

## .01 Review of Case History (Priors)

[REVISION 48](#)

(01/01/20 - 12/31/20)

Complete a review of all information on the current and prior application before beginning the interview questions. Explore and resolve all unclear or incomplete information with the budgetary unit during the interview. This process is known as a Review of Case History or a Prior.

Completing a Prior means to compare information from the prior application to answers on the current application. Complete a Prior by reviewing the following:

- The current application
- The prior application and any reported changes afterwards
- All [changes](#) reported prior to the date of the interview

Resolve discrepancies, [questionable or unclear information](#), and changes during the interview. This includes, but is not limited to, the following:

- Budgetary unit composition (See [SEPA](#))
- Income
- [Expenses](#)
- [Verification](#)
- Case [Documentation](#)
- Documents in Health-e-Arizona Plus (HEAplus) and [OnBase\(g\)](#)
- AZTECS [interface\(g\)](#) verification
- [Office of Special Investigation \(OSI\) reports](#)
- [Overpayment Verification Request](#)

Use HEAplus and AZTECS screens to find answers to the following questions:

- Did the budgetary unit change?  
CAP2  
HOSU  
SEPA  
HEAplus Case Summary
- Did the address change?  
CAP1  
HOSU  
HEAplus Case Summary
- Did the income Change?  
HOSU

SEEI  
UNIN  
EAIN  
FSBH  
AFBH  
ININ  
HEAplus Case Summary

- Did the expenses change?  
HOSU  
EXNS
- Is this a renewal or a new application?  
CAP2  
NOHS  
AFBH  
FSBH
- Are there any pending linked applications?  
HEAplus Information Belongs To screen
- Are there any pending associated applications?  
HEAplus Case Summary

Refer to the [Conducting a Prior Review Desk Aid](#) (internal use only) for more information about completing a prior.