

.02 MA Only Renewal - Home Visit Interview

When the participant requests a home visit, complete the following:

- Review the [case file\(g\)](#) and print the following:
HOSC
HOSU
CAP1
CAP2
CAP3
MABH
- Complete the left side of the Medical Assistance Only Renewal Eligibility Determination (FAA-1061A) form with information from the case file and **AZTECS** before contacting the participant.
- Contact the participant to ensure they will be home at the scheduled date and time.
- Go to the participant's home at the scheduled date and time.
- Review the right side of the FAA-1061A. Explore all discrepancies. Explain all verification needed and the due date.
- Sign and date the FAA-1061A.
- When verification is needed, give the participant an Information Request (FA-077) form listing the information needed and a self-addressed stamped envelope. Give the participant ten days from the interview date to provide.
- Upon return to the office, key Y in the COMPLETED field on INDA when the interview is completed.
- Document CADO and the Case Record History (FA-015).

NOTE The FA-015 may be documented to see CADO.

When the participant does not return the required verification or the information provided is incomplete, follow the [verification process](#).

When the participant returns information after the due date, but prior to the effective date of closure, reopen the case and determine eligibility using the information provided.

WARNING

When the case is reopened after the last day to close MA listed in [AMPS](#), contact the [FAA Systems Help Desk Phone #](#) for assistance in continuing the medical coverage.

When the participant is not home on the date of the interview, complete the following:

- Leave a business card or note on the door with the following information:

Local office address and telephone number.

Name of the **EI** who attempted to conduct the interview.

Instructions to contact the local office to reschedule the interview. Note the last day the participant can contact the local office to reschedule.

NOTE When the participant contacts the local office to reschedule, offer the telephone interview as an option.

- Document the date and time of the missed scheduled home visit on CADO and the FA-015.

NOTE The FA-015 may be documented to see CADO.

- Key N in the COMPLETED field on INDA.
- Review NOHS to ensure that the [X051 notice](#) or the [X055 notice](#) was sent.

WARNING

When the X051 or the X055 has not been sent by AZTECS, send the [C016 notice](#).

AZTECS automatically closes the case and sends the [X460 notice](#) on the date listed in [AMPS](#).