06   Client Maintenance (CLMA) - Overview

The CLIENT MAINTENANCE screen (CLMA) allows changes to a participants basic identifying information. The reasons for the change may include any of the following:

- Birth

- Legal Name Change

- Marriage

- Sex

- Foster Care Placement

WARNING

When a participant legally changes their identity due to violence or abuse and is known to AZTECS under a former identity, see Identity Change-Violence or Abuse.

To change a participant's basic identifying information, CLMA must be accessed from CLIM by completing the following:

- Select Function 1 (INQUIRE ON PERSON)

- Select the participant for maintenance

- Key 6 in the SELECT FUNCTION (BY NUMBER) field

- Press ENTER

CLMA displays. The fields on CLMA are the following:

- SURNAME

- MIDDLE INITIAL

- GIVEN NAME (OR INITIAL)

- SSN

- BIRTHDATE (MMDDYYYY)

- SEX

- TYPE

- LICENSED FACILITY

Make the following changes in CLMA when it is identified that the dependent child is in Foster Care:

- Key FC in the TYPE field

- Key Y (Yes) or N (No) in the LICENSED FACILITY field to identify if the specified relative is licensed.

> **WARNING**
>
> The participant may be involved in a case other than the one being worked. When this occurs and changes are made to the participant's identifying information, AZTECS issues an alert for each caseload in which the participant is involved (other than the one being worked).

When the participant's date of birth or SSN have been updated, AZTECS deauthorizes the benefits. Redetermine the participant's eligibility.

NOTE   When the participant is the PI for the case, the case name is also changed.

Make the required change on CLMA. Press ENTER to return to CLIM.