

## **Processing of a Student's Medicaid Biographical Data as Reported in the Medicaid Biographical: Non-Match Report, and CIN<sup>1</sup> Transactions Processing**

**Students identified on the Medicaid Biographical Non-Match Report as either a "Near Match", "Multiple Matches Found" or "Match Not Found" are possible Medicaid Matches. The school district/§4201 school/county should review each group as indicated below to determine if this information (CIN) is related to their students. The final decision to determine if the Medicaid client and the student are the same person lies with the school district/ §4201 school/ county, not the state.**

### **Medicaid Biographical Non-Match Report, Non-Matching Students.**

**(a) NEAR-MATCH: (Students identified as possible matches).**

- 1) The students whose biographical data are identified as Near Matches are students whose date of birth and gender match exactly and whose:
  - a) First 3 letters of the last name match, and
  - b) First 2 letters of the first name match.
- 2) The near match report contains the following information:
  - a) Line 1 contains the biographical information the school district/county/§4201 school submitted for matching.
  - b) Line 2 contains the Near Match indicator.
  - c) Line 3 contains the:
    - Medicaid CIN,
    - provider number of any other school districts /§4201 schools/counties that also submitted this student for matching,
    - exact spelling of the Medicaid client,
    - top line of the MMIS begin/end eligibility dates (Note-addition eligibility before the begin date could exist) and,
    - SSI indicator (if SSI is indicated, SSI consent would be needed).
- 3) If you are unable to determine if the student listed is the same student, contact DOH staff or the parent/guardian for additional information (CIN/county of residence) to help you determine if the student listed is your student.
- 4) If you determine that your student is listed on the report, submit, as a demographic "ADD", the name, date of birth, and gender **exactly as they appear on Line 3 of the report.**

**(b) MULTIPLE MATCHES FOUND: (Students identified with more than one CIN).**

- 1) More than one CIN is on the report because the biographical data submitted matches the biographical data on file for more than one CIN.
- 2) The multiple match report contains the following information:
  - a) Line 1 contains the biographical information the school district /§4201 school/county submitted for matching.
  - b) Line 2 contains the Multiple Matches Found indicator.
  - c) The subsequent lines contain the:
    - Medicaid CIN,
    - provider number of any other school districts /§4201 schools/counties that also submitted this student for matching,
    - exact spelling of the Medicaid client,

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<sup>1</sup> Client Identification Number

- top line of the MMIS begin/end eligibility dates and
  - SSI indicator (if SSI is indicated SSI consent would be needed).
- 3) If you are unable to determine if the student listed is the same student, contact DOH staff or the parent/guardian for additional information (CIN/county of residence) to help you determine if the student listed is your student.
  - 4) If you determine that your student is listed on the report, submit, as a demographic "ADD", the name, date of birth, gender, and CIN **exactly as they appear on the appropriate line (3, 4, and 5) on the report.**
- (c) **MATCH NOT FOUND: (Students whose biographical data submitted was not matched against the DOH eligibility file and did not fit the criteria as a Near or Multiple Match).**
- 1) These students may need to be reviewed for name spelling, date of birth and/or gender errors (date of birth and gender must match exactly).
  - 2) If you determine that your student is listed in error on the Match Not Found section, just submit the **correct name, date of birth, and gender per your software system requirements.**
  - 3) If a brother or sister is matched as a Medicaid client to a CIN, then you should look into why the student in question was not a match.

**CIN Transactions: (Students whom you have identified as eligible by ascertaining the CIN from another source).**

- (a) If you have an appropriate CIN for a student, but the student does not appear on the complete student eligible list
- 1) Submit the name, date of birth, gender, and CIN as a demographic "ADD" (according to your software requirements).
  - 2) This information must be submitted exactly as listed on the eMedNY or an inconsistent data error message will be generated and it can create a claiming problem.
- (b) You can then submit any appropriate claim after entering the appropriate CIN information.