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	Chapter No./Name		00. Miscellaneous Issuances Manual			
	Part No./Name		E. Executive Bulletins			
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As a result of Support Enforcement Services (SES) entering into an agreement with the State of Arkansas to join the Medical Support Services Consortium (MSSC), our goal to ensure that all children in IV-D cases have medical coverage will require the following changes take place within the next 60 days.

The contractor, Health Management Systems, Inc. (HMS) referenced in E-2333-00, will match the children in our cases with active support orders to insurance coverage identified within its data matches, i.e. national commercial/absent parent data match, DEER/CHAMPUS data match, and wage data match. These findings will be returned to SES and stored on LICI (List Child Insurance) and CHID (Child Insurance Data) screens.

- LICC

A new selection code value of 'I' will be added to LICC (List Child Case) screen (shown below). The new selection code of "I" combined with "ENTER" will take the user to the LICI screen that lists all insurance records for the child.

LICC	LE .	L A S E S				.PROD	01/25/07
J DOE		LIST CHILD CASE				INQUIRY	09:45:25
C#: 000412352	02 STAT: ATV AR:	ROBERTSON JACQUELINE F				MC: Y M#:	000412352
AT: FA 4 OFF: 12 CSLD: 613 AP: ROBERTSON MITCHELL						MC: Y M#:	000412357
SEL	NAME	SSN	DOB	RACE	SEX	MBR #	
CD							
-	CHINA S HALL	123-45-6789	08/08/1990	B	F	412358	
-	XAVIER M ROBERTSON	123-45-6789	02/05/1995	B	M	877879	
-	ASHA C ROBERTSON	123-45-6789	09/12/1996	B	F	1110979	
<div style="text-align: right;">CASE ID: _____ GOTO: _____</div>							
Enter PF1-----PF2--- PF3--- PF4--- PF5--- PF6---- PF7--- PF8---PF9----PF10--- PF11-- PF12---- HELP TBLE RTRN CNCL MR57 MRSP CH U CH D PASU ESSU SESU FPAS							

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- LICl

The LICl screen (shown below) will replace the LIIN screen. Previously, the LIIN screen listed insurance information for a case for the members selected (AP or AR). The new LICl screen will list all insurance for the child.


LICl	LE .	L A S E S		.PROD	01/25/07
J DOE		LIST CHILD INSURANCE		UPDATE	10:54:20
MEMBER ID: 000412357		NAME: ROBERTSON MITCHELL		MC: Y	
SEL	POLICY	CARRIER	SCOPE OF	INSURANCE COMPANY	
	NUMBER	CODE	COVERAGE	NAME	
-	77622	054600	03	BLUE CROSS BLUE SHIELD OF LOU	
	BEG DATE:	01/01/2007	END DATE:	0000000000	
GOTO: ____					
Enter-PF1----- PF2----- PF3----- PF4----- PF5----- PF6----- PF7----- PF8----- PF9----- PF10----- PF11----- PF12-----					
HELP TBLE RTRN CNCL ADD IN U IN D COPY					

By placing an "X" in the selection field on the LICl screen, the user is taken to the CHID screen (shown below). This was formerly INDA. The CHID screen will display the insurance information selected on the LICl screen.

- CHID

If the LICl screen is not populated with insurance information or the most recent information and you wish to add the information, select PF6 to ADD the information to a CHID screen.

Message line		L A S E S		.DEV	01/25/07
CHID	LE .	CHILD INSURANCE DATA		UPDATE	10:54:23
J DOE		HALL CHINA S		MC: Y	
MEMBER ID: 000412358					
POLICY HOLDER L : _____		F: _____	M: _____	SSN: _____	
DOB : / /					
ADDR: _____		ADDR 2: _____			
CITY: _____		ST: _____	ZIP: _____		
EMPLOYER NAME: _____					
FEIN: _____					
ADDR: _____		ADDR 2: _____			
CITY: _____		ST: _____	ZIP: _____		
INS CO NAME: BLUE CROSS BLUE SHIELD OF LOU					
ADDR: _____		ADDR 2: _____			
CITY: _____		ST: _____	ZIP: _____		
CARRIER CD: 054600		SCOPE OF COV MED: 03		DENT: _____	DRUG: _____
POLICY # 77622		GROUP # : _____		VISN : _____	
BEGIN DATE: 01/01/2007		END DATE: ____ / ____ / ____			
UPD OFF: 12 CSLD: 603 DATE: 04 / 21 / 1999					GOTO: ____
Enter PF1----- PF2----- PF3----- F4----- PF5----- PF6----- PF7----- PF8----- PF9----- PF10----- PF11----- PF12-----					
HELP TBLE RTRN CNCL INME					

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As a result of insurance information going from a case specific screen to a child specific screen, the pop-up window below was created to allow the user to add information once for a child. This feature will allow the user to copy the same information for any other child associated to the case.


In order to copy information to each CHID screen, select the child that you want to copy insurance to by placing an "I" in the SELECT field on LICC and press ENTER. The LICl screen will appear. From LICl, press PF10, the Copy Child Insurance pop-up window will appear.

- **Copy Child Insurance**

COPY CHILD INSURANCE						10:54:35
C#: 000412352 02						
COPY INSURANCE TO: MEMBER ID: 000877879 ROBERTSON XAVIER M						
COPY						
FROM	NAME	MBR #	CARRIER	BEG DATE	POLICY HOLDER	
-	CHINA S HALL	412358	054600	01/01/07	ROBERTSON MITCH	
-	ASHA C ROBERTSON	1110979	054600	01/01/07	ROBERTSON MITCH	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- HELP TBLE RTRN CNCL IN U IN D						

By placing an 'X' in the COPY FROM selection field, a new CHID record will be added for the member displayed at the top of the screen using the information from the "COPY FROM" member.

- Only one Copy from selection is allowed to be used as the source of data for the copy add function.
- PF3 will exit the popup without any action.
- PF4 will exit the popup without any action.
- PF7 will allow the user to scroll backward should more than one screen of data be present.
- PF8 will allow the user to scroll forward should more than one screen of data be present.

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- INME

Once you've created the CHID screens, the INME (Insurance Member) will display all children associated to the same policy holder's insurance. The INME screen can be accessed from CHID by selecting the PF10 key.

```

3000I NO MORE RECORDS FOUND
INME      LE      L A S E S      01/25/07
J  DOE      INSURANCE MEMBERS  UPDATE      10:54:45

POLICY HOLDER: ROBERTSON MITCHELL      POLICY HOLDER SSN: 123-45-6789
CARRIER CODE : 054600                  POLICY NUMBER   :
CARRIER NAME : BLUE CROSS BLUE SHIELD OF LOU      GROUP NUMBER   :

=====

MEMBER#    NAME                      SSN      END DATE
412358     HALL CHINA S                     123-45-6789  /  /
877879     ROBERTSON XAVIER M                 123-45-6789  /  /
1110979    ROBERTSON ASHA C                  123-45-6789  /  /

                                           GOTO: ____
Enter- PF1---- PF2---- PF3---- PF4---- PF5---- PF6---- PF7---- PF8---- PF9---- PF10--- PF11--- PF12----
        HELP  TBLE  RTRN  CNCL                ME  U   ME  D


```

The INME screen was previously used to associate members. It will now be used to display insurance information such as POLICY HOLDER, POLICY HOLDER SSN, CARRIER CODE, POLICY NUMBER, CARRIER NAME, and GROUP NUMBER that's displayed for the child on CHID.

Return File from HMS/MSSC

A comparison of insurance information will be made to any current information located on LASES. Depending on information that is received, an update will be processed on the current insurance information or the old insurance information is closed and new insurance information added.

- If we do not have an insurance record, a new CHID record is added.
- If we have a CHID record, the policy holder, group number, policy ID, carrier, and coverage type is checked against the file. If all match, an update is performed. **We should not receive any of these as MSSC should not return information that we already have.**
- If the policy holder is the same but the carrier name is different, a new record is added and the old one is closed. The close date will be the date the file is processed.

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- If the policy holder is the same, the carrier is the same but the group number or policy ID have changed, a new record is added and the old one is closed. The close date will be the date the file is processed.
- If the policy holder is different do not close the existing insurance. Since we are not sure if this is secondary insurance or the primary. Simply add a new CHID insurance record for the child.

A D-CALO is written when insurance data is end dated on the old insurance record.

- D-CALO to read: INSURANCE DATA END DATED, MBR NNNNNNNNN
OFC 99 CSLD 9999 WRKR LEM6220

A D-CALO is written when insurance data is returned and added to LASES.

- D-CALO to read: INSURANCE DATA ADDED, MBR 123456789
OFC 99 CSLD 9999 WRKR LEM6220

A D-CALO is written when insurance data is returned and updated to LASES. Will not create if the End Dated CALO is created.

- D-CALO to read: INSURANCE DATA UPDATED, MBR 123456789
OFC 99 CSLD 9999 WRKR LEM6220

Data Conversion

By May 5, 2007, field staff will be provided with a report of all cases that contain an MS debt. This report will allow staff to reconcile the medical data on the Court Order Data (COOD) screen.