

Cathy Cooper  

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**Authorized Signature**

**Number:** SPD-AR-10-050  
**Issue Date:** 6/14/2010

**Topic:** Medical Benefits

**Due Date:**

**Subject:** LIS/Medicaid Applications

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors                  |
| <input checked="" type="checkbox"/> Area Agencies on Aging        | <input type="checkbox"/> Health Services                                 |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):                         |

**Action Required:** Seniors and People with Disabilities (SPD) and Area Agencies on Aging (AAAs) local offices are now able to sort the list of Medicare recipients who have applied for a Low Income Subsidy (LIS) from the Social Security Administration (SSA). The clients will likely know LIS as “Extra Help.” Please see [AR 10-001](#) for more information about the process through which Oregon receives the applicant information.

SLIQ is the screen that will be used to sort the clients. Enter the ZIP code you are searching for at the top left of the screen, next to the screen name and {ENTER}. The list will now only be individuals from that ZIP code in the date order that DHS received the information from SSA. For offices with multiple zip codes in consecutive order, put 99999 on the line instead. This will sort the whole list in ZIP Code order.

To bring up a client, mark the line next to the individual in the Sel field with “S” and {ENTER}. This puts you on the SLD1 screen for some of their information. {ENTER} to go to SLD2 for the rest of it. When you are finished with an individual return to SLIQ and put a Process code in the Sel field. Use P if you processed the person for possible Medicaid eligibility or a C if they are a current Medicaid client or recent Medicaid denial.

To see a list of all clients DHS has received, use the SLIL screen. From a blank screen type in SLIL {ENTER}. You can then search by SSN or last name. The resulting screen will show whether the client has been processed or not.

To process the applications local offices may, call the client, send them a letter requesting them to contact the branch for assistance or send them an application with an explanatory note about why they are receiving it. Applicants who do not respond to a request to complete an application must be issued a denial for Medicaid benefits. This will be done automatically by the system if a pended case is set up and the LP notice is used (see Coding below).

ACCESS Coding – send to CM via integration:

- Req Date: Must use the current date to allow time for proper notice period, as this is the date that is used to calculate when to generate the Denial notice.

- Ntce: Enter the Notice codes here. When a new Pending CM case is set up, the Ntce code is LP. To manually deny a case (if you want to deny before CM systematically denies the case at 60 days), the Ntce code is LD.

For eligibility purposes the Date of Request for OSIPM and QMB is the date received by DHS on SLIQ. For SMB and SMF use the LIS Application date at the bottom of the SLD1 screen.

Some potential applicants are receiving SNAP benefits in Self-Sufficiency Program (SSP) offices. The applications for those individuals will be processed by the local SPD/AAA office. If the case is opened for Medicaid, the SPD/AAA office will request the SNAP case, if appropriate. SSP branches are to keep the case until a transfer is requested by the SPD/AAA office.

An IUP (form 784) will need to be completed for staff that will be processing the applications. The user group is SSULISUP – SSA Low Income Subsidy Request.

**Reason for Action:** The SLIQ screen is now available to the field with a Zip Code selection feature to make finding a branch’s potential applicants possible. Central Office will no longer process this data.

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**      **Operations and TTT**

*If you have any questions about this action request, contact:*

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