.03   One-e-App UNASSIGNED APPLICATIONS Screen

REVISION 03
(01/01/08 – 03/31/08)

The UNASSIGNED APPLICATIONS screen is the first screen to display for the Supervisor Profile, and can be accessed from either the One-e-App main MENU screen, or the MENU link. The UNASSIGNED APPLICATIONS screen displays all unassigned Health-e-Arizona applications that have been electronically submitted to the local office. The UNASSIGNED APPLICATIONS screen is used to complete the following:

- Monitor receipt of Health-e-Arizona applications as follows:

  The date the application was signed displays in the DATE SIGNED field, along with the number of calendar days since the signature date. (See Health-e-Arizona Date of Application)

  The date the application was received at FAA displays in the DATE RECEIVED field.

  The programs applied for display in the PROGRAM(S) field.

  New MA applications that were submitted to the AHCCCS KidsCare Unit are indicated by a checkmark in the KIDSCARE SPLIT CASE field. One-e-App submits these applications to AHCCCS when the application includes BOTH of the following:

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

  - An applicant who screens potentially eligible and is applying for KidsCare

  (See KidsCare AHCCCS Responsibilities)

- Monitor receipt of Health-e-Arizona applications submitted as expedited applications (highlighted RED). (See Health-e-Arizona Expedite) The reason for expedite displays in the HIGH PRIORITY field.

- Determine whether an applicant must have an interview scheduled. (See Scheduling Health-e-Arizona Interviews)

- Monitor receipt of FAXed documents for pending Health-e-Arizona applications.

> NOTE   One-e-App displays the number of received FAXes opened and read, and the number of unread FAXes. Place the cursor on the FAX information in the FAXES field. A mouse-over dialogue box displays containing the last date of receipt for each set of FAXed documents.

- Assign Health-e-Arizona applications.

  NOTE   The EI Profile cannot assign applications.

- Transfer Health-e-Arizona applications.

- Access the APPLICATION DETAILS screen for an application by clicking on either of the following:

  The PI's name in the APPLICANT NAME field

  The FAX information in the FAXES field

- Generate the Application Summary for an application. Complete the following:

  Click in the check box next to the applicant's name.

  Click on the GENERATE UNIVERSAL SUMMARY button.

- Generate blank permanent and temporary Health-e-Arizona FAX COVER SHEETS for an application. These can be printed and used to FAX documents into the One-e-App system. Complete the following:

  Click in the check box next to the applicant's name.

  Click on the GENERATE FAX COVER SHEET button.

- Access the DISPOSITION APPLICATIONS screens to manually key a disposition for CA, FS, and MA. Complete the following:

  Click in the check box next to the applicant's name.

  Click on the DISPOSITION MEDICAL or DISPOSITION FS AND CA button, as applicable.

- Set reminders for an application. Complete the following:

    Click in the check box next to the applicant's name.

    Click on the REMINDERS button to display the ADD REMINDER pop-up window.

    On the ADD REMINDER pop-up window, add the text for the reminder, and select the Due Date.

    Click on the SAVE button to save the reminder and close the pop-up window.

- Review, edit, or remove reminders for an application. Click on the REMINDERS icon next to the applicant's name to display the REMINDER pop-up window. Complete any of the following:

    Review the reminder. Click on the PREVIOUS and NEXT buttons when there are multiple reminders attached to the application. Click on the CLOSE button to close the pop-up window.

    Click on the EDIT button to edit the text for the reminder, or change the due date. Click on the SAVE button to save the changes and close the pop-up window.

    Click on the RESOLVE button to remove the reminder.

To help differentiate applications with similar or shared names, place the cursor on the PI's name in the APPLICANT NAME field. A mouse-over dialogue box displays, listing the name, date of birth, and Social Security Number of each applicant on the application.

To determine the intake facility submitting the application, place the cursor on the Referral Source Code in the FAA CODE field. A mouse-over dialogue box displays, listing the facility name.

Click on the heading of any column to sort the column.

Click again to switch between ascending or descending order.