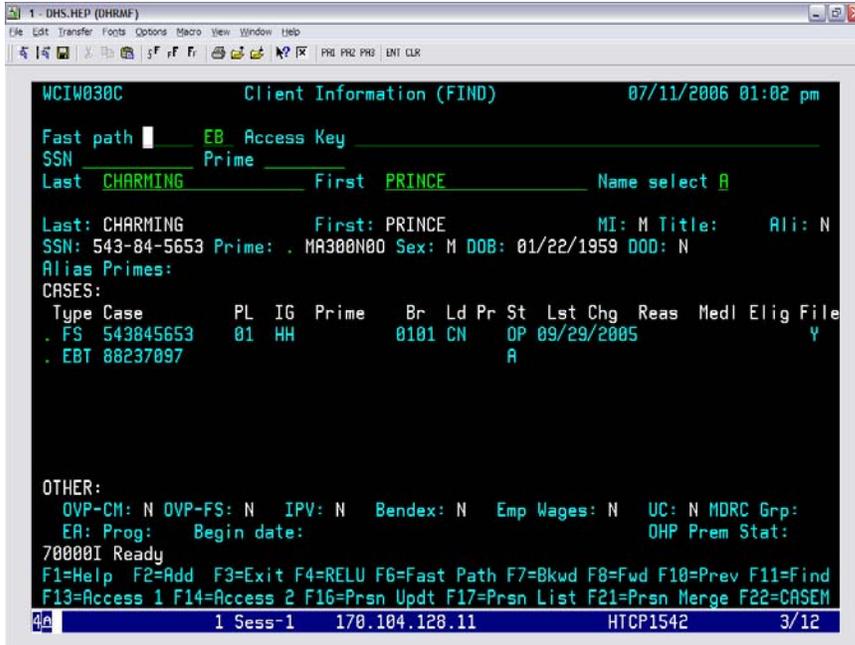


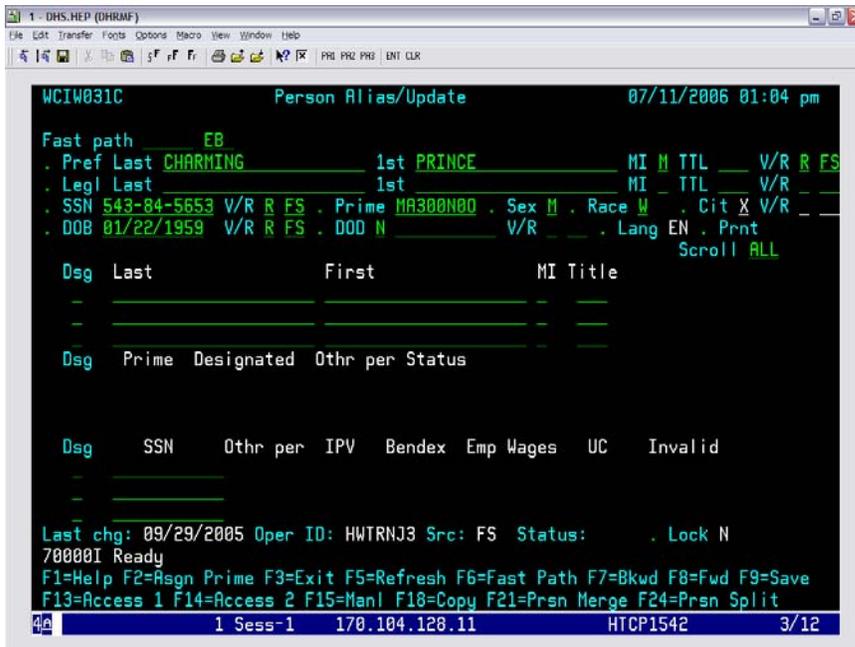
Documenting Verification

Using Person Update through CI Find

How To Use CI Find: Person Update



From the main CI Find screen, either click on the F16=Person Update on the function key menu or push F16.



This will bring you to the Person Alias/Update screen. There are several fields that may be verified.

Make any necessary changes. When done, push F9 to save the update.

Verifying Information

V/R Field - (Verified/Reported Status)

This field identifies whether the preferred name, legal name, social security number, date of birth or date of death is verified data, assumed verified data or reported data.

The verified/reported status may be changed from "reported" to "verified". It may not be changed to "assumed". Assumed values are generated by systems only. Also, only CMU can override the verified status. If you have discovered an error in the V/R status that would require the removal of the verified code, call CMU.

- R = Reported - Person data is from a reported, not verified, source such as school records or employee ID. Person data may also be reported from the CM, FS, child support or ACCESS systems when the person is not receiving benefits or is receiving benefits from a program that does not require verification of the data.
- A = Assumed. Person data is assumed to be correct if it is from the CM or FS system and the person was receiving benefits from a program such as TANF or FS that requires workers verify person data before issuing benefits. The "A" status can only be added by systems or CMU.
- V = Verified. Person data is from a verified source of data, such as birth certificate, social security card, etc.

Citizenship Documentation Field

This field indicates if client has met Medicaid required documentation of citizenship, including identification requirement.

- A - Acceptable documentation. Has declared U.S. citizenship and provided Medicaid approved documentation of citizenship and identification.
- D - Didn't provide documentation. Has declared U.S. citizenship and did not provide documentation of U.S. citizenship and identification requirements.
- X - All others. Has not requested Medicaid and/or no information available about U.S. citizenship documentation.

The citizenship field does not apply to non-citizens. It tracks clients who have met the citizenship documentation requirements of the Deficit Reduction Act of 2005. The documentation requirements include identification. Be sure both citizenship and identification documentation meets DRA requirements before coding as "A"

Preferred Name and Legal Name Verification Source Codes

Source codes are associated with verified, reported or assumed statuses. For preferred name and legal name, the source codes are listed below.

Verified status codes (will have "V" in the V/R field):

- BC - Birth Certificate
- AD - Adoption Decree
- DI - Divorce Decree
- MD - Marriage Decree
- MS - Military Service Papers
- IM - Immigration Papers
- IN - Intake
- NP - Naturalization Papers
- PT - Parent
- PS - Passport
- DR - Drivers License
- OL - OLCC Card
- CI - Certificate of Citizenship
- TP - TPQY
- BE - BENDEX

Reported status codes (will have "R" in the V/R field):

- SC - School Records
- PT - Parent
- WA - Wage Stubs
- VR - Voter Registration
- HS - ID for Health & Social Service Prog
- EM - Employment Records
- 3P - 3rd Party
- SS - Social Security Card
- BA - Baptismal Certificate
- CO - Confirmation Papers
- HB - Hospital Birth Record
- FR - Family Records
- LI - Life Insurance Policy
- SD - Support Decree
- OT - Other

- SE - Self Reported

System generated codes treated as reported (will have "R" in the V/R field):

- CM - Client Maintenance System
- FS - Food Stamp System
- CS - Client Split Process
- SU - Dept. of Child Support - batch
- AC - ACCESS

System generated codes treated as assumed (will have "A" in the V/R Field):

- CM - Client Maintenance System
- FS - Food Stamp System

SSN Verification Source Codes

Source codes are associated with verified, reported or assumed statuses. SSN source codes are listed below:

Verified status codes (will have "V" in the V/R field):

- SS - Social Security Card
- SR - Social Security Records
- MS - Military Service Papers
- TP - TPQY
- BE - BENDEX

Reported sources (will have "R" in the V/R field):

- EM - Employment Records
- PT - Parent
- SC - School Records
- SE - Self Reported
- 3P - 3rd Party
- OT - Other

System generated codes treated as reported (will have "R" in the V/R field):

- AC - ACCESS
- CM - Client Maintenance System
- FS - Food Stamp System
- CS - Client Split Process
- SU - Dept. of Child Support - batch

System generated codes treated as assumed (will have "A" in the V/R field):

- CM - Client Maintenance System
- FS - Food Stamp System

DOB Verification Source Codes

Source codes are associated with verified, reported or assumed statuses. For DOB, the verification codes are listed below:

Verified status codes (will have "V" in the "V/R" field):

- BC - Birth Certificate
- MS - Military Service Papers
- IM - Immigration Papers
- AR - Adoption Records
- PS - Passport
- OL - OLCC Card
- CI - Certificate of Citizenship
- NP - Naturalization Papers

Reported sources (will have "R" in the "V/R" field):

- BR - Baptism or Church Records
- HB - Hospital Birth Records
- FR - Family Records
- ML- Marriage License
- EI - Employee ID
- LI - Life Insurance Policy
- PT - Parent
- SC - School Records
- 3P - 3rd Party

- OT - Other
- SE - Self Reported

System generated sources treated as reported (will have "R" in the "V/R" field):

- AC - ACCESS
- CM - Client Maintenance System
- FS - Food Stamp System
- CS - Client Split Process
- SU - Dept. of Child Support - batch

System generated sources treated as assumed (will have "A" in the "V/R" field):

- CM - Client Maintenance System
- FS - Food Stamp System

DOD Verification Source Codes

Source codes are associated with verified, reported or assumed statuses. For DOD, the verification codes are listed below:

Verified status codes (will have "V" in the "V/R" field):

- DE - Death Certificate
- MS - Military Service Records
- HR - Hospital Record
- PR - Physician Record

Reported source codes (will have "R" in the "V/R" field):

- BU - Burial Records
- ON - Obituary Notice
- PT - Parent
- 3P - 3rd Party
- OT - Other

System generated sources treated as reported (will have "R" in the "V/R" field):

- AC - ACCESS
- CM - Client Maintenance System
- FS - Food Stamp System
- CS - Client Split Process
- SU - Dept. of Child Support - batch

System generated sources treated as assumed (will have "A" in the "V/R" field):

- CM - Client Maintenance System
- FS - Food Stamp System