C   **KidsCare Automatic Registration Process**

An interface between the AHCCCS ACE(a) system and AZTECS occurs in an overnight batch job that automatically completes the following:

- Registers new MA applications referred to FAA from KidsCare that were submitted the previous calendar day. (See KidsCare Referral Routing)

- Autopopulates CADO with the following information:

   Application registration date

   TIPS as the default PCN(g)

   Application type, as follows: KC REFERRED APP, AUTO REGISTERED

   ACE Identification Number

- Autopopulates AZTECS screens with the information in the application. (See KidsCare Application Process)

   Applications that successfully register in AZTECS are listed on the AZTECS KC Application Written Daily Report (MR511), available in SAR. The MR511 is used to monitor receipt of an application at the local office.

   Applications that fail to meet the criteria for a successful registration are listed on the AZTECS KC Exception Written Daily Report (MR510).

   (See KidsCare Registration Reports for policy and procedures regarding monitoring the MR510 and MR511)

Research and Analysis (R&A) monitors the MR510 and MR511 daily, and manually registers applications that display on the MR510.

The local office must complete the following after the KidsCare referral application is registered:

- Assign the applications within one work day from receipt. (See Transferring Cases From Unit to Unit) Automatically registered applications transfer into UNIT 9 and CASELOAD 99. (See Caseload, Required)

- Use the application and verification documents attached to the KidsCare Referral Turn-Around Document (TAD) to complete the KidsCare Application Process. R&A sends the TAD within

two work days from the date the application is automatically registered.

NOTE   When the TAD is not received at the local office within two work days, notify the R&A Unit by e-mail. R&A works with the KidsCare Unit to determine the delay, and ensure the TAD is sent to the local office.