

**DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 6-2012
(Work First)**

TO: COUNTY DIRECTORS OF SOCIAL SERVICES
ATTENTION: Work First Program Managers and Supervisors
DATE: June 13, 2012
SUBJECT: Disability Tracking Screen
EFFECTIVE DATE: July 1, 2012

I. GENERAL INFORMATION

The North Carolina Department of Health and Human Services Division of Social Services (DHHS) signed a Voluntary Compliance Agreement with the United States Department of Health and Human Services Office for Civil Rights (OCR). The purpose of this agreement is to outline criteria for assessing disabled applicants/participants and to ensure DHHS is providing reasonable accommodations for these individuals. Reasonable accommodations, are defined in the agreement as changes or adjustments to a covered entity's policies or procedures to avoid discrimination on the basis of disability and to afford qualified individuals with disabilities an equal opportunity to participate in, and benefit from, services provided under a covered program or activity.

To assist caseworkers in identifying individuals with a disability and the reasonable accommodations provided, a new tracking screen has been created.

II. POLICY PROCEDURES

- A.** The Disability Tracking screen must be used for all Work First applicants and participants (including Child-Only cases). Do not include disability information for children who are 18 years of age unless graduated from high school, emancipated, or head of household. The payment type can only be '1' or '2'.
- B.** Complete the sections on the screen display. Under the disability section, indicate the disabilities a participant may have based on the following codes:
1. Mental/behavioral health (depression, schizophrenia, anxiety)
 2. Developmental/cognitive (learning or memory problems)
 3. Mobility (problems walking, sitting, standing)
 4. Sensory (vision or hearing loss)
 5. General Medical (asthma, cancer, diabetes, heart problems)
 6. Other (any other condition that is not applicable to the categories listed above)

More than one disability may be checked.

III. INSTRUCTIONS

- A.** A new selection has been added on the DSS-8124 that will allow "Y" (Yes) or "N" (No) to be entered for each individual age 18 or older.
- B.** To access the Disability Tracking screen from the EIS Update Menu, key "DT" in the selection field and the Individual ID in the key field.

- C. EIS will automatically bring forward the name from the case. If disability information is already posted for the individual, this data will be displayed.
- D. EIS will allow entry of new information in the appropriate fields on the screen. Once the data is keyed and the user presses ENTER, EIS will display the message 'UPDATE COMPLETE'.
- E. EIS will not allow the DSS 8125 to process when the DIS field is "Y" and the Disability Tracking Screen is blank. EIS will display the message "DIS UPDATE REQ".
- F. At approval of an AAF application, the DIS field on the DSS 8125 case level and individual level are protected so that the indicators match what is on the DSS 8124 disability field for each individual age 18 or older. If a change must be made to that person's disability status, it must be changed on the DSS 8124 before approving the case.
- G. EIS will allow the Disability Tracking screen to be updated when completing a change in situation or redetermination.
- H. When completing a redetermination/change in situation, the assessment is applicable to any individual whose family status is P, I, and S.
- I. EIS will display error messages for the following reasons:
 - a. Disability Tracking must be keyed for all AAF cases. If the category of assistance (CAT) is not AAF, Display the message AID PRGM CAT MUST BE AAF.
 - b. Either a "Y" or "N" must be entered in the (DIS) field before the DSS-8124 can be processed. If the DIS field is blank, EIS must display the message DIS FIELD MUST BE 'Y' or 'N'.
 - c. A completed date cannot be keyed when "P" has been entered in the Formal Assessment Completed field on the Disability Tracking Screen.
 - d. EIS will not allow the DSS 8125 to process if at least one field on the Disability Tracking Screen has not been keyed.
 - e. Either a "Y" or "N" must be entered in the (DIS) field before the DSS-8125 can be processed. If the DIS field is blank, EIS will display the message DIS FIELD MUST BE 'Y' or 'N'. This is applicable for application approvals, redeterminations or changes in situation.
 - f. EIS will not allow the DSS 8125 to process, when 'Y' or 'N' is keyed in the DIS field for AAF Pay Type 5 (Transitional Medicaid) cases. EIS will display the message 'DIS NOT ALLOWED FOR AAF PAY TYPE 5 CASES'.
 - g. The Disability Tracking screen must be updated for any individual whose WORK REG (Work Registration) code is either 'F' or 'O'. If the DT screen is not updated for these individuals, EIS will display the message "NO UPDTE ON 'DT' SCREEN FOR THIS INDIV'.
 - h. If "Y" is keyed in the Formal Assessment Completed field, then at least one "Y" must be keyed under the Disability and at least one "Y" in the Reasonable Accommodations Provided field > If not, the DT screen will not update successful.
 - i. If "Y" is keyed in the Informal Assessment Completed field, then at least one "Y" must be keyed under the Disability and at least one "Y" in the Reasonable Accommodations Provided field > If not, the DT screen will not update successful.

- j. If "N" is keyed under the Assessment category nothing will be required to be keyed under the Disability category and Reasonable Accommodations requested, provided and declined fields all together in order for the DT screen to update successfully, but if "Y" is keyed in any of these fields EIS will still allow the DT screen to update successful.

IV. EFFECTIVE DATE

This new tracking screen will be available in the Eligibility Information System (EIS) effective July 1, 2012. This disability tracking screen must be used at the next review, application or change in situation.

Please email any questions regarding this policy to WorkFirst.Support@dhhs.nc.gov.

Sincerely,



Dean Simpson, Chief
Economic and Family Services
Division of Social Services

DS/kha/ir

cc: Sherry S. Bradsher
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