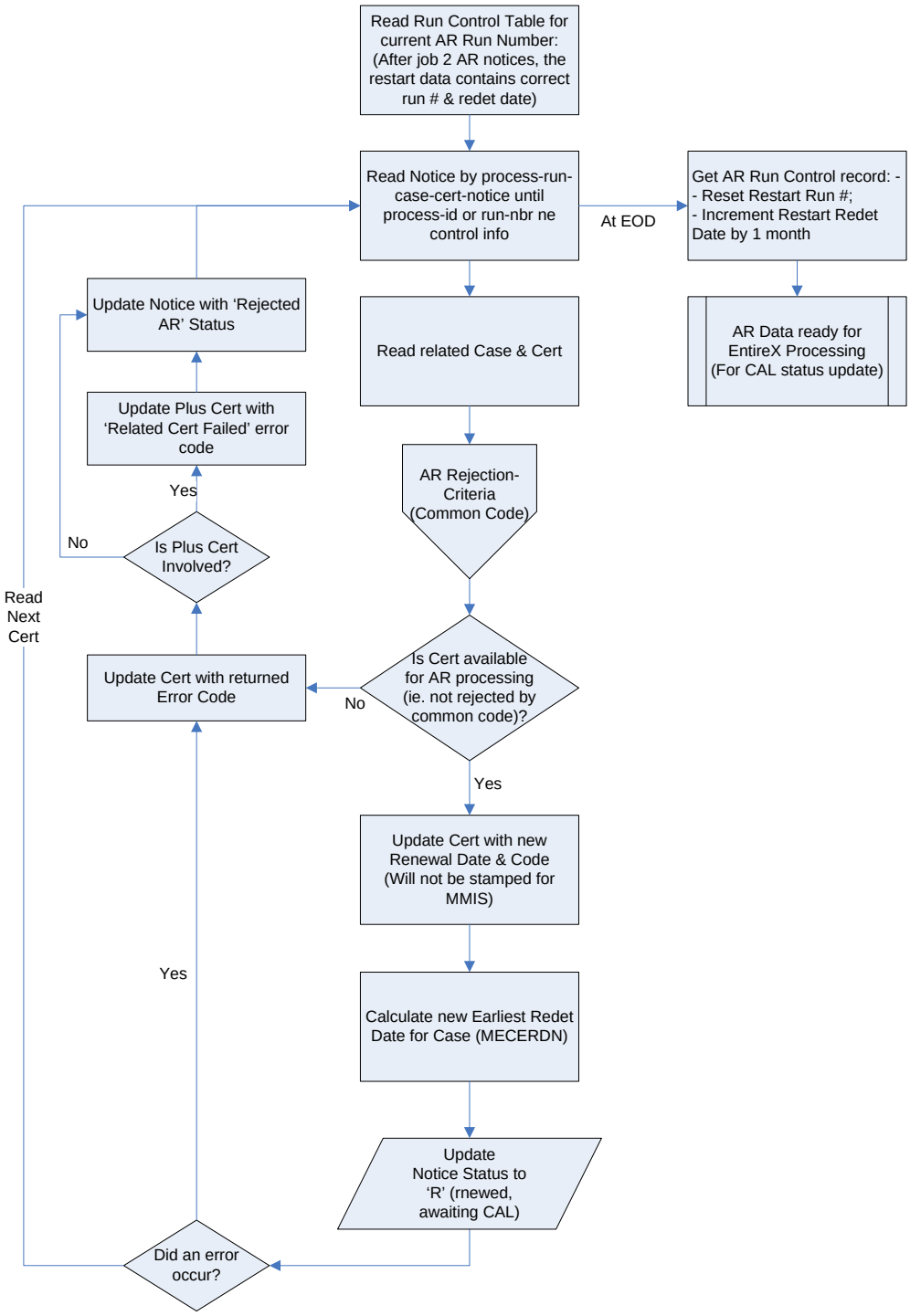
Since these fields are not on the in-progress certification files, when a cert is modified via the ELIG transaction and it is decisioned, the internal copy process will reset these fields automatically.

Batch Jobs

There will be two batch jobs. The first job (jcl:MEM0532 pgm:MECARNZ1) will be to automatically renew all valid certs that were sent notices in the prior execution of the batch job (last month's renewals). The next job (jcl:MEM0530 pgm:MECARNZ2) will be to create the next batch of renewal notices.

Job 1 – Runs 2 days prior to cut-off night

This job reviews all certs that received renewal notices as part of the previous month's AR process. If they still qualify, their renewal date is extended by one year and update information is sent to the ECR.



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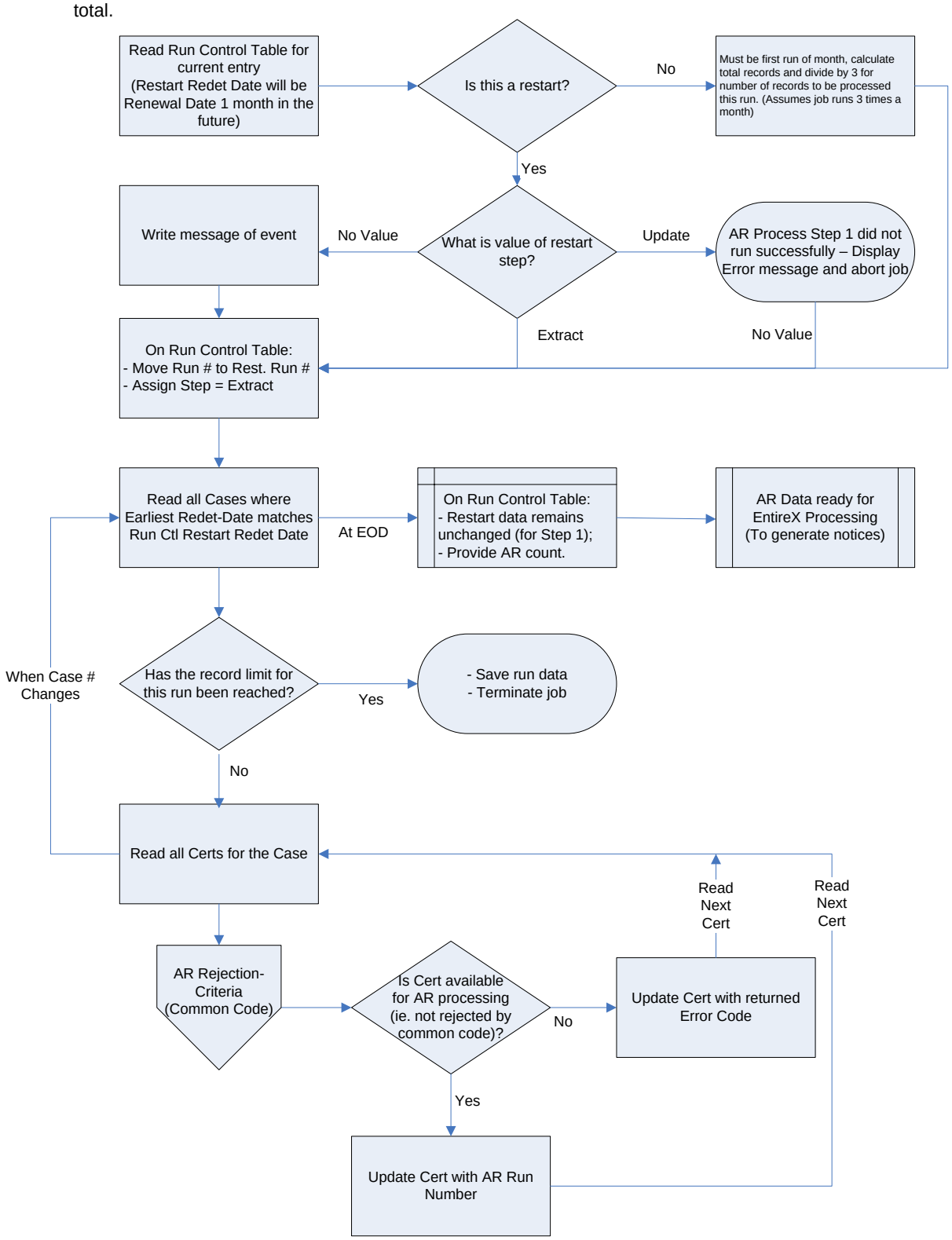
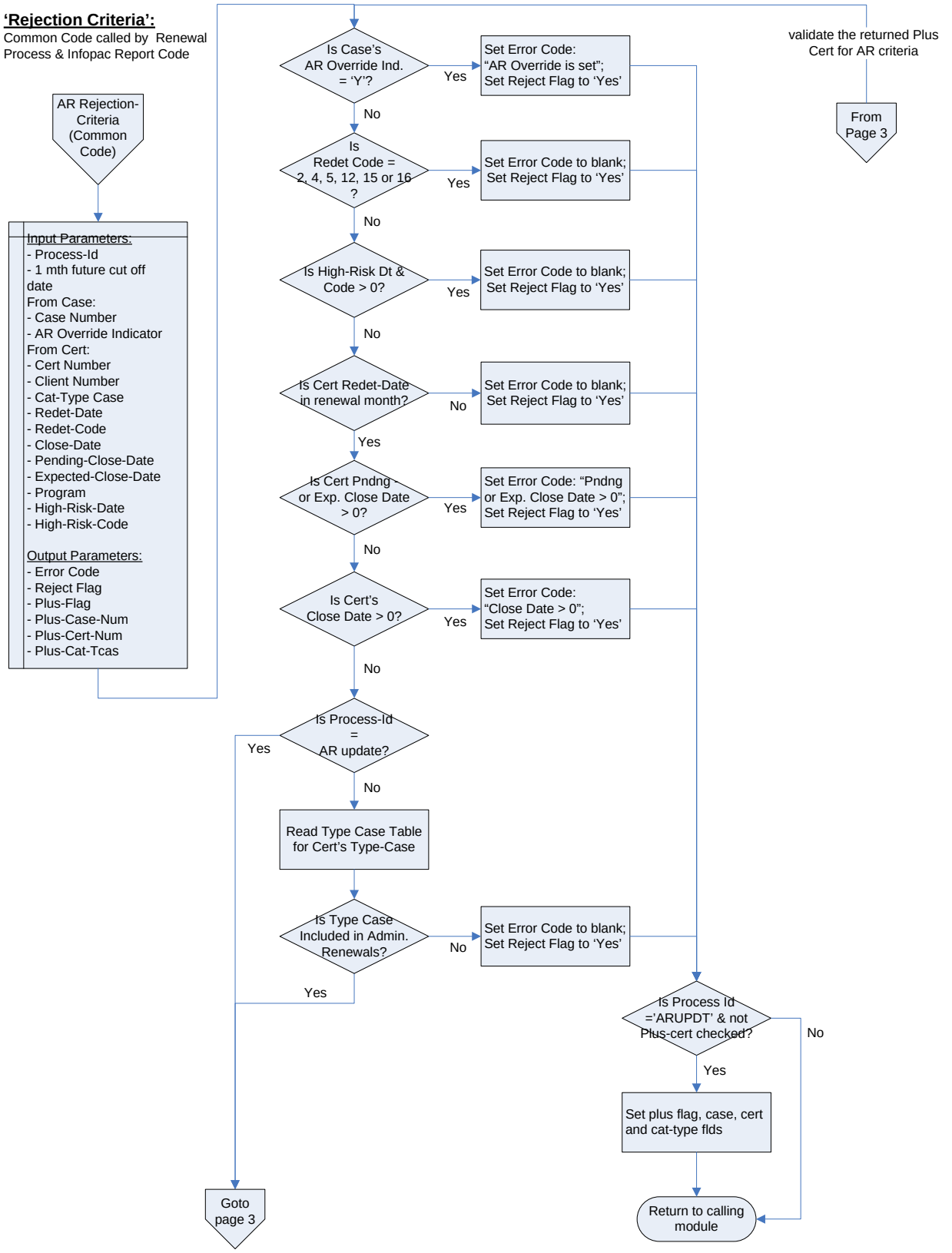
Job 2 – Runs 3 times/month starting 1 day after cut-off night

This step looks for all renewals 1 month in the future & where they qualify, generates renewal notices. It will do a rough calculation of the total number of certs for the month, divide by 3 and process one-third of the total.





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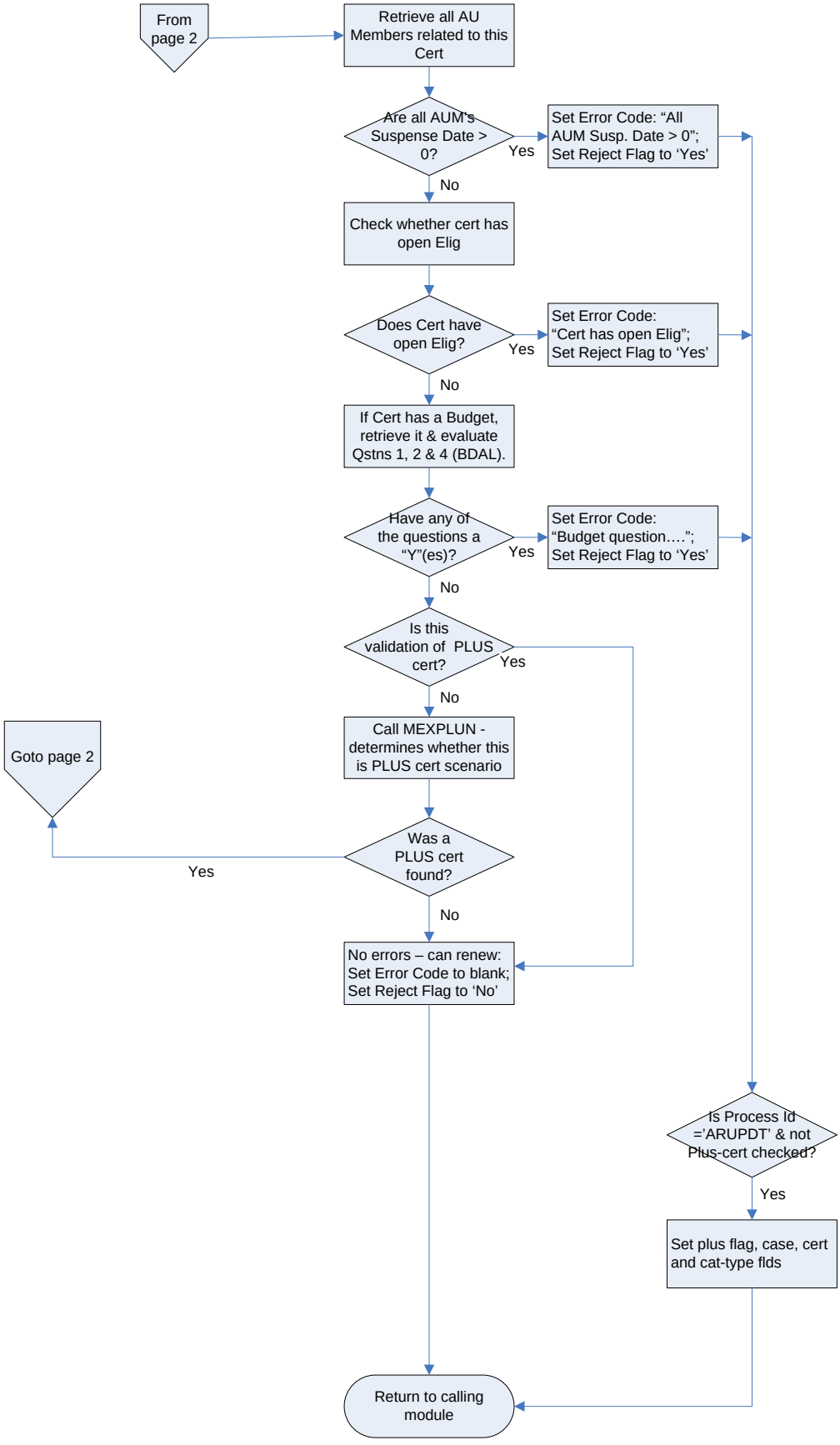
From page 2
Retrieve all AU Members related to this Cert
Are all AUM's Suspense Date > 0?
Yes
Set Error Code: "All AUM Susp. Date > 0"; Set Reject Flag to 'Yes'
No
Check whether cert has open Elig
Does Cert have open Elig?
Yes
Set Error Code: "Cert has open Elig"; Set Reject Flag to 'Yes'
No
If Cert has a Budget, retrieve it & evaluate Qstns 1, 2 & 4 (BDAL).
Have any of the questions a "Y"(es)?
Yes
Set Error Code: "Budget question…."; Set Reject Flag to 'Yes'
No
Is this validation of PLUS cert?
Yes
No
Call MEXPLUN - determines whether this is PLUS cert scenario
Goto page 2
Was a PLUS cert found?
Yes
No
No errors – can renew: Set Error Code to blank; Set Reject Flag to 'No'
Is Process Id ='ARUPDT' & not Plus-cert checked?
Yes
Set plus flag, case, cert and cat-type flds
Return to calling module

Case	Cert	Renewal Dt	Type Case	Error Occurs	Comments
1	1	3/31/2008	C-Related AR Qualified	No	Both will be AR processed, one notice sent
	2	3/31/2008	C-Related AR Qualified	No	
2	1	3/31/2008	C-Related AR Qualified	Yes	Neither of these will be AR processed.
	2	3/31/2008	C-Related AR Qualified	No	
3	1	3/31/2008	C-Related AR Qualified	No	This will be AR processed, one notice sent
	2	4/30/2008	C-Related AR Qualified	No	Not processed at all (until next month)
4	1	3/31/2008	C-Related AR Qualified	Yes	Will not be processed as AR
	2	4/30/2008	C-Related AR Qualified	No	Not processed at all (until next month)
5	1	3/31/2008	C-Related AR Qualified	No	Both will be AR processed, one notice sent ???
6	1	3/31/2008	C-Related AR Qualified	No	
7	1	3/31/2008	C-Related AR Qualified	Yes	Neither of these will be AR processed.
8	1	3/31/2008	C-Related AR Qualified	No	
9	1	3/31/2008	C-Related AR Qualified	No	This will be AR processed, one notice sent
10	1	4/30/2008	C-Related AR Qualified	No	Not processed at all (until next month)
11	1	3/31/2008	C-Related AR Qualified	Yes	Will not be processed as AR
12	1	4/30/2008	C-Related AR Qualified	No	Not processed at all (until next month)
13	1	3/31/2008	C-Related AR Qualified	No	Both will be AR processed, two notices sent
14	1	3/31/2008	D-Related AR Qualified	No	
15	1	3/31/2008	C-Related AR Qualified	Yes	Neither of these will be AR processed.

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16	1	3/31/2008	D-Related AR Qualified	No	
17	1	3/31/2008	C-Related AR Qualified	No	This will be AR processed, one notice sent
18	1	4/30/2008	D-Related AR Qualified	No	Not processed at all (until next month)
19	1	3/31/2008	C-Related AR Qualified	Yes	Will not be processed as AR
20	1	4/30/2008	D-Related AR Qualified	No	Not processed at all (until next month)
21	1	3/31/2008	C-Related AR Qualified	No	Both will be AR processed, two notices sent
	2	3/31/2008	D-Related AR Qualified	No	
22	1	3/31/2008	C-Related AR Qualified	Yes	Neither of these will be AR processed.
	2	3/31/2008	D-Related AR Qualified	No	
23	1	3/31/2008	C-Related AR Qualified	No	This will be AR processed, one notice sent
	2	4/30/2008	D-Related AR Qualified	No	Not processed at all (until next month)
24	1	3/31/2008	C-Related AR Qualified	Yes	Will not be processed as AR
	2	4/30/2008	D-Related AR Qualified	No	Not processed at all (until next month)

Entirex (UNO) Interface

The actual creation of the notice will be performed by UNO. To facilitate this, MEDS will need several routines that can be invoked by the UNO process to retrieve information about the person, case, cert, or budget that is to be sent a notice.

1. Get Persons Modified
   - Check if persons have been modified within timeframe specified. (MEEGPMN)
2. Get Persons Demographic Data

- Retrieve information about a person. (MEEGPDN)

3. Get Notice Requests Modified
   - Check if there are notices to be extracted from Meds and mailed out - extract status = I. (MEEGNDN)
4. Get Notice Request Data
   - Retrieve information about a notice. (MEEGNRN)
5. Get CAL Entries Modified
   - Check if there are notices for which a CAL Entry needs to be created. (MEEGCDN)
6. Get CAL Entry Data
   - Used to create a Case Action Log (CAL) entry in the ECR from a notice. (MEEGCRN)
7. Get Cases Modified
   - Get all cases changed within the date & time specified, filter the results if a filter value is specified. (MEEGCMN)

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Technical Design

Notice Extract Status

Add LDA METNOTE and add the following entries:

- I In Progess
- S Sent Out
- R Renewed, Awaiting CAL
- C Complete
- X Rejected from Renewal

Run Control Entry

Add AREXTR as a new entry to the run control table. It will be used to keep track of the current admin renewal run number and current renewal data that is being processed. Restart data will be:

- Restart-date – current cutoff period to be processed.
- Restart-step – indicates whether the first or second job is running.
- Run nbr count – indicates which run for the month this is.
- Record-limit – number of records to process this run.
- Restart-record-limit – number of records processed this run.
- Case-num – case number last processed on ET, used for restart of job.
- Cert-period-num – cert last processed on ET, used for restart of job.
- Notice-count – number of notice records created this run.
- Process-error-count – number of records in error this run.
- CRTN-error-count – number of records from common routine in error this run.
- Skipped-count – number of records skipped this run.
- Plus-count – number of plus records processed this run.
- Total-count - total count of all records this run.
- Final-notice-count – number of notice records created for all runs up to this point.
- Final-process-error-count – number of records in error for all runs up to this point.
- Final-CRTN-error-count – nbr of records from common rtn in error for all runs up to this point.
- Final-skipped-count – number of records skipped for all runs up to this point.
- Final-plus-count – number of plus records processed for all runs up to this point.
- Final-total-count - total count of all records for all runs up to this point.

Bear in mind the cutoff date used here will be 1 month out as this is the lead time used in the renewal process.

Renewal Code

Add the next available renewal code to the LDA METREDL. The next number is 17 – Admin Renewal. Include in State Translation table.

Cert Process

When a worker does an ELIG and the cert is decisioned (copied from CERT-IP to CERT), must then reset the error code, AR renewal ind, AR renewal num and AR process ind.

Error Codes

Create LDA MEXCRTL and add the following Error codes and Error messages:

001 – Admin Renewal Override flag is set on case.
002 – Pending or Expected Close Date is greater than zero.
003 – Close Date is greater than zero.
004 – AU Member Suspend Date is greater than zero.
005 – Cert has an Open Elig
006 – Budget Question 1 on BDAL set to Yes/.
007 – Budget Question 2 or 4 on BDAL set to a value greater than zero.
008 – Case override flag reset after admin renewal notices created for renewal month.
010 – Failed Cert Validation
098 - Related Cert Failed
099 - Reject Error

This LDA must also have a field to indicate whether to show the error code on the RNEWQ, RNEWQER, Infopac or a combination of these.

Program Modules

- MECRDTQ – Renewals by …function (commonly called the scrolls).

  At start of module, read the run control table using AREXTR as key. Retrieve the current run number and associated renewal date. For example, run number 1 with a date of 20070727 is for renewals with a date of 07/2007.

  At start of module, read ME-TYPE-CASE by key AR-QUAL-CAT-TYPE-CASE to create an internal array of all type cases qualified for that admin renewal process.

  After reading the cert file in READ-DETAIL-AND-DISPLAY, determine whether worker has requested renewals for the past, present or future.

```
Decide for first condition
    When                          /* Past
        If input.renewal-dt < run control.restart-data.date and case.override NE 'N'
            Ignore
    When                          /* Current renewals
        If run control. Restart-data.date = Input.renewal-dt
          If cert.AR run nbr = run control.run number
            If case.override ne 'Y' and error code = 0
              Reject
    When
        If type case.AR qualified = Y    (from array)    /* future renewals
```


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If case.override ne Y
Reject

Batch Jobs

Job 1 (jcl:MEM0532 pgm:MECARNZ1) – Runs 2 business days before cutoff.:

A. Read (1) ME-RUN-CNTL by PROCESS-RUN-NUM using AREXTR as the PROCESS-ID.
    a. If RESTART-RUN-NUM = 0, write error message and terminate with RC=16
    b. If first time must not abend with RC = 16. Must allow next step to proceed.
B. Read ME-NOTICES by PROCESS-RUN-CASE-CERT-NOTICE using the process-id 'AREXTR' stopping when process-id does not match or run nbr does not match that from run-control record.
C. Decide on action using the extract-status field from the notice file.
    a. Value of In-Progress – write to error report as no notice should have this status at this point in time.
    b. Value of Sent-out – continue processing
    c. All other values – skip as have been processing previously.
D. Add 1 to counter
E. Using the reference group, determine if notice record has a plus
    a. No plus, continue processing
    b. Plus, determine which values (case-num on notice record or the case-num in the reference group PE) are the non-plus case, cert and type case and which is the plus case, cert and type case values.

       If reference type of 'SWTCH' exists, must switch values – i.e. the referenced values are for the non-plus case/cert and the case/cert on the record are the plus case and cert. This happens because in the notice creation program (MECARNZ2) the records are read and processed in case/cert order, so if the first cert is a plus, the notice is created using the plus data and the second cert will be saved in the reference group PE.
F. Call the cert/cptc object subprogram for the non-plus case/cert.
    a. If error, write to error report and update cert with error data.
G. Find ME-CASE using the case number from ME-CPTC
    a. If error, write to error report.
H. Invoke the common routine (MEECRTN), see details for this routine below.
I. Evaluate the results from the common routine.
    a. If reject flag = Y and error-code > 0 then go to J.
    b. If reject flag = N and error-code is blank then go to K.
    c. Any other, write error report and add 1 to error-count.
J. Process the reject:

a. Update the field ADMIN-RENEWAL-ERROR-CODE on ME-CPTC with the error code from the common routine.

b. If a plus cert is involved, update the field ADMIN-RENEWAL-ERROR-CODE on ME-CPTC for the plus case/cert using same error code.

c. Update notice record with status of 'Rejected from Renewal'

d. Write rejected errors (report 2).

K. Process the valid record:

a. Call MECDDTN to calculate the new renewal date. All certs will get same renewal date regardless of current renewal dates. This will sync up the certs to be on same schedule next year.

b. Prepare to update the cert by setting the AR-Renewed-Ind, Redet-Dt and AR-Process-Ind fields on ME-CPTC

c. Call cert validation module (MECCEPV).

i. If error, write err report and update cert with error data (ADMIN-RENEWAL-ERROR-CODE & AR-PROCESS-IND). If plus cert is involved, must also update the plus cert with error data using error code 98 (related cert failed). Then update the notice record with 'Rejected from Renewal'. Be sure to issue ET.

d. Call cert update module (MECCEPU).

i. If error, write err report and update cert with error data (ADMIN-RENEWAL-ERROR-CODE & AR-PROCESS-IND). If plus cert is involved, must also update the plus cert with error data using error code 98 (related cert failed). Then update the notice record with 'Rejected from Renewal'. Be sure to issue ET.

e. If a plus cert is involved, repeat items b, c and d. Remember, if an error occurs with the plus cert, must backout the first cert renewal update before updating the plus cert with error information so that you can update first cert with error information also – either both certs are renewed or both fail.

f. Write report one for renewals.

g. Issue ET updating the run-control record with current counts.

L. At the end of the data, reset ME-RUN-CNTL.RESTART-RUN-NUM and increment the RESTART-DATA redet date by 1 month (this is a redefine of the restart data area with format of YYYMM). Calling the object module MEXRUNU for this will reset restart-data so must be careful.

Job 2 – (jcl:MEM0530 pgm:MECARNZ2) - Runs 3 times/month starting 1 day after cut-off night:

A. Call object module MEXRUNU3 (cloned from MEXRUNU) with function (N – new-or-restart) to move run number to restart run number and increment the run nbr by 1

a. If not restart, must be first run of month, calculate the total number of cases with renewal date equal to cutoff date. Divide total by number of runs to be done for the month (currently three) and set limit for this run. Assign Restart-step equal to 'Extract' and update run control record.

b. If restart, check restart-data for restart-step.

i. If step equals 'Update' then last months update job did not finish – write error message and terminate with RC=16

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ii. If step equals blank, write message and continue. It should never be in restart mode without a restart-step value.

iii. If step equals 'Extract', must be either restart of abended job or next run of monthly run (run 2 or 3 in the case of 3 runs per month).

B. Read ME-CASE by REDET-DT-CASE-NUM where redet date equals ME-RUN-CNTL.RESTART-DATA redet date.

C. If record limit for this run has been reached, save the run control record and stop.

D. Read ME-CPTC (use object to get both ME-CPTC and ME-CERT-PERIOD) where case number matches ME-CASE case number.

E. Invoke the common routine (MEECRTN), see details for this routine below.

F. Evaluate the results from the common routine.

a. If reject flag = Y and error-code is blank then goto G

b. If reject flag = Y and error-code is not blank then goto H

c. If reject flag = N and error-code is blank then goto I

G. Do no updating of the cert, add 1 to skipped-count and proceed to the next cert.

H. Update the field ADMIN-RENEWAL-ERROR-CODE on ME-CPTC with the error code from the common routine, update ADMIN-RENEWAL-RUN-NUM on ME-CPTC with current run number and proceed to next cert. If a plus scenario exists, update the same fields on ME-CPTC for the plus cert. if error code is 99 (rejected) then add 1 to skipped-count else add 1 to CRTN-count.

I. Assign ADMIN-RENEWAL-RUN-NUM on ME-CPTC with current run number.

a. Validate the cert.

i. If error on validation

1. Update ME-CPTC with error code (10), check for plus cert and update it with error code/run number.

ii. If success on validation

1. Check for plus, validate the plus cert

a. If error, update ME-CPTC for both main and plus cert with error code and run number.

b. If success on plus validation, update ME-CPTC for both main and plus cert with run number.

2. If no plus cert, update ME-CPTC (using run number assigned in I. above)

J. At the end of the data, update the ME-RUN-CNTL.RESTART-DATA to include final counts as well as counts for this run.

Common Routine:

A. Input: Run control Restart-data (redefined as Redet-date(YYYYMM) and then a notice count), case-number, AR-override-indicator, cert-number, cat-type-case, redet-date, close-date, pending-close-date, expected-close-date, client number and process-id (not necessarily same as run-control).

Output: Error-code and reject-flag

B. If ME-CASE.ADMIN-RENEWAL-OVERRIDE-IND = 'Y' then set error-code to 1 and set reject-flag to 'Y' else continue

C. If ME-CPTC.REDET-CODE = 2, 4, 5, 12, 15, or 16 then set error-code to 0 and set reject-flag to 'Y' else continue

D. If ME-CPTC.HIGH-RISK-DATE & CODE > 0, set error-code to 0 and set reject-flag to 'Y' else continue

E. If ME-RUN-CNTL.REDET-DATE NE ME-CPTC.REDET-DATE then set error-code to 0 and set reject-flag to 'Y' else continue

F. If ME-CPTC.PENDING-CLOSE-DT OR ME-CPTC.EXPECTED-CLOSE-DT greater than 0 then set error-code to 2 and set reject-flag to 'Y' else continue

G. If ME-CPTC.CLOSE-DT greater than 0 then set error-code to 3 and set reject-flag to 'Y' else continue.

H. If the process-id is from the AR update job, skip the type-case check.

I. Find number on ME-TYPE-CASE by AR-IND-CAT-TYPE-CASE where ADMIN-RENEWAL-IND = 'Y'.

J. If *number = 0 then and process-id is blank, then set error-code to 0 and set reject-flag to 'Y' else continue

K. Read ME-AU-MEMBER by CASE-CERT-AU-MBR using the case and cert number passed in as input.

L. If ALL of the au members have a claims-sus-date greater than 0, then set error-code to 4 and set reject-flag to 'Y' else continue

M. Read ME-AU-MEMBER by CASE-CERT-AU-MBR using the case and cert number passed in as input.

N. Determine if there exists open eligibility for the cert

   a. Read (1) Desc ME-ELIG-CERT-PERIOD by CASE-CERT-DETER-NUM using the case and cert numbers passed in as input

   b. Find (1) ME-ELIG-DETER by CASE-NUM-DETER-NUM using the case, cert and elig-deter-num from ME-ELIG-CERT-PERIOD.

O. If the ME-ELIG-DETER.ELIG-DETER-STAT = 'O' , then set error-code to 5 and set reject-flag to 'Y' else continue

P. Determine if budget exists and if so, whether questions 1, 2, or 4 on BDAL screen have values (Q1 = Y, Q2 > 0 and Q4 > 0). Tech Note: the fields for this are ANSWER-Q22, -Q7 and –Q9 respectively. See LDA METBIQL.

   a. Read (1) Descending ME-ELIG-CERT-PERIOD by CASE-CERT-DETER-NUM using the input case and cert numbers. (see item K above – possible reuse)

   b. Find (1) ME-ELIG-DETER by CASE-NUM-DETER-NUM using the input case and cert numbers along with ME-ELIG-CERT-PERIOD.ELIG-DETER-NUM see item K above – possible reuse)

   c. If ELIG-DETER-STATUS = 'O' (open) then set open-flag and exit routine

   d. If ELIG-DETER-STATUS = 'C' (complete) then Read Descending ME-BUDGET-WRKSHT by CASE-NUM-DETER-NUM-BUD-NUM

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i. If BUD-STATUS = 'C' (complete) and BUD-DETER-OUTCOME-INDIC = 'E' (eligible) then READ ME-CASE-BUDGET-INFO by CASE-NUM-BUDGET-MONTH using input case number and the BUDGET-MONTH from ME-BUDGET-WRKSHT

1. If ANSWER-Q1 = 'Y' or ANSWER-Q2 > 0 or ANSWER-Q4 > 0 then set error-code to 6 or 7 and set reject-flag to 'Y' else continue

Q. If no errors, reset error code and reject flag and return to calling program.

Database Changes

Database changes

ME-TYPE-CASE (& -LOG)

Add the following field to the Type Case & -Log files:

Level	Type	Field Name	Format	Description	Supp	FK
1		ADMIN-RENEWAL-IND	A1	Whether to create an administrative renewal for this type case Valid values: 0 – no, 1 – yes/no plus, 2 – yes including plus	N	
1	SP	AR-IND-CAT-TYPE-CASE	A7	ADMIN-RENEWAL-IND (1-1) CATEGORY-CODE (1-3) TYPE-CASE (1-3) Not On –LOG file	N	D

ME-CASE (& -LOG)

Add the following field to the Case & -Log files:

Level	Type	Field Name	Format	Description	Supp	FK
1		ADMIN-RENEWAL-OVERRIDE-IND	A1	Whether to override the creation of an administrative renewal for this type case Valid values: Y – skip creating AR, N – create AR	N	

ME-CPTC (& -LOG)

Add the following field to the Type Case & -Log files:

Level	Type	Field Name	Format	Description	Supp	FK
1		ADMIN-RENEWAL-RUN-NUM	N8	The run control table run number used to process the cert. for AR notice creation. Valid values: 1 - 99999999	N	
1		AR-RENEWED-	A1	Has the cert been renewed thru the AR	N	

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		IND		process. Valid values: N – No, Y – Yes		
1		ADMIN-RENEWAL-ERROR-CODE	N3	The error that was encountered while attempting to process the cert for AR notice creation or while attempting to finish the renewal by modifying the renewal date/code.	N	
1	SP	REDET-CASE-CERT-CPTC-RUN-NUM	A35	REDET-DATE(3-8) only need YYYYMM CASE-NUM(1-13) CERT-PERIOD-NUM(1-4) CPTC-NUM(1-4) ADMIN-RENEWAL-RUN-NUM(1-8) Not On -LOG file	N	D
1	SP	AR-RUN-CASE-CERT-CPTC	B29	ADMIN-RENEWAL-RUN-NUM(1-8) CASE-NUM(1-13) CERT-PERIOD-NUM(1-4) CPTC-NUM(1-4) Not On –LOG file	N	D

ME-REDET-HISTORY (NO LOG)

Add the following field to the Redet History file:

Level	Type	Field Name	Format	Description	Supp	FK
1		AR-RENEWED-IND	A1	Has the cert been renewed thru the AR process. Valid values: N – No, Y – Yes	N	

ME-NOTICES

Add the following file:

```
Ty L Field ID                          F  Length   Occ   D U DB S
*- - ------------------------------- *- -------- ----- * * -- *
   1 NOTICE-NUM                        N      8.0        D U AA
   1 PROCESS-ID                        A      8.0             AB N
   1 RUN-NUM                           N      8.0             AC N
   1 NOTICE-TYPE                       A      4.0             AD N
   1 CASE-NUM                          N     13.0             AE N
   1 CERT-PERIOD-NUM                   N     13.0             AF N
```

```
   1 CLIENT-NUM                        N     13.0            AG N
PC 1 REFERENCE-GROUP                                         AH
   2 REFERENCE-NUM                     N     13.0            AI N
   2 REFERENCE-TYPE                    A      5.0            AJ N
   1 NOTICE-DATE                       N      8.0            AK N
   1 EFFECTIVE-DATE                    N      8.0            AL N
   1 EXTRACT-STATUS                    A      1.0            AM N
   1 LOG-COUNTER                       P     15.0            AN
   1 UPDATE-USER                       A      8.0            AO
   1 UPDATE-PGM                        A      8.0            AP
   1 UPDATE-TIME                       T                     AQ
**
   1 NOTICE-RETRIEVE-TIME              T                 D   AR N
   1 NOTICE-RETRIEVE-COUNTER           N      5.0            AS N
   1 CAL-RETRIEVE-TIME                 T                 D   AT N
   1 CAL-RETRIEVE-COUNTER              N      5.0            AU N
SP 1 PROCESS-RUN-CASE-NOTICE-NUM       A     37.0        D   S1 N
SP 1 PROCESS-ID-NOTICE-NUM             A     16.0        D U S2
SP 1 CASE-CERT-PROCESS-NOTICE          A     33.0        D U S3 N
SP 1 EXTRACT-PROCESS-RUN-CASE-CERT     A     34.0        D   S4 N
```

ME-NOTICES-LOG

Add the following file:

```
Ty L Field ID                          F  Length   Occ   D U DB S
*- - ------------------------------- *- -------- ----- * * -- *
   1 NOTICE-NUM                        N      8.0            AA
   1 PROCESS-ID                        A      8.0            AB N
   1 RUN-NUM                           N      8.0            AC N
   1 NOTICE-TYPE                       A      4.0            AD N
   1 CASE-NUM                          N     13.0            AE N
   1 CERT-PERIOD-NUM                   N     13.0            AF N
   1 CLIENT-NUM                        N     13.0            AG N
PC 1 REFERENCE-GROUP                                         AH
   2 REFERENCE-NUM                     N     13.0            AI N
   2 REFERENCE-TYPE                    A      5.0            AJ N
   1 NOTICE-DATE                       N      8.0            AK N
   1 EFFECTIVE-DATE                    N      8.0            AL N
   1 EXTRACT-STATUS                    A      1.0            AM N
   1 LOG-COUNTER                       P     15.0            AN
   1 UPDATE-USER                       A      8.0            AO
   1 UPDATE-PGM                        A      8.0            AP
   1 UPDATE-DT                         N      8.0            AQ
   1 UPDATE-TM                         N      7.0            AR
   1 UPDATE-ACTION                     A      1.0            AS
**
   1 NOTICE-RETRIEVE-TIME              T                     AT N
   1 NOTICE-RETRIEVE-COUNTER           N      5.0            AU N
   1 CAL-RETRIEVE-TIME                 T                     AV N
   1 CAL-RETRIEVE-COUNTER              N      5.0            AW N
**
SP 1 LOG-BY-ENTRY                      B     28.0        D   S1 N
SP 1 LOG-BY-TIME                       B     28.0        D   S2 N
```


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```
      SP 1 LOG-BY-USER                        A     23.0        D   S3
```

ME-NOTICES-DETAIL

Add the following file:

```
Ty L Field ID                          F  Length   Occ   D U DB S
*- - ------------------------------- *- -------- ----- * * -- *
   1 NOTICE-NUM                        N      8.0            AA N
   1 CASE-NUM                          N     13.0            AB N
   1 CERT-PERIOD-NUM                   N      4.0            AC N
   1 PARAGRAPH-ID                      A      3.0            AD N
   1 SORT-SEQ-NUM                      N      2.0            AE N
   1 EFFECTIVE-DATE                    N      8.0            AF N
   1 PRINT-SORT-KEY                    A     14.0            AG N
   1 LOG-COUNTER                       P     15.0            AH
   1 UPDATE-USER                       A      8.0            AI
   1 UPDATE-PGM                        A      8.0            AJ
   1 UPDATE-TIME                       T                     AK
SP 1 NOTICE-PRINT-SORT-KEY             A     22.0        D   S1 N
```

ME-NOTICES-DETAIL-LOG

Add the following file:

```
Ty L Field ID                          F  Length   Occ   D U DB S
*- - ------------------------------- *- -------- ----- * * -- *
   1 NOTICE-NUM                        N      8.0            AA N
   1 CASE-NUM                          N     13.0            AB N
   1 CERT-PERIOD-NUM                   N      4.0            AC N
   1 PARAGRAPH-ID                      A      3.0            AD N
   1 SORT-SEQ-NUM                      N      2.0            AE N
   1 EFFECTIVE-DATE                    N      8.0            AF N
   1 PRINT-SORT-KEY                    A     14.0            AG N
   1 LOG-COUNTER                       P     15.0            AH
   1 UPDATE-USER                       A      8.0            AI
   1 UPDATE-PGM                        A      8.0            AJ
   1 UPDATE-DT                         N      8.0            AK
   1 UPDATE-TM                         N      7.0            AL
   1 UPDATE-ACTION                     A      1.0            AM
SP 1 LOG-BY-ENTRY                      B     28.0        D   S1 N
SP 1 LOG-BY-TIME                       B     28.0        D   S2 N
SP 1 LOG-BY-USER                       A     23.0        D   S3
```

BENDEX Extract Control Report (MEM0010R1)

The BENDEX Extract Control Report is used to produce program statistics.

```
MEIBIEZ  - MEM0010R1                    LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS                    MM/DD/YYYY
MEM0010T                                      BENDEX EXTRACT CONTROL REPORT                           00:00 PM
JOB09999                                                                                              Page:    1

BENDEX Extract Run Number: 99999999
Process Date      : YYYY/MM/DD
------------------------------

AU-MEMBER records read........... 999999999
Errors found..................... 999999999
Still active certs bypassed...... 999999999
Open/closes bypassed............. 999999999
Duplicate records bypassed....... 999999999
Non-BENDEX categories bypassed... 999999999
Extract records created.......... 999999999
                                                *** End of Report ***
```

BENDEX Extract Exception Report (MEM0010R9)

The BENDEX Extract Exception Report is used to report all errors encountered during the extract process.

```
MEIBIEZ  - MEM0010R9                    LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS                    MM/DD/YYYY
MEM0010T                                    BENDEX EXTRACT EXCEPTION REPORT                           00:00 PM
JOB09999                                                                                              Page:    1


Extract Run Number: 99999999
Process Date      : YYYY/MM/DD
------------------------------

AU Member: 9999999999999
        Error Message (1)
        Error Message (n)

AU Member: 9999999999999
        Error Message (1)
        Error Message (n)
                                                *** End of Report ***
```