

CalHEERS Project
 CalHEERS Information Transmittal (CIT)

Distribution Date:	July 22, 2014	CIT # 0127-14
Subject:	CalHEERS Job Aid Updated – Identity Proofing in CalHEERS	
From:	CalHEERS Project	
To:	Covered California, DHCS, Service Centers, SHOP Service Centers, CEC Assistance Service Center, Counties, SAWS, CWDA, and OSI SPOCs	
	<p>Please forward to appropriate impacted staff, contacts, or leads in your organization:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> General <input type="checkbox"/> Contract/MOU/IAA <input type="checkbox"/> Budget/Fiscal <input type="checkbox"/> Policy <ul style="list-style-type: none"> <input type="checkbox"/> Eligibility <input type="checkbox"/> Enrollment <input type="checkbox"/> SHOP <input type="checkbox"/> Notices <input type="checkbox"/> Reports (<input type="checkbox"/> Fiscal <input type="checkbox"/> Caseload Movement <input type="checkbox"/> Management <input type="checkbox"/> ACA-specific) <input type="checkbox"/> Other _____ <input type="checkbox"/> Plan Management <input type="checkbox"/> Assister Management <input type="checkbox"/> Navigators/Brokers <input type="checkbox"/> Usability/ADA <input type="checkbox"/> Financial Management <input type="checkbox"/> Web Portal <input type="checkbox"/> Customer Service <input type="checkbox"/> Languages/Translation <input type="checkbox"/> Application Development <input type="checkbox"/> Technical <input type="checkbox"/> Conversion <input type="checkbox"/> Batch and Interfaces <input type="checkbox"/> Testing <input type="checkbox"/> Implementation <input type="checkbox"/> Organizational Change Management <input checked="" type="checkbox"/> Training <input type="checkbox"/> Education and Outreach <input checked="" type="checkbox"/> Service Center <input type="checkbox"/> Other 	
Description:	<p>Purpose The purpose of this CIT is to provide an updated CalHEERS Job Aid – <i>Identity Proofing in CalHEERS</i>, dated July 18, 2014. Please discard the previous Job Aid with this title (distributed with CIT 0122-14) and distribute the one attached.</p> <p>The Job Aid was revised to reflect that identity proofing in CalHEERS occurs <u>only when the Primary Contact pages are updated</u> as part of a Report a Change function or when an applicant is submitting a new application, and the primary contact as not been previously identity proofed.</p> <p>Background Job Aids illustrate functionality and serve as desk references and training material for CalHEERS users. As changes in functionality are implemented, they are updated and distributed. Job Aids are also accessible from the Covered California LMS.</p> <p>If you have any questions regarding this CIT, please contact the primary or backup project contact.</p>	

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Primary Project Contact:	<i>Contact this person for questions about the contents of this CIT.</i> Jane Watson (916) 999-3755 jane.a.watson@calheers.ca.gov
Backup Project Contact:	Lonnie Perez (916) 999-2396 Lonnie.Perez@CalHEERS.ca.gov
Attachments:	Job Aid – Identity Proofing in CalHEERS.pdf
SharePoint Link: NOTE: SharePoint access is not available to counties	CIT Folder OR You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none">1. In the left menu, click the “Shared Documents” hyperlink2. Click the “Communications” folder icon3. Click the “CIT” folder icon4. Click the “2014” folder icon5. Click the appropriate CIT # folder icon