



HRSA DMV Interface Guide

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Description	This document is a process guide for CBMS users, instructing them on the automated business posting of the identity data received through the Division of Motor Vehicles (DMV) Interface.	
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1.0 Overview

General Information

CBMS is being modified to allow an interface with the Colorado Department of Revenue, Division of Motor Vehicles. The interface will provide identity data for CBMS individuals who are in active or pending status. All medical, cash, and food assistance applicants/clients who are in active or pending status can have their identity checked using the DMV interface.

The DMV interface, if a match is found, returns Driver's License, DMV ID Card, Lawful Presence, and/or DMV Waiver data.

2.0 DMV Interface Selection Criteria

Process Information

In order to use the DMV interface, a client/applicant must meet the following criteria:

- The individual must currently be part of an active case (open or pending status);
- The individual must be requesting assistance for any benefit program;
- The individual must have a valid SSN, that is, not all one digit;
- The individual must have a valid date of birth; and
- The individual must have a last name and a first name.

If the individual does not meet the selection criteria, a data match request record will not be sent and the Error Message, ***Error in Required Information is missing for DMV request (missing data field)*** will be displayed at the top of the page.

3.0 DMV Request Process

Process Information

A DMV Request record can be triggered by two different methods: an automated request and an on-demand request.

Automated Request

The DMV Interface trigger will be set:

- At initial application, whether the entry is made manually, received via PEAK, or by another Interface, such as the 1634 records or an Express Lane Eligibility file, at the time the Case Clearance is run;
- At the time a new applicant is added to CBMS, if the individual meets the selection criteria; and
- When an individual's **Requesting Assistance** is changed from **N** to **Y**.

The DMV Interface automatic triggered request record is added to the interface queue which is run every 10 minutes.

On Demand Request

A new button is added to the Identification Details Page. Users with the Update Profile can click on the button and, if the individual meets the selection criteria, a DMV request record is sent.

Note: If the individual already has a DMV response record posted to the Identification Details page, the button will be grayed out.

4.0 Identification Details Page

General Information

At the time a DMV Response record is received, if the response record contains a DMV record, the identification records will be automatically posted to the Identification Details page.

The tables below discuss and display both the insert and update process for a DMV Response record.

CBMS Web - Identification Details

Identification Details

Summary

Identification	Identification Type	Issuing Agency	Verification	Source	
Yes	Driver's License	Colorado	Received.	DMV	✖
Yes	Lawful Presence	Colorado	Received.	Original	✖
Yes	SSA Citiz/ID	01	Received.	SSA	✖
Yes	Lawful Presence	Colorado	Received.	DMV	✖

Add

Detail

***Effective Begin Date:** 02/01/2012

Effective End Date: MM/DD/YYYY

***Identification :** ☒ Yes ☐ No

Identification Type: Driver's License

Photo : ☒ Yes ☐ No

Issuing Agency

Acceptable Doc :

CBMS Web - Identification Details

Identification Details

Detail

***Effective Begin Date:** 02/01/2012 **Effective End Date:** MM/DD/YYYY

***Identification:**
☒ Yes ☐ No

Identification Type: Driver's License **Photo:**
☒ Yes ☐ No

Issuing Agency: Colorado **Acceptable Doc:**
☒ Yes ☐ No

ID Issue Date: 07/20/2011 **ID Expiration Date:** 07/20/2016

Driver's License/ID#: [REDACTED] **Check DMV**

***Verification:** Received. ***Source:** DMV **Reason for not providing ID:**

CBMS Web - Identification Details

Identification Details

ID Issue Date: 07/20/2011 **ID Expiration Date:** 07/20/2016

Driver's License/ID#: [REDACTED] **Check DMV**

***Verification:** Received. ***Source:** DMV **Reason for not providing ID:**

Identity Verified By

Eligibility Site: [REDACTED] **Name:** [REDACTED]

***Date Reported:** 01/25/2012 ***Date Verified:** 01/25/2012

Field Information	
Field Name	Description
Summary Record – All Identification records will be listed.	
Identification	Yes or No
Identification Type	Type of Identification
Issuing Agency	The Agency that issued the identification
Verification	Verification Status
Source	Verification Source Value

Field Information	
Field Name	Description
Detail Record – Displays the details for the Summary Record highlighted.	
Effective Begin Date	<ul style="list-style-type: none"> ▪ If there is an existing record with the same Identification Type as Driver's License or DMV ID card, the current record will be end dated as of current month and a new record will be inserted with an Effective Begin Date that is the first of the following month. ▪ If there is no existing record with the same Identification Type as Driver's License or DMV ID card, the Effective Begin Date will be the latest of the earliest Effective Begin Date of the individual or Program Request Date of the individual. ▪ Lawful Presence Affidavit or DMV Waiver will always create a new record with the latest of the earliest Effective Begin Date.
Effective End Date	Blank – CBMS will not end date the posted DMV record.
Date Reported	The date the DMV record was posted.
Date Verified	The date the DMV record was posted.
Identification	Yes
Identification Type	DMV Response records will post the following: <ul style="list-style-type: none"> ▪ Driver's License; OR ▪ DMV ID Card; AND/OR ▪ Lawful Presence Affidavit, OR ▪ DMV Waiver.
Photo	Blank
Issuing Agency	Colorado
Acceptable Doc	Yes
ID Issue Date	Date of Issuance from the DMV record
ID Expiration Date	Date of Expiration from the DMV record
Driver's License/ID #	Driver's License or DMV ID number from the DMV record
Verification	Received
Source	DMV

Automated Posting Rules
<p>The following process will be completed each time a DMV Response record is posted to the Identification Details page:</p> <ul style="list-style-type: none"> ▪ If there is a Driver's License record returned, both a Driver's License Identification Type record and a Lawful Presence Affidavit Identification Type record will be posted as

separate records;

- If there is a DMV ID Card record returned, both a DMV ID Card Identification Type record and a Lawful Presence Affidavit Identification Type record will be posted as separate records;
- If there is a Lawful Presence record returned, only a Lawful Presence Affidavit Identification Type record will be posted; and
- If there is a DMV Waive record returned, only a DMV Waiver Identification Type Record will be posted.

Manual Update Edits

The following are the page edits for manual update of a DMV interface posted Identification Details record:

- The record cannot be deleted.
- The record can be effective end dated.
- All other data entered by the DMV interface are not available to edit or delete.

Results

Each Program's Decision Tables will use the DMV interface record according to their rules.

DMV Response Information

If DMV finds a match on their master record, the following data are returned:

Identification Type

- Driver's License – if a Driver's License Record is received, Lawful Presence is understood.
- DMV ID Card – if a DMV ID Card is received, Lawful Presence is understood.

Lawful Presence

If a Driver's License or DMV ID Card are not received, a Lawful Presence indicator can be received:

- Lawful Presence
- DMV Waiver
- No Proof

5.0 DMV Data Alerts and Messages

General Information

At the time a DMV response record is received, dependent on the response, either an Alert or a Message will be generated.

Alert

- For an automatic triggered request record, if a DMV record that contains a Driver's License, DMV ID Card, Lawful Presence, and/or DMV Waiver is received and posted, the Primary Worker will receive an Alert that states, ***Identification Information Updated by DMV.***
- For an automatic triggered request record, if a DMV record that indicates no record found

is received, the Primary Worker will receive an Alert that states, *No valid ID record received.*

For an on demand request, if a worker other than the Primary Worker clicks the **Check DMV** button, the Alert will be sent to the Primary Worker. If the Primary Worker clicks the **Check DMV** button, no Alert will be generated.

Message

- For an on demand request, if the individual does not meet the selection criteria, the user will receive messages that identify the issued:
 - *Error in Required Information is missing for DMV request (Invalid SSN)*
 - *Error in Required Information is missing for DMV request (Case/Requesting Assistance Val)* – individual not requesting aid
- For an on demand request, if the DMV request record fails, the user will receive the message, *DMV Transaction Failed*
- Other messages:
 - *Error in call DMV Verification – DMV Message Code-U – DMV-Message-Test – SOCIAL SECURITY NUMBER process* – the SSN sent to DMV is not found in DMV files.
 - *Error in call DMV Verification – DMV Message Code-U – DMV-Message-Test – NO MATCH FOUND FOR FIRST NAME OR LAST NAME OR DOB process* – the First Name or Last Name or Date of Birth does not match the record in DMV files for the SSN sent. Please note that due to the space limit, the Error Message will be displayed as *Error in call DMV Verification – DMV Message Code-U – DMV-Message-Test – NO MATCH FOUND FOR FIR.*

6.0 DMV Case Comments

General Information

At the time a DMV response record is posted on the Identification Details page, a *Case Comment* will be system generated as follows:

- Case Number
- Date: Date and time comment created;
- Individual: Individual to whom the DMV Response record was posted;
- Case Comment Type: Citizenship & Identity; and
- System-Generated Comment: *Identification information is verified through DMV and updated.*

7.0 Verification Source Values and Verification Checklist

General Information

A change has occurred for **Verification Source** values and the effect to the *Verification Checklist*.

- All new **Verification Source** valid value added for the DMV Interface change is acceptable values for all programs.

New **Verification Source** value added:

- **DMV** – new value for the verification of Identification Type data on the Identification Details page. This value is only used by the DMV interface; it is not available for user selection.

8.0 Case Data Change Trigger

General Information

A case data change trigger is set at the time a DMV Interface record is posted to the Identification Details page. Unless EDBC is run for the case online, the case will be run in the nightly EDBC batch process.

9.0 DMV Interface Data Reports

General Information

Three new reports have been created for the DMV Interface process. The three reports are:

1. ***CBMS DMV Interface Detail List Report***

ACCESS: County/Med site workers have access to their county only. State workers have access to the entire report.

2. ***CBMS DMV Interface Summary Report***

ACCESS: County/Med site workers have access to their county only. State workers have access to the entire report.

3. ***CBMS DMV Interface State Summary Report***

ACCESS: State workers only.

The reports will run weekly on Sunday and report the prior week's data. All DMV Interface reports are located in the DMV folder within Cognos.

9.1 CBMS DMV Interface Detail List Report

General Information

This weekly report is created on reporting the prior week's data. The report will include all ***DMV Interface*** records that have DMV data requested, response received, and posted to Interactive Interview.

The County Detail report will be sorted by:

- **County Name**
- **Office Name**
- **Unit Name**
- **Primary Worker**

In addition, this data will be included on the report.

If the individual is in multiple active cases, the following hierarchy will be used to determine the worker to receive the data:

- Adult Medical
- Family Medical
- Medicare Savings Program
- Long Term Care
- CHP+
- Food Assistance
- Colorado Works
- Adult Financial
- County Diversion



CBMS DMV Interface Weekly Detail List - All Counties
Report Date: 02/02/2012



County: FREMONT

Office: [REDACTED]

Primary User: [REDACTED]

Case #	Case Name	HLPG	Aid code	Client ID	Client Name	Request Date	Request SN	Response Date	DMV Response Status	DMV ID Type	Lawful Presence	Error Message
	Family Medical Assistance	H4						01/25/2012 13:40:17	Success	No Identification		SOCIAL SECURITY NUMBER NOT FOUND ON MASTER FILE
	Family Medical Assistance	H4						01/25/2012 13:41:35	Success	No Identification		SOCIAL SECURITY NUMBER NOT FOUND ON MASTER FILE
	Family Medical Assistance	H4						01/25/2012 13:29:31	Success	Driver's License		
	Family Medical Assistance	H4						01/25/2012 13:37:30	Success	Driver's License		
	Family Medical Assistance	H4						01/25/2012 13:39:59	Success	Driver's License		
	Family Medical Assistance	H4						01/25/2012 13:43:56	Success	Driver's License		

User Totals: 6

Primary User: [REDACTED]

Case #	Case Name	HLPG	Aid code	Client ID	Client Name	Request Date	Request SN	Response Date	DMV Response Status	DMV ID Type	Lawful Presence	Error Message
	Adult Medical Assistance	BK				01/25/2012 14:26:03		01/25/2012 14:26:03	Success	Driver's License		

User Totals: 1

Date Created: 2/2/12 9:20 AM

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CBMS DMV Interface Detail List	
Column Name	Description
Case #	The CBMS case number the <i>DMV Interface</i> record is posted.
Case Name	The CBMS case name the <i>DMV Interface</i> record is posted.
HLPG	The High Level Program Group
Aid Code	The Aid Code
Client ID	The CBMS assigned Client ID for whom the <i>DMV Interface</i> record is posted.
Client Name	The Name of the Client for whom the <i>DMV Interface</i> record is posted.
Request Date	The date and time the <i>DMV Interface</i> record was requested.
Request SSN	The SSN for the individual for whom the <i>DMV Interface</i> record is posted.
Response Date	The date and time the <i>DMV Interface</i> record was received.
DMV Response Status	The status of the <i>DMV Interface</i> record.
DMV ID Type	The type of DMV ID: <ul style="list-style-type: none"> ▪ Driver's License ▪ DMV ID Card
Lawful Presence	If DMV sends a separate Lawful Presence code: <ul style="list-style-type: none"> ▪ Lawful Presence ▪ DMV Waiver ▪ No Proof
Error Message	The Error Message, if appropriate.

Total Number of Records for the User	
Field Name	Description
User Total	The total number of <i>DMV Interface</i> records received for the user.

9.2 *CBMS DMV Interface County/Med Site Summary*

General Information
<p>This weekly report is created on reporting the prior week's data. The report will include a summary of the <i>DMV Interface</i> records.</p> <p>The County/Med Site Summary report will be sorted by:</p> <ul style="list-style-type: none"> ▪ County/Med Site Name <p>In addition, this data will be included on the report.</p>



CBMS DMV Interface County/Med Site Summary - All Counties
Report Date: 02/02/2012



County: LARIMER

Primary User	Total Records
	2
	7
	2
	12
	3
County/ Medsite Total 28	



CBMS DMV Interface County/Med Site Summary	
Column Name	Description
Primary Worker	The name of the Primary Worker.
Total Records	The total number of <i>DMV Interface</i> records posted for that worker.

Grand Total	
Field Name	Description
Total Records	The total number of <i>DMV Interface</i> records posted for the County/Med Site.

9.3 **CBMS DMV Interface State Summary**

General Information
<p>This ad hoc report is updated at the same time as Detail List report is generated. The ad hoc data are available for six months.</p> <p>The State Report is created on demand using date span prompts. The date span selected is displayed on the report.</p>



CBMS DMV Interface State Report – Ad hoc

Report Period: 02/01/2012 To 02/02/2012

Detail



County: FREMONT

Office:

Primary User:

Case #	Case Name	HLPG	Aid code	Client ID	Client Name	Request Date	Request SSN	Response Date	DMV Response Status	DMV ID Type	Lawful Presence	Error Message
			F2			02/01/2012 14:59:09		02/01/2012 14:59:09	Success	Driver's License		
			BK			02/01/2012 14:58:19		02/01/2012 14:58:19	Success	DMV ID Card		
						02/01/2012 14:59:09		02/01/2012 14:59:09	Success	Driver's License		

County Total: 3

Date Created: 2/2/12 10:30 AM

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CBMS DMV Interface State Report – Ad hoc

Report Period: 02/01/2012 To 02/02/2012

Summary



HPLG	Aid code	Total Records
Family Medical Assistance		174
Family Medical Assistance	H4	74
Family Medical Assistance	H7	21
Family Medical Assistance	H9	4
Family Medical Assistance	HE	6
Family Medical Assistance	HG	1
HPLG Total		280

Date Created: 2/2/12 10:30 AM

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CBMS DMV Interface State Report – Ad hoc

Report Period: 02/01/2012 To 02/02/2012

Summary



County	HPLG	Total Records
JEFFERSON	Adult Medical Assistance	19
JEFFERSON	Childrens Health Plan Plus	2
JEFFERSON	Colorado Works	3
JEFFERSON	Family Medical Assistance	40
JEFFERSON	Long Term Care	2
JEFFERSON	Medicare Savings Program	2
County Total		68

Date Created: 2/2/12 10:30 AM

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CBMS DMV Interface State Report – Ad hoc

Report Period: 02/01/2012 To 02/02/2012

Summary



HPLG	Total Records for State
Adult Medical Assistance	40
Medicare Savings Program	3
Family Medical Assistance	47
Long Term Care	2
Food Stamps	1
Colorado Works	3
Childrens Health Plan Plus	2
Grand Total	98

Date Created: 2/2/12 10:30 AM

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CBMS DMV Interface State Summary (Detail List Page)	
Column Name	Description
Case #	The CBMS case number the <i>DMV Interface</i> record is posted.
Case Name	The CBMS case name the <i>DMV Interface</i> record is posted.
HLPG	The High Level Program Group
Aid Code	The Aid Code
Client ID	The CBMS assigned Client ID for whom the <i>DMV Interface</i> record is posted.
Client Name	The Name of the Client for whom the <i>DMV Interface</i> record is posted.
Request Date	The date and time the <i>DMV Interface</i> record was requested.
Request SSN	The SSN for the individual for whom the <i>DMV Interface</i> record is posted.
Response Date	The date and time the <i>DMV Interface</i> record was received.
DMV Response Status	The status of the <i>DMV Interface</i> record.
DMV ID Type	The type of DMV ID: <ul style="list-style-type: none"> ▪ Driver's License ▪ DMV ID Card
Lawful Presence	If DMV sends a separate Lawful Presence code: <ul style="list-style-type: none"> ▪ Lawful Presence ▪ DMV Waiver ▪ No Proof
Error Message	The Error Message, if appropriate.

CBMS DMV Interface State Summary (HLPG and Aid Code Page)	
Column Name	Description
HLPG	The HLPG
Aid Code	The Aid Code
Total Records	The total number of <i>DMV Interface</i> records posted for that HLPG/Aid Code.
Total Records	The total number of <i>DMV Interface</i> records posted for that HLPG/Aid Code.

Total Number of Records for the County/Med Site by HLPG	
Field Name	Description
User Total	The total number of <i>DMV Interface</i> records received for the user.
County Total	The total number of <i>DMV Interface</i> records received for the County/Med Site.

CBMS DMV Interface State Summary (County/Med Site and HLPG Page)	
Column Name	Description
County	The County/Med Site
HLPG	The HLPG
Total Records	The total number of <i>DMV Interface</i> records posted for that County and HLPG.

CBMS DMV Interface State Summary (County/Med Site and HLPG Page)	
Column Name	Description
Total HLPG	The total number of <i>DMV Interface</i> records posted for that HLPG.

CBMS DMV Interface State Summary (Statewide HLPG Page)	
Field Name	Description
HLPG	The HLPG
Total Records	The total number of <i>DMV Interface</i> records posted for that HLPG.
Grand Total	The total number of <i>DMV Interface</i> records posted for the State.