Eligibility Pending EP1 List Fast Facts

Overview

While the Eligibility Review Contractor (ERC) is conducting the eligibility review, the ERC attempts to collect all needed documentation from the system access made available to the ERC reviewers. There are situations that arise in which additional documentation from the state is needed to complete the review. If the ERC reviewer determines that additional documentation is required, they will initiate an additional documentation request (ADR). By initiating the ADR, the case will appear on the Eligibility Pending (EP1) list in the State Medicaid Error Rate Findings (SMERF) system. The EP1 ADR provides details on the documentation needed from the state to complete the review.

When a case appears on the EP1 list, SMERF sends a "Pending Information Notification" PERM alert email to the state's designated eligibility contacts. The state has 30 calendar days to provide a response with the requested additional information; however, if no response is received within the first 14 days, SMERF will send "Eligibility Pending EP1 Reviews Aging" PERM alert emails to the state's designated eligibility contacts on Wednesday of each week as the items on the EP1 list age. The aging time period will be updated in the email notification for each 14-day period that the requests are pending (e.g., 1-14 days, 15-29 days, etc.).
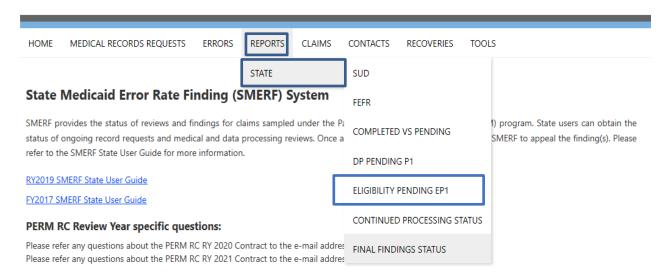
When the ERC receives a response to a case on the EP1 list, an eligibility reviewer evaluates the documentation to determine if the documentation provided is sufficient to close the request. While the reviewer evaluates the documentation, the PERM ID remains on the list.

If the documentation is determined to be sufficient, the reviewer closes the ADR, which will remove the corresponding PERM ID from the EP1 list. The ERC will use the provided information to complete the review; however, if the documentation is not sufficient, the reviewer may reach out to the state to provide further details and verify that there is nothing further the state wants to provide. If nothing further is provided, the reviewer will close the ADR and cite an error, which will remove the PERM ID from the EP1 list.

Viewing the Eligibility Pending EP1 list in SMERF

The state should review the EP1 list frequently. To view the list in SMERF:

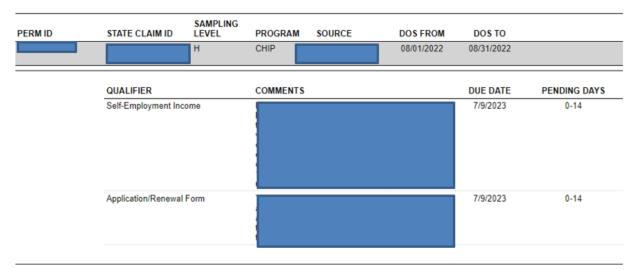1. On the SMERF main menu, click **Reports**, then click **State**, and then click **Eligibility Pending EP1**.

2. In the **Year** drop-down list, select the current review year and click the **Find** button.

The Eligibility Pending EP1 report appears, displaying the Eligibility Pending EP1 Report for the selected review year, which includes the PERM ID, State Claim ID, Sampling Level, Program, Sources, Date of Service (DOS) From, DOS To, Qualifier, Comments, Due Date, and Pending Days.

3. Export the report to Excel by clicking the **Export of Excel** button located directly above the report, selecting the desired fields to include in the report, and then click the **Open** or **Save** button at the bottom of the screen as appropriate.

4. Submit responses for eligibility pending EP1 requests:

   - The only method to submit documentation to the ERC in response to a request on the EP1 list is through the ERC's Secure File Transfer Protocol (SFTP).

     Note: Refer to *PERM ERC SFTP Fast Facts* document for instructions on how to register and use the SFTP.

   - Submit documentation in the format (.pdf, docx, etc.) that is most convenient to the state. The ERC will reach out if they are unable to access the particular document type.
   - Please do not email documentation to any of the PERM inboxes or representatives.
   - If the state is unable to obtain the needed documentation, the state can notify the ERC so that the applicable review can be completed accordingly.