



Iowa Department of Human Services

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GENERAL LETTER NO. EM-CN-37

ISSUED BY: Bureau of Policy Coordination

SUBJECT: ***Employees' Manual***, Table of Contents, page 6, revised.

Summary

This letter transmits an update to the Table of Contents for the ***Employees' Manual*** to:

- ◆ Remove 14-K, *ScratchPad*. Effective November 12, 2015, ScratchPad is moved to the Worker Information System Exchange (WISE). The WISE User Guide contains instructions for ScratchPad.
- ◆ Remove the following obsolete chapters:
 - 15-A, *Purchase of Service*
 - 15-A(1), *Iowa Purchase of Social Services Agency Contract*
 - 15-A Appendix, *Purchase of Service Appendix*
 - 15-C, *Foster Group Care Services Contracting*
 - 15-C Appendix, *Foster Group Care Services Contracting Appendix*

Effective Date

Immediately.

Material Superseded

This material replaces the following page in Employees' Manual Table of Contents:

<u>Page</u>	<u>Date</u>
6	August 22, 2014

Additional Information

The Table of Contents is now available on line using a link found on the DHS Manuals Home page at the following Internet address:

<https://dhs.iowa.gov/sites/default/files/EM-CN.pdf>

Refer questions about this general letter to your area income maintenance administrator, area service administrator, or regional collections administrator.

TITLE 14. MANAGEMENT INFORMATION

Chapter A	Services Reporting System
Chapter A(1)	Error Codes for the Service Reporting System
Chapter B	Automated Benefit Calculation System
Chapter B(4)	System Screen Instructions
Chapter B(5)	Food Assistance Case Actions
Chapter B(6)	FIP Case Actions
Chapter B(7)	FMAP-Related Medicaid Case Actions
Chapter B(8)	COLA Processing
Chapter B(9)	SSI-Related Medicaid and Facility Case Actions
Chapter B(10)	IowaCare Case Actions
B	Appendix
Chapter C	Medical Systems
Chapter C(1)	Family Planning Waiver System
Chapter D	Iowa Collection and Reporting System
Chapter D(1)	ICAR/ABC Referral
Chapter D(2)	General Case Maintenance Screens
Chapter D(4)	Location
Chapter E	SSI State Data Exchange
Chapter F	IM Electronic Case File System
Chapter G	Exchange of Data with Other Agencies
G	Appendix
Chapter H	KinderTrack System
Chapter I	MMIS Medically Needy Subsystem
Chapter I(1)	Medically Needy Case Actions
Chapter J	EPPIC™ Electronic Benefit Transfer System
Chapter L	Purchase of Service Data System
Chapter M	ISIS User Guide
Chapter N	Eligibility Tracking System (ETS)
Chapter O	PJCASE System
Chapter P	Overpayment Recovery Direct Claim Entry
Chapter P(1)	Overpayment Recovery Detail

TITLE 15. GRANT AND CONTRACT ADMINISTRATION

Chapter B	Social Services Block Grant
B	Appendix
Chapter D(1)	KACT System Screen Instructions
Chapter G	Reimbursement of Approved County and Multicounty Juvenile Detention and Shelter Care Homes
G	Appendix