

.01 Health-e-Arizona New Registration

REVISION 03
(01/01/08 – 03/31/08)

An interface between One-e-App and **AZTECS** occurs in an overnight batch job that automatically registers NEW applications that were submitted the previous calendar day.

NOTE Applications submitted on Friday, Saturday, and Sunday automatically register Sunday night and are available in AZTECS on Monday morning.

MA EXCEPTION

New MA applications that include BOTH of the following do not automatically register in AZTECS:

An applicant who screens potentially eligible and is applying for Title XIX MA

An applicant who screens potentially eligible and is applying for KidsCare

These applications are submitted to the AHCCCS KidsCare Unit. (See [KidsCare AHCCCS Responsibilities](#)) One-e-App indicates a Health-e-Arizona MA application has been submitted to KidsCare with a checkmark in the KIDSCARE SPLIT CASE field on the [UNASSIGNED APPLICATIONS screen](#) and [ASSIGNED APPLICATIONS screen](#).

Applications that successfully register in AZTECS are listed on the Health-e-Arizona Records Written Daily Report (MR509), available in **SARS**.

Applications that fail to meet the criteria for a successful registration are listed on the Health-e-Arizona Daily Exception Report (MR508). (See [One-e-App Registration Reports](#) for policy and procedures regarding monitoring the MR508 and MR509 [SAR-MR Reports](#))

Applications that display on the MR508 must be manually registered. (See [Application Registration](#))

WARNING

Staff must allow the overnight automatic registration to take place. When an application is manually registered before the automatic registration interface occurs, the applicants are listed on the MR508 the following day as having an active case.

AZTECS registers applications that are identified as HIGH PRIORITY by One-e-App as [expedited applications](#). These applications are highlighted RED on the One-e-App workload screens.

EXCEPTION

Applications marked as HIGH PRIORITY by the intake facility do not register as expedited applications.

Key the Referral Source Code for manually registered applications on [REAP](#). (See [Health-e-Arizona Referral Source Codes](#))

Health-e-Arizona applications for Treat and Release MA are subject to the [Automated Application Process](#), when ALL of the following apply:

- The application is [automatically registered](#)
- The application is MA Only

When the Automated Application Process does not occur, complete the procedures outlined in [Health-e-Arizona Treat and Release](#).

AZTECS registers the [application date](#) for ALL programs as the date the Health-e-Arizona application was signed.

WARNING

The date the application is received by FAA is NOT the Health-e-Arizona application date. The date the application is received by FAA displays in the DATE RECEIVED field on the [UNASSIGNED APPLICATIONS screen](#) and the [ASSIGNED APPLICATIONS screen](#). This is the date the countdown begins to meet the registration time frames. (See [Application Registration](#))

An applicant on the Health-e-Arizona application may have an active case for a program not being applied for, and the residential or mailing address is different than the address in AZTECS. When this occurs, and the application is automatically registered, the address is updated in AZTECS. AZTECS generates the following ACTS alert:

ADDRESS UPDATED HEA