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ISSUED BY: Bureau of Financial, Health and Work Supports
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 14, Chapter B(4), ***SYSTEM SCREEN INSTRUCTIONS***, Contents (page 2), revised; and pages 1, 7, 10, 13, 15, 18, 36, 37, 38, 41, 42, 53 through 59, and 75, revised.

Summary

Chapter 14-B(4) is revised to:

- Remove references to Transitional Medicaid and IowaCare.
- Remove information on the IVER, BINC, and MIPC screens.
- Correct form names.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 14, Chapter B(4):

Page	Date
Contents (page 2)	November 7, 2014
1	January 1, 2010
7, 10, 13	March 26, 2010
15, 18	February 6, 2009
36-38, 41	March 26, 2010
42	February 6, 2009
53	April 6, 2007
54	September 29, 2006
55, 56	February 2, 2007
59	September 29, 2006
60	March 14, 2000
61	December 16, 2003

62	January 1, 2010
62a, 62b	February 18, 2011
62c-62f	January 1, 2010
75	November 7, 2014

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

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ABC OVERVIEW

The Automated Benefit Calculation (ABC) System is a computer-based system designed to gather, process, and store information about Department clients. It calculates benefit levels and issues state warrants, Food Assistance benefits, FIP benefits, and client notices.

The ABC system can receive data from or send data to associated systems (such as the Iowa Collection and Reporting (ICAR) System and the Family and Children's Services (FACS) System) to allow for performance of certain functions.

The Iowa X-PERT/ABC Interface system (XABC) displays data from ABC and sends transactions to ABC for processing through the mainframe. (See the *XABC Manual* on the SPIRS FAQ Intranet site for more information about XABC.)

Workers provide source data by means of personal computers located in each local office in the state. Data input is processed daily. The Unit of Quality Assurance in the Division of Data Management keeps records of all entries on microfiche either electronically or in hard copy.

Certain transactions produce system-generated documents. Those documents are printed and are usually sent out the second following morning or they are system-generated to the electronic case record. All documents and printouts are delivered to the county office each morning by the courier.

A cutoff date is established each month to allow time for the system to print and mail warrants or process other forms of payment (EAC or direct deposit). Various reports and printouts must also be processed and distributed. The ABC cutoff for input is the sixth working day before the end of the month. A "system month" runs from cutoff to cutoff.

The ABC system stores information about individuals and cases separately. Each case is composed of eligibility units for various programs. Information for individuals is connected to the case using the state ID number. The individual information contains demographic and income data. It also contains data for programs for which the individual is considered and the cases associated with that individual.

Individuals are dropped from a case after one year of inactivity on that case. Cases that are closed are kept on the master file permanently. Individuals are retained on the state ID portion of the individual master file.

	REQUIRED ENTRY			
SCREEN OPTION	CASE NUMBER	STATE ID NUMBER	BENEFIT DATE	PROGRAM
WAR1 WAR2 WAR3	X			
TRAC INFO	 X			
TD07 CALC LINK	X X			
MEPC MSPS	 X			

If **TD00**, **TRAC**, **LINK**, **MEPC**, or any valid DHS system option is selected, do not enter any other data.

If **TD01** is selected, enter information only in the CASE NUMBER field. Valid data in the CASE NUMBER field are an ABC case number, the literal 'new' in the first three positions, or a valid ABC case serial, FBU, and MULT code, with the CHECK DIGIT field blank.

If **TD02**, **TD04**, **TD05**, **TD06**, **TD07**, **BH01**, **LF01**, **ADOM**, **ICSC**, **WAR1**, **CALC**, **TXNS**, **INFO**, **MEPC**, or **MSPS** is selected, enter only a valid ABC case number.

If **ST01** is selected, enter a valid state ID or the literal 'UNK' in the STATE ID field.

If **TD03** is selected, enter a valid ABC case number and state ID number.

If **RSCA**, **RSCF**, **RSCM,** or **RSCS** is selected, enter a valid ABC case number. The BENEFIT DATE field may be used.

An RSCA, RSCF, RSCM, or RSCS selection with a benefit date entry displays the first of the following conditions found:

- A system-retained transaction for the selected benefit date.
- Issuance or resource master file information for the selected benefit date.
- A blank RSCA, RSCF, RSCM, or RSCS screen.

The codes for screen changes are displayed in memo form on the bottom of the screen. These codes are as follows:

Code	Action
1 = STOP	This entry immediately stops processing without edits and displays the MENU screen without creating a transaction.
2 = FORWARD, 2 = FRWD, 2 = FWD	Screens that allow data entry usually display the screen following the current one, as they are listed on the menu. There is one exception: The TD04 screen calls up the TD06 screen.
3 = NEXT SCREEN, 3 = NEXT SCRN, 3 = NXT SCRN	This entry displays the screen named in the SCREEN NAME field with corresponding data associated with the case number, state ID number, benefit date, or program as entered.
3 = BACK	This entry moves you back through calendar months on the MIPC screen.
4 = DISPLAY DUPLICATES	This entry allows for a screen of data to display if no exact match on state ID criteria is found.
4 = MORE DATA	This entry allows for more lines of data to be displayed.
4 = NXT INDV	This entry displays the next individual in sequence for that case, repeating until all can be viewed.
4 = TD05	This entry moves you to the TD05 screen.
5 = UPDATE	A TXNS screen option that starts “real time” process.
5 = MASTER, 5 = MSTR	This entry displays the data contained on the master file following the display of the transaction retained by the system.
5 = MORE DATA	The first entry of 5 = MORE DATA displays the most recent income or Food Assistance deductions for the person. Further entries of 5 = MORE DATA display all the income or Food Assistance deductions contained on the individual master file for that individual. These entries are displayed in alphabetical order by program indicator and E/B indicator and in reverse date order.

Code/Screens	WAR1	WAR2	WAR3	IVER	TRAC	INFO	TD07
1	x	x	x	x	x	x	x
2							
Forwards to:							
4	x	x	x		x		
5							
6							
8			x				
9			x				

Code/Screens	MEPC						
1	x						
2							
Forwards to:							
4							
5							
8							
9							

*Case number and state ID number are required for the 2 = FRWD option

ABC Transactions

The ABC system divides data into transactions. Possible transactions are:

- Alternate delivery of medical services (managed care)
- Case information (Food Assistance deductions, etc.)
- Case name identification
- Facility/State Supplementary Assistance/waiver
- Facility/State Supplementary Assistance/waiver resources
- FIP
- FIP resources
- Food Assistance
- Food Assistance resources
- Foster care and adoption
- Identification
- Individual income (by program)
- Lost form/tickler messages
- Medicaid
- Medicaid resources
- Name/address
- Person information
- Special issuances
- State identification number
- Tracking of RRED reports

One transaction is generated for each line entered on the Alternate Delivery and Monthly Reporting Tracking screens.

Entering Transactions

The three possible outcomes for transactions entered on the system are:

- The case master file, the individual master file, and the issuance or resource file may be **updated**.
- The system drops transactions after they are processed. The system may send informational messages or nonfatal worker action messages on an updated case.
- The transactions may **pend** for timeliness. All the transactions you enter may pend for timeliness, or the system may generate pended transactions triggered from your entry.

  When the system generates pended transactions, the transactions you entered have been processed and dropped. Those processed transactions update the case master file and the individual master file.

  For example, if you enter a transaction to cancel Medicaid, timeliness may require pending the Medicaid action to the following month. In this case, the CALC screen shows a pended calculation transaction to cancel Medicaid, even though what you entered was a Medicaid action.

  When **all** transactions you entered pend for timeliness, nothing is displayed on the CALC transaction screen. The entries may not appear on the system as they were made, but the affected fields are highlighted on the transaction screens.

  The system retains the pended transactions for processing following system month end. You can enter transactions for a case for which the system is retaining pended transactions. You may delete transactions retained for processing, unless the transaction contains managed health care information.
- The transactions may contain **fatal** errors.

  A transaction that receives a fatal error stops the processing of all transactions entered for that case or a companion case except lost form, duplicate state ID, and tracking of RREDs.

  When a transaction entry results in a fatal error, the system retains all transactions entered for the case. When you correct the transactions that caused the fatal error, the system processes all transactions associated with that case. (See Handling Error Messages.)

Deleting Transactions

You may delete transactions. This includes transactions retained by the system due to fatal errors, transactions pended for timeliness, or transactions entered previously in the day that have not been updated. However, transactions that the system pended for timeliness may not be deleted if they contain managed health care information.

Delete a transaction by entering the 8 = DELETE option. For multiple transaction screens, excluding the ADOM screen, place the 'X' in the 'DEL' field next to the transaction to be deleted. Selection of the DELETE option on the ADOM screen deletes all ADOM transactions for the case being processed.

The special issuance transaction contains three issuance sections. Deletion of a special issuance transaction deletes all sections.

The system requests you to confirm the deletion by entering the 9 = CONFIRM DELETE option.

To clear out master file fields or transaction entries, enter spaces in alphanumeric fields by pressing the SPACEBAR key and zeroes in numeric fields.

Worker Action Reports

Worker action records are displayed on the WAR1, WAR2, and WAR3 screens. Each morning you should view the worker action records by accessing IABC. Use the county and worker number to display fatal error messages (WAR2) and nonfatal or informational messages (WAR3) by case, error code, and date.

Note: Nonfatal and informational messages may require worker action, just as fatal error messages do. You may view a particular case on the WAR1 screen for a summary of error and informational messages.

Worker action records are retained until all fatal errors are resolved if the severity is fatal, or for five working days if the severity is nonfatal or informational. The system purges records each weekend.

The option 2=FRWD brings up screen BCW1 or the ICAR menu depending on the originating system.

The option 3 =NEXT SCRN returns an originating ABC screen when SCRN is IABC. When SCRN is ICAR, it returns an originating ICAR screen.

PF2 provides the same function as 2=FRWD.

PF4 provides the same function as 4=MORE DATA.

PF6 provides the same function as 6=UPDATE.

PF7 provides the same function as 7=SEARCH.

PF8 provides the same function as 8=EDIT.

PF1 returns the user to the originating system and does not update the absent parent case number file for any pending entries.

BCW1 = Case Information

The BCW1 screen is used to display or enter ongoing special allowances and Food Assistance shelter deductions.

Select the BCW1 screen from TD00 by typing "BCW1" in the OPTION field and a valid case number in the CASE # field.

```
BCW1                                IOWA ABC SYSTEM                                    DATE: xx/xx/xx
CASE: xxxxxx xx x x      PREP WKR: xxxx      PREP DT: MM DD YY      SEQ: xx        CO/WKR: xx xxxx
CASE NAME:                                      FA STATE ID:                          OVERRIDE: x
CASE INFORMATION:        STATUS:             FA-        FIP-        MED-        FAC-
ENTRY RSN: x             CASE RSN: xxx
     SA1: xx   AMT1: 0000 00        SA2: xx   AMT2: 0000 00              SA3: xx   AMT3: 0000 00

     SA4: xx   AMT4: 0000 00        SA5: xx   AMT5: 0000 00              SA6: xx   AMT6: 0000 00

     EXT MED: xx

     BEN MO      THRU MO    E/B    MED EXP     M CD     UTIL AMT     U CD     SHELTER     S CD
     xx   xx       xx   xx    x      xxxx xx      x       xxxx xx      x       xxxx xx      x
                              x      xxxx xx      x       xxxx xx      x       xxxx xx      x

     BEN MO      THRU MO    E/B    MED EXP     M CD     UTIL AMT     U CD     SHELTER     S CD
     xx   xx       xx   xx    x      xxxx xx      x       xxxx xx      x       xxxx xx      x
                              x      xxxx xx      x       xxxx xx      x       xxxx xx      x

MRTL   -                                                                          TRANS MED   x
***1=STOP      2=FRWD      3=NEXT SCRN      5=MORE DATA                            CD/SCRN: x xxxx
CASE #: xxxxxx xx x x      STATE ID: xxxxxxxx        BEN DT: xx xx              PRG: x
```

Entry of a benefit date is required to view transactions retained by the system. The first display shows all zeroes when a benefit date is not entered. This is for data entry. An entry reason must be entered when using the data entry screen.

Entries on this screen create a transaction that may update the individual master file, the case master file, or both. Multiple identical transactions can be created using the THRU MO field. Special allowance data update the case master file. Food Assistance shelter deductions update the individual master file.

Entry of 5 = MORE DATA or PF5 displays the most current master file data. Reentry of 5 = MORE DATA or PF5 brings up more master file information. When there is no more information, a blank BCW1 screen labeled "New BCW1" is returned. Entry of 2 = FRWD from this screen returns the BCW2 if a valid state ID number is entered.

When no Food Assistance deduction information is entered, the system issues error 323.

When a specific month of Food Assistance deduction information is missing, the system issues error 324.

PF1 returns operation to the TD00 menu without writing a transaction.

BCW2 = Individual Income

The BCW2 screen is used to display or enter individual income information. Entries on this screen create an individual income transaction. Multiple identical income transactions can be created using the THRU MO field. This transaction updates the individual master file, the case master file, or both.

Select the BCW2 screen from TD00 by typing BCW2 in the OPTION field, a valid case number, and a valid state ID. Benefit date and program may be entered to display specific individual income transactions or master file data.

```
BCW2                                    IOWA ABC SYSTEM          DATE: xx/xx/xx
CASE: xxxxxx xx x x      PREP WKR: xxxx      PREP DT: xx xx xx        SEQ: xx          OVERRIDE: x
INDIVIDUAL INCOME: xxxxxxxxxxx
STATE ID:  xxxxxxxx      CLIENT NAME:  xxxxxxxxxxxxx xxxxxxxx xx
                                        STATUS:  FA-    x     FIP-x          MED-x          FAC-x
ENTRY RSN: x         CASE REA: xxx      CO/WKR: xx xxxx
BENEFIT MO: MM YY                THRU MO: MM YY

PI   E/B    EARNED1  EARNED2   EARNED3   EARNED4   EARNED5  OTHER EI  SR   CHILD CARE      TM
x    x      xxxx  xx  xxxx  xx  xxxx  xx  xxxx  xx  xxxx  xx  xxxx   xx  x   xxxx  xx        xx
     x      xxxx  xx  xxxx  xx  xxxx  xx  xxxx  xx  xxxx  xx  xxxx   xx  x   xxxx  xx        xx
UNEARN1      SR1   UNEARN2      SR2   UNEARN3      SR3   UNEARN4      SR4   OTHER UI      SR
xxxxx xx     x     xxxxx xx     x     xxxxx xx     x     xxxxx xx     x     xxxxx xx      x
xxxxx xx     x     xxxxx xx     x     xxxxx xx     x     xxxxx xx     x     xxxxx xx      x
DEDUCT1      DEDUCT2      P  DED  NEED    P  DED  PAY     DEDUCT5          DEDUCT6
xxxx  xx     xxxx  xx     xxxx  xx     xxxx  xx     xxxx  xx          xxxx  xx
xxxx  xx     xxxx  xx     xxxx  xx     xxxx  xx
MRTL      -                                                  TRANS MED X

***1=STOP      3=NEXT SCREEN          5=MORE DATA                    CD/SCRN: x xxxx
CASE #: xxxxxx xx x x      STATE ID: xxxxxxxx        BEN DT: MM YY          PRG: x
```

The first display shows all zeroes, unless a benefit date and program are entered. This screen is for data entry. An entry reason must be entered when entering data on this screen.

The individual income data entered updates the individual master file. These status entries update the case master file.

Entry of 5 = MORE DATA in CD/SCRN field or use of PF5 displays the most current income information on the individual master file. Reentry of 5 or PF5 displays more income information from the individual master file. When there is no more income information, a blank BCW2 screen labeled “New BCW2” is returned.

PF1 returns operation to the TD00 menu and does not create a transaction.

BH01 = Benefit History

The BH01 screen displays information applicable to FIP, Food Assistance, and Medicaid calculations.

Select the BH01 screen from TD00 by using BH01 in the OPTION field and a valid case number in the CASE NUMBER field.

```
BH01                                IOWA ABC SYSTEM                                DATE: xx/xx/xx
CASE #:                       CASE NAME:
FIP                     FS                      MED                     FAC
CALCED:                 CALCED:                 CALCED:                 CALCED:
MR:                                             MR:
SENT-                                           SENT-

        FIP RECOUPMENT                  FS RECOUPMENT                   LUMP SUM INFO
            TYPE:                           TYPE:                           CODE:
       DATE EST:                       DATE EST:                       START DATE:
        BALANCE:                        BALANCE:                      REOPEN DATE:
         AMOUNT:                         AMOUNT:                     LUMP SUM AMT:
         STATE ID:                       STATE ID:                      REMAINDER:
       PREV AMT:                       PREV AMT:

            ADDL MED:           ADULT MED SENT:
     EARN LETTER DT:

SEE ISSV FOR HISTORY OF BENEFITS ISSUED; SEE SSNI FOR MEDICAID HISTORY.

*** 1=STOP               3=NEXT SCREEN                                   CD/SCRN: x xxxx
CASE #:                                 STATE ID:                   BEN DT:          PRG:
```

The DATE CALCED fields give the date of the most recent ABC system FIP, Food Assistance, Facility/State Supplementary Assistance/Waiver, or Medicaid calculation.

The BH01 screen also contains tracking data regarding the status of a Review/ Recertification Eligibility Document (RRED) or Medicaid Review.

FIP and Food Assistance recoupment data for claims with benefit reduction is displayed by the state ID number associated with the claim. The screen displays the date the claim was established, the balance left to collect on that claim, the amount of planned reduction as of the last DATE CALCED, and the amount of the most recent benefit reduction actually taken. See 14-B-Appendix, BENEFITS HISTORY INFORMATION, for an explanation of recoupment types.

Lump-sum data are the beginning date of the ineligible period, the effective date when FIP can be reopened, the lump-sum amount related to the period of ineligibility, and the remainder to count as income in the reopening month.

The ADULT MED SENT field displays code "S" when the system generates a *Medicaid Review* form. The "S" code is no longer displayed after timely notice day of the review month.

The EARN LETTER DT is the date the form 470-2471 or 470-2471(S), *How Earnings May Change Your FIP*, was generated. This form is generated when the recipient initially reports earned income.

PF1 returns the screen to the TD00 menu.

You may view messages for specific cases by entering 3 = NEXT SCREEN in the CD field, WAR1 in the SCREEN field, and a valid ABC case number in the CASE NUMBER field.

You may delete month-end tickler message by entering an "x" in the "D" field and pressing the PF8 key.

The PF1 key returns the operation to the TD00 menu.

TRAC = Case Folder Tracking

The TRAC screen displays case folder tracking records. These records are created and deleted from TD01 "CASE REC" field entries. This information is used to identify the location of case folders and the reason the case folder was removed from the county office.

```
TRAC                                IOWA ABC SYSTEM
                                  CASE FOLDER TRACKING

COUNTY:  xx      WORKER:  xxxx
CASE NUMBER      CASE NAME                                  REASON              LOC      DATE

                                              xx xxxx
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
                                              xx xxxx
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY
xxxxxx-xx-x-x    xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx x xx        xxxxxxxxxxxxxxxxxxx        xx    MM/DD/YY

*** 1=STOP        3=NEXT SCREEN        4=MORE DATA                        CD/SCRN:  x xxxx
        CASE #:  xxxxxx xx x x        STATE ID:  xxxxxx        BEN DT:  MM YY        PRG:  x
```

Select the TRAC screen by entering TRAC. The system displays a screen for you to enter the county and one to four positions of the worker number. You may display the TRAC records by office, program, unit, or worker, depending on the number of positions entered in the worker number. A line with the county and worker numbers separates tracking records by worker.

Entry of 4 = MORE DATA in the CD/SCRN field or listing PF4 continues display of tracking records. To display tracking records for a different county or worker enter 3 = NEXT SCREEN in the CD/SCRN field and TRAC in the OPTION field. PF1 returns operation to the TD00 menu.

INFO = Case Information Summary

```
INFO  xxxxxx-xx-x-x                          IOWA ABC SYSTEM          UPDATED xx/xx/xx
CASE NAME:  xxxxxxxxxxxxxxxx xxxxxxxxxx                 CASE ST:     FS X   FIP X   MED X    FAC X     FC X
CASE ADDR:  xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
AID:  xxx                                       STATUS    F   F          FS          INCOME FOR    XX XX
ST ID        NAME: LAST        FIRST        TTL FS   FP M   A   C INC      ET   JB   DEP MN  POV  HCOV FD
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x         x          xxx xxxxx
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x    x              xxx xxxxx
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x         x          xxx xxxxx
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x    x              xxx xxxxx
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x         x          xxx xxxxx
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x    x              xxx xxxxx
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x         x          xxx xxxxx
xxxxxxxx xxxxxxxxxxxxx xxxxxxxx                 x    x   x   x   x      x     x    x              xxx xxxxx


***1=STOP        3=NEXT SCREEN                                                    CD/SCRN: x xxxx
                 CASE #: xxxxxx xx x x          STATE ID: xxxxxxxx        BEN DT: MM YY        PRG: x
```

Select the INFO screen by keying INFO in the OPTION field and a valid case number in the CASE NUMBER field.

Entry of the 3 = NEXT SCREEN option keying TD03 displays screen section VII, person information. Entry of option PF4 from the section VII screen displays the remaining section VII information for the remaining people on the INFO screen in order.

Under INC, codes indicate the presence of income for the month shown: U for unearned, E for earned, and B for both unearned and earned.

PF1 returns the screen to the TD00 menu.

TD07 = Individuals on the Case

The TD07 screen is used to display summary status information of all people on a case. Select the TD07 screen by typing TD07 in the OPTION field and a valid case number in the CASE NUMBER field.

```
TD07                                    IOWA ABC SYSTEM          UPDATE: xx/xx/xx
CASE NO: xxxxxx-xx-x-x      CASE NAME: xxxxxxxxxxxxxxxx xxxxxxxxxx              AID: xxx      CTL: xx
STATE ID     NAME: LAST       FIRST            BIRTH DATE  SEX  STATUS F   F    FUND   HISTORY
             TTL
                                                              F        F  F
                                                            FS  FP   M  A  C       JFMAMJJASOND
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
xxxxxxxx     xxxxxxxxxxxxx    xxxxxxxx    xx   MM/DD/CCYY  x   x   x x  x  x  x    xxxxxxxxxxxx
***1=STOP  3=NEXT SCREEN                                                          CD/SCRN: x xxxx
           CASE #: xxxxxx xx x x          STATE ID: xxxxxxxx                BEN DT: MM YY     PRG: x
```

The order of the status fields is Food Assistance (FS), FIP (FP), medical (M), facility (FA) and foster care (FC). The fund history contains 12 months of information. If a person was eligible for Medicaid for a given month, the fund code history displays the valid fund code for that month. There is only one fund code per person, so the fund code history may be a result of entries on another case.

Entry of the 3 = NEXT SCREEN and option TD03 displays the first individual's person information screen. You can continue to display additional TD03 screens by pressing PF4.

PF1 returns the screen to the TD00 menu.

MEPC = MEPD Premium Change

The MEPC screen provides capability to adjust or correct premiums both for current and prior months of Medicaid for employed people with disabilities eligibility (with or without a premium). Select the MEPC screen by typing "MEPC" in the OPTION field or by typing "MEPC" on a cleared (blank) screen and pressing ENTER.

```
MEPC                                    IOWA ABC SYSTEMS              DATE:  mm/dd/yy
                                                                 OWE AMOUNT:        XXXXX-XX
                                                                 CREDIT AMOUNT:           X

ELIG      MEDICAL PREM    NEW    PREM CHG BAL     DUE       B/U   UNEARNED   EARNED   PCT
MONTH     ELIG      AMT   PREM   DATE      OWED   DATE            INCOME     INCOME   POV
mm/cc/yy  mm/dd/yy  xxx   xxx    mm/dd/yy  xxx    mm/dd/yy  X     xxxxxxxxx  xxxxxxxx  xxx

    PRESS ENTER TO PROCESS PF1=IABC MENU  PF2=FORWARD  PF3=BACK  PF4-TD05
    STATE ID: xxxxxxxx        BEN DT: MM YY        PRG: x                    SSN: xxx xx xxxx
```

When the MEPC screen appears, enter the state identification number and press the ENTER key. The screen will display the current calendar month and the 23 preceding premium amounts and calendar months. The DATE field reflects the last time the premium was updated.

To leave the MEPC screen and go to (or return to) the TD05 screen, press the PF4 key. This will return you to the TD05 screen for the same person, regardless of which way you accessed the MEPC screen.

LINK = Access to Other Systems

The LINK menu allows for access to other Department systems.

```
LINK                                    IOWA DHS SYSTEMS
                                DEPARTMENT OF HUMAN SERVICES
                                        SYSTEMS MENU

                  OPTIONS                                        OPTIONS
    IABC = ABC SYSTEM                          ICAR = CHILD SUPPORT RECOVERY
    ISSV = ISSUANCE HISTORY                    ICSC = CHILD SUPPORT CASE NUMBER
    IEVS = INCOME VERIFICATION                 SSRS = SERVICE REPORTING
    DIRD = DIRECT DEPOSIT                      ACAN = CHILD ABUSE NEGLECT
    ABCT = ABC TICKLER MESSAGES                DCPD = CHILD CARE PROVIDER
    SSNI = TITLE XIX MEDICAL ELIGIBILITY       SDXD = STATE DATA EXCHANGE
    MNSC = MEDICALLY NEEDY SPENDDOWN           SSBI = BUYIN INFORMATION
    PRSM = PRESUMPTIVE MEDICAL                 WKER = IM/SERV WORKER INFORMATION
    PROV = MEDIPASS PROVIDER INFORMATION       DCAS = HUMAN SERVICES DROPPED CASES
    FACS = FAMILY AND CHILDREN SERVICES

    ENTER OPTION: xxxx      SCREEN: xxxxxxxx
    IM CASE#: xxxxxx xx x x      SRS CASE#: xxxxxx xx xx x      CS CASE#: xxxxxxx
    STATE ID: xxxxxxxx      BEN DT: MM YY      PRG: x                SSN: xxx xx xxxx
```

Select the LINK menu by " LINK" in the OPTION field. Access to other Department systems may also be accomplished by typing a valid Department system option in the OPTION field.

The SCREEN field may be used from LINK to access a specific ABC or ICAR system menu option. The key fields transfer from LINK to the requested system. Systems that process transferred data are ABC, ABCT, SSNI, ICAR, and ICSC.

The LINK menu is displayed only if LINK is requested from the originating system. If a valid Department system is requested, the system bypasses the LINK menu.

- FACS (See FACS DESK AID.)
- ICAR (See XIV-D, *IOWA COLLECTION AND REPORTING SYSTEM*.)
- IEVS (See 14-G, *EXCHANGE OF DATA WITH OTHER AGENCIES*.)
- PROV (See 14-C, MediPASS Provider On-Line Display (PROV).)
- PRSM (See 14-C, PRSM = Presumptive Medicaid Eligibility.)
- SDXD (See 14-E, *SSI STATE DATA EXCHANGE*.)
- SSBI (See 14-C, SSBI = Buy-In System.)
- SSNI (See 14-C, SSNI = Medicaid Eligibility File.)
- SSRS (See XIV-A, *SERVICES REPORTING SYSTEM*.)

MSPS = LIS-Application History

The MSPS screen will be built for all cases when DHS processes the SSA file during the nightly cycle. The user will be able to search for a particular MSPS screen by case number or the applicant's SSN, with the case number being the primary key and the applicant's SSN being the alternate key. This search functionality will be the same as similar search functionality currently in place for CICS screens. For example: PADX or DIRD.

To select the MSPS screen:

- Clear the screen (blank screen) and type "MSPS" and press the ENTER key. When the MSPS screen appears, enter the client's case number or SSN.
- From the ABC menu, type in "MSPS" and the client's case number, then press the ENTER key.

The MSPS screen will display the applicant's case number, applicant's name (and spouse, if applicable), mailing address, and the SSA application date.

To leave the MSPS screen, press F1 or F9. F9 will take you to the ABC system regardless of which way you accessed the MSPS screen if the case was auto-pended by the system.

```
 MSPS        MEDICARE SAVINGS PROGRAMS                          DHS MSP APP DATE:
 CASE:
APPLICANT LAST:                  FIRST:                  MIDDLE:          SUFFIX:        SEX:
   SSN:                  CLAIM:                  DOB:                          BURIAL EXP:
   EARN INC:             NET EARN SELF EMP:                  NET LOSS:
SPOUSE LAST:                     FIRST:                  MIDDLE:          SUFFIX:
   SSN:                  CLAIM:                  DOB:                          BURIAL EXP:
   EARN INC:             NET EARN SELF EMP:                  NET LOSS:
ADDRESS:                         PHONE:
ADDRESS:                         CITY:
ADDRESS:                         STATE:          ZIP:
ADDRESS:                         HH SIZE:                          UNVERIFIED DATA:
BANK ACCT:            STOCK/BOND:                CASH:                  REAL ESTATE:
SSA BEN:              RRB:              VET:                  PEN:                  OTH:

SSA MED APP DATE:                LIS APPROVED:        DATE:                    EFF:
   INC USED:       INC %FPL:
   SSA DENIAL REASON FOR LIS
   1:                                                  2:
   3:                                                  4:
      CLEAR/PF1/PF3=EXIT,        PF7=PREVIOUS,        PF8=NEXT,        PF9=IABC,        PF12=HELP
MESSAGE:
```

Pages 59 through 62 are reserved for future use.

DISPLAY SCREENS ON ASSOCIATED SYSTEMS

This section explains some of the screens that can be accessed from the ABC system, including:

- DIRD, automated direct deposit
- ISSV, Issuance Verification System
- OUTS, warrant status information

DIRD = Automated Direct Deposit

FIP and RCA recipients and facility residents who receive personal needs supplements can choose to have their benefits deposited directly to an active account at a bank, savings and loan, or credit union. See 4-H, Direct Deposit, or 8-I for information on who is eligible for direct deposit, the types of payments issued by direct deposit, and the dates that payments will be deposited.

Applicants and participants complete form 470-0261, *Agreement for Automatic Deposit*, to request to start, change, or end direct deposit. When form 470-0261 is completed, make entries in DIRD to start, change, or end direct deposit.

Note: Actions in DIRD are not dependent on case status.

DIRD can be accessed from the LINK screen or from an ABC screen:

- To access DIRD from LINK, enter option DIRD and the ABC case number and press "Enter." The DIRD screen will appear, with the CASE NAME and any existing direct deposit information filled in.
- To access DIRD from an ABC screen, enter 3 DIRD in CD/SCRN and press ENTER. The DIRD screen will appear, with the CASE NUMBER, CASE NAME, and any existing direct deposit information filled in.

To begin direct deposit: Enter the BEGIN DATE, ROUTE NUMBER, CHECK DIGIT, ACCOUNT NUMBER and select whether the account is a checking or savings account.

Caution: Use the route number on the checks for the account. Do not use the route number from a deposit slip; it is not the same number. A client who requests a direct deposit to a savings account must verify the correct route number with the bank.

To end direct deposit: Enter the STOP DATE. Direct deposit information remains on DIRD for one year beyond the stop date. After one year, it will no longer be displayed.