

11/1/95

Bulletin No. 95-37

P-2113 A1

P-2113 Standard Case File System

These procedures refer to the Eligibility Specialist case file system.

The standard case file is a file folder consisting of three sections, referenced as section one, section two and section three throughout P-2113. Each section has a brad on the left side and a brad on the right side; they are referred to as first and second brads respectively. Material referred to in P-2113 as unattached should be placed loose in the specified section, facing in the direction indicated.

The standard case file system organizes material within the case file to promote uniformity in filing, purging, and tracking material.

The committed child Medicaid caseload and some Medicaid-only cases are handled in Waterbury by Administrative Services and by the Health Access Eligibility Services Unit. These cases are kept in single-section folders, with the most recent action on top, facing forward. When one of these cases is transferred to your district office, follow the instructions below to reorganize the contents of the file folder into the standard three-section file folder.

A. General Information

1. Tabs include name of head of household with social security number; name of spouse beneath name of head of household; volume I, II, III, etc.; color-coded adhesive dots to alert staff that additional information is in another file. (See #4 below.)
2. Use only one case file per family unit or complete household.
3. Cases requiring more than one folder will have older data filed in regular manila folders, in alphabetical order, and in separate drawers. Note their existence in the "other" section on the optional DSW 100 (Case Record Contents) in the current case file. Place non-purgeable data in the current case file.
4. Place the following materials together in one manila folder ("classification file") in a separate drawer. The information in this folder is for department use only. The tab includes the name of head of household with social security number and the name of spouse beneath it. Group this material as follows:
 - Fraud: all materials except the final disposition leading to a case action which should be secured in section two, second brad.
 - Hearings: materials used to support a fair hearing request (DSW 113-Fair Hearing Information, photocopies of related case actions, information relating to scheduling of fair hearing) until a decision is rendered by the Human Services Board. Once the decision is received, put the decision in the case file, section one, facing forward. All other supporting materials listed above may be discarded.

Exception: if, as a result of the fair hearing, an ANFC/FS/ME claim will be established, secure the fair hearing decision in section two, first brad, with other claim material.

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P-2113 Standard Case File System (Continued)

A. General Information (Continued)

- Quality Control: all materials including the quality control report and DSW 247 (Quality Assurance Report Reply). This includes no-error reports with a for-your-information section. Put other no-error reports in the case file, section one, facing forward.
- DDS Disability Determination Services medical/social information prior to June 1987, except the DSW 213D (Disability Medicaid Eligibility Decision) which is placed in the non-purgeable section (section two, second brad) of the case file. (Information after June 1987 is kept at state office.)
- Incapacity Decision any incapacity materials prior to June 1987, except DSW 213 (Medicaid Eligibility Decision) which is placed in the non-purgeable section (section two, second brad) of the case file. (Materials after June 1987 are kept at state office)
- Child Support: DSW 137WS (Waiver of Cooperation for Child Support Supplement)
- Domestic Violence all materials relating to domestic violence, including copies of the DSW/RU 310WA, DSW/RU 310DV, RU 620DV, DSW 201WC, and the RU 604 and RU 613 when they contain information about domestic violence.

One or more adhesive dots, of any color, on the case file tab indicate that a classification file exists for this case. The file may contain any of the above information.

B. Order of Material in Case File

Section One contains the following:

First brad:

The optional DSW 100 (Case Record Contents) in the current case file.

Unattached:

DSW 101 (Case Action Logs) stapled together in chronological order facing forward. There need not be a separate DSW 101 for each action.