



DEPARTMENT OF CHILDREN  
AND FAMILIES  
Secretary Eloise Anderson  
201 East Washington Avenue, Room G200  
P.O. Box 8916  
Madison, WI 53708-8916  
Telephone: 608-266-8684  
Fax: 608-261-6972  
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES  
Secretary Kitty Rhoades  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850  
Telephone: (608) 266-9622  
FAX: (608) 266-7882  
www.dhs.wisconsin.gov

**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**

<b>DHS OPERATIONS MEMO</b>					
<b>No:</b>	<b>DHS 14-28</b>				
<b>DATE:</b>	<b>6/26/2014</b>				
<b>FS</b>	<input checked="" type="checkbox"/>	<b>MA</b>	<input checked="" type="checkbox"/>	<b>BC+</b>	<input checked="" type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input checked="" type="checkbox"/>	<b>FSET</b>	<input type="checkbox"/>

**FROM:** Shawn Smith, Bureau Director  
Bureau of Enrollment Policy & Systems  
Division of Health Care Access and Accountability

**SUBJECT: Updates to the Income Maintenance Quality Assurance Second Party Review Tool**

**CROSS REFERENCE:** Ops Memos 12-44 and 12-45, Income Maintenance Quality Assurance Second Party Review Manual

**EFFECTIVE DATE:** June 30, 2014

**PURPOSE:**

The purpose of this operations memo is to announce enhancements to the Income Maintenance Quality Assurance (IMQA) Second Party Review Tool to include changes made to BadgerCare Plus (BC+) as part of the Affordable Care Act implementation.

**BACKGROUND:**

Provisions in the federal Patient Protections and Affordable Care Act (PPACA or ACA) required changes in the policies used to determine eligibility for the BC+ program. These changes were implemented in CARES Worker Web (CWW) in February 2014. The IMQA Second Party Review Tool is used by the State Second Party Review Unit as well as Income Maintenance (IM) Consortia Designated Reviewers to conduct second party reviews used to increase accuracy and efficiency in the IM programs. Enhancements to the tool were necessary to align the tool with the current CWW case processing for BC+ cases.

**CHANGES TO THE IMQA SECOND PARTY REVIEW TOOL:**REVIEW SEARCH PAGE:

- A new checkbox will be added to the search criteria to pick up MAGI Assistance Groups (AGs). The option will read: “BadgerCare Plus (ACA)”.
- The text for current BadgerCare Plus checkbox will be modified to read: “Badger Care Plus (Pre-ACA)”.
- Family planning only services AG (FPS) will be grouped together with existing Family Planning Waiver (FPW) option.
- The existing Family Planning Waiver option will be modified to read: “Family Planning Only Services”.

CARES Worker Web - Review Search - Windows Internet Explorer provided by DHS - State of Wisconsin

CARES Worker Web ACCEPTANCE User ID: XCTT89 User Name: D PAWLOSKI Quick Select: CASE/RFA Go Help Logout 3.5/6/2014

Navigation Menu

- Inbox Search
- Unlinked Documents
- RFA / Case
  - Client Registration (0)
  - Case Summary
  - Case Comments
  - Expected Changes
  - Application Entry (0)
  - Generate Summary
  - Initiate Eligibility Determination
  - Eligibility
    - Post Eligibility
    - Confirm Eligibility
    - Refer to FSET
    - FS Clock
    - Override AG Review Dates
    - Post Confirmation
  - Query
    - Benefit Issuance
- Worker Tools
  - FSET Tool
  - IMQA 2nd Party
    - Create Sample
    - Review Summary Search
    - Review
      - Search
    - Case Details
    - Household Composition
    - Application Review

Review Search

Search

Criteria

Case Number: [ ] Title: All

Review Status: A - All

Review Worker Name: All

Reason: A - All

Program of Assistance:  BadgerCare Plus (Pre-ACA)  BadgerCare Plus (ACA)  FoodShare  Caretaker Supplement  EBD Medicaid including MAPP  MPA  LTC  SeniorCare  Family Planning Only Services

Sample Month From: [MM/]YYYY To: [MM/]YYYY Go

REVIEW SEARCH RESULTS PAGE:

- MAGI AGs will be listed separately as “MAG” under Program of Assistance.
- FPS AG will be included under FPW.

CARES Worker Web - Review Search Results - Windows Internet Explorer provided by DHS - State of Wisconsin

CARES Worker Web ACCEPTANCE User ID: XCTT89 User Name: D PAWLOSKI Quick Select: CASE/RFA Go Help Logout 3,5/6/2014

**Navigation Menu**

- Determination
- Eligibility
- Post Eligibility
- Confirm Eligibility
- Refer to FSET
- FS Clock
- Override AG Review Dates
- Post Confirmation
- Query
- Benefit Issuance
- Worker Tools
- FSET Tool
- IMQA 2nd Party
  - Create Sample
  - Review Summary Search**
  - Review
    - Search**
  - Case Details
  - Household Composition
  - Application Review
  - Non Financial
  - Earned Income
  - Other Income

**Review Search Results** Cancel [ ] Reset

The following events have occurred:

QC003: Your search criteria resulted in the following 69 case(s).

**Search Results** 1 of 3 Pages

Select	Case Number	Review Status	Reviewer Name	Sample Month	Consortium	Act/Neg/Pend	Title	Program Of Assistance
<input type="checkbox"/> Select / Deselect All								
<input type="checkbox"/>	3100845501	Unassigned		06/2014	11 - STATE CONSORTIUM	Active	06/2014 Sample	EBD, LTC, MAG
<input type="checkbox"/>	3100951701	Unassigned		06/2014	11 - STATE CONSORTIUM	Active	06/2014 Sample	FS, MAG
<input type="checkbox"/>	3100986571	Unassigned		06/2014	11 - STATE CONSORTIUM	Active	06/2014 Sample	FPS, FS, MAG
<input type="checkbox"/>	3101042313	Unassigned		06/2014	11 - STATE CONSORTIUM	Active	06/2014 Sample	EBD, FS, LTC, MAG
<input type="checkbox"/>	3101048338	Unassigned		06/2014	11 - STATE CONSORTIUM	Active	06/2014 Sample	FPS, FS, MAG, MPA
<input type="checkbox"/>	3101074975	Unassigned		06/2014	11 - STATE CONSORTIUM	Active	06/2014 Sample	BCP, CTS, EBD, FS, MAG
<input type="checkbox"/>	3101257409	Unassigned		06/2014	11 - STATE CONSORTIUM	Active	06/2014 Sample	EBD, FS, LTC, MAG, MPA

HOUSEHOLD COMPOSITION PAGE:

This page will be updated with a new section "Tax Details." This section will gather information on tax filers in the household and the tax year. The tax details section will only be displayed if the case has MAGI based BC+ benefits.

The screenshot shows the CARES Worker Web interface. At the top, the header includes 'CARES Worker Web SYSTEMS', 'User ID: XCTW27', 'User Name: Y SRIVASTAVA', 'Quick Select: CASE/RFA', and a date of 04/07/2014. The main content area is titled 'Household Composition' and features a 'Navigation Menu' on the left. The menu includes sections for 'Search', 'RFA / Case', and 'Worker Tools'. The 'Household Composition' section contains three tables: 'FoodShare', 'Health Care', and 'Tax Details'. The 'Tax Details' table is highlighted with a red border and contains the following data:

Name	Correct	Review Findings	Discrepancy Reason
Is Anyone In the Household Filing Taxes	No		
Tax Year	2014		

Below the tables, there is an 'Add Comments' link and navigation buttons for 'Previous' and 'Next'.

NON-FINANCIAL DETAILS PAGE:

This page will now include the following additional information:

- The Permanent Demo section will display "Date of Death".
- The Current Demo section will display the question "Is this individual a tax dependent or tax co-filer living outside of the household?"
- The School Enrollment section will display "Expected Date of High School Graduation".

The new "Tax Details" section has been added to display the tax filing and tax dependency information. This section will only be displayed if the case in review includes a MAGI based eligibility determination.

**Navigation Menu**

- Search
  - CARES Home
  - Search
  - Inbox Search
  - Unlinked Documents
- RFA / Case
  - Client Registration (0)
  - Case Summary
  - Case Comments
  - Expected Changes
  - Application Entry (0)
  - Generate Summary
  - Initial Eligibility Determination
  - Eligibility
    - Post Eligibility
    - Confirm Eligibility
    - Overrule AG Review Dates
    - Post Confirmation
    - Query
    - Benefit Issuance
  - Worker Tools
    - MOA 2nd Party (0)
      - Create Sample
      - Review Summary Search
    - Review
      - Search
      - Case Details
      - Household Composition
      - Applicator Review

**Non Financial** Cancel [X] Reset

**Non Financial Details**

TESTCASE FORMOCKUPS 42F PP

CARES Information	Correct	Review Findings	Discrepancy Reason
<b>Permanent Dese</b>			
Are you a US citizen:	Yes	Yes	
MA Citizenship Verification:	GOOD FAITH EFFORT - RECIPIENTS ONLY	Yes	
Citizenship Verification:	AGENCY FORM	Yes	
Tribal Member:	No	Yes	
Date Of Death:	04/04/2014	Yes	
<b>Current Dese</b>			
MA ID Verification:	PASSPORT	Yes	
ID Verification:	PASSPORT	Yes	
Living Arrangement Type:	INDEPENDENT (HOME/APT/TRLR)	Yes	
Resides in WI:	Yes	Yes	
Intends to reside in WI:	Yes	Yes	
Migrant Farm Worker:	No	Yes	
Is this individual a tax dependent or tax co-filer living outside of the household:	No	Yes	
<b>Alien</b>			
Alien:		Yes	
<b>Benefits Received</b>			
SSI Payments:	No	Yes	
SSI 1619(b):	No	Yes	
SSDI Payments:		Yes	
<b>School Enrollment</b>			
Enrollment Status:	Enrolled	Yes	
Expected Date Of High School Graduation:	04/31/2014	Yes	
<b>Individual Non Financial</b>			
Pregnant:		Yes	
Disabled:		Yes	
Drug Felon:		Yes	
FS IPV:		Yes	
<b>Tax Details</b>			
Tax Filer:	Yes	Yes	
Filing Status:	MJ - MARRIED FILING JOINTLY	Yes	
Spouse:	TestCase Spouse 44M HUS	Yes	
Is Tax Filer Planning To Claim Any Dependents?:	Yes	Yes	
Number Of Tax Dependents?:	2	Yes	
Is Tax Filer Being Claimed No As A Dependent By Someone Outside The Home?:	No	Yes	
Expeded to be required to file taxes?:		Yes	

[Add Comments](#)

THE EARNED INCOME PAGE:

This page will now include the following information:

- Monthly BC+ pre-tax deduction amount.
- Question "Are the frequencies of pre-tax deductions correct?" The answer to these questions will be defaulted to 'Yes' if there is one or more tax deduction. If the individual does not have any tax deduction, the response to this question will be blank.
- Monthly BC+ Taxable Amount.
- Override BC+ Taxable amount.

**Earned Income**

Employment Details  
KELLY CARTER 29F PP

CARES Information	Correct	Review Findings	Discrepancy Reason
Employer Name: THE LUTHERAN HOME III	Yes		
Pay Frequency: BI-WEEKLY	Yes		
Hourly Pay Rate: \$10.85	Yes		
Hours Per Pay Period: 161.0	Yes		
Total Per Pay Period: \$813.75	Yes		
Healthcare Monthly Amount: \$1627.50	Yes		
Monthly BC+ Pre-tax Deduction Amount: \$100.00	Yes		
Are the Frequencies Of Pre-Tax Deductions Correct: Yes	Yes		
Monthly BC+ Taxable Amount: \$1527.50	Yes		
FS Override Amount: \$1749.56	Yes		
HC Override Amount: \$	Yes		
Override BC+ Taxable Amount: \$	Yes		
Health Insurance Access Determined Correctly?: Yes	Yes		

Navigation Menu: EARNED INCOME

Individual  
KELLY CARTER 29F P

THE OTHER INCOME PAGE:

The following information will now display on this page:

- Monthly BC+ Taxable Amount.
- Monthly Personal Capital Losses. This field will remain blank unless the selected Other Income is Personal Capital Gains, and there is a loss reported.

The screenshot shows the 'Other Income' page in the CARES Worker Web. The page header includes the user ID (XCTW27), user name (Y SRIVASTAVA), and case information (Case: 0002639700, Review: 100002924). The date is 04/04/2014. The left sidebar contains a 'Navigation Menu' with options like 'Search', 'RFA / Case', and 'Worker Tools'. The main content area is titled 'Other Income' and contains two entries. The first entry is for 'TESTMOM CARES-IMQA 45F PP' with an income type of 'OTHER PENSION/RETIREMENT'. The second entry is for 'OTHER'. Both entries have an income amount of \$100.00 and a frequency of 'MONTHLY'. The 'Monthly BC+ taxable Amount' field in the first entry is highlighted with a red box.

CARES Information		Correct	Review Findings	Discrepancy Reason
Income Type:	OTHER PENSION/RETIREMENT			
Income Amount:	\$100.00			
Frequency:	MONTHLY			
Income Begin Date:	03/20/2014			
Monthly MA Amount:	\$100.00			
COLA Disregard Amount:	\$			
Child Support Disregard Amount:	\$			
Current Disregard Amount:	\$			
Income Available?:	Yes			
Monthly BC+ taxable Amount:	\$			
Monthly Personal Capital Losses:	\$			

BC+ TAX DEDUCTIONS PAGE:

This new page will be scheduled before the Expenses page in the IMQA Second Party Review driver flow if the case in review has benefits for BC+ program using MAGI determination rules. When the page is scheduled in the driver flow, it will display each tax deduction for each individual in the case. The page will display the deduction type, frequency and monthly amount as well as information on Calendar Year deductions.

CARES Worker Web SYSTEMS

User ID: XCTW27    User Name: Y SRIVASTAVA    Quick Select: CASE/RFA

Go Help Logout

Case: 3002641235    Review: 1000002979

3,5

04/07/2014

**Navigation Menu**

- ▶ Eligibility
- ▶ Post Eligibility
- ▶ Confirm Eligibility
- ▶ Override AG Review Dates
- ▶ Post Confirmation
- ▶ Query
- ▶ Benefit Issuance
- Worker Tools**
- ▶ IMQA 2nd Party (10)
- ▶ Create Sample
- ▶ Review Summary
- ▶ Search
- ▶ Review
- ▶ Search
- ▶ Case Details
- ▶ Household Composition
- ▶ Application Review
- ▶ Non Financial
- ▶ Earned Income
- ▶ Other Income
- ▶ Self Employment
- ▶ BC+ Tax Deductions
- ▶ Expenses
- ▶ Assets
- ▶ Review Findings
- ▶ Missing Information
- ▶ Review Summary
- ▶ SSI-MA Administration
- ▶ TCLA Administration
- ▶ Client Scheduling

Cancel Reset

**BC+ Tax Deductions**

BC+ Tax Deduction Details

TESTCASE FORMOCKUPS 42F PP

CARES Information	Correct	Review Findings	Discrepancy Reason
<b>BC+ Tax Deductions</b>			
Deduction Type: OTHER - ONGOING DEDUCTION	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Ongoing Deduction Information</b>			
Monthly BC+ Amount: \$100.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Frequency: MONTHLY	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Calendar Year Deduction Information</b>			
Number of Months:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incurred Month:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly BC+ Amount: \$	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>BC+ Tax Deductions</b>			
Deduction Type: OTHER - CALENDAR YEAR DEDUCTION	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<b>Ongoing Deduction Information</b>			
Monthly BC+ Amount: \$	<input type="text"/>	<input type="text"/>	<input type="text"/>
Frequency:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Calendar Year Deduction Information</b>			
Number of Months: 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Incurred Month: 03/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monthly BC+ Amount: \$100.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
▶ Add Comments			

Cancel ◀ Previous Next ▶

MISSING INFORMATION PAGE:

This page will be updated to include a BC+ Tax Deductions category.

The screenshot shows the CARES Worker Web interface. At the top, the header includes the CARES logo, 'CARES Worker Web SYSTEMS', and user information: 'User ID: XCTW27', 'User Name: Y SRIVASTAVA', 'Quick Select: CASE/RFA', 'Go', 'Help', and 'Logout'. Below the header, it displays 'Case: 3002641235' and 'Review: 1000002979'. A date '04/07/2014' with a '3,5' indicator is also present.

On the left is a 'Navigation Menu' with sections for 'Search', 'RFA / Case', 'Eligibility', 'Worker Tools', and 'IMQA 2nd Party'. The 'Missing Information' section is active, showing a table with the following columns: 'Category', 'Is there any missing information?', 'Review Findings - Comments', and 'Source - Comments'. The table lists various categories such as 'Household Composition', 'Application Review', 'Non Financial', 'Earned Income', 'Other Income', 'Self Employment', 'BC+ Tax Details', 'Expenses', 'Assets', and 'Review Findings - Termination or Denial'. The 'BC+ Tax Details' row is highlighted with a red rectangular box. Below the table is an 'Add Comments' link. At the bottom right of the interface, there are 'Cancel', 'Previous', and 'Next' buttons.

**CONTACTS:**

BEPS CARES Information & Problem Resolution Center

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – SeniorCare, CTS – Caretaker Supplement, FSET – FoodShare Employment and Training.

DHS/DHCAA/BEPS/JM