.02 Keying Health-e-Arizona Applications

One-e-App autopopulates AZTECS with the information keyed into a Health-e-Arizona application when a new application successfully registers during the automatic registration process. Complete the following:

- Use the Application Summary to complete the interview, when an interview is needed, and to complete the eligibility determination.

- Review each screen in the AZTECS Roadmap Screens using the key as you go process. Make any necessary corrections to the autopopulated information.

- The following fields display ??:

    Resource Type Code fields on all AZTECS resource screens.

    Verification Code fields on all AZTECS resource, income, and expense screens.

    NOTE   All other Type and Verification Code fields are blank.

    Key over ??, as each resource eligibility factor is verified, with the appropriate Resource Type Code.

    Key over ??, as each income and expense eligibility factor is verified, with the appropriate Verification Code.

    NOTE   When ?? displays in the VR field on EAIN, EXNS, or UNIN, key over the ?? to allow the work screen to display.

When an application does not automatically register, complete the following:

- Use the Application Summary to complete the interview, when an interview is needed, and to complete the eligibility determination.

- Ensure the One-e-App Identification Number from the Health-e-Arizona application was keyed when registering. (See Registering Health-e-Arizona Applications) Key the Identification Number when it was not keyed at registration.

- Ensure each applicant's One-e-App Person Sequence Number was keyed when registering. Key the Person Sequence Number in AZTECS when it was not keyed at registration.

- Ensure the date the Health-e-Arizona application was SIGNED is the date of application.

- Ensure the date of application is keyed as the date of the interview for Health-e-Arizona MA applications for which no FAA interview is needed.

- Key the applicable Health-e-Arizona Referral Source Code on APMA or RESE when it was not keyed at registration.

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