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**State of Wisconsin  
Governor Scott Walker**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers  
Training Staff  
Child Care Coordinators**

**FROM: Sabrina Fox, Policy Section Chief  
Bureau of Enrollment Policy & Systems  
Division of Health Care Access and Accountability**

<b>BEPS/DFS OPERATIONS MEMO</b>					
<b>No: 12-19</b>					
<b>DATE: 3/28/2012</b>					
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input checked="" type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>FSET</b>	<input type="checkbox"/>
<b>BC+ Basic</b>	<input type="checkbox"/>	<b>BC+ CORE</b>	<input type="checkbox"/>		
<b>CC</b>	<input type="checkbox"/>	<b>W-2</b>	<input type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
				<b>EP</b>	

**SUBJECT: Changes to ACCESS Routing Rules for Medicaid Applications**

**CROSS REFERENCE:** [MEH 5.3](#), [25.7](#), [34.1](#)  
Process Help [10.1](#), [11.1](#), [12](#)

**EFFECTIVE DATE:** MARCH 29, 2012

**PURPOSE:**

The purpose of this memo is to announce changes to the routing rules for ACCESS applications for TB-related Medicaid (TB-MA), Emergency Services MA (EMA) and for a disabled individual who will be applying for a Disability Determination Bureau (DDB) determination.

**BACKGROUND:**

Currently the routing rules for ACCESS health care applications will determine if the household meets the non-financial criteria for BadgerCare Plus Standard or Benchmark plan or for Elderly, Blind, Disabled MA (EBD). If there is no one in the household that meets those criteria the applicant is directed to the BadgerCare Plus Core Plan Waitlist. Because the childless adult population may be eligible for benefits under TB-MA, EMA, or EBD MA if a disability determination is made, many eligible individuals were not able to submit an ACCESS

application but had to apply using a paper application or in person. This could delay the start of benefits or the disability determination process for the individual.

### ACCESS:

ACCESS routing rules will be changed effective March 29, 2012, to route applications to the agency inboxes for a childless adult who:

- Has indicated he or she has been diagnosed with Tuberculosis, or
- Is an unqualified immigrant who has had an emergency medical service, or
- Claims a disability that has not been determined by the DDB.

A new question has been added to the ACCESS Disability or Blindness Section. ACCESS will now ask a person who self-identifies as disabled, but has not been determined disabled by DDB and is not currently waiting for a disability determination from DDB, if he or she will submit a Medicaid Disability Application (MADA) within the next 30 days.



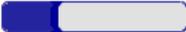
**ACCESS**

Your Connection to Programs for Health, Nutrition and Child Care

Hello, Antwon | [Español](#)

 **Print**  **Help**

Your tracking number: **5700796953**

 26% Complete

-  **Start**
-  **People**
-  Other Benefits
-  Liquid Assets
-  Other Assets
-  Job Income
-  Other Income
-  Housing Bills

**More About Tanya's Disability or Blindness**

You've told us that Tanya is disabled, blind, or unable to work due to illness or injury. Please tell us a little bit more about this.

**Tanya's Disability or Blindness**

Is Tanya unable to work due to illness or injury?  Yes  No

\* Has the Social Security Administration (SSA) made an official decision that Tanya is blind?

\* Has the Social Security Administration (SSA) made an official decision that Tanya is disabled?

\* Will Tanya submit a Medicaid Disability Application (MADA) to his or her local agency in the next 30 days? [Click here](#) for more information on the MADA.  Yes  No

Does Tanya have impairment-related work expenses? By this, we mean the cost of something that a blind or disabled person needs to do his or her job.  Yes  No

 **Back** **Save & Exit** **Next** 

The Help Text for the Disability or Blindness page will also include a link to the MADA application packet so the applicant can fill out the necessary forms to send to the local agency for processing.



#### Disability or Blindness

On this page, we're asking a few more questions about the person you told us was disabled or blind.

We need to know if this person is unable to work due to illness or injury.

We will ask some questions about if the Social Security Administration (SSA) or the Wisconsin Disability Determination Bureau (DDB) has made an official decision that this person is disabled or blind. In most cases, someone who is disabled or blind must get this official decision before they can get Medicaid. This decision is often called a disability determination.

If you want to ask the DDB for an official decision about your disability or blindness, you'll need to complete a Medicaid Disability Application and submit it to your agency. To get started on this application, [click here](#). We'll give you the address and contact information for your agency when you submit your ACCESS application.

If this person is getting disability and/or blindness benefits from SSA, you should answer yes to one or both of these questions. For example, this person may be getting payments from Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI). Or, this person may have a letter from SSA stating that they are disabled or blind, even if they do not get benefits.

In some cases, this person may be waiting to hear from SSA on a decision about his or her disability or blindness. Or, this person may have been turned down in the past and is appealing the decision. If this person is waiting for a decision or an appeal, you should choose "Waiting for decision."

If this person has been turned down by SSA (and is not appealing the decision), or this person has not asked for a decision, you should answer "No" to these questions.

The last question has to do with impairment-related work expenses. These are the cost of things that a disabled or blind person needs in order to work. For example, the person may pay for a wheelchair, modifications to his or her vehicle, specialized work-related equipment, etc. If the person is working and has these kinds of expenses, you should answer yes. Your agency will ask you for more information about these expenses.

[Close Window](#)

## **CARES:**

### TB-MA and EMA

Currently a 'special attention' flag is displayed on the ACCESS Application Summary Page for an individual who has indicated he or she has been diagnosed with TB, or is an immigrant who has had an emergency medical service. This flag is displayed on the ACCESS Application Summary page. Because this flag does not display on the Case Summary page in CWW, these indicators are often missed by the worker processing the application.

In order to ensure these applications are processed correctly for TB-MA and EMA, new search criteria will be added to the CWW Inbox Search Criteria-RFAs/Applications page to allow workers to search the inbox for applications with one or both of these special attention flags.

The screenshot displays the 'Inbox Search Criteria - RFAs / Applications' page in the CARES Worker Web system. The interface includes a navigation menu on the left and search filters on the right. A red box highlights the 'Special Attention' section, which contains checkboxes for 'Tuberculosis' and 'Emergency Medicaid'. Other search criteria include 'Basic Search', 'Advanced Search', and 'Additional Search Criteria'.

**Basic Search**

What would you like to do?

- View and Select Inbox Items  
Assignment Status: Assigned to me
- View and Select to Assign / Reassign Inbox Items  
Assignment Status:
- Display Counts of Inbox Items  
Assignment Status:

**Advanced Search**

Inbox Search Criteria

County / Tribe:

IM Consortium:

- 01 - WOOD CONSORTIUM
- 02 - ASHLAND
- 04 - BAYFIELD
- 19 - FLORENCE
- 21 - FOREST
- 26 - IRON
- 36 - LINCOLN
- 50 - PRICE
- 54 - RUSK
- 57 - SAWYER
- 60 - TAYLOR

**Additional Search Criteria**

Assignment Status: Assigned

Office:

Worker ID:

Programs Requested:

- Health Care
- FoodShare
- Family Planning Waiver
- Caretaker Supplement
- Child Care
- W-2

Health Care Programs:

- BC+ for Families
- BC+ CLA
- FRD Medicaid
- Institution

**Special Attention:**

- Tuberculosis
- Emergency Medicaid

Language: - Any Language

First Letter of Applicant's Last Name: A to Z

Priority Service Eligible: All

Kinship / Foster / Subsidized Care: (N)

Filing / Submitted Date: Any Day

County / Tribe of Residence: - ALL-

ZIP:

Has Related Unprocessed Items: All

Any Matching Individuals: All

Applications with a pending disability determination

When an applicant indicates he or she is disabled but either waiting for a decision from DDB or will submit a (MADA) to the IM agency within 30 days, the application will be routed to the CWW inbox for processing.

When the ACCESS application is processed the question ‘Has individual been established disabled by the Disability Determination Bureau?’ on the Disability page in CWW will be update to ‘Yes,’ with a verification code ‘?’ for anyone who has indicated on the ACCESS application that he or she is disabled, is waiting for a disability determination from DDB, or will be submitting a MADA in the next 30 days.

The worker will then have to verify whether or not the disability has been determined by DDB, if the person is waiting for a disability determination through DDB, or if the person is submitting an MADA and process the case appropriately. This information is available by viewing the ACCESS application.

**CONTACTS:**

## BEPS CARES Information &amp; Problem Resolution Center

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHS/DHCAA/BEPS/LA