

**Huerfano County Department of Human Resources
PARIS Research and Prior Aid Procedure**

Policy Title: PARIS Research and Prior Aid Procedure	Effective Date: 12/17/2024 Revision Date:
Policy Program Area Department of Human Services (All Units)	Authorizing Signature

REASON FOR POLICY

Federal Regulation 42 CFR 435.403(a) says a State must provide medical assistance to eligible residents, including residents who are absent from the State. Federal Regulation 42 CFR 435.403(m) prescribes that the State where the member is physically located is considered the State of residence. Federal Regulation 42 CFR §435.945(d) requires all State eligibility systems to review the Public Assistance Reporting Information System (PARIS) to check whether members may be receiving duplicate benefits in one or more states. Federal Regulation 42 CFR §433.400(d)(1)(ii) requires that States must take reasonable measures to determine residency before terminating medical assistance.

DEFINITIONS

Applicant-an individual who is seeking an eligibility determination for Medical Assistance through the submission of an application.

CBMS - Colorado Benefits Management System is the computer system that is utilized to determine an applicant or member's eligibility for public assistance in the state of Colorado.

Eligibility Site-a location outside of the the Department of Health Care Policy and Financing that has been deemed by the the Department of Health Care Policy and Financing as eligible to accept applications and determine eligibility for applicants or members.

Eligibility worker-individual who is authorized to determine an applicant or member's eligibility for public assistance in the state of Colorado.

HCPF-the Department of Health Care Policy and Financing. The single State agency designated to administer the Colorado Medical Assistance Program under Title XIX of the Social Security Act and Colorado statutes.

Medical Assistance- all medical programs administered by the Department of Health Care Policy and Financing.

Member-a person who is eligible for or receiving a Medical Assistance Program. “Member” is used interchangeably with “recipient” and “client” when the person is eligible for the program.

PARIS-Public Assistance Reporting Information System; federal matching program that checks if public assistance recipients may be receiving duplicate benefits in one or more states.

POLICY STATEMENT

A PARIS match is considered an indicator of a potential residency change but is not considered verification of a residency change. HCDHS must reach out to the individual to confirm continued residency in Colorado. When residency becomes questionable between two states that cannot determine where a member resides, the State where the member is physically located is considered the State of residence. HCDHS is not permitted to delay eligibility determination while researching a PARIS match.

PROCEDURE

PARIS

1. Assistance Payments Unit Technicians will review PARIS with every application, change report and renewal.
 - a. A member who has never received benefits will not appear on a PARIS match at application.
 - i. Members must be actively receiving assistance for the PARIS interface to match with an individual.
 - b. Project 7175 modified the PARIS interface process for all Medical Assistance categories to post to the Residency page in CBMS.
 - i. When the PARIS Interface process updates the Residency page, a VCL will be sent out to the member requesting residency verification.
 - ii. Residency can be self-attested by the member.
 - iii. If a member fails to provide verification for residency, the member will be terminated for failure to provide verification.
2. PARIS information is not considered verified upon receipt and must be manually verified before any adverse case action is taken. Verification of the information is required before any adverse action can be taken.
 - a. Pending eligibility determination is considered an adverse case action, HCDHS will not delay the eligibility determination and move forward while researching the match and allow CBMS to issue a Verification Checklist (VCL).

PRIOR AID

1. If an applicant or member indicates they have or may have had assistance in another state, HCDHS may not require proof of benefits closure as a condition of continuing the eligibility determination.
 - b. HCDHS may ask for clarification and should assist the client in resolving their prior aid status.

3. HCDHS will not manually enter, pend or close a case if prior aid information is reported by an applicant.
 - a. HCDHS will assist the member in closing their prior aid case and case comment on the prior aid.
4. When there is a PARIS match, CBMS will automatically generate a Verification Checklist (VCL) for residency.
 - a. If the applicant/member fails to respond to the residency VCL, the case will close via the automated CBMS process.

MONITORING

Monitoring will be completed through quality assurance and quality control case reviews.

STAFF TRAINING

New Assistance Payments Unit staff will be trained by the Assistance Payments Unit Supervisor. Current staff will be trained as needed in response to Case Reviews. All staff review procedures and policies annually. Records of training are kept in employee files.