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**To:** Eligibility Services – Regional Director for  
MEPD  
Regional Attorneys  
Hearings Officers

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**Subject: Social Security Administration (SSA)/Bureau of Vital Statistics (BVS) Death Match Processing**

This bulletin is being sent to supervisors and other regional managers. Supervisors must share this information with all Medicaid for the Elderly and People with Disabilities (MEPD) staff. Please ensure copies are provided to staff that do not have access to e-mail. If you have any questions regarding the policy information in this bulletin, follow regional procedures. The information in this bulletin is available at the following websites:

- Family Services – <http://ofs.hhsc.state.tx.us/mepd/mepd-bulletins.aspx>
- MEPD Handbook – [http://www.dads.state.tx.us/handbooks/mepd\\_policy/index.htm](http://www.dads.state.tx.us/handbooks/mepd_policy/index.htm)

## **Social Security Administration (SSA)/Bureau of Vital Statistics (BVS) Death Match Processing**

### **Background**

The policy change is in response to an audit conducted by the Office of Inspector General (OIG) on Medicaid payments for services claimed to have been provided to deceased Medicaid recipients. HHSC will begin updating closed MEPD cases/EDGs with actual death date information. Updating incorrect death dates for all individuals will prevent erroneous Medicaid payments.

### **Current Policy/Process**

Currently, there is no policy requiring staff to update death date on a denied Medicaid case/EDG. The OIG conducts monthly matches with SSA and BVS data files of individuals who are reported to be deceased. OIG matches these files against TIERS eligibility files. Once a match is found, reports are created and OIG sends a WinZip file of the combined SSA and BVS death reports to the MEPD regional Program Managers. A combination of regions and county codes is used to distribute the information to the appropriate program manager. Upon receipt of the reports, MEPD supervisors assign and distribute the death reports to eligibility staff for the appropriate case action.

These actions are performed on EDGs with active/ongoing benefits. No action, by either OIG or HHSC staff, is currently taken for denied EDGs.

## New Policy/Process

- OIG will continue to perform the system match of deaths reported by BVS and SSA with individuals in TIERS.
- OIG will now send Date of Death (DOD) match information for active **and** inactive TIERS individuals directly to TIERS.
- TIERS will receive and update the TIERS individual DOD information for all active and inactive individuals. Mass Update (MU) process occurs and will either:
  1. Deny single household member cases using the (perfect) BVS DOD data match information. In these cases, the MU will:
    - Populate the DOD in the Individual Data Collections page;
    - Set the verification source to “BVS record/death certificate;” and
    - Run EDBC and take the appropriate TIERS case action to deny benefits, if the case is active and in ongoing mode.

Or

2. Create and route to eligibility staff for case action processing an appropriate DOD Action Alert Task List Manager (TLM) task due to non-perfect match, any mode other than ongoing mode, or the deceased is the Head of Household.

## Eligibility Services – Field

### *MEPD Staff DOD Data Match Process*

MEPD eligibility staff case action processing is also being automated. When the MU process is unable to take TIERS case action, TIERS will trigger a DOD Action Alert TLM task requesting eligibility staff to process the DOD data match in TIERS for all active and inactive cases:

**Alert 810 – Process a Date of Death with a Perfect Match for Individual: X (where X is the individual ID).** This occurs when TIERS receives a record that exactly matches a TIERS individual, and the case is currently being worked (is in a mode other than ongoing), or the deceased is the Head of Household.

**Alert 811 – Process a Date of Death with a Non-Perfect Match for Individual: X (where X is the individual ID).** This occurs when TIERS receives a death record for an individual who seems to match a TIERS individual, but doesn't match exactly.

### *Data Integrity (DI) Staff DOD Data Match Process*

DI will receive a DOD Action Alert TLM task if the request is received directly from OIG. DI will verify the information and update the case/EDG with the correct date of death.

**Alert 812 – Verify discrepancy in Date of Death for Individual: X (where X is the individual ID).** This occurs when TIERS receives a record that exactly matches a TIERS individual, but the Date of Death (DOD) does not match the DOD already in TIERS.

### *SSA DOD Data Matches*

Because the DOD information received from SSA is not an acceptable source of valid verification, eligibility staff will:

- Review the DOD data match information and TIERS case;
- Document the needed DOD action in TIERS Case Comments; and
- Pend the case using existing Questionable Household Composition Verification Checklist (VCL) to issue Form H1020 or initiate contact with authorized representative/family member, institutional facility, or hospital.

#### *TIERS Case Comments*

Eligibility staff will document in TIERS Case Comments which of the following actions were taken:

- Benefits denied effective \_\_\_\_\_.
- Benefits already denied effective \_\_\_\_\_.

#### **Effective Date**

This process is effective with implementation of Release 84.

#### **Training**

A Web-Based Training (WBT) is being revised and will be available upon completion.

#### **Handbook**

The MEPD Handbook will be updated with the September 2012 revision. The MEPD Standard Operating Procedures document will be updated with the new information. It is located on the OFS website at -- <http://ofs.hhsc.state.tx.us/mepd/mepd-stateprocesses.aspx>.