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# Medical Programs Income and Eligibility Verification System (IEVS) Wage Process CBMS Project 1530

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## Training Objective

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Understand the updates and additions made within this change. This includes:

- Policy
- Self-declaration of income in CBMS
- IEVS Wage discrepancy file
- Automation of IEVS Wage
- IEVS Wage and Eligibility Determination
- End Dating IEVS Income Wage
- Reports



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## Policy



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## Self-Declaration of Work Income

- Individuals may self-declare work income for Medicaid or CHP+ if they -
  - Work for an employer reporting to Colorado Department of Labor (CDLE) (not self-employed)
  - Provide a valid Social Security Number (SSN)
- Authorized by Senate Bill 08-161
- 8.100.4.B.2.c, 8.100.5.B.1.c. and CHP+ 130.1.A.5.



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## Self-Declaration of Work Income

- Individual can declare SSN by-
  - Supplying SSN to worker, or
  - Notating SSN on CO Application for Medical Assistance

tell us about household income COMPLETE FOR ALL PROGRAMS

1. If you or anyone in the household has income from a job, complete the following. Income must be from the same month and show a normal full month's pay. If no one in the household has any income from a job, please check: NA

All household income may need to be verified when applying for Medical Assistance. It is not required, but if you provide your Social Security Number (SSN), we may be able to verify your income electronically through the Department of Labor's system. You may be asked for further information if needed.

Name of Person Working First and Last Name SSN (Optional)	Employer Name and Phone	Month and Hours Worked	Paid Weekly, Every 2 Weeks, Twice a Month or Monthly?	Total Monthly Amount Before Taxes and Deductions
SSN:				\$



## Self-Declaration of Work Income

- Work income can be self-declared at-
  - Application (Intake)
  - Redetermination (RRR)
  - Change of Circumstance (Ongoing)
- Income will be verified through IEVS
  - IEVS will overwrite self-declared income if a discrepancy is identified of +/- \$750 quarterly
  - Income discrepancies may be disputed by a client by supplying all income documentation for the disputed time period
- Reduces administrative burden on clients, application sites and eligibility sites



## Excluded Medicaid Programs

- The following programs are excluded from allowing self-declared income and using IEVS Income Wage
  - The eligibility is based on a determination by another program or agency
    - Adult Medical – SSI Mandatory**
    - Adult Medical – SSI Mandatory: Zebly**
    - Adult Medical – OAP-A Med**
    - Adult Medical – OAP-B Med**
    - Adult Medical – OAP-HCP (A)**
    - Adult Medical – OAP-HCP (B)**
    - Adult Medical – Breast or Cervical Cancer**



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## Excluded Medicaid Programs

- The following programs will only use earned income at the time of RRR
  - The IEVS Income Wage will be ignored for clients on these programs
  - This is due to guaranteed program eligibility
    - Family Medicaid – Needy New Born**
    - Family Medicaid – Expanded Pregnant**
    - Family Medicaid – Qualified Pregnant**
    - Family Medicaid – 4-month extension**
    - Family Medicaid – Transition Medicaid**



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Medical IEVS Wage Process

# Questions?



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Medical IEVS Wage Process

# Self-declaration of Income in CBMS



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## Updates to Earned Income Verification

- Medical programs will accept “client statement” as an earned income source ***only if a SSN is provided***
  - If a SSN is not provided, CBMS will generate a verification checklist and request verification of income



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## SSN Provided After Case is Processed

- If a SSN is provided while the case is pending for verification of income, CBMS will accept the self-declared income
- If a case is denied for missing verification of income but SSN is provided after denial, CBMS will accept the self-declared income
  - The case will have to be rescinded if closed and SSN updated



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## Verification of Self-declared Income

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- The self-declared income will be verified through the IEVS Wage Discrepancy file
  - If the declared income is within +/- \$750 of the quarterly income reported to the CDLE, the declared income will continue to persist forward for eligibility
  - If the declared income is greater than +/- \$750 of the quarterly income reported to CDLE, the income provided to CDLE will override the declared income



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## IEVS Wage Discrepancy File



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## Medical Programs and IEVS Wage File

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- Prior to this change, the medical programs were included in the IEVS data match
  - Wage discrepancies identified for medical programs were posted on the IEVS Discrepancy windows
  - Eligibility workers manually researched and processed the IEVS discrepancies for all programs (financial and medical)
  - Eligibility workers manually updated income within CBMS upon resolution of the discrepancy



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## Non-Medical Programs and IEVS Wage File

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- With this change, wage discrepancies for non-medical programs will continue to post to the IEVS Discrepancy windows
  - Individuals who are also part of Cash Assistance or Food Assistance will have an IEVS Wage Discrepancy record created and assigned to Cash or Food Assistance worker



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## Medical Programs and IEVS Wage File

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- With this change, the medical programs will continue to be included in the IEVS data match
- All IEVS Wage Data records for medical programs will automatically post to Interactive Interview the last night of the month
  - Wage discrepancies identified for medical programs will not be posted on the IEVS Discrepancy windows



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## Medical Programs and IEVS Wage File

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- Multiple IEVS Wage data may be posted if there are multiple individuals on a case with an income discrepancy
- Case Data Change trigger will run the first night of the month and use IEVS income for eligibility



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## Update to IEVS Wage File

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- Prior to this change, the IEVS Wage Discrepancy process contained data six months prior to the run month
- With this change, the Wage Request and Response files will contain the Quarter/Year wage data that is four months prior to the run month
  - This is applicable to all programs (medical and financial)



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## IEVS Run Schedule

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- IEVS Wage file is run on a monthly basis
- The majority of the IEVS Income Wage records will be posted to CBMS the first month of the new request quarter
- Employers who may have reported income late to CDLE will be captured within the second or third month of the request quarter
  - If the same employer and same income is identified in the second and third month of the request quarter, the IEVS Income Wage record will not be updated



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Medical IEVS Wage Process

## IEVS Wage Request Timeline for 2011/2012

Month	Request Quarter/Year	CBMS Match Period Months
September 2011	02/2011	4/1/2011 – 6/30/2011
October 2011	02/2011	4/1/2011 – 6/30/2011
November 2011	03/2011	7/1/2011 – 9/30/2011
December 2011	03/2011	7/1/2011 – 9/30/2011
January 2012	03/2011	7/1/2011 – 9/30/2011
February 2012	04/2011	10/1/2011 – 12/31/2011
March 2012	04/2011	10/1/2011 – 12/31/2011
April 2012	04/2011	10/1/2011 – 12/31/2011
May 2012	01/2012	1/1/2012 – 3/31/2012
June 2012	01/2012	1/1/2012 – 3/31/2012
July 2012	01/2012	1/1/2012 – 3/31/2012
August 2012	02/2012	4/1/2012 – 6/30/2012

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Medical IEVS Wage Process

## Automation of IEVS Wage for Medical Programs



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## Automatic Income Posting

- Using the Federal Employer Identification Number (FEIN), the IEVS Wage interface will identify if an employer record exists in CBMS
  - If there is not a match, new Employment History record will be created
  - If there is a match, only new Income Received Details record will be created



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## New Verification Source

- The IEVS Income Wage interface will post with a new verification source and new income type
  - Values will only be entered by the interface
- Employment History page
  - “Wage-CDLE Interface” source value used for the verification of Employer data
- Earned Income page
  - “Wage-CDLE” income type value used for the verification of earned income
- Income Received Details page
  - “CDLE” source value used for the verification of income received data



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**Employment History**

\*Name:

**Summary**

Employer Name	Monthly Amount Earned	Effective Begin Date	Effective End Date
News America Marketing	\$100.00	02/15/2011	
News America Marketing In	\$0.00	10/01/2010	10/31/2010
NEWS AMERICA MKTG IN	\$76.00	01/01/2011	
Texas Roadhouse	\$1,900.00	11/01/2010	
TEXAS ROADHOUSE	\$2,011.00	01/01/2011	

**Detail**

**Employer Name in all caps**

\*Effective Begin Date: 01 | 01 | 2011  
 EBD will be 1<sup>st</sup> of month of IEVS Quarter

\*Self-Employed:  Yes  No

Farming:  Yes  No

Occupation: Other

Employment Type: Permanent (over 90)

Estimated Average Hrs/Week: 35.00  
 Occupation, Employment Type, and Estimated Hrs/Week defaulted values

Monthly Amount Earned: \$ | 2011 | 00  
 IEVS Quarter divided by 3

**Employer Information**

\*Begin Date: 01 | 01 | 2011

End Date: MM | DD | YYYY

\*Name: TEXAS ROADHOUSE MANAGEMENT CORP  
 FEIN: 477509004  
 Legal/Corporate Name of Employer and their associated FEIN

Email Address:

Telephone #:  x

\*Verification: Received

\*Source: WAGE-CDLE Interface  
 New source value

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**CBMS Web - Earned Income**

**Earned Income**

**Detail**

\*Effective Begin Date: 01 | 01 | 2011  
 EBD will be 1<sup>st</sup> of month of IEVS Quarter

Effective End Date: MM | DD | YYYY  
 Only editable field

\*Type: WAGE - CDLE  
 New Income type value

\*Frequency: Quarterly  
 Defaulted to Quarterly

# of Days Worked Month:

\*Date Reported: 07 | 25 | 2011  
 Date Income posted through IEVS interface

Income Received | Income Expenses

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CBMS Web - Income Received Details

### Income Received Details

Income Type	Date Received	Gross Amount	Pay Period Begin Date	Pay Period End Date
Representative	01/01/2011	\$6,034.92	01/01/2011	

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**Detail**

**\*Check Type:**  
 Representative  Not Representative  
 Estimated  Not Paid

**Pay Period**

**\*Begin Date:** 01/01/2011 **End Date:** MM/DD/YYYY **\*FA Use Month:** 07/2011

**Total # of Hours Worked:** 35.00 **\*Date Received:** 01/01/2011

**\*Gross Amount:** \$6034.92 **Year to Date Total:** \$0.00

**Lump Sum:**  Yes  No **Report Date:** MM/DD/YYYY **Unavailable:**  Yes  No

**\*Verification:** Received **\*Source:** CDLE **\*Date Reported:** 07/25/2011 **Date Verified:** 07/25/2011

Annotations:  
 - 1st day of month of IEVS Quarter (points to 01/01/2011)  
 - Default (points to 35.00)  
 - Actual IEVS Qtr Income (points to \$6034.92)  
 - New source value (points to CDLE)

Medical IEVS Wage Process

## IEVS Speed Letter

- Upon the posting of IEVS income through the interface, an IEVS Speed letter will be generated and sent
- Speed Letter will advise the Medical case/client that the IEVS Wage Data will be used in place of the client reported wage data. The letter will provide:
  - Quarterly amount of income identified within IEVS
  - Applicable Quarter months
  - Employer name



**STATE OF COLORADO**



TO :

FROM :

DATE : 07/26/2011

We received a report that your income is different than the income you reported to us.

We will check your eligibility for Medical Assistance using the income reported by the Colorado Department of Labor and Employment. This may change your eligibility status. A separate letter will be sent notifying you of any change in eligibility.

The information reported from the Colorado Department of Labor and Employment was:

\$ 6034.92

for the time period of:

01/01/2011 to 03/31/2011

The income was reported by TEXAS ROADHOUSE MANAGEMENT CORP.

If you do not agree with the income reported from the Colorado Department of Labor and Employment, you can send in all verification of your income for the time period reported above and current verification of your income.

If you have any questions, please contact me at the phone number listed above.

Thank you.

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Medical IEVS Wage Process

## IEVS Wage Data Alert

- Upon the posting of IEVS income through the interface, an IEVS Wage Data alert will be generated. This alert:
  - Is for Informational purposes
  - Notifies that the IEVS Wage Data record posted
  - Will automatically resolve after 10 calendar days



**Resolve Case Alert**

Case  
 Number: [ ] Name: [ ] Programs  
 Status: Open Status Date: 01/07/2010 Pending Alerts: 5 WP [Y/N]: N

Individual  
 Name: [ ]

Alert Details  
 Date Created: 07/25/2011 Due Date: 07/25/2011  
 Priority: Medium Category: Informational  
 Program Group: Family Medical Assistance  
 Title: Individual's Wage posted by CDLE  
 Description: CLDE Wage data has been posted to the earned income windows.

Resolution  
 Reason: [ ] Date: 00/00/0000 31

Medical IEVS Wage Process

# Questions?



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## IEVS Wage and Eligibility Determination



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## Acceptance and Exemption of New Income Type

- Medicaid and CHP+ programs will accept the “Wage-CDLE” income type to determine eligibility
- Food Assistance, Colorado Works, and Adult Financial will exempt the “Wage-CDLE” income type



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## Medical Programs Eligibility

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- Medical programs will use the IEVS Wage Data in place of the client reported earned income data to determine eligibility
  - This is regardless if the individual self-declared income or provided verification of income
  - IEVS Wage will continue to persist forward until the income is end-dated
- Frequency of Quarterly will be used
  - IEVS Wage Data will be divided by 3



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## Medical Programs Eligibility

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- IEVS Wage Data used for eligibility during ongoing and RRR modes
- Standard 10 day noticing rules apply when income increases
  - For Family Medicaid, if the income increases, Special Action will add CHP+ to determine eligibility
- Self Employment income will continue to be used



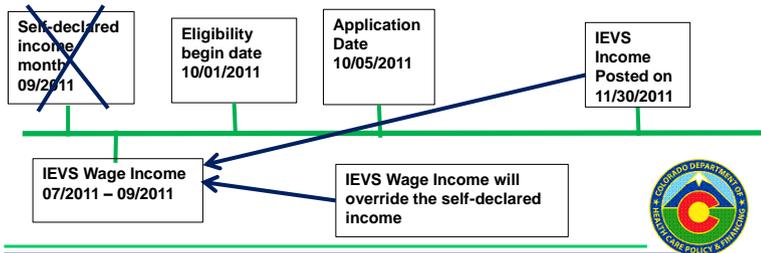
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## IEVS Example – Self-Declared Income

Client applies for medical program, self declares income, and household is determined eligible for Family Medicaid



On 11/30/2011, IEVS Wage file identifies discrepancy for Quarter 03/2011



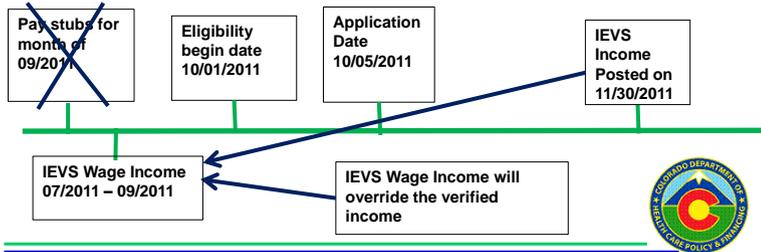
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## IEVS Example – Verified Income

Client applies for medical program, provides paycheck stubs, and household is determined eligible for Family Medicaid



On 11/30/2011, IEVS Wage file identifies discrepancy for Quarter 03/2011



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## Exception for CHP+

- IEVS Wage Data will only be used if the data is within the Application date or the RRR date
- CHP+ is terminated if over income in the Application month or the RRR month
- If the income decreases, Special Action will add Family Medicaid to determine eligibility



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## Example for CHP+

The following table provides date examples of when the IEVS Income will either be used or ignored for eligibility determination

Application or RRR Month	IEVS Posting Month	IEVS Quarter Months	Use IEVS Yes or No
09/2011	11/2011	07/2011-9/2011	Yes
09/2011	02/2012	10/2011-12/2011	No
04/2012 RRR	07/2012	01/2012-03/2012	No
05/2012 RRR	08/2012	04/2012-6/2012	Yes



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Medical IEVS Wage Process

# Questions?



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Medical IEVS Wage Process

# End Dating IEVS Income Wage



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## End Dating IEVS Wage

- The IEVS Wage can be end-dated in two ways. The Effective End Date must be either the:
  - Same effective begin date if the record is completely invalid
  - OR
  - Last day of the latest reporting quarter



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## Making IEVS Wage Invalid

- The IEVS Wage record should be made invalid only if the client has provided verified information. This information may include:
  - Full month's verification of income
    - Cannot accept self-declared income when disputing IEVS Wage
  - Loss of employment



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## End Dating Valid IEVS Wage

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- The IEVS Wage record can be end dated at the end of a quarter period. This may be done when:
  - Client reports a change in employment
  - Individual is no longer employed
- The IEVS Wage record should not be end dated when other non-medical programs are attached to the case
  - Medical programs will continue to use IEVS Wage Income



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## End Dating Valid IEVS Wage

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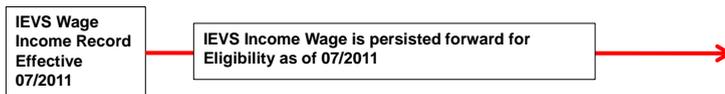
- The Effective End Date must always be prospective, not retroactive
- The IEVS Wage income will be used for eligibility determination during the encompassing timeframe



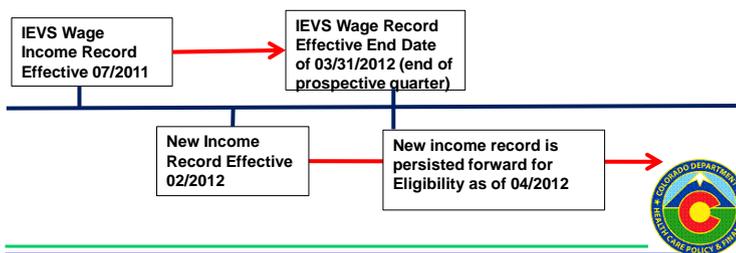
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## IEVS Example – New Income Provided

On 11/30/2011, IEVS Wage File Identifies discrepancy for Quarter 3/2011 and IEVS Income is posted



On 02/15/2012, client self-declares change in employment as of 02/01/2012



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## Client Disputes

- Clients are given the opportunity to dispute the IEVS Discrepancy that is identified through CDLE. Possible reasons for disputing may include:
  - Actual monthly wages incorrectly reflected with the quarterly income
  - No longer employed with employer
  - Children identified as having earned income
  - Mismatch of SSN



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## Process for Dispute

- Clients should provide full month's verification of income (pay stubs, employer letter, etc) for all three months of the disputed quarter
  - If verified income for the quarter is not received, the IEVS income will continue to persist forward
  - Eligibility workers should not pend for the quarter's income

AND

- Clients need to provide current income
  - Eligibility workers should not pend for current month's income if not received



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## Rescinding a Case

- Cases that were discontinued due to IEVS Wage can be rescinded upon disputes from the client



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## Entering Verified Income

- Review of the case will identify if the employer information was previously entered
  - If the employer information exists, enter the verified income within the Income Received Details page
  - If the employer information does not exist, create a new employer record and employment information
- Please follow the *Navigating Effective Begin and End Date* document when entering income



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## Multiple Individuals on a Case Disputing IEVS

- Verified income for each individual must be received prior to end dating IEVS Wage
  - Individuals on a case that provide verification will have their verified income counted in the eligibility determination
  - Individuals on the same case that do not provide verification will have the IEVS Wage income persist forward in the eligibility determination



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Medical IEVS Wage Process

# Questions?



Medical IEVS Wage Process

# Reports for Medical IEVS Wage Process



## IEVS Wage Data Reports

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- Three new reports have been created for the Medical Programs IEVS Wage Process
- All reports are created the night of the 7th of the month
  - Reports are also available to pull on-demand
- Report Month is the first month of the Match Quarter



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## Medical Programs IEVS Wage Data Posted Detail List

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- Purpose:
  - Create a listing of Medical cases that have the IEVS Wage data posted to Interactive Interview for each user
- Location:
  - Cognos “Public” Folders → “Eligibility” folder
- Security Access:
  - County/Med site workers have access to their county only
  - State workers have access to the entire report



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### Medical Programs IEVS Wage Data Posted Detail List - All Counties

Reporting Month:



County:   
 Office:   
 Primary Medical User:

Case #	Case Name	HPLG	Aid Code	Client ID	Client Name	Wage Amount	Quarter	Employer Begin Date	Employer Name
<input type="text"/>	<input type="text"/>	FM	H3	<input type="text"/>	<input type="text"/>	\$2,564.50	2011-1	01/01/2011	ANIXTER INC
		FM	H3	<input type="text"/>	<input type="text"/>	\$2,808.36	2011-1	01/01/2011	CATERPILLAR INC
		FM	H3	<input type="text"/>	<input type="text"/>	\$981.74	2011-1	01/01/2011	AEROTEK INC
Total number of records for user		3	Total Wage Amount			\$6,154.60			

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Medical IEVS Wage Process

## IEVS Wage Data Posted County/Med Site Summary

- Purpose:
  - Create a summary of the Detail listing of Medical cases that have the IEVS Wage data posted to Interactive Interview for each county and medical assistance site
- Location:
  - Cognos “Public” Folders → “Eligibility” folder
- Security Access:
  - County/Med site workers have access to their county only
  - State workers have access to the entire report



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**Medical Programs IEVS Wage Data Posted County/Med Site Summary - All Counties**

Reporting Month:



County

Primary Medical Worker	Total Records	Total Wage Amount
<input type="text"/>	3	\$8,154.80
<b>Grand Total</b>	<b>3</b>	<b>\$8,154.80</b>

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Medical IEVS Wage Process

## Medical Programs IEVS Wage Data Posted State Summary

- Purpose:
  - The purpose of this report is to create a State Summary of the Detail listing of Medical individuals that have the IEVS Wage data posted to Interactive Interview by HLPG and Aid Code
- Location:
  - Cognos “Public” Folders → “Eligibility” folder
- Security Access:
  - State workers only



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### Medical Programs IEVS Wage Data Posted State Summary

Reporting Month:



HLPG	Aid Code	Total Records	Total Wage Amount
FM	H3	6	\$20,064.88
	H4	3	\$13,581.52
FM-HLPG Total		9	\$34,236.40
State Total		9	\$34,236.40

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Medical IEVS Wage Process

## Implementation Timelines

Action	Date
Implementation of Medical Programs IEVS Wage Process	August 28, 2011
Accept self-declaration of income	August 28, 2011
Wage request file sent from CBMS to CDLE	September 15, 2011
Discrepancy posted into CBMS	September 30, 2011 (evening)
View discrepancies records in CBMS	October 1, 2011
Reports generated for Medical IEVS Wage Process	October 7, 2011



## Questions?

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## Reference Documents

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The following is a list of documents found on the portal that can be referenced for information and data entry associated to this project:

- Medical Programs IEVS Wage Process
- CBMS Income and Eligibility Verification System (IEVS) Processing Guide
- Navigating Effective Begin and End Dates (for CBMS Web)
- Entering Earned Income (for CBMS Web)



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## Reminders

- Add detailed case comments each time there is an update made to your cases
- Review and resolve all Alerts timely
- Follow the field definition guide and all data entry documents located on the Department of Human Services Web Portal or by using Shift + F1 within CBMS
- Read all CBMS Communications
  - If you are not signed up for communications, contact [PC.HELPDESK@state.co.us](mailto:PC.HELPDESK@state.co.us)



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## Where to Get More Information

- HCPF Website - [Colorado.gov/hcpf](http://Colorado.gov/hcpf)
- Medicaid Eligibility Email Address - [Medicaid.eligibility@hcpf.state.co.us](mailto:Medicaid.eligibility@hcpf.state.co.us)
- CHP+ Eligibility Email Address - [CHP+.eligibility@hcpf.state.co.us](mailto:CHP+.eligibility@hcpf.state.co.us)



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Medical IEVS Wage Process

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**Thank You  
for  
Your Time!**

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