

Process Manual
Triggering SCHIP Interface

Overview

For Medical Assistance Programs, DRA requirements for Citizenship and Identity (SCHIP) can be obtained by an interface (SVES). This interface is generated in CBMS and calls out to the Social Security Administration to verify both Citizenship and Identity for members on a Medical Assistance case. If verification is received through this interface, CBMS will be updated automatically with the appropriate verification source(s).

New Application:

- 1) Login to **CBMS**
- 2) Click the **Follow Up Activities** main tab
- 3) Navigate to the **Interfaces** tab
- 4) Select **SVES Request** sub-tab
- 5) Enter the member's SSN, then **Load**
- 6) Select all radio buttons under **SVES Request Type** to retrieve all SSA Data required for the program
 - a) If the member is not listed in the data on the page, click the **magnifying glass** icon to do a client search and select member's name
- 7) Once client information is populated on the page, click **Save**

NOTE: This concludes the data entry for the SVES request

- 8) Navigate to the **Search SVES Data** sub-tab
- 9) Enter the SSN to see the appropriate member's SVES data
- 10) Click **Search**
- 11) Click on the **View SVES SCHIP Citizenship Verification Data Related List**
- 12) Click the **pencil/edit** icon to view verification results

NOTE: This completes the data entry for the Search SVES Data

- 13) Navigate to the Case by entering the Case Number in the **Global Search** bar
- 14) Click on Case Number in the results table to access the **Members** page
- 15) From the Members page, hover over the **Actions** button
 - a) Select **Begin Interactive Interview** to initiate the Interactive Interview (II) queue
- 16) Navigate to the **Demographics** tab
 - a) Complete the data entry for US Citizen Section as follows:
 - i) US Citizen: **YES**
 - ii) Status: **US Born**
 - iii) Verification: **Received**
 - iv) Source: **Client Statement**
 - v) Acceptable Doc: **No**



Process Manual
SCHIP Interface Data Entry

- b) SCHIP Interface will call out to the Social Security Administration on the .15 and .45 of each hour
- 17) You can verify the interface by navigating back to the **Demographics** page after waiting the appropriate time (above)
 - a) Verified Citizenship will update fields with SCHIP Verification value: *Citz/ID Confirmation*
 - b) Verified Identification will add/update fields in the Identification Related List with SCHIP verification value: *Citz/ID Confirmation*.
- 18) Or you can continue through the Interactive Interview Queue and review the SVES/SCHIP information on the **Interface Summary**

NOTE: If the interface is unsuccessful, the user will need to request/obtain the necessary documentation of Citizenship and/or Identification. Once received, the documentation must be entered into CBMS.

Existing Medical Assistance Case:

This process will trigger the SCHIP Interface to run automatically.

- 1) Login to **CBMS**
- 2) Complete **SVES Request** and **Search SVES Data** as instructed above
- 3) Navigate to the **Case Individual Programs Requested** page
- 4) From the **Name** drop-down, select the appropriate person
- 5) Click on the **Medical Assistance** row in the summary window
- 6) Select the **pencil/edit** icon to edit the record
- 7) Enter the **Effective Begin Date**
 - a) Use Today's date
- 8) Select '**No**' for Requesting Assistance
- 9) Enter Today's date as the **Date Reported**
- 10) Click **Save**
- 11) Click on the **Medical Assistance** row in the summary window
- 12) Select the **pencil/edit** icon to edit the record
- 13) Enter the **Effective Begin Date**
- 14) Select '**Yes**' for Requesting Assistance
- 15) Enter Today's date as the **Date Reported**
- 16) Click **Save**
- 17) Navigate to the **Demographics** tab
 - a) Complete the data entry for US Citizen Section as follows:
 - i) US Citizen: **YES**
 - ii) Status: **US Born**
 - iii) Verification: **Received**
 - iv) Source: **Client Statement**
 - v) Acceptable Doc: **No**



Process Manual
SCHIP Interface Data Entry

- 18) You can verify the interface by navigating back to the **Demographics** page after waiting the appropriate time (above)
- a) Verified Citizenship will update fields with SCHIP Verification value: *Citz/ID Confirmation*
 - b) Verified Identification will add/update fields in the Identification Related List with SCHIP verification value: *Citz/ID Confirmation*
- 19) Or, you can continue through the Interactive Interview Queue and review the SVES/SCHIP information on the **Interface Summary**

NOTE: If the interface is unsuccessful, the user will need to request/obtain the necessary documentation of Citizenship and/or Identification. Once received, the documentation must be entered into CBMS.

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

