

## Case Review Tool

<b>Date of Review:</b>											
<b>Eligibility Site Name:</b>											
<b>Case Name &amp; Number:</b>											
<b>Reviewer:</b>											
	<b>Programs</b>	<b>Area of Review</b>	<b>Case File Doc</b>	<b>Data Entry</b>	<b>Verifications/Sources selected correctly?</b>	<b>Yes or No</b>	<b>Comments</b>	<b>Procedural</b>	<b>Eligibility</b>	<b>Rule Reference</b>	
<b>A.</b>		<b>Misc</b>									
1	MAGI/Non-MAGI	Is the application signed and data entered correctly?								8.100.3.A	
2	Non-MAGI	Is the Disability application and decision in the case file?								8.100.6.B 8.100.5.A	
3	Emergency Med	Is a written physician's statement verifying that there is an emergency condition in the case file?								8.100.3.G.1.g.iv	
4	Non-MAGI	Are the required Community spouse verifications in the case file (Earned Income, Unearned Income (if verifiable by interfaces, no documentation is required), Expenses, Resources, and etc.)?								8.100.7.C	
5	Non-MAGI	Has the AP-5615 State approved form been accurately completed and sent to the appropriate facility?								8.100.7.V 8.415.11 A-F	
<b>B.</b>		<b>Timely Processing</b>									
1	MAGI/Non-MAGI	Was the correct application date used?								8.100.1 Definitions Application Date	
2	MAGI/Non-MAGI	Was the case processed within guidelines or same day if complete/RTE? Or within 90 days, if the client is under the age of 65 years and not receiving SSDI or SSI? (Time frame should begin when a complete application is received.)								8.100.3.D	
3	MAGI/Non-MAGI	If not processed within 45 days, is the good faith effort (GFE) updated in CBMS if requested?									
4	MAGI/Non-MAGI	Was the RRR processed timely (10 days)?								8.100.3.Q.5	
<b>C.</b>		<b>Case Questions</b>									
1	MAGI/Non-MAGI	Were all the boxes checked that apply on the Case Questions page?								See FM/CHP+ Data Entry Manual	
<b>D.</b>		<b>Individual Demographics</b>									
1	MAGI/Non-MAGI	Is the Demographic data entered correctly for each member applying?									
2	MAGI/Non-MAGI	Original citizenship & identification verified for all applicants applying? (if verifiable by interfaces, no documentation is required) Is Identification Details window entered correctly? Is acceptable doc checked yes or no?								8.100.3.H	
3	MAGI/Non-MAGI	If the applicant is a non-citizen, were all required fields filled out correctly?								8.100.4.B.2.d 8.100.3.G.1.g	

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4	MAGI/Non-MAGI	Is the address data entered correctly for each applicant's home and mailing address?							
5	Non-MAGI	Is the SSI Details data entered correctly with all applicable verifications?							<b>8.100.6.C</b>
6	MAGI	Is the correct ethnicity selected for all applicants? (if denoted in application)							
<b>E.</b>		<b>Case Individual</b>							
1	MAGI/Non-MAGI	Is the client Requesting Assistance & is Other Information data entered correctly for all required fields for each member?							
<b>F.</b>		<b>Individual Tax Information</b>							
1	MAGI	Is Individual Tax Payer/Tax Dependent data entered correctly for each member?							<b>8.100.4.E</b>
<b>G.</b>		<b>Household Relationships</b>							<b>8.100.4.c</b> <b>8.100.3.A.11</b>
1	MAGI/Non-MAGI	Is the Household Relationship data entered correctly for each member (EBD, Relationship, and etc.)?							
2	MAGI/Non-MAGI	Is "Responsible Relative" correctly selected? (if applicable) aka Caretaker Relative.							<b>See FM/CHP+ Data Entry Manual</b>
<b>H.</b>		<b>Retro Medicaid</b>							<b>8.100.3.E</b>
1	MAGI/Non-MAGI	If the applicant is requesting retroactive Medicaid, were the months and years data entered correctly?							
<b>I.</b>		<b>Individual Attributes</b>							
1	MAGI/Non-MAGI	Were all members added to the Individual Attributes and data entered correctly?							
2	MAGI	Is the Health Care Information data entered correctly for each member?							<b>120.1</b>
<b>J.</b>		<b>Residency</b>							<b>8.100.3.B</b>
1	MAGI/Non-MAGI	Were all members added to the Individual Residency and data entered correctly?							
<b>K.</b>		<b>Long Term Care</b>							<b>8.100.7</b>
1	Non-MAGI	Is the Level of Care Assessment (ULTC 100.2) in the case file and data entered correctly for each member for all required fields?							<b>8.100.7.A</b> <b>8.415</b>
2	Non-MAGI	Is the Level of Care data entered correctly for each member?							
3	Non-MAGI	Are all previous records end dated correctly?							
<b>L.</b>		<b>Pregnancy</b>							<b>8.100.4.B.2.e</b>
1	MAGI/Non-MAGI	Were the correct members added to the Pregnancy and data entered correctly?							<b>8.100.4.B.2.e</b>
2	MAGI/Non-MAGI	If there is a new pregnancy record, are all old pregnancy records end-dated?							
<b>M.</b>		<b>Employment History</b>							<b>8.100.3.K</b>

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1	MAGI/Non-MAGI	Are the earned/self employment income verifications in the case file and data entered correctly? If requesting retroactive Medicaid are the verifications in the case file and data entered correctly? (if verifiable by interfaces or self-attestation no documentation is required)								
2	MAGI/Non-MAGI	If self-attestation, was the Social Security Number provided?								
3	MAGI/Non-MAGI	Was the Income Reasonable Compatibility data entered correctly (if applicable)?								8.100.4.C
<b>N.</b>		<b>Home and Community Based Services (HCBS)</b>								8.100.7.B
1	Non-MAGI	Is the HCBS data entered correctly for each member for all required fields?								
<b>O.</b>		<b>Health Care Coverage Summary (applies for member receiving)</b>								8.100.3.1.3
1	MAGI/Non-MAGI	Is the Health Care Coverage data entered correctly and applied to the correct member for all required fields?								
<b>P.</b>		<b>Student Detail</b>								8.100.4.C.5 8.100.3.L.2
1	MAGI	Is the school data entered correctly for each member that is a F/T student and under the age of 19 ?								
<b>Q.</b>		<b>Resource Summary</b>								8.100.5.m
1	Non-MAGI	Are the resource verifications in the case file?								
2	Non-MAGI	Is the Liquid Asset Resource data entered correctly for each member for all required fields?								
3	Non-MAGI	Is the Vehicle Detail data entered correctly for each member for all required fields?								8.100.5.m.3k
4	Non-MAGI	Is the Real Property Detail data entered correctly for each member for all required fields?								8.100.5.m
5	Non-MAGI	Is the trust and/or annuity letter from the State in the case file?								8.100.7.E.7 8.100.5.E.8
6	Non-MAGI	Is the Annuity/Promissory Note Details data entered correctly for each member for all required fields?								8.100.7.1
7	Non-MAGI	Is the Life Insurance data entered correctly for each member for all required fields?								8.100.5.m.3.L
8	Non-MAGI	Is the Burial Asset data entered correctly for each member for all required fields?								
<b>R.</b>		<b>Income Details</b>								8.100.3.K.
1	Non-MAGI	Are the unearned income verifications in the case file and data entered correctly? (if verifiable by interfaces, no documentation is required)								8.100.5.B.1.d
2	MAGI/Non-MAGI	If member is requesting retroactive Medicaid, is the retro unearned income data entered correctly and applied to the correct member for all required fields for months requested if applicable?								
<b>S.</b>		<b>Expense Details</b>								

