



**Department of Health Care Services  
Children's Medical Services Network**



# Client Eligibility

## **User Manual (Step-by-Step)**

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Version 1

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## 1 INTRODUCTION

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### 1.1 OVERVIEW

The Client Eligibility screen is where a user is used to establish and maintain a client's CCS eligibility.

The ability to execute a future closure and multiple SAR cancellations at the same time has been added to the CMS Net Legacy and CMS Net Web. Listed below are the new features:

- A future closure date can be entered in the client eligibility screen under the date closed field while the client's case remains active.
- The future closure date can be up to 2 months in the future from the current date but not to exceed the program eligibility end date.
- Users can remove the future closure dates from the client eligibility screen before the closure happens.
- When the date closed equals the current date, the system will automatically execute the closure and cancel all SAR(s) with services dates greater than the case closure date.
- Only one NOA will be generated for the case closure and all cancelled SAR(s). This will not affect the current process of cancelling individual SAR in CMS Net Web.
- Once a case closure is executed, a case note will be generated with the effective date of the closure and all cancelled SAR numbers.
- Regional Office/County System Administrators will be given access to modify/reauthorize cancelled SAR(s) if the case was found to be closed in error or more documentation is acquired to keep case open.

## 1.2 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Table 1-1 lists the definitions, abbreviations and acronyms that may be used within this document:

**Table 1-1, Definitions, Abbreviations and Acronyms**

Term	Definition
CCS	California Children's Services
CIN	Client Index Number
CMS	Children's Medical Services
CSA	County System Administrator
DHCS	Department of Health Care Services
HAP	Health Access Program
MEDS	Medi-Cal Eligibility Data System
NOA	Notice of Action
ROA	Regional Office System Administrator
SSA	State System Administrator

## 2 CLIENT ELIGIBILITY

Only authorized users can modify data on this screen (Regional Office & Independent Counties). The Client Eligibility screen will be in a display only mode. Unauthorized users can view the page but cannot make any changes.

The screenshot displays the 'CLIENT ELIGIBILITY' screen with the following fields and sections:

- Header:** CMST (left), CLIENT ELIGIBILITY (center), CMSCE-10 (right)
- Client Information:** Pt Nm: [redacted], Gender: [redacted], DOB: [redacted], Lgl Co: [redacted], CCS#: [redacted], CIN: [redacted], REG= [redacted], MED= [redacted], F/R= [redacted]
- Program Dates:** Pgrm Begin Date [redacted], End [redacted], CCS Elig Status [redacted]
- Case Details:** Case Status: [redacted], Case Type: [redacted], Date Open: [redacted], CCS Elig Status: [redacted], County: [redacted], Elig Start Date: [redacted], Date Closed: [redacted], Date Denied: [redacted], Reason Closed/Denied: [redacted]
- Administrative:** Determined By: [redacted], Date Determined: [redacted], Comment: [redacted]
- History Table:**

Co	S	T	CCS	Elig	Stat	Start	Date	Cl/Den	Dt	Reason	Closed/Denied
[redacted]											
- Footer:** Last Update By: [redacted], Date: [redacted]

Figure 2-1, Client Eligibility Screen

2.1 DATA DICTIONARY FOR CLIENT ELIGIBILITY SCREEN

Table 2-1, Client Eligibility Screen Data Dictionary

FLD #	ELEMENT NAME	DESCRIPTION/COMMENTS
1	<i>(header)</i>	<b>Display Only</b> Standard patient header
2a	Pgrm Begin Date	<b>Display Only</b> Date populated from eligibility screens
2b	End	<b>Display Only</b> Date populated from eligibility screens
2c	CCS Elig Status	<b>Required</b> Status is populated when CCS eligibility status on this screen is saved
3	Case Status	User can select <ul style="list-style-type: none"> <li>• Active,</li> <li>• Closed or</li> <li>• Denied</li> </ul> If any one of the eligibility statuses on the eligibility screens has not been met, the user CANNOT select "Active".  Case status displays on the Patient Registration Face Sheet. The Face Sheet automatically updates when the case status is changed.
4	Case Type	<b>Required</b> If Case Status is "Active", select one: <ul style="list-style-type: none"> <li>• New</li> <li>• Reopen</li> </ul> If Case Status field is "Closed or Denied", the field is deactivated and current value is retained.
5	CCS Elig Status	<b>Required</b> If Case Status is "Active", select one: <ul style="list-style-type: none"> <li>• 9K CCS [choose this when CCS application and PSA signed]</li> <li>• 9M – MTP Only [No financial required]</li> <li>• 9N – M/C Only</li> <li>• 9R HF – Over fin elig</li> <li>• 9U CCS – elig not complete</li> </ul>
6	Elig Start Date	<b>Required</b> If the Case Status field is "Active", this date will default to the referral date from Patient Registration; however, the

		user can modify this date. No future dates unless case is closed for reason of "Aid Code Changed."
7	Date Closed	<p><b>Conditional required if case status is "Closed"</b></p> <p>Past dates/current dates are allowed</p> <p>Future dates are allowed up to 60 days from the current end date. Cannot be prior to the Elig Start Date (Field 6), past the program eligibility end date, or past the client's 21st birthday.</p>
8	Date Denied	<p><b>Conditional/required if case status is "Denied"</b></p> <p>This field is display-only and defaulted to the Referral Date on the Patient Registration Face Sheet (CMSFS-10). User can overwrite.</p>
9	Reason Closed/Denied	<p><b>Required if Case Status is "Closed" or "Denied", a reason must be selected.</b></p> <ul style="list-style-type: none"> <li>• AGE1 CLIENT IS OVER 21 YEARS OF AGE</li> <li>• AIDCODE AID CODE CHANGED</li> <li>• DIED DEATH OF PATIENT</li> <li>• FIN1 FAILURE TO COMPLETE MEDI-CAL APPLICATION PROCESS</li> <li>• FIN2.1 INCOME EXCEEDS \$40K</li> <li>• FIN2.2 INCOME EXCEEDS \$40K-OUT OF POCKET COST &lt; 20% OF AGI</li> <li>• FIN4 FAILURE TO PAY FEE(S)</li> <li>• FIN6 PROGRAM ELIGIBILITY PROCESS INCOMPLETE</li> <li>• FIN7 INSUFFICIENT DOCUMENTATION</li> <li>• MED1 MEDICALLY INELIGIBLE - CCS</li> <li>• MED3 MTP PAPERWORK INCOMPLETE</li> <li>• MISC1 CLIENT CCS ELIG CONDITION DIAGNOSED AFTER ADOPTION</li> <li>• MISC2 CLIENT/FAMILY DECLINES CCS SERVICES</li> <li>• MISC3 NO CURRENT SERVICES REQUESTED</li> <li>• MISC4 NO RESPONSE AT LAST KNOWN ADDRESS</li> <li>• NSC OTHER</li> <li>• RES1 RESIDENTIAL ELIGIBILITY CRITERIA NOT MET</li> <li>• RES2 PARENT/GUARDIAN MILITARY - NOT CA</li> <li>• RS12 REQUESTED SERVICE - NOT TO TREAT CCS MED COND</li> <li>• RS2 NOT APPROVED MEDI-CAL OR DENTI-CAL PROVIDER</li> <li>• RS3 PROVIDER NOT CCS PANELED</li> <li>• RS4 HOSPITAL NOT APPROVED</li> <li>• RS5 SERVICE PRIOR TO REQUEST</li> <li>• RS6 CLIENT ENROLLED IN A COMMERCIAL HMO</li> <li>• RS7 NOT A CCS BENEFIT</li> <li>• RS8 MTP THERAPY SERVICES ONLY</li> <li>• TXCOM CCS TREATMENT SERVICES ARE COMPLETED</li> </ul>
10	Determined By	<p><b>Required</b></p> <p>If Case Status displays "Closed or Denied," this field is.</p>

Client Eligibility

		Otherwise, field is empty and deactivated.
11	Date Determined	<b>Required</b> If Case Status displays "Closed or Denied," this field is. Otherwise, field is empty and deactivated. Defaults to today's date; however, the user can change it NO future dates
12	Comment	<b>Not Required</b> Automatically populates to the Case Note. User can key up to three lines.
13	Client Eligibility History	<b>Displays Only</b>
	Co	<b>Displays Only</b> Displays the legal county code.
	S	<b>Display Only</b> Displays the first letter that correlates Case Status <b>'A': Active, 'C': Closed, 'D': Denied</b>
	T	<b>Display Only</b> Displays the first letter that correlates Case Type <b>'N': New 'R': Reopen</b>
	CCS Elig Stat	<b>Display Only</b> Displays value that correlates to CCS Eligibility Status "9K CCS", "9M – MTP Only", "9N – M/C Only" or "9R – HF Over CCS Fin Elig" "9U – HF Elig not complete
	Start Dt	<b>Display Only</b> Eligibility Start Date; system validates the date. <b>Start date cannot be prior to last closed date.</b> User can modify.
	Cl/Den Dt	<b>Display Only</b> Displays the Closed Denied Date.
14	Last Update By	<b>Display Only</b> Displays the last user's name that modified any data.

15	Date	<b>Display Only</b> Displays the date of the last change on this screen
----	------	--

## 2.2 STEPS TO ACCESS CLIENT ELIGIBILITY

**Step 1: From the Primary Menu, select Eligibility. Press <Enter>:**

The screenshot shows a terminal window with a dark blue background and light blue text. At the top left is 'CMST', at the top center is 'PATIENT IDENTIFICATION FOR: ELIGIBILITY', and at the top right is 'CMSPI-20'. Below this is a horizontal line. The main text reads 'Enter one of the following identifiers:'. There are several input fields with redacted content: 'CCS Number :', 'Pt Name :', 'Birthdate:', 'Current Legal County:', 'Gender :', 'Client Index Number:', and 'Social Security Number:'.

**Figure 2-2, Patient Identification Screen**

**Step 2. Identify and select the patient. Press <Enter>:**

```

Select Patient:
(?) LASTNAME, FIRSTNAME          Gender: M DOB: 01/01/2005
  CCS#: T631623 CIN: 39394622A 6  Legal County: SACRAMENTO
  Reg=PEN Med=E F/R=E Pgrm End Dt:02/25/2010 CCS Elig Stat:

[Quit]
```

Figure 2-3, Select Client Screen

**Step 3. Select Program Eligibility date range from the pop-up message.  
Press <Enter>:**

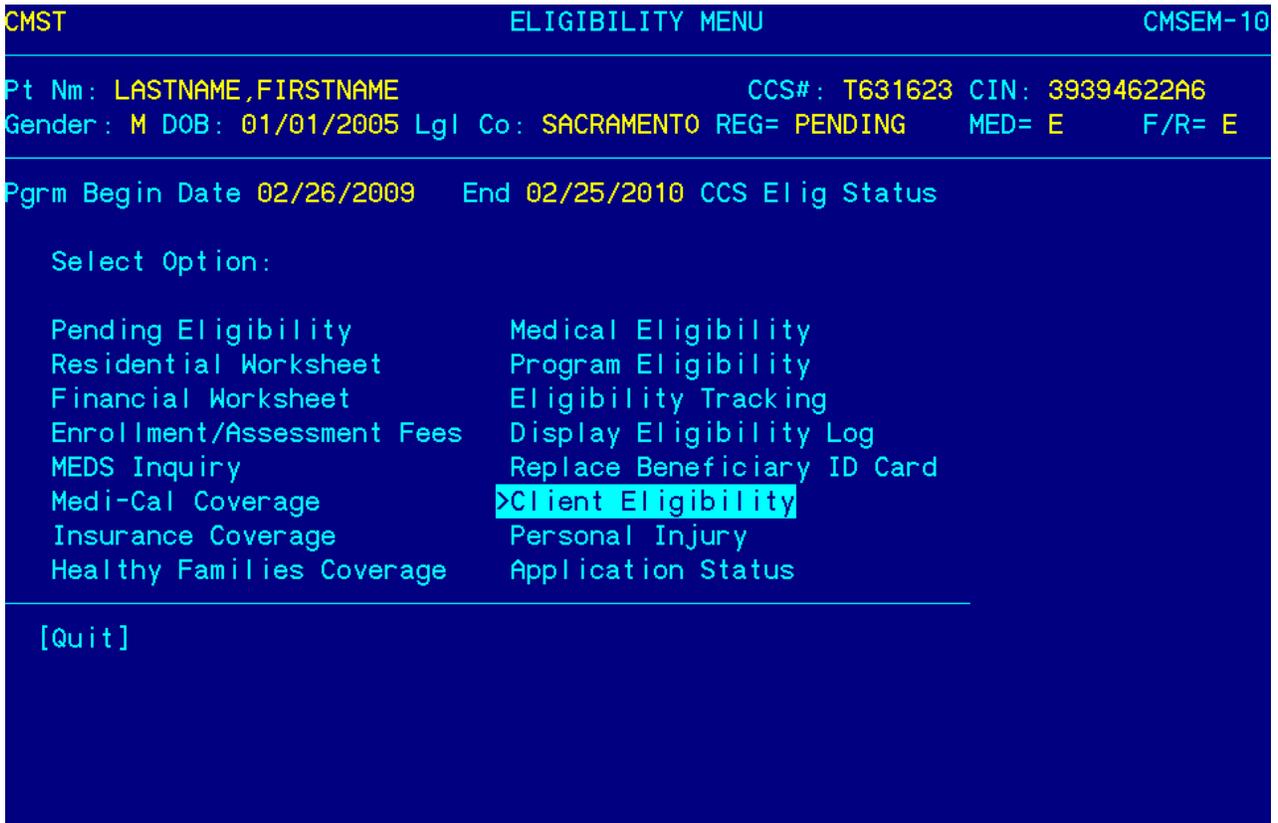
```

Which Program Eligibility period would you like to enter for this client?
(?) Enter the current 02/26/2009 Program Eligibility period.
( ) Enter a new Program Eligibility period.

[Quit]
```

Figure 2-4, Program Eligibility Pop Up Screen

**Step 4. Select Client Eligibility from the Eligibility Menu, Press <Enter>:**



**Figure 2-5, Eligibility Main Menu Screen**

**Step 5. System then displays the Client Eligibility Screen:**



## 2.3 STEPS TO DENY A CLIENT'S CASE

- Step 1:** Select "F1."  
➤ From the drop down menu select "Denied"
- Step 2:** The cursor will drop down to the "Date Denied" field.  
➤ Select a date after the eligibility start date.
- Step 3:** Select "F1."  
➤ From the drop down menu select "Reason Closed/Denied:"
- Step 4:** Select "Determined By."  
➤ Type in all or partial of the users name to populate.
- Step 5:** "F2" Save  
➤ Upon saving, the system displays the following pop-up message:  
Would you like to generate a  
( ) NOA - REF  
( ) Quit
- Step 6:** Pop Up Screen will display  
➤ If you select "Quit" no denial letter will be produced.  
➤ If you select "NOA – REF" the following message will pop up:  
➤ You need to complete and/or print Correspondence type NOA-REF  
in the web-based Correspondence module for patient  
LASTNAME,FIRSTNAME  
(?) Press Enter
- Step 7:** Correspondence Branch Menu  
➤ Optional: Select Narrative for Correspondence.  
➤ Type in text.  
➤ "F2" Save
- Step 8:** Client Eligibility Branch Menu  
➤ Optional: Select Narrative for Client's Eligibility  
➤ Type in text.  
➤ "F2" save

## 2.4 STEPS TO ACTIVATE (OPEN) CLIENT'S CASE

**Step 1:** Select "F1." From the drop down menu and select "Active."

**Step 2:** Select "Case Type";

- New or Reopen

**Step 3:** Select "CCS Eligibility Status:"

- 9K CCS
- 9M – MTP Only
- 9N – M/C Only"
- 9R – HF Over CCS Fin Elig
- 9U – HF Elig not complete

**Step 4:** Select "Eligibility Start Date"

- A date to start the client's eligibility not to precede the Date of Birth.

**Step 5:** "F2" Save. Upon saving,

- The case has a "T" (temporary number). The system assigns the next available permanent number.
- The Patient Registration Face Sheet is updated with the new case status to reflect the aid code.
- The CES eligibility status is updated

**Step 6:** Client Eligibility Branch Menu

- Optional:
  - ( ) Narrative for Client Eligibility
  - ( ) Identify a New Patient
  - ( ) Print Face Sheet
  - ( ) Eligibility Main Menu Select Narrative for Client Eligibility.
- "F2" Save

**Note:** When selecting any of the three statuses on the Client Eligibility screen in the Case Status field, the system displays this selection on the Patient Registration Face Sheet (CMSFS-10) in Status field.

CMST		PATIENT REGISTRATION FACE SHEET		CMSFS-10	
Name:	Last LASTNAME	App First FIRSTNAME	Middle	CCS#:	4082170
Birth:				CIN:	39394622A 6
Alias:			SSN:	Pseudo:	
Gender:	MALE	DOB:	01/01/2005	Birthplace:	SACRAMENTO
Status:	ACTIVE	1st Referral Date:	02/26/2009		
Ref/Trf Dt:	02/26/2009	Type:	REFERRAL		
Res Co:	SACRAMENTO	Ref Source:	PHYSICIAN		
Lgl Co:	SACRAMENTO	Ref By:	DR. COOK		
Ethnic:	WHITE	Language:	ENGLISH		
Mo First Nm:	SACRAMENTO	Mo Mdn Nm:	MARLA		
Mo DOB:		Mo SSN:			
PrimDX:	263.0	MALNUTRITION OF MODERATE DEGREE			TXDX
Sec DX:					
Oth1DX:					
Oth2DX:					
Oth3DX:					
Consent Form:	N	Date:		SCI Last Updated:	05/11/2009
Known To:	CCS				

Figure 2-7, Patient Registration (CMSFS-10)

Also once a case is made active. The client's eligibility is display on the Patient Registration Face Sheet (CMSFS-60

## 2.5 STEPS TO CLOSING CLIENT'S CASE

- Step 1:** Select "F1."  
➤ From the drop down menu select "Closed"
- Step 2:** The cursor will drop down to the "Date Closed" field.  
➤ Select a past or current date, not to precede the eligibility start date.
- Step 3:** Select "F1."  
➤ From the drop down menu select "Reason Closed/Denied:"
- Step 4:** Select "Determined By."  
➤ Type in all or partial of the users name to populate.
- Step 5:** "F2" Save  
➤ Upon saving, the system displays the following pop-up message:
- Would you like to generate a
  - ( ) NOA - CM
  - ( ) Quit
- Step 6:** Pop Up Screen will display  
➤ If you select "Quit" no denial letter will be produced.  
➤ If you select "NOA – CM" the following message will pop up:  
➤ You need to complete and/or print Correspondence type NOA-REF in the web-based Correspondence module for patient  
LASTNAME,FIRSTNAME  
(?) Press Enter
- Step 7:** Correspondence Branch Menu  
➤ Optional: Select Narrative for Correspondence.  
➤ Type in text.  
➤ "F2" Save
- Step 8:** Client Eligibility Branch Menu  
➤ Optional: Select Narrative for Client's Eligibility  
➤ Type in text.  
➤ "F2" save

**Note: DO NOT PHYSICALLY OPEN AND CLOSE A CLIENT'S CASE ON THE SAME DAY. This will prevent the CCS eligibility from transmitting appropriately to MEDS.**

## 2.6 CLOSING A CASE IN THE FUTURE

- Step 1:** Press the “Enter” or “Tab” Key to bypass the “Case Status” field.
- Step 2:** The cursor will drop down to the “Date Closed” field.
  - Select a future date, not to exceed passed 60 days from the current date or the program end date.
- Step 3:** Select “F1.”
  - From the drop down menu select “Reason Closed/Denied:”
- Step 4:** Select “Determined By.”
  - Type in all or partial of the users name to populate.
- Step 5:** “F2” Save
  - Upon saving, the system will hold the NOA – CM in place until the date of closure execute.:
- Step 6:** Correspondence Branch Menu
  - Optional: Select Narrative for Correspondence.
  - Type in text.
  - “F2” Save
- Step 7:** Client Eligibility Branch Menu
  - Optional: Select Narrative for Client’s Eligibility
  - Type in text.
  - “F2” save
- Step 8:** Once the closure has executed:
  - Go to Web Correspondence and check your incomplete letters.
  - Print and Send all NOA – CMS and send them to the clients.

```

CMST                                CLIENT ELIGIBILITY                                CMSCE-10
Pt Nm: LASTNAME,FIRSTNAME           CCS#:T631623  CIN: 39394622A6
Gender: M DOB: 01/01/2005  Lgl Co: SACRAMENTO  REG= ACTIVE      MED= E  F/R= E
Pgrm Begin Date 02/26/2009  End 02/25/2010  CCS Elig Status 9N M/C ONLY
Case Status: ACTIVE             Case Type: NEW             Date Open: 02/26/2009
CCS Elig Status: 9N M/C ONLY    County: SACRAMENTO
Elig Start Date: 02/26/2009    Date Closed: 05/11/2009   Date Denied:
Reason Closed/Denied: CCS TREATMENT SERVICES ARE COMPLETED
Determined By: SEDDOUKI,SAMANTHA  Date Determined: 04/07/2009
Comment:

CCS Eligibility History
Co S T CCS Elig Stat  Start Date Cl/Den Dt  Reason Closed/Denied

Last Update By: SEDDOUKI,SAMANTHA (State CMS)  Date: 04/09/2009
    
```

Figure 2-8, Client Eligibility Screen, Future Closure Entry

### 2.6.1 Program Eligibility



The program eligibility will usually end on the closure date except for the below reasons:

- Aide Code Change
- Residential Eligibility Criteria Not Met

### 2.6.2 SAR Cancellation



**All Authorized Medical SARs with end dates after the closure date will automatically be cancelled and Pending SARs with service dates after the closure will be deleted. Note: Dental SARs will not be automatically cancelled.**

1. The effective date of the cancellations will be the date of closure.
2. The closure reason will be applied to each individual SAR.
3. System will cancel all SARs without generating a NOA for each individual SAR.
4. Only one NOA will be sent out for both the case closure and all cancelled SARs from client eligibility effective the date of closure.
5. Automatic case note will be generated entered with the following closure information.

- List of Cancelled and Deleted SARs

### 2.6.3 Regional Office/County System Administrators



If the client's case was found to be closed in error or more documentation is acquired to keep case open, the Regional Office/County System Administrator can now select the modify tab to reauthorize the cancelled SAR(s).

Before you can reauthorize the SARs:

- Call the Help Desk to remove the closed status.
- Go to Program Eligibility and put in the end date
- Then go to the SAR System to Reauthorize the SAR.

**Note:** You must update the service end when you reauthorize the SAR. If you do not, the closure date will be retransmitted to the FI's.

## Aid Codes

### 2.6.4 Editing Aid Code on Active Case

There are times when a client's aid code needs to be changed. For example, if the client's eligibility initially indicated (9N CCS-M/C ONLY) Medi-Cal Full Scope No Share of Cost, and the Application and Program Services Agreement were not present at the time the case was opened. When the Program Eligibility process is complete, the client's aid code should be changed to (9K-CCS).

Changing the aid code correctly will maintain a historical record of all aid codes assigned to the CCS client. To perform an aid code change, the current aid code assigned must be updated with an end date. This requires closing the case to one aid code and assigning a new start date for the new aid code. The steps are as follows:

### 2.6.5 Steps for Aid Code Changed

- Step 1:** From the Primary Menu,
  - Select Eligibility: Press <Enter>.
  - The Patient Identification screen displays.
- Step 2:** Identify and select the patient
- Step 3:** Select program eligibility date range from the pop-up message.
  - Press <Enter>.
  - The Eligibility Menu screen displays.
- Step 4:** Select Client Eligibility.
  - Press <Enter>.
  - Cursor defaults to Case Status field.
- Step 5:** Case Status
  - Select Closed from the pick-list.
  - Press <Enter>.
- Step 6:** Date Closed
  - Type the Case Closure Date, No future closure dates.
  - Press <Enter>.
- Step 7:** Reason Closed/Denied
  - Select Aid Code Changed as the Reason Closed/Denied from the pick-list.
  - Press <Enter>.
- Step 8:** Determined By
  - Enter the name of the person that made the decision to close the case.
  - Press <Enter>.
- Step 9:** Date Determined
  - Enter the date the decision was made to change the aid code.
  - CMS Net auto-populates with today's date.
  - You may override by deleting and typing a new date.
  - Press <Enter>.
- Step 10:** Comments
  - Optional free text. Automatically populates to the Narrative.
- Step 11:** Reminder displays
  - Reminder: With Reason Closed/Denied = ' Aid Code Changed', You must enter a new aid code with a new start date. Press <Enter>.

**The Client Eligibility screen displays.**

**Step 12:** CCS Elig Status

- Select NEW aid code from the pick – list.
- Press <Enter>.
- The Elig Start Date auto-populates with one day past the closure date. Press <Enter>.

**Step 13:** Comments

- Optional free text. Automatically populates to the Narrative.

**Step 14:** Action Menu Key

- Select “F2” Select Save.
- Press <Enter>.

**Step 15:** Client Eligibility Branch Menu

- Generate the Client Eligibility narrative about the aid code change.

## **2.6.6 Steps to Editing Aid Codes**

**Step 1:** From the Primary Menu,

- Select Eligibility: Press <Enter>.
- The Patient Identification screen displays.

**Step 2:** Identify and select the patient

**Step 3:** Select program eligibility date range from the pop-up message.

- Press <Enter>.
- The Eligibility Menu screen displays.

**Step 4:** Select Client Eligibility.

- Press <Enter>.
- Cursor defaults to Case Status field.

**Step 5:** Bypass Case Status field and Case Status field

**Step 6:** “Eligibility Start Date” field

- Change the aid code to the correct one.
- “F2” and Save

## 2.6.7 Editing an Aid Code vs. Aid Code Closure/Change

The following section highlights the difference between editing an existing aid code versus performing an aid code change (closure).

### Aid Code Closure

- Two or more aid codes for specified period of time within a case
- History of the previous code(s) display in CCS Eligibility History in the Client Eligibility screen.
- The Elig Start Date changes; therefore, the new aid code is effective the day after the closure.
- *Example: The example shows changing an aid code from 9N to a 9M during the same program period.*



Client Eligibility

Editing an Aid Code

- This is a correction to a previously entered aid code.
- There will be no record of the previous aid code.
- The CCS Start Date does not change; therefore, the new aid code is effective the Elig Start Date.

Example:

Pt Nm:MONKEY,TEST	CCS#: 8585289	CIN: 9278883D0			
Gender: F	DOB: 08/26/1997	Lgl Co: SAN MATEO	REG= ACTIVE	MED= E	F/R= I
Pgrm Begin Date 08/27/2005 End 08/26/2006 CCS Elig Status 9N CCS-M/C ONLY					
Case Status: ACTIVE	Case Type: NEW	Date Open: 08/27/1999			
CCS Elig Status: <b>9N CCS-M/C ONLY</b>	County: SAN MATEO				
Elig Start Date: <b>08/27/2003</b>	Date Closed:	Date Denied:			
Reason Closed/Denied:					
Determined By:	Date Determined:				
Comment:					
<u>CCS Eligibility History</u>					
Co S T CCS Elig Stat Start Date Cl/Den Dt Reason Closed/Denied					
Last Update By: RUNDALL, JULIE (STATE CMS)			Date: 06/28/2005		

Pt Nm:MONKEY,TEST	CCS#: 8585289	CIN: 9278883D0			
Gender: F	DOB: 08/26/1997	Lgl Co: SAN MATEO	REG= ACTIVE	MED= E	F/R= I
Pgrm Begin Date 08/27/2005 End 08/26/2006 CCS Elig Status 9N CCS-M/C ONLY					
Case Status: ACTIVE	Case Type: NEW	Date Open: 08/27/1999			
CCS Elig Status: <b>9K CCS</b>	County: SAN MATEO				
Elig Start Date: <b>08/27/2003</b>	Date Closed:	Date Denied:			
Reason Closed/Denied:					
Determined By:	Date Determined:				
Comment:					
<u>CCS Eligibility History</u>					
Co S T CCS Elig Stat Start Date Cl/Den Dt Reason Closed/Denied					
Last Update By: RUNDALL, JULIE (STATE CMS)			Date: 06/28/2005		

**Figure 2-10, Editing an Aid Code**