

A Interview Assessment and Supervision – Completing the Interview Assessment Tool

REVISION 05
(07/01/08 – 09/30/08)

Respond to the following when completing section A (Pre-interview) of the Interview Assessment Tool (FAA-1273A):

- Were all required screen prints run? These include, but are not limited to, the following:
 - CAP1
 - CAP2
 - CAP3
 - BAGI
 - HOSU
 - ININ screens (includes BDXI, SDXI, WTPY, and QCRE)
 - PASS screens
 - SVES screens (includes HOSC)
- Was prior history from previous applications documented on the current application?
- Were discrepancies in information from prior and current applications identified and investigated?
- Was an early application treated as a change? Does the early or renewal application contain documentation of the affect the information has on the on-going benefits?

Respond to the following when completing section B (Observed Interview) of the FAA-1273A:

- Were open-ended questions asked? Questions should begin with Who, What, When, Where, Why, and How.
- Were all questions addressed and answered? This includes questions answered "yes" or left blank on the application. Were further inquiries made on questions raised during the interview?

- Were the participant's rights and responsibilities explained? This includes, but is not limited to, the following:
 - [AHCCCS Management Quality Control \(AHCCCS MEQC\)](#)
 - [AHCCCS Pre-enrollment](#)
 - [CA Personal Responsibility Agreement \(PRA\)](#)
 - [DCSE Assignment of Rights](#)
 - [Electronic Benefit Transfer \(EBT\) Participant Education](#)
 - [Fair Hearings](#)
 - [Fingerprint Imaging \(AFIP\)](#)
 - [Jobs](#)
 - [Quality Control Review](#)
 - [Reporting Changes](#)
 - [Voter Registration](#)
- Was the [verification process](#) used? Were [collateral contacts](#) attempted or completed at the interview?

Respond to the following when completing section C (Post-interview) of the FAA-1273A:

- Was the pend card (FA-570) completed correctly? The card should be attached to the paper case file and include the following:
 - Program or MA category
 - Information deadline
 - Timely approval date
 - Timely denial date
- Was the case file assembled in the proper format? (See [Case File Format](#))
- Was the case file documented fully? [Required documentation](#) should support all decisions or information requests, and should be contained on the following:
 - [Official Application](#)
 - [Official Documentation Forms](#)
 - Case Record History (FA-015) form
 - Case file
 - CADO screen

- Were discrepancies in information from prior and current applications clearly resolved and documented? When applicable, is there verification to support resolution?
- Was the correct information requested? Was the correct due date for return of requested information given? Was the participant's signature obtained for a third party request, and if so, is there documentation to support why a third party request is required?
- Was the [Key As You Go](#) process followed? ACHI displays evidence of compliance with the Key As You Go process.

EXCEPTION

Key As You Go does not apply to [FAA MA Only local offices](#).

- Was a correct eligibility determination made at the interview?