

Process Manual

Entering an ARG Disability Determination

Overview

This document provides a step by step process for how to enter an ARG Disability Determination into CBMS. This is typically used for Long-Term Care and includes details on when and how to complete the data entry to get the appropriate results.

Process

- 1) Log into CBMS
- 2) Navigate to the Case by entering the Case Number in the **Global Search** bar
- 3) Click on the Case Number in the results table to access the **Members** page
- 4) From the **Members** page, hover over the **Actions** button
- 5) Select **Begin Interactive Interview** to initiate the Interactive Interview (II) queue
- 6) On the **Case Questions** page, be sure the *Medical Condition/Disability* box is marked in the *Does anybody have/received/need* section
 - If left unmarked the Medical Condition page will not populate in the II queue
- 7) Navigate to the **Medical Condition** page
- 8) From the **Name** drop-down, select the person with the Medical Condition/Disability
- 9) To add a new record, click the plus (+) sign in the blue detail header
- 10) Enter the **Effective Begin Date**
 - Refer to **Online Help** for assistance with which date you should use
- 11) Enter the **Disability Type**
- 12) Enter **Begin Date**
 - Refer to **Online Help** for assistance with which date you should use
- 13) Enter the **Date Reported**
 - a) The **Date Verified** field will not populate
- 14) Click **Save**

Once you have saved this page, the related lists will appear and be displayed to the right.

- 1) Click on **Disability Determination** related list
- 2) Click the plus (+) sign in the blue header
 - A new pop-up window will appear
- 3) Enter the **Effective Begin Date**
 - Refer to Online Help for assistance with which date you should use

Process Manual

Entering an ARG Disability Determination

The next steps to take are dependent on which phase of the Health First Colorado Disability Application the applicant is on:

- Has not yet applied for a Disability Determination
- Has returned the packet and the application is pending with the State Disability Contractor
- Determination has been received from State Disability Contractor

Has Not Yet Applied for a Disability Determination

To Send the Health First Colorado Disability Application:

- 1) Select 'Pending' from the **Status** field
- 2) Select 'Undetermined' from the **Result** field
- 3) Select 'Received' from the **Verification** field
- 4) Select 'Client Statement' from the **Source** field

CBMS will automatically mail the packet to the applicant

The screenshot shows a web application interface for a case. At the top, the status is 'Pending'. Below this, there are search filters for 'Case #', 'From Date' (07/2020), and 'To Date' (08/2020). A 'Load' button is present. The 'Payment Month' is set to 07/2020. A table below shows a single case entry with columns: Individual, Participation, Primary Result, Primary Beg., Primary Cate., Limited to EMS, Secondary Re., Secondary Be., and Second. The entry for 'Chaco, Blue 46 8' has a status of 'Eligible' and a primary result of 'PENDING'. A dropdown menu is open for 'Display Primary Reasons', showing 'Reason' as 'missing verif. See checklist' and 'medical Assistance (MA) Disability Determination Application'. Other options include 'Display Secondary Reasons' and 'Display Companion Cases'.

Has Returned the Packet; Application is Pending

- 1) Click on the **pencil icon** to edit/add details
- 2) Select 'Pending' from the **Status** field
- 3) Select 'Undetermined' from the **Result** field
- 4) Select 'Received' from the **Verification** field
- 5) Select 'State Authorized Disability Determinations Agency' from the **Source** field
 - Packet should be sent to ARG during this step

Arbor E&T, Action Review Group
P.O. Box 340 Olyphant, PA 18447
Actionreviewgroupmrt@arboret.com
Phone (877) 265-1864
Fax (877) 672-2077



Process Manual

Entering an ARG Disability Determination

The screenshot shows a web application interface for eligibility determination. At the top, the status is 'Pending'. Below the status bar, there are navigation tabs for 'MA Individual Eligibility', 'APTC Individual Eligibility', 'MA Non-Financial Eligib...', 'MA Financial Eligibility', 'APTC Financial Eligibility', 'Authorize Eligibility Pro...', 'Manage Case Assignme...', and 'Search for Issuance'. The main area contains a 'Page Actions' section with fields for '*Case #', '*From Date' (07/2020), and 'To Date' (08/2020), along with a 'Load' button. Below this is a 'Payment Month' section with a dropdown menu set to '07/2020'. A table below shows a single row for 'Chaco, Blue 46 8' with 'Eligible' status and 'PENDING' primary result. To the right of the table are expandable sections for 'Display Primary Reasons', 'Display Secondary Reasons', and 'Display Companion Cases'. The 'Reason' section is expanded, showing 'pending Disability Determination'.

Determination has been received from ARG

Enter the information from the approval notice:

- 1) Click on the **pencil icon** to edit/add details
- 2) Select the appropriate **Status** option from the drop-down menu
- 3) Enter the **Status Date**
 - This is the date the status was last changed
- 4) Select the appropriate **Result** option from the drop-down menu
- 5) Enter the **Diary Date**
 - This is the date the case will be re-reviewed for ongoing disability (always a future date)
- 6) Enter the **Disability Onset Date**
 - Retro date for ARG
 - Onset date for SSA
- 7) Enter the **Result Date**
 - This is the date the last decision on disability was made
- 8) Select 'Received' from the **Verification** field
- 9) Select 'State Authorized Disability Determinations Agency' from the **Source** field

This screenshot is similar to the one above, but the primary result is now 'PASS' and the primary date is '07/01/2020'. The 'Reason' section is still expanded, showing 'pending Disability Determination'.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us

