**2015 COLA Mass Change Timeline**

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| **Date** | **Actions Needed** |
| 11/07/2014 | The following reports are mailed:  Cases That May Require Manual Processing For 2015 – This report is used to  identify cases with a special medical indicator code on the PICK screen, VA, VC,  RR, or CR coded on the UNIN screen, and BC/BS, Medicare, or AI coded on the  EXNS screen.  The Pickle worksheet (ES-3104.6) must be completed for Pickle and ADC individuals. If eligibility continues, any mass change generated notice must be deleted, LOTC adjusted to reflect zero obligation for HCBS recipients and the HCBS care coordinator notice discarded.  Cases with health insurance premiums (Medicare, Medicare supplement or private health) must be reviewed to determine if re-budgeting is necessary. The MEEX screen should also be checked. If the mass change generated notice is incorrect, delete the notice and send a new one.  Active SI Recipients with a Patient Liability – This report is sent to DCF field staff  and is used to identify NF/MH cases that require off-system budgeting to  determine the nursing home patient liability.  MA Cases with OASDI/SSI Income – This report is sent to the KDHE Clearinghouse and is used to identify MA spenddown and MA/CM cases that may need re-budgeting.   The new NF/MH patient liability must be re-determined for 01/2015 using new SSI amount by completing a paper budget. The new SSA amount on UNIN needs to be checked and then the MA spenddown re-authorized for 01/2015. MA/CM coverage must be re-budgeted on the MA/CM worksheet. |
| 11/10/2014 | SSA is recalculated by increasing the existing 12/2014 SSA amount in KAECSES by the COLA amount of 1.7%. The new SSA amount will appear in 01/2015 once the case is either manually rolled into 01/2015 or upon rollover the night of 11/21/2014.   No staff action is required at this time, however staff may manually roll the case into 01/2015 and process known changes. |
| 11/21/2014 | Rollover and mass change occurs in the evening. All cases authorized in 12/2014 will be rolled into 01/2015 and the new SSA amounts will display.  No staff action is required at this time, other than to ensure all cases are properly authorized for 12/2014 so rollover and mass change into 01/2015 can be completed. |
| 11/24/2014 | The following reports ware available in SAR following rollover and the mass change run:  MR 330 (PA/FA and Medical) – This report is used to identify cases where the mass change was not completed.   Staff must review failed QMB cases to determine if there is continued coverage without the SSA COLA increase. Cash cases with excess income must be manually closed and a notice sent. Food Assistance (FA) cases must be reviewed for categorical eligibility.   HCBS Notices – This report includes a copy of the HCBS notice created for each case with a change in client obligation. The actual notices will be mailed to the DCF regional contacts on 11/25/2014.  Staff may view these notices on the report.   NF Facility Report – This report lists all nursing facility recipients with a change in patient liability, sorted by facility. This report will not be mailed and is only available on SAR.  Staff must make pen and ink changes to the notice as appropriate and mail a copy to each nursing facility. If a change is made, the mass change generated notice to the client must be deleted and a corrected notice sent.  HC Report – This report lists all HCBS cases where a change in client obligation notice was created and mailed to the regional DCF contact.  Staff may view this report, but no other action is necessary.  Exceptions to LOTC Updates – This report is used to identify all NF and HCBS cases where the LOTC screen was not updated because a 01/01/15 effective date already existed or because the patient liability/client obligation did not change.  Staff must review these cases for accuracy and take action as appropriate. |
| 11/24/2014 | The actual SSI benefit amounts for 01/2015 are updated overnight for Food Assistance (FA) cases. The HCBS care coordinator notices are mailed to the regional DCF field contacts.  No staff action is required at this time. |
| 11/25/2014 | The following report is available:  MR 330 (FA Only) – This report is used to identify Food Assistance (FA) cases  where the new SSI benefit was budgeted for 1/2015.  Staff must review “failed” cases for categorical eligibility. If categorically eligible, re-authorize FA with a $16 benefit. If not categorically eligible, close the case and send a notice. |
| 12/12/2014 | The following report is available:  FA Cases Where An SSI Overpayment Recovery is Occurring – This report is used to identify Food Assistance (FA) cases where an SSI overpayment recovery is occurring.  Staff must review these cases to determine the type of overpayment recovery. If the overpayment is a fraud recovery, then the gross amount of the SSI benefit must be counted. If the overpayment is a non-fraud recovery, then the net SSI benefit amount must be counted. |
| 12/15/2014 | This is the last day to delete the delayed mass change Food Assistance (FA) and medical assistance notices.  Staff have until the end of business on 12/15/2014 to delete the delayed mass change notices. The delayed notices will be mailed the next day. |
| 12/18/2014 | The last day to send timely notification of both closure & change.  Staff have until the close of business on 12/18/2014 to complete any regular case changes as well as any mass change updates not previously completed. |