

AZTECS

Registration

Deskaid eBook



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The intent of these handouts is to clarify, reinforce, and illustrate the policy and procedures you will be learning in training. They are not to take the place of program policy located in the FAA Policy Manual.

Equal Opportunity Employer Program
For alternate Format/Reasonable Accommodations
Contact your Local Office Manager

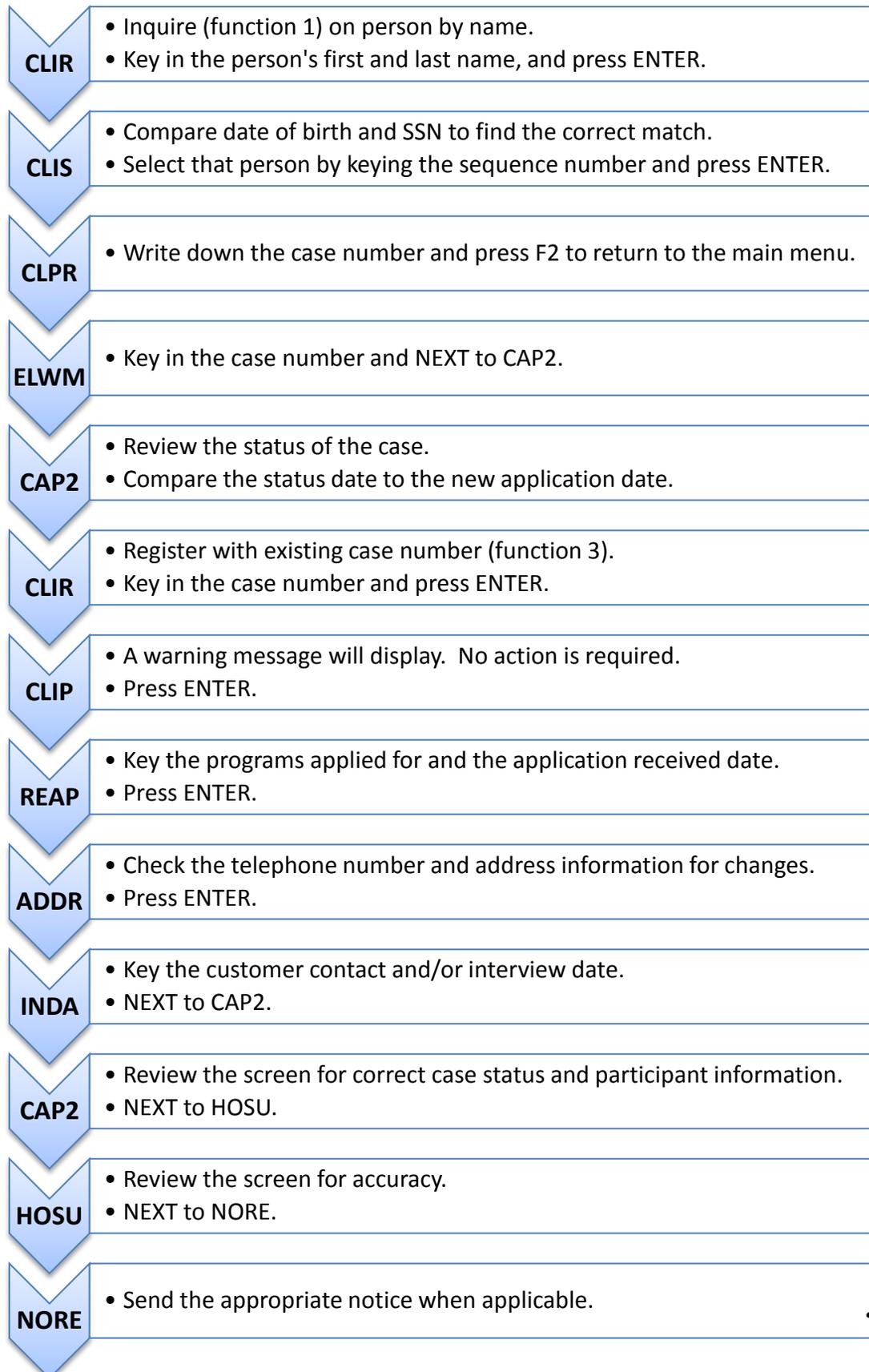
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hold down the **Ctrl** key and left click to follow the link.

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Quick Registration

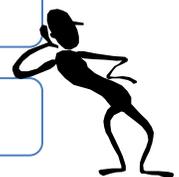
The customer must be known to AZTECS. The customer's case must have been closed or denied within the four months before the month in which the application is received.



Not-So-Quick Registration

The customer must be known to AZTECS. The customer's case must have been closed or denied more than four months before the month in which the application is received.

CLIR	<ul style="list-style-type: none"> • Inquire (function 1) on person by name. • Key in the person's first and last name, and press ENTER.
CLIS	<ul style="list-style-type: none"> • Compare date of birth and SSN to find the correct match. • Select that person by keying the sequence number and press ENTER.
CLPR	<ul style="list-style-type: none"> • Write down the case number and press F2 to return to the main menu.
ELWM	<ul style="list-style-type: none"> • Key in the case number and NEXT to CAP2.
CAP2	<ul style="list-style-type: none"> • Review the status of the case. • Compare the status date to the new application date.
CLIR	<ul style="list-style-type: none"> • Re-inquire on person by name and press ENTER.
CLIS	<ul style="list-style-type: none"> • Select the correct person and press ENTER.
CLPR	<ul style="list-style-type: none"> • Key Y in "To Save this Client for Registration" field and press ENTER.
CLIR	<ul style="list-style-type: none"> • Repeat steps 6 - 8 for each person. • Register with existing case number.
CLIP	<ul style="list-style-type: none"> • Press ENTER.
REAP	<ul style="list-style-type: none"> • Key the programs applied for and the application received date. • Press ENTER.
ADDR	<ul style="list-style-type: none"> • Check the telephone number and address information for changes. • Press ENTER.
INDA	<ul style="list-style-type: none"> • Check for accuracy and NEXT to CAP2.
CAP2	<ul style="list-style-type: none"> • Review the screen for correct case status and participant information. • NEXT to HOSU.
HOSU	<ul style="list-style-type: none"> • Review the screen for accuracy. • NEXT to NORE.
NORE	<ul style="list-style-type: none"> • Send the appropriate notice when applicable.



Long Registration

The customer may be known to AZTECS as a child or participant in another case.
The customer cannot have his or her own case in AZTECS already.

CLIR

- Inquire (function 1) on person by name.
- Key in the person's first and last name, and press ENTER.

Remain on CLIR

- An edit message "No client found using Surname" will display.
- Save new client for registration (function 2) and key the remaining demographic information (SSN, DOB, sex).
- Press ENTER.

Remain on CLIR

- Repeat steps 1 - 5 for each person on the application.
- Register with a new case number (function 4) and key the office, unit, and caseload information.
- Press ENTER.

CLIP

- A warning message will display. No action is required.
- Press ENTER.

REAP

- Key the programs applied for and the application received date.
- Write down the case number.
- Press ENTER.

ADDR

- Key the telephone number and address.
- Press ENTER.

INDA

- Key the customer contact and/or interview date.
- NEXT to CAP2.

CAP2

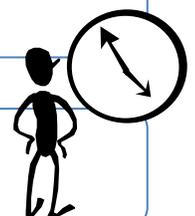
- Review the screen for correct case status and participant information.
- NEXT to HOSU.

HOSU

- Review the screen for accuracy.
- NEXT to NORE.

NORE

- Send the appropriate notice when applicable.



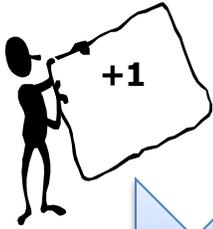
Renewal Registration

The customer must be known to AZTECS.

The customer's case must be OPEN and have at least one program due for renewal.

CLIR	<ul style="list-style-type: none"> • Inquire (function 1) on person by name. • Key in the person's first and last name, and press ENTER.
CLIS	<ul style="list-style-type: none"> • Compare date of birth and SSN to find the correct match. • Select that person by keying the sequence number and press ENTER.
CLPR	<ul style="list-style-type: none"> • Write down the case number and press F2 to return to the main menu.
ELWM	<ul style="list-style-type: none"> • Key in the case number and NEXT to CAP2.
CAP2	<ul style="list-style-type: none"> • Review the status of the case. • Compare the renewal due date to the current system month.
RERE	<ul style="list-style-type: none"> • Key in the application date below each program due for renewal. • The next screen that displays will be CLIP, ADDR, or INDA depending on the case details.
CLIP	<ul style="list-style-type: none"> • A warning message will display. No action is required. • Press ENTER.
ADDR	<ul style="list-style-type: none"> • Check the telephone number and address information for changes. • Press ENTER.
INDA	<ul style="list-style-type: none"> • Key the customer contact and/or interview date. • NEXT to CAP2.
CAP2	<ul style="list-style-type: none"> • Review the screen for correct case status and participant information. • NEXT to HOSU.
HOSU	<ul style="list-style-type: none"> • Review the screen for accuracy. • NEXT to NORE.
NORE	<ul style="list-style-type: none"> • Send the appropriate notice when applicable.





Add a Program

The customer must be known to AZTECS.
The customer's case must have at least one OPEN program.

CLIR

- Inquire (function 1) on person by name.
- Key in the person's first and last name, and press ENTER.

CLIS

- Compare date of birth and SSN to find the correct match.
- Select that person by keying the sequence number and press ENTER.

CLPR

- Write down the case number and press F2 to return to the main menu.

ELWM

- Key in the case number and NEXT to CAP2.

CAP2

- Review the status of the case.

APMA

- Key the programs applied for and the application received date.
- Key the benefit proration date when applicable and press ENTER.

ADDR

- Check the telephone number and address information for changes.
- Press ENTER.

INDA

- Key the customer contact and/or interview date.
- NEXT to CAP2.

CAP2

- Review the screen for correct case status and participant information.
- NEXT to HOSU.

HOSU

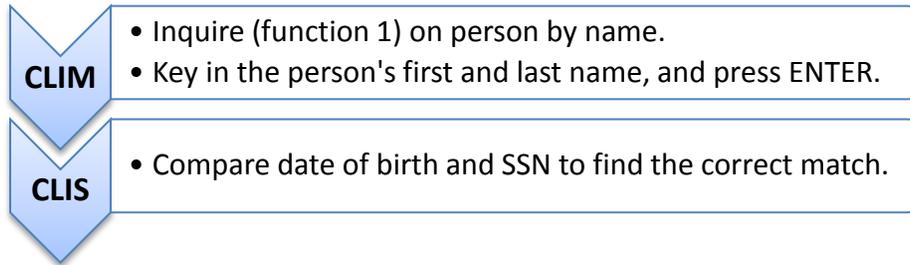
- Review the screen for accuracy.
- NEXT to NORE.

NORE

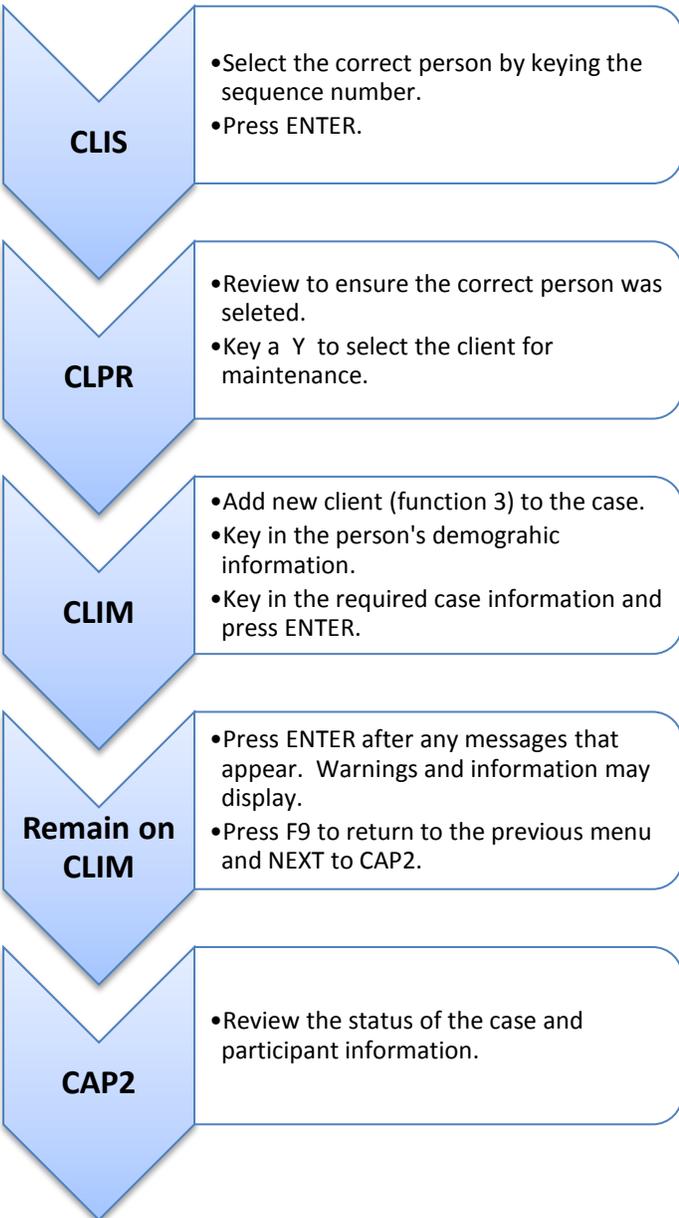
- Send the appropriate notice when applicable.

Add a Person

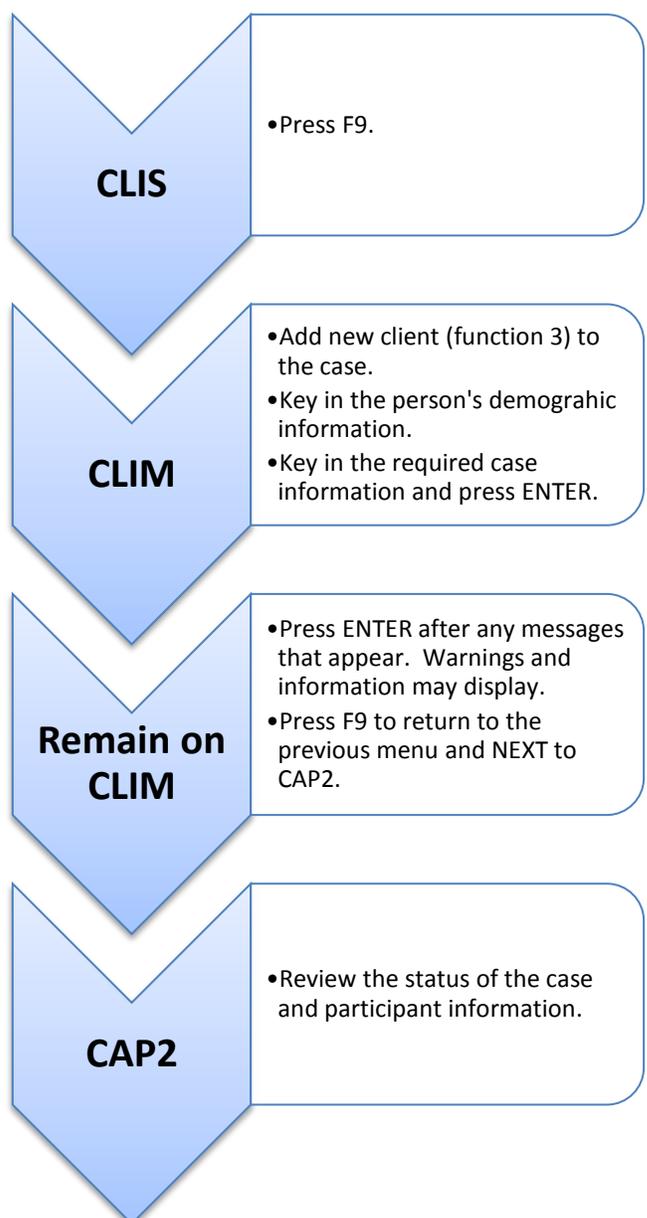
Follow this process when a new application was registered without all the required participants.
 Follow this process when a renewal application is registered with new participants.



When a match **IS** found on CLIS:



When a match is **NOT** found on CLIS:



NOTE: When adding a person to any month prior to the Current System Month, the added person's name will NOT appear on CAP2. Review SEPA in the month the client was added.

Adding an Unborn



When inquiring or creating an unborn participant during registration:

- Enter the name using the format listed below.
- Do NOT select a match on the CLIS screen.

CLIM

- Inquire (function 1) on person by name.
- Key in the mother's last name as the surname and "Unborn" as the given name*.
- Press ENTER.

CLIS

- Do NOT select an unborn from the list.
- Always press F9.

CLIM

- Add new client (function 3) to the case.
- Key in the estimated delivery date as the date of birth and U for the sex.
- Key in the required case information and press ENTER.

**Remain on
CLIM**

- Press ENTER after any messages that appear. Warnings and information may display.
- Press F9 to return to the previous menu and NEXT to CAP2.

CAP2

- Review the status of the case and participant information.

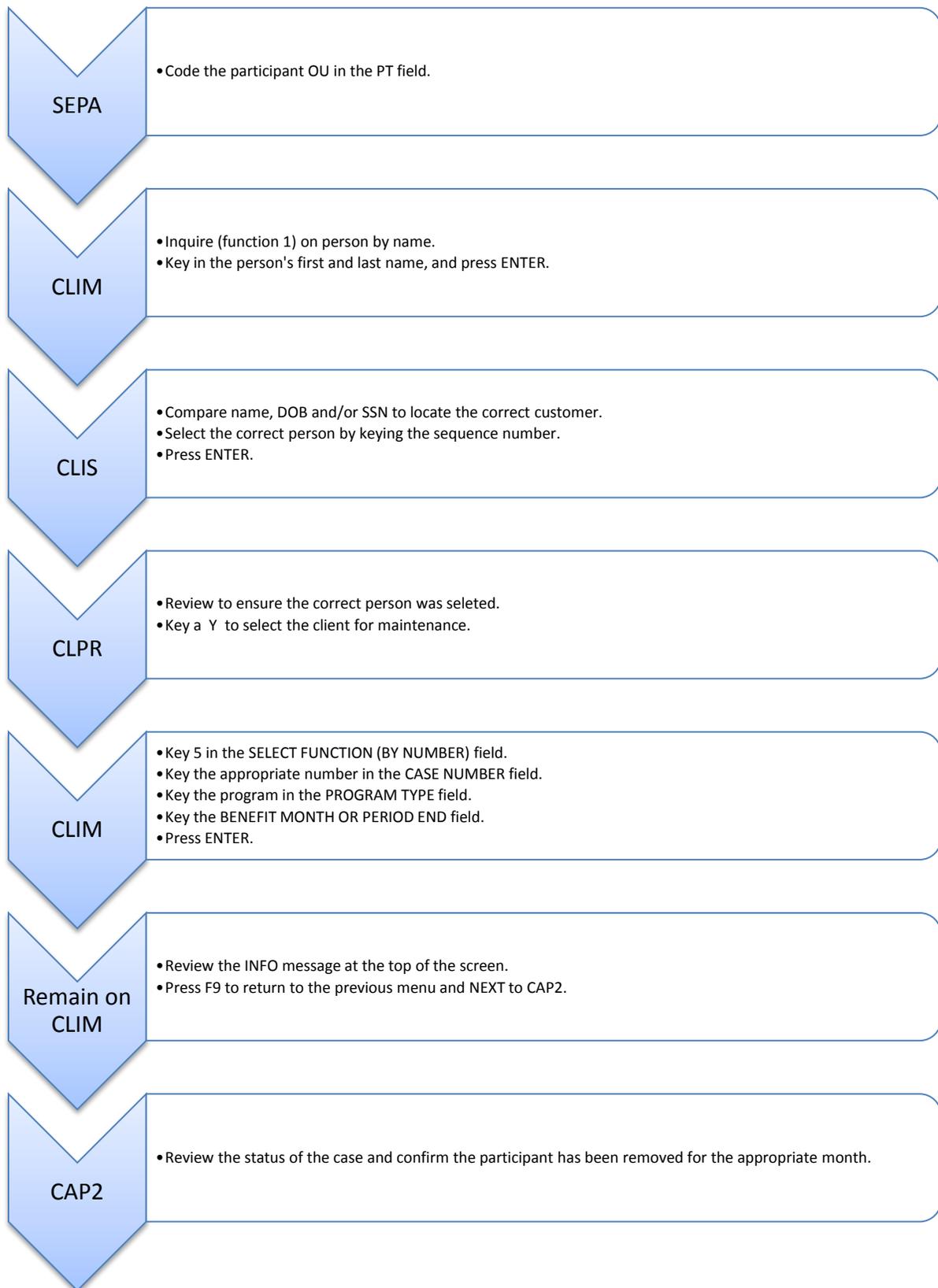
* When more than one child is expected add the correct number of unborn children, identifying them as UnbornA, UnbornB, etc.



NOTE: When adding an unborn to any month prior to the Current System Month, the added participant's name will NOT appear on CAP2. Review SEPA in the month the client was added.

Remove a Person

Follow this process when participants must be removed from a household.
 Note: A PI cannot be deleted from a case. When a PI leaves the home, the remaining participants need to complete the application process.



Referral Sources & Codes

CA- Arizona Community Action Association (ACAA)	FO- Faith-Based Organization	NA- Northern Arizona (RBHA)
CP- Community Partnership of Southern AZ	GA – Greater Az. BHA	NV- Navajo (RBHA)
CS- Children’s Rehab. Services	GS- Grocery Store/Retailer	PH – Phoenix Community Assistance
DC- Department of Corrections	HF- Health Fair	PR- Baby Arizona Provider Application*
DM – Desert Mission Food Bank	IO- Immigrant Outreach Orgs.	RC – Resource Center
DR- Disaster Recovery	KC- Kids Care	RW – Ryan White foundation
EB- HEAplus – Small business	KF- Kinship Foster Care (REF/DCYF)	SI – Services Integration
EH – HEAplus – Hospital	KG – Kinship Guardian (IVE)	SN – AZSNAP
EP – HEAplus – Public version	KS- Kinship Care	TR – Tribal (RBHA)
ER – HEAplus – RHBA	LP – Legal Permanent Guardian	UW – United Way (Tucson/S. Arizona)
EZ- HEAplus - FQHC	MG – Magellan Health Services of Az.	VA- Veterans’ Administration
FB- Food Bank	MT – Medicaid transfer	W1- FAA Website Application
FC- FAA Customer Service Unit	MW- Meals on Wheels	W2- ACAA Website Application

* As of 10/1/2013, AHCCCS is no longer processing Baby Arizona applications.



Application and INDA Dates

Type of Application	Application Date	Interview Date Keyed on INDA
<p>Hospitalized (Applicant was admitted as a patient)</p>	<p>Application date is the earlier of the following: The date the applicant signed and dated the application in the hospital, or The date documented on the hospital admission or face cover sheet when the applicant did not date the signed application.</p>	<p>Application Date</p>
<p>Treat and Release (Applicant was treated in the emergency room)</p>	<p>Application date is the earlier of the following: The date the applicant signed and dated the application in the hospital, or The date documented on the hospital admission or face cover sheet when the applicant did not date the signed application.</p>	<p>AZTECS auto-populates 30 days from the application date</p>
<p>Kinship Care</p>	<p>The date the application is either faxed or submitted in person to the local office.</p>	<p>Application Date</p>

