

Stopping and Starting a Medicaid Card



Knowledge Base Article

Stopping and Starting a Medicaid Card

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Stopping and Starting a Medicaid Card

Overview

This article reviews how to stop and start a Medicaid card within the Ohio SACWIS system.

When a Medicaid span is created, the system automatically tracks the child's Medicaid card history.

Navigating to the Medicaid Card History

1. From the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Eligibility** tab.
3. Select the **Medicaid Eligibility** link. The **Child Selection** screen appears.
4. Click the **Person Search** button to locate the appropriate child.
5. Or, if you know the child's Person ID, you can enter the number in the **Person ID** field and click the **Go** button.

The screenshot shows the Ohio SACWIS interface. The top navigation bar has tabs: Home, Intake, Case, Provider, Financial (selected), and Administration. Below the Financial tab, there are sub-tabs: Services, Eligibility (selected), Payment, and Benefits. On the left sidebar, a list of links includes CRIS-E/OIES Inquiry, Eligibility/Reimbursability, Adoption Subsidy, Nonrecurring, PASSS, KPIP, Medicaid Eligibility (highlighted with a red box), CRIS-E/OIES Inquiry History, and Medicaid Mailing Info. The main content area is titled 'Child Selection' and contains a 'Person Search' button, a 'Person ID' field with a 'Go' button, and fields for 'Person Name', 'DOB', 'Title IV-E # / Medicaid Recipient ID', and 'Personal Representative'. A checkbox for 'Child has private insurance' is also present.

The **Child Selection** screen appears displaying the child's Medicaid history information.

6. To view the Medicaid eligibility details, click the **View** link.

Medicaid Eligibility History						
	Medicaid Type	Medicaid Recipient ID	Effective Date	Termination Date	Status	
view card	NON-IV-EFCM		03/01/2022		Active - SACWIS	
ODM 01958						

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As shown in green below, the **SACWIS IV-E Medicaid Eligibility Details** screen appears displaying the Medicaid card start date and the system-generated comments that say **Initial Generation from Medicaid Eligibility Record** in the **Comments** field.

Stopping a Medicaid Card

To stop a Medicaid card, complete the following steps:

1. On the **SACWIS IV-E Medicaid Eligibility Details** screen, click the **Stop Medicaid Card** button.

SACWIS IV-E Medicaid Eligibility Details

Medicaid Recipient Id: _____ Medicaid Type: * NON-IV-EFCM

Medicaid Effective Date: 03/01/2022 Medicaid Termination Date: _____

☒ Sent to MMIS Status: * Active

Medicaid Card History

Card Start Date	Card End Date	Comments
03/01/2022		Initial Generation from Medicaid Eligibility Record. 3

Start Medicaid Card Stop Medicaid Card

The **Medicaid Card Details** screen appears. The **Card End Date** field populates with the system date and **cannot be changed**.

2. Enter a narrative in the **Comments** field.
3. Click the **Save** button. This is required to save the record.

Card Start Date: * 03/01/2023 Card End Date: 12/31/2023

Comments: *

Spell Check Clear 4000

Save Cancel

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The **SACWIS IV-E Medicaid Eligibility Details** screen appears displaying the information as shown below.

The **Medicaid Card History** section now shows a card end date of 01/01/2024.

When the monthly CRIS job runs, the system will not send out a card for January 2024 because the card end date was entered **after** the Monthly Statewide cutoff date for Medicaid. However, the December Medicaid card would have already been generated (automatically) through the monthly recur process.

If the card end date was entered in November 2023 **before** the Monthly Statewide cutoff date for Medicaid, the card for December 2023 would be suppressed.

Important: To meet the CRIS cutoff date, the data needs to be entered into Ohio SACWIS by the 9th business day prior to the end of the month, except for in December when the cut-off falls on the 10th business day.

Example:

If End-Dated On	Dec Medicaid Card	Jan Medicaid Card
11/30/23	Already system generated	Stopped (suppressed)
11/10/23	Stopped (suppressed)	Stopped (suppressed)

4. When complete, click the **Close** button.

SACWIS IV-E Medicaid Eligibility Details

Medicaid Recipient Id: _____ Medicaid Type: * NON-IV-EFCM

Medicaid Effective Date: 03/01/2022 Medicaid Termination Date: _____

☒ Sent to MMIS Status: * Active

Medicaid Card History

Card Start Date	Card End Date	Comments
03/01/2022	12/31/2023	Initial Generation from Medicaid Eligibility Record: 3

[view](#)

Start Medicaid Card Stop Medicaid Card

Comments:

4000

Close

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Starting a Medicaid Card

To start a Medicaid card that has been previously stopped, complete the following steps:

1. Navigate to the **SACWIS IV-E Medicaid Eligibility Details** screen using the steps discussed earlier in this Knowledge Base Article.
2. Click the **Start Medicaid Card** button.

SACWIS IV-E Medicaid Eligibility Details

Medicaid Recipient Id: _____ Medicaid Type: * NON-IV-EFCM

Medicaid Effective Date: 03/01/2022 Medicaid Termination Date: _____

☒ Sent to MMIS Status: * Active

Medicaid Card History

Card Start Date	Card End Date	Comments
03/01/2022	12/31/2023	Initial Generation from Medicaid Eligibility Record. 3

Start Medicaid Card **Stop Medicaid Card**

The **Medicaid Card Details** screen appears. As shown in green below, the **Card Start Date** field populates with the system date and cannot be changed.

3. If needed, enter a narrative in the **Comments** field.

Note: Comments are optional when re-starting a Medicaid card, but if completed, the content is frozen upon saving the record.

4. Click the **Save** button.

Card Start Date: * 01/01/2024 Card End Date: _____

Comments: *

Spell Check Clear 4000

Save Cancel

The **SACWIS IV-E Medicaid Eligibility Details** screen appears as shown below.

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The **Medicaid Card History** section now shows a card start date of 01/01/24.

When the monthly CRIS job runs, the system will not send out a Medicaid card for January 2024 because the card start date was entered **after** the Monthly Statewide cutoff date for Medicaid. The February Medicaid card will be generated (automatically) through the monthly recur process.

If the Medicaid card start date was in December 2023 **before** the Monthly Statewide cutoff date for Medicaid, the card for January 2024 would be generated (automatically) through the monthly recur process.

To acquire a Medicaid card for January 2023, a temporary Medicaid card can be printed using Ohio SACWIS. To do so, refer to the steps in the next sub-section.

Important: To meet the CRIS cutoff date, the data needs to be entered into Ohio SACWIS by the 9th business day prior to the end of the month, except for in December when the cut-off falls on the 10th business day.

Example:

If Start Dated On	Jan Medicaid Card	Feb Medicaid Card
12/10/23	System generated	System generated
01/01/24	Stopped (suppressed)	System generated

SACWIS IV-E Medicaid Eligibility Details

Medicaid Recipient Id:

Medicaid Effective Date: 03/01/2022

☒ Sent to MMIS

Medicaid Type: * NON-IV-EFCM

Medicaid Termination Date:

Status: * Active

Medicaid Card History

Card Start Date	Card End Date	Comments
view 01/01/2024		

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Printing a Temporary Medicaid Card

To print a **Temporary Medicaid** card using Ohio SACWIS, complete the following steps:

1. Navigate to the **Child Selection** screen using the steps above.
2. Click the **Card** link in the appropriate row.

Medicaid Eligibility History					
	Medicaid Type	Medicaid Recipient ID	Effective Date	Termination Date	Status
view	NON-IV-EFCM		03/01/2022		Active - SACWIS
	card				
ODM 01958					

The **Document Details** screen appears.

3. Click the **Generate Report** button.

Document Details			
Document Category:		Document Title:	Medicaid Card
Work-Item ID:		Work-Item Reference:	
Task ID:		Task Reference:	
Document History			
ID	Date Created	Employee ID	Name
Document History			
Generate Report			

The **Medicaid Card** screen appears.

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4. In the **Effective Date** field, select the appropriate date.

Note: The list of dates represents each month that the span was open.

5. Click the **Generate Report** button again.

The screenshot shows a web form titled "Medicaid Card". Below the title is a field labeled "Effective Date: *" with a dropdown arrow. A red box highlights this field. Below the field are two buttons: "Generate Report" and "Cancel", both also highlighted with red boxes. The dropdown menu is open, showing a list of months from "JUNE 2022" at the bottom to "DECEMBER 2023" at the top. The list includes every month from June 2022 to December 2023.

The **Temporary Medicaid** card appears.

Click the **Save** button to save the report.

The screenshot shows a web browser window displaying a report titled "Your new Medicaid Card is attached below." The report text includes instructions to tear off the card, sign it, and keep it, along with contact information for the Consumer Hotline. At the bottom of the browser window, there are three buttons: "Save", "Cancel", and "Review Parameters". The "Save" button is highlighted with a red box.

Stopping and Starting a Medicaid Card

The screen shot below shows what a blank **Medicaid card** looks like.

**Carry your card with you all the time
so you can get medical care,
even in an emergency.**

**For help call the Consumer Hotline
at 1-800-324-8680
or TTY 1-800-292-3572.**

<p>Notice to Consumer: Please carry this card at all times and present this card whenever you request medical services. If this card is lost or stolen, contact the local county public children services agency at once.</p> <p>Notice to Providers of Medical Services: If there is evidence of tampering or if this card is damaged, contact the local county public children services agency or check the Provider MITS Portal for eligibility. Questions regarding claims for service or eligibility should be directed to Provider Services at 1-800-686-1516.</p> <p>Note: Use the Billing Number on all claim submissions.</p> <p>Customer's Signature:</p> <hr/>	<table><tr><td>County</td><td rowspan="4">Ohio Medicaid</td></tr><tr><td>Case/Category/Sequence</td></tr><tr><td>Eligibility Begin Date</td></tr><tr><td>Void After Date</td></tr></table> <p>Ohio Department of Medicaid medicaid.ohio.gov</p> <p>Consumer Hotline: 1-800-324-8680 (or TTY 1-800-292-3572)</p>	County	Ohio Medicaid	Case/Category/Sequence	Eligibility Begin Date	Void After Date
County	Ohio Medicaid					
Case/Category/Sequence						
Eligibility Begin Date						
Void After Date						

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov.