

A **Cognos Report** was created in September 2016 with Project 9584 that includes all errors with MA Eligibility Spans that were sent to the interChange. **Additional** error types were added with Project 12208 in February 2019.

These errors could be caused by data entry discrepancies. CBMS Users will need to continue to review this report daily, resolve errors and re-authorize eligibility timely. If the error cannot be resolved, a State Help Desk Ticket should be submitted.

- **Report Title** - *Medical Assistance Eligibility Span Error Report*
- **Report Description** - Report includes all MA Eligibility Spans that could not be processed due to an error caused by user data entry. The data entry will need to be corrected and eligibility authorized the span to be resent to the interChange.
- **Report Frequency** – Daily
- **Report Format** – Excel, PDF, CSV
- **Report Access** – County/MA Site Supervisors, County/MA Site Worker, State Staff. County/MA Site will only have access to their portion of the report. State Staff will have access to the entire report.
- **Report Field Columns** - Client Last Name, First Name, State ID #, CBMS Case #, Error Span Begin Date, Error Span End Date, Error Code, Error Description, Error Type
- **Report Location** – Medical Span Folder

Types of Errors that could be received and how to correct:

MEMBER LAST NAME MISSING

- *CORRECT CLIENT LAST NAME, CLEAR, SAVE, RUN EDBC, AUTHORIZE MA*

MEMBER FIRST NAME MISSING

- *CORRECT CLIENT FIRST NAME, CLEAR, SAVE, RUN EDBC, AUTHORIZE MA*

MAILING ADDRESS IS MISSING

- *ADD COMPLETE MAILING ADDRESS, SAVE, RUN EDBC, AUTHORIZE MA*

MAILING CITY IS MISSING

- *ADD MAILING ADDRESS CITY, SAVE, RUN EDBC, AUTHORIZE MA*

MAILING STATE IS MISSING OR INVALID

- *ADD OR CORRECT MAILING ADDRESS STATE, SAVE, RUN EDBC, AUTHORIZE MA*

MAILING ZIP CODE MISSING OR INVALID

- *ADD OR CORRECT MAILING ADDRESS ZIP CODE, SAVE, RUN EDBC, AUTHORIZE MA*

PHONE NUMBER MUST BE NUMERIC OR SPACES

- *CORRECT PHONE NUMBER, SAVE, RUN EDBC, AUTHORIZE MA*

DATE OF DEATH CANNOT BE BEFORE DATE OF BIRTH

- *CORRECT EITHER DOB OR DOD, CLEAR, SAVE, RUN EDBC, AUTHORIZE MA*

ENROLLMENT BEGIN DATE CANNOT BE AFTER DATE OF DEATH

- *VERIFY DOD, RUN EDBC AND AUTHORIZE MA. MED SPAN END DATE SHOULD EQUAL DOD.*

ENROLLMENT END DATE CANNOT BE AFTER DATE OF DEATH

- *VERIFY DOD, RUN EDBC AND AUTHORIZE MA. MED SPAN END DATE SHOULD EQUAL DOD.*

NH LOC BEGIN DATE CANNOT BE AFTER DATE OF DEATH

- *VERIFY DOD, RUN EDBC AND AUTHORIZE MA. MED SPAN END DATE SHOULD EQUAL DOD.*

NH LOC END DATE CANNOT BE AFTER DATE OF DEATH

- *VERIFY DOD, RUN EDBC AND AUTHORIZE MA. MED SPAN END DATE SHOULD EQUAL DOD.*

HOME ADDRESS POPULATED, HOME CITY IS NOT VALID

- *CORRECT HOME ADDRESS CITY FIELD, SAVE, RUN EDBC, AUTHORIZE MA*

HOME ADDRESS POPULATED, HOME STATE IS NOT VALID

- *CORRECT HOME ADDRESS STATE FIELD, SAVE, RUN EDBC, AUTHORIZE MA*

HOME ADDRESS POPULATED, HOME ZIP CODE IS NOT VALID

- *CORRECT HOME ADDRESS ZIP CODE FIELD, SAVE, RUN EDBC, AUTHORIZE MA*

LEVEL OF CARE TYPE IS UU - DOES NOT MATCH CLIENTS AGE

- *CORRECT LEVEL OF CARE TYPE BASED ON CLIENTS AGE, SAVE, RUN EDBC, AUTHORIZE MA*

INSTITUTIONAL MED SPAN RECEIVED WITH OUT VALID NURSING FACILITY/HOSPITAL NPI

- *CORRECT LTC INSTITUTION NAME FIELD TO REFLECT A VALID NURSING FACILITY OR HOSPITAL WITH A NATIONAL PROVIDER ID, RUN EDBC, AUTHORIZE MA*

PREG BEGIN > CYCLE DATE

- *ENSURE THAT PREGNANCY BEGIN DATE IS NOT A FUTURE DATE*

A new **Cognos Report** was created in February 2019 with Project 12208:

- **Report Title** - *MA Clients Terminated due to Death*
 - **Report Description** - Report includes all MA clients that were terminated due to death in the report month
 - **Report Frequency** – Monthly
 - **Report Format** – Excel, PDF
 - **Report Access** – County/MA Site Supervisors, County/MA Site Worker, State Staff. County/MA Site will only have access to their portion of the report. State Staff will have access to the entire report.
 - **Report Field Columns** – State ID, Case #, Client Name, DOD, Primary Aid Code, Secondary Aid Code, Eligibility End Date, Med Span End Date, Termination Authorization Date
 - **Report Location** – Eligibility Reports
- **Action Needed:** Informational
 - **First Run:** After 3/3/19

A new **Cognos Report** was created in February 2019 with Project 12208:

- **Report Title** - *Active MA Clients with a Date of Death*
 - **Report Description** - Report includes all active MA clients that have a Date of Death entered
 - **Report Frequency** – Weekly
 - **Report Format** – Excel, PDF
 - **Report Access** – County/MA Site Supervisors, County/MA Site Worker, State Staff. County/MA Site will only have access to their portion of the report. State Staff will have access to the entire report.
 - **Report Field Columns** – State ID, Case #, Client Name, DOD, DOD Verification, DOD Source, Primary Aid Code, Secondary Aid Code
 - **Report Location** – Eligibility Reports
- **Action Needed:** Verify DOD, Run EDBC, Authorize MA, Verify Med Span End Date = DOD
 - **First Run:** After 2/17/19

A new **Cognos Report** was created in February 2019 with Project 12208:

- **Report Title** - *MA Clients Terminated due to Death with Extended Med Span*
- **Report Description** - Report includes all MA clients that were terminated due to death but have a med span end date greater than the date of death
- **Report Frequency** – Weekly
- **Report Format** – Excel, PDF
- **Report Access** – County/MA Site Supervisors, County/MA Site Worker, State Staff. County/MA Site will only have access to their portion of the report. State Staff will have access to the entire report.
- **Report Field Columns** – State ID, Case #, Client Name, DOD, Primary Aid Code, Secondary Aid Code, Eligibility End Date, Med Span End Date, Termination Authorization Date

- **Report Location** – Eligibility Reports
- **Action Needed:** Rescind MA, Run EDBC, Authorize MA, Verify Med Span End Date = DOD
- **First Run:** After 2/17/19

A new **Cognos Report** was created in February 2019 with Project 12208:

- **Report Title** - **MA Head of Household that does not have a Mailing Address**
- **Report Description** - Report includes all active MA Heads of Household that have a null mailing address
- **Report Frequency** – Weekly
- **Report Format** – Excel, PDF
- **Report Access** – County/MA Site Supervisors, County/MA Site Worker, State Staff. County/MA Site will only have access to their portion of the report. State Staff will have access to the entire report.
- **Report Field Columns** – State ID, Case #, HOH Name
- **Report Location** – Eligibility Reports
- **Action Needed:** Enter Mailing Address for HOH, Run EDBC, Authorize MA
- **First Run:** After 2/17/19

A new **Cognos Report** was created in February 2019 with Project 12208:

- **Report Title** - **MA Overdue Pregnancy Records**
- **Report Description** - Report is to include all MA clients that have an active Pregnancy record where the Expected Due Date is 15 calendar days in the past and there is no Pregnancy End Date entered
- **Report Frequency** – Weekly
- **Report Format** – Excel, PDF
- **Report Access** – County/MA Site Supervisors, County/MA Site Worker, State Staff. County/MA Site will only have access to their portion of the report. State Staff will have access to the entire report.
- **Report Field Columns** – State ID, Case #, Client Name, Expected Due Date
- **Report Location** – Eligibility Reports
- **Action Needed:** Enter Pregnancy End Date, Reason, Verification, Source, Run EDBC, Authorize MA
- **First Run:** After 2/17/19