

Cathy Cooper  
Authorized Signature

**Number:** SPD-AR-10-104  
**Issue Date:** 11/16/2010

**Topic:** Long Term Care

**Due Date:**

**Subject:** MMIS and Zero Liability Process to avoid it being overwritten

**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 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:** MMIS allows a case to be set up with a zero liability with specific eligibility criteria. The zero liability is updated in the liability screen in MMIS. Once the MMIS liability screen has been updated with the zero liability, staff cannot make any current month changes using transfer, change or supl codes on the case until the following month. If a worker needs to make any type of change on the case and does not want the system to override the zero liability the only action that can be taken is a Compute with a future effective month.

Example: August Liability is zero.  
Compute must be done for September 1 or later

If these steps are not followed the zero liability will be overwritten with the liability information from the UCMS case and will conflict with your SDS 0458A Financial Planner the facility uses for billing through MMIS.

**Reason for Action:** The mainframe system and MMIS are set up to relay information directly to MMIS. If an action is taken in the mainframe, MMIS accepts it and overwrites any previous actions taken regarding a zero liability. The only way for MMIS to ignore the action is to take a future month effective date using a compute deadline.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:** Operations Committee

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

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