

Select originating cluster

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Authorized Signature

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Issue Date: 09/14/04

Topic: Select topic that best applies

Subject: Oregon ACCESS Update and Tips

Applies to (check all that apply):

- | | |
|---|--|
| <input checked="" 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): |

Message:

If you have any questions about this information, contact:

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Oregon ACCESS Update & Tips

Overview

- Update of Food Stamp Utility Standards
- New CA/PS drop down options
- Ensuring updated data pulls to Narrative Template
- How to integrate Need/Resources

Update

- **Food Stamp Utility Standards**

Effective October 01, 2004 the utility standards for the Food Stamp program will change. The existing utility standards for Full Utility Standard (FUA) and Limited Utility Standard (LUA) will increase. The Food Stamp program will introduce a new utility standard, Single Utility Standard (TUA). For policy details see CAF Policy Transmittal SS-PT-04-019 and OAR 461-160-0420.

The standards are as follows:

FUA \$287

LUA \$214

TUA \$36

Oregon ACCESS will be updated with the new standard amounts on September 13, 2004. This means the new standard amounts will be available for all new records created on or after the update. The cases that have a utility record attached for FUA or LUA prior to the update will display the amount applicable at the time the record was saved.

In order to update the existing records for FUA and LUA a user will need to delete the existing record from the “Shelter Cost Tab” in the Primary Applicant Case Module. Then they can reselect the appropriate record type of FUA, LUA, or TUA and a new record with the current standard will display.

The TUA standard will display with a \$0.00 value, the worker will need to manually enter the correct standard amount in the “Expense” section, “Monthly Amount” field. The Narrative Template will pull the actual value displayed on the “Shelter Cost Tab”. The TUA will

display with \$36.00 value when the coding is fixed in an upcoming Oregon ACCESS Release.

Note: Any case narration using the Template will display the FUA or LUA as it appeared at the time the narration was created. This means any narrative template created prior to the update will display the previous standards. The narratives may need to be updated to avoid any confusion or potential Quality Control discrepancies.

- **New CA/PS drop down options**

More choices were added to some of the CA/PS drop down lists. The additional drop down options do not affect the service priority level outcome for any assessments. The additions were made in the Preferences, Limitations, Equipment Type, Problem Type, Problem Site, Loss Type, and Concern fields. Make sure to review your options for future assessments to ensure the best one is selected.

Tips

- **Questions & Answers**

I changed the FS Filing Date to 08/01/2004, but the Narrative Template displays 07/25/2002. Why does a previous date display for the FS Filing Date in the narrative template, when a new date was entered on the “Foodstamps Tab”?

Actually this issue is not limited to the FS Filing Date. This will occur when a change is made on a tab but the change is not saved prior to creating the narrative template. This can occur with any data that is pulled to the narrative template. To avoid this problem you must always save the changes made on a tab prior to creating a narrative template.

There are two ways information is saved in Oregon ACCESS. One is when a user clicks the Save Icon (Diskette on Toolbar) after making a change. Oregon ACCESS auto saves when a tab or module is closed after a change is made. Navigating to another tab within the module will close the tab. Opening the narrative section leaves the tab open and does not “refresh” or auto save data changed on the tab.

Another example of this problem is when a user changes the SSI from \$450.00 to \$540.00 without saving the change then they open the “Narrative Section” and click on the “Template” button. The SSI income will display as \$450.00. If the user clicked the Save Icon or closed the “Income Tab” prior to opening the “Narrative Section” and clicking the “Template” Button the SSI income would display as \$540.00.

I have problems trying to integrate P2 cases with earned income. How do I get the correct N/R Code to show on Oregon ACCESS Integration?

Background

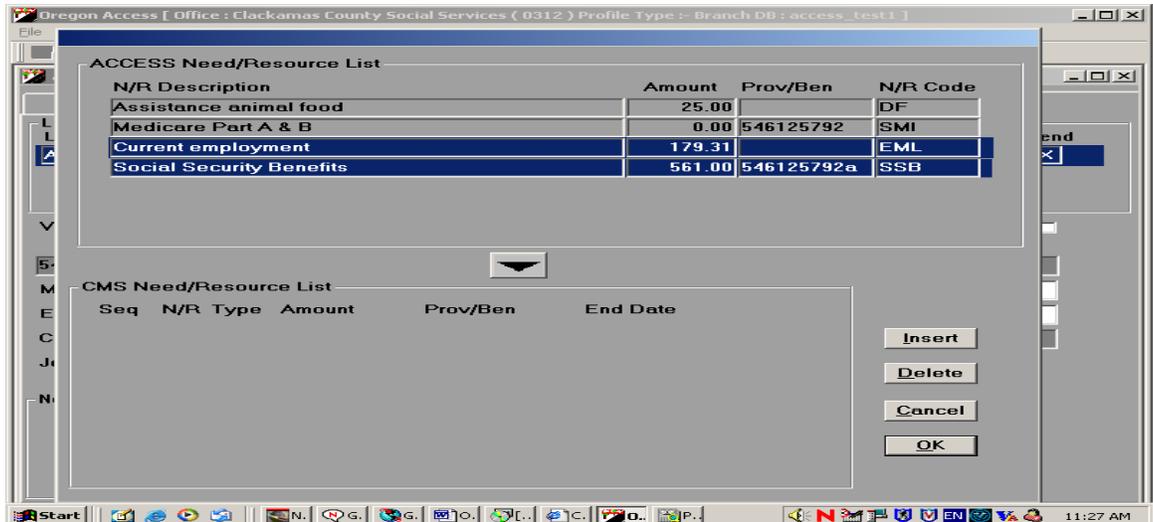
The “Need” and “Resource” (N/R) codes can be entered one of two ways during the integration process from Oregon ACCESS to the Mainframe. One is to enter the appropriate N/R types in the fields located on tabs within the Primary Case Module. The other is to enter the N/R codes directly into the “Need/Resource Details” section of integration screens.

The “Need” types can be found primarily on the “Other Needs Tab” located in the “Service Needs Section”. For example: Assistance Animal Food (DF), Less Diverted to Spouse (LDS), or Shelter Exception (SE) to name a few.

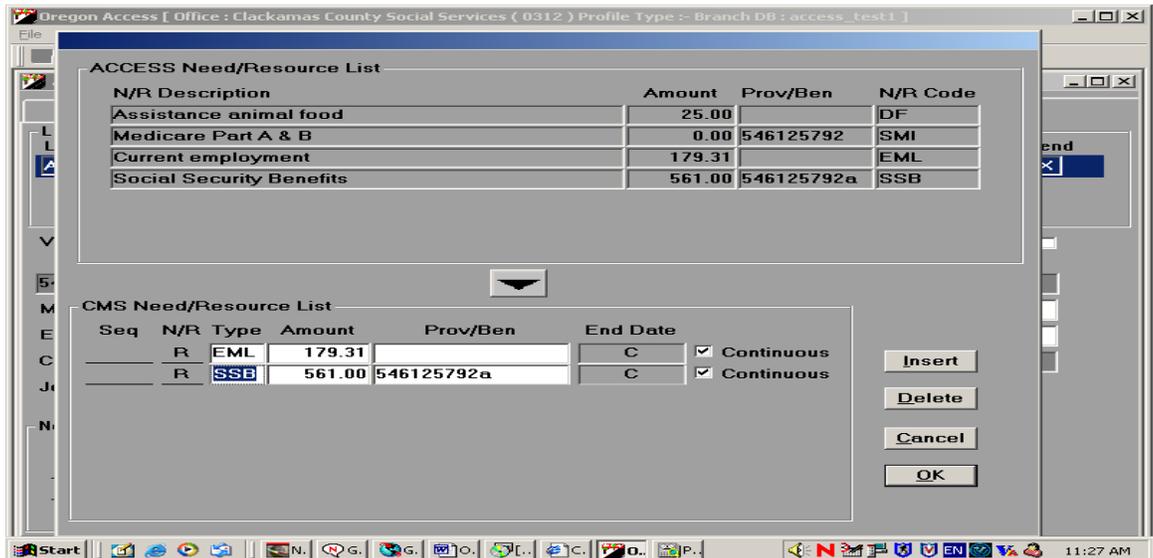
The “Resource” types can be found primarily on the “Income Tab” and “Employment Tab” located in the “Financial Section”. For example: Supplemental Security Income (SSI), Current Employment (EML), or Veterans Benefit (VET) to name a few.

In order to get the codes associated with the “Need” or “Resource” type to display on the Integration Screens the user must navigate to the “CMUP/PCMS Tab” after putting the appropriate date in the related tabs.

to send to the mainframe for integration. The appropriate types of N/R will need to be highlighted by clicking on them, click the down arrow in the middle of the screen.



The selected N/R items will then appear in the CMS Need Resource List on the bottom of the screen. If they look correct then click the “OK” button on the right hand side of the screen. Proceed with the integration to the mainframe as usual.



The CMS Need/Resource List can also be edited on this screen. The worker can add or delete them from this screen as well. There are a

few N/R codes that are not derived on Oregon ACCESS at this time like LAG/FOG, HPI, or STD. They can be added manually using the “Insert” button. The user will need enter the correct information for the Amount and Prov/Ben, and End Date. The End Date can be marked as continuous or a MM/YYYY can be entered.

Answer

Earned Income will always show in the CMS Need/Resource List with a N/R code of EML. Various programs require other N/R codes be used for Earned Income and may not allow the EML code. For example OHP (P2) uses an average of countable earned and unearned income. The EML code is not used, because the averaged gross countable income is coded as HPI.

Another example is QMB (P2), which does not use the EML N/R code, but instead the income is entered in the “Total Gross” field located on the “CMUP/PCMS Tab” during integration. The necessary deductions will be applied if the gross countable earned income is entered in the “Total Gross” field. When the “Total Gross” field is used the EML case descriptor is required; this is entered on the “Medical Assistance Tab” in the “Benefits Section”. Remember the AFS Computer Guide is a resource for CMS coding issues.

