



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #14-17-ELI

CHANGES TO THE CLIENT IDENTIFICATION NUMBER (CIN) SELECTION HIERARCHY AS A RESULT OF THE HEALTH CARE BENEFIT EXCHANGE ENROLLMENTS

Date: February 14, 2014	Subtopic(s): Clearances
<p> This procedure can now be accessed on the FIAweb.</p> <p>HBE CIN may also be identified as HX CIN.</p>	<p>The purpose of this policy bulletin is to inform staff that as a result of the federal Affordable Care Act, New York State (NYS) has set up the New York State of Health Marketplace (also known as and referred to in this document, as well as NYS documents, as the New York Health Care Benefit Exchange [HBE or HX]). With the implementation of the New York State of Health Marketplace, revisions have been made to the Client Identification Number (CIN) selection hierarchy.</p> <p>The Health Care Benefit Exchange (HBE) is an organized marketplace designed to help people shop for and enroll in health insurance coverage. Individuals and families can use the HBE to help them compare health insurance options, calculate costs and select coverage online, in-person, over the phone or by mail. The Marketplace helps people find out if they are eligible for health care programs like Medicaid (MA) and Child Health Plus and sign up for these programs if they are eligible.</p> <p>The HBE will screen applicants to determine eligibility for health insurance. Individuals deemed eligible for medical insurance through HBE will, be assigned a Client Identification Number (CIN). The HBE CIN will have the same format as the Welfare Management System (WMS) CINs. The HBE CINs will also appear on the WMS and POS clearance. To accommodate this new program, changes have be made to the CIN selection hierarchy</p> <p>This procedure serves to advise staff of the new CIN selection hierarchy, and to provide instructions on steps to take when there is an error due to a failed communication with the Health Care Benefit Exchange (HBE).</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Refer to [PD #05-17-OPE](#) for detailed information on the CIN selection Process

When an application for Cash Assistance (CA) or Supplemental Nutrition Assistance Program (SNAP) benefits is registered or modified either manually in WMS or electronically through the Paperless Office System (POS), a clearance report will be generated. Staff must evaluate this clearance to determine the correct CIN to select. If the action is taken in WMS, a paper clearance report must be evaluated. If the action is taken in POS, the clearance will be displayed as part of the **CIN Re-use** window.

HBE CINs are identified on the clearance report by the District number. 78 is the HX district.

Since HBE is now part of the clearance, the CIN selection hierarchy used when evaluating the clearances to determine the correct CIN has been updated. The new CIN selection hierarchy is as follows:

- Active on an MSSSI case; or
- Active on a CA case; or
- Active on a SNAP case; or
- Active on a HBE case; or
- Active on a Medicaid (MA) case; or
- Sanctioned on a CA case; or
- Sanctioned on a SNAP case; or
- Sanctioned on a MA case; or
- Applying on Advanced Premium Tax Credit Premium Payment (APPTCPP) (HBE) case; or
- Closed on a CA case; or
- Closed on a SNAP case; or
- Closed on a HBE case; or
- Closed on a MA case; or
- Rejected on a CA case; or
- Rejected on a SNAP case; or
- Rejected on a HBE case; or
- Rejected on a MA case; or
- Applying on a CA case; or
- Applying on a SNAP case; or
- Applying on a HBE case; or
- Applying on a MA case.

APPT/PPP cases are cases where the individual is deemed eligible for medical insurance but has not selected a health plan.

To help demonstrate this new hierarchy, the CIN Selection Desk Aid (**W-126G**) has been revised. POS has also been updated to reflect this new hierarchy as it displays CINs on the **CIN Re-use** window.

HBE CINS created in upstate counties will also have district code 78. These CINS will appear in the Upstate section of the clearance report and should not be used.

Additionally, the paper clearance report has been modified to now display upstate CINs in a separate area from NYC CINs.

Note: Upstate CINs are not to be selected regardless of the match score.

Error Message

A sample clearance report has been attached as **Attachment A**.

If the HBE is unable to communicate with WMS, the following error message (E2785) will appear on the clearance “*HBE Data Unavailable*.” If this error message appears, staff should notify either the POS or WMS helpdesk, and continue processing the case.

If Error Message E2785 appears on the clearance, the JOS/Worker should continue with the interview and select the best CIN available on the report. If the household is eligible for expedited benefits, the benefits must be issued via the Same Day Issuance process. Any attempt to submit a TAD during this process will cause the TAD to error.

During the error correction process, return to the CIN RE-USE Window and run the clearance again. If there is a connection to the HBE, select the same CIN that was used to issue the expedited benefit and process the error correction.

Effective Monday, February 17, 2014

Reference:

GIS 14 TA/WMS018

Related Item:

[PD #05-17-OPE](#) Client Identification Number (CIN) Selection

Attachments:**Attachment A**

W-126G CIN Selection Desk Aid (Rev. 02/14/14)

 Please use Print on Demand to obtain copies of forms.

ATTACHMENT A

CENTER 523

CLEARANCE REPORT

1/07/14

REGISTRY #	APPLICATION DATE	UNIT/WORKER	CASE #	CASE NAME	SUFFIX	CASE TYPE	RO	PAGE	7	SCORE								
020059640B	11/01/13	SYSFQ		SCORE TESTING	01	MA	ET											
LN SF E	FIRST NAME	MI	LAST NAME	SEX	SSN	DOB	BA	CIN	CNTR	CASE/REG #	CASE TYPE	CASE STAT	UM	IND STAT	60	24	RE	DIST
05 01	MIKE	D	BLOOM	M	199-92-9190	6/15/1970	V F	SY11100G				PA MA FS	P E	PA MA FS	MO	MO		

POSSIBLE MATCHES: TOTAL 3

05 01	MIKE	D	BLOOM	M	666-11-1970	6/15/1970		SZ17956D	523	020060426C	MA	NA AP NA N	NA AP NA				101	NYC
01 01	MIKE	D	BLOOM	M	011-11-0011	6/15/1970		SZ25467R	F40	010038528F	FS	NA NA AP N	NA NA AP				101	NYC
03 01	MIKE	D	BLOOM	M	011-11-0011	6/15/1970		SZ25467R	099	030000647F	SNFP	AC AC AC N	AP AP AP				101	NYC
01	MIKE	D	BLOOM	M	011-11-0011	6/15/1970	1	SZ25467R		0000002517	MA		AC				101	HX78

UPSTATE MATCH - FOR INFORMATION ONLY TOTAL 1

MIKE	D	BLOOM	M	011-11-0011	6/15/1970	1	AZ56318J			0000002513	MA		AC				101	HX78
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** END OF REPORT **

ATTACHMENT A

CENTER 523

CLEARANCE REPORT

1/07/14

REGISTRY #	APPLICATION DATE	UNIT/WORKER	CASE #	CASE NAME	SUFFIX	CASE TYPE	RO	PAGE	2	S						
020059640B	11/01/13	SYSFQ		SCORE TESTING	01	MA	E T			C						
R				B A			O N			R						
LN SF E	FIRST NAME MI	LAST NAME	SEX	SSN	DOB	V F	CIN	CNTR	CASE/REG #	CASE	CASE STAT	U M	IND STAT	60 24	E	DIST
01 01	LIN	LIU	F	011-11-0031	3/06/1985		SZ27475F			TYPE	PA MA FS	P E	PA MA FS	MO MO		

UPSTATE MATCH - FOR INFORMATION ONLY TOTAL 1

LIN	LIU	M	011-11-0031	3/06/1985	1	AZ56320X	0000000106	MA		CL						106	HX78
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** END OF REPORT **

CIN Selection Desk Aid

The following criteria must be used to determine the correct Client Identification Number (CIN). Do not use the registry CIN created by the Welfare Management System (WMS) until a thorough evaluation of all CIN matches is completed. Always look for the score on the Clearance Report. The higher the score, the better the match.

1. If only one exact (106) match, select that match.

A score of 106 is an exact match. If there is only one exact match, that CIN must be used. No other action to select the CIN is required.

2. For multiple exact (106) matches use the CIN Hierarchy criteria to determine the best CIN to select.

WMS automatically reassigns a match to the applicant when there are multiple exact (106) matches. Be sure to review each match and use the CIN Hierarchy in **step four** to select the best CIN from the clearance results.

3. For all possible matches (score is less than 106), perform a thorough evaluation of the case demographics.

Select the CIN with the highest score and evaluate the case demographics to determine whether the individual selected from the match results displayed is the same as the applying individual. Continue this process to select the CIN with the best demographic match to the applying individual and narrow the results. If there is only one best match remaining, select that CIN. No other action to select the CIN is required. If multiple matches remain, proceed to the CIN Hierarchy in **step four**.

4. Check the status of the individual line on case and select the CIN based on this order:

- CIN of individual who is active on Cash Assistance (CA) case
- CIN of individual who is active on Supplemental Nutrition Assistance Program (SNAP) case
- CIN of individual who is active on a Health Care Benefit Exchange case
- CIN of individual who is active on Medical Assistance (MA) case
- CIN of individual who is sanctioned, closed or rejected on a CA case
- CIN of individual who is sanctioned, closed or rejected on a SNAP case
- CIN of individual who is sanctioned, closed or rejected on a Health Care Benefit Exchange case
- CIN of individual who is sanctioned, closed or rejected on an MA case

Note: A CIN associated with a Medicaid Supplemental Security Income (MSSI) case takes precedence over all other CINs. Staff must always select the MSSI CIN.

Note: A CIN associated with an Advanced Premium Tax Credit Premium Payment (APTCPP) case in AP status takes precedence over CINs associated with closed or rejected cases.

For multiple exact (106) matches where all individuals line status and demographics are the same and only one CIN has an Automated Finger Imaging System (AFIS) indicator of 1 (Finger Imaged), select the CIN with the AFIS indicator.

5. Correct demographics, as needed.

When the selected CIN has a score less than 106, correct the demographics of the applicant.