MEDICAID COMMUNICATION NO. 13-10     DATE: November 15, 2013

TO: County Welfare Agency Directors

SUBJECT: PR-1- Web Enabled Process

The PR-1 form outlines post-eligibility information and indicates if there is available income to offset the cost of long term care. With the input of County Welfare Agency (CWA) staff, the Division of Medical Assistance and Health Services (DMAHS) and the Division of Aging Services (DoAS) developed, along with Molina, a new PR-1 web enabled process. As of the date of this Medicaid Communication, the PR-1 paper form will be replaced by this web enabled PR-1 process. Attached is a screenshot of the new PR-1, which looks very similar to the existing form. The pilot counties currently using the electronic PR-1 have been very satisfied with the ease of this process.

This new process will cut the time of case processing through the use of “workbooks” within the application to calculate the post eligibility treatment of income, PEME, etc... Once the information is completed, it will go directly into the supervisor’s “queue” to be approved, if there are any errors that are found, it will immediately be sent back to the worker for correction. After approval, the information will be immediately accessible to view and retrieve by any other agencies that may need it.

All staff will need to be approved annually for access to this system using an Access Request Form that is submitted by supervisors to the DMAHS Luczac Data Center. The workers will receive a unique username and a generic password from the Data Center. The first time someone uses this program, they will have to log-in at the NJMMIS.com website and change their generic password to a unique one. Once the password is changed, the worker will be able to access the PR-1 program on NJMMIS.com or https://usttn-njadmwweb.dhs.state.nj.us/. According to our pilot county who has been using this program for several months, the Department of Human Services website moves much faster than the NJMMIS site. However, at this point in time, there is an issue with the security certificate on this site and there will be a message that says “There is a problem with this website's security..."
To get to the right page you must then click on the message that says “Continue to this website, (not recommended),” this will bring you right to the PR-1 log in screen.

To assist you in learning these new procedures, there is a PR-1 Guide available on the NJMMIS website. Attached is a screenshot of the NJMMIS web page that shows where to find this User’s Guide. Molina has also developed a training presentation on using this program. Additional copies of the training presentation can be requested by contacting Molina’s training department through the Help Desk at 1-866-339-8720.

If you have any other questions regarding this Medicaid Communication, please refer them to Joseph Gramlich, of the Office of Information Systems at 609-588-2791.

Sincerely,

Valerie Harr
Director

VH:m
c: Jennifer Velez, Commissioner
   Department of Human Services

   Allison Blake, Commissioner
   Department of Children and Families

   Mary E. O'Dowd, Commissioner
   Department of Health

   Dawn Apgar, Deputy Commissioner
   Department of Human Services

   Lowell Arye, Deputy Commissioner
   Department of Human Services

   Lynn Kovich, Assistant Commissioner
   Division of Mental Health and Addiction Services

   Liz Shea, Assistant Commissioner
   Department of Human Services

   Joseph Amoroso, Director
   Division of Disability Services

   Jeanette Page-Hawkins, Director
   Division of Family Development

   Nancy Day, Deputy Director
   Division of Aging Services
# Statement of Available Income for Medicaid Payment

**Home** | **Complete New Request** | **In Progress Forms** | **View Submitted Forms** | **View Rejected Forms** | **View Approved Forms** | **Logout**
---|---|---|---|---|---|---

**Medicaid Number** | **SSN** | **Last Name** | **First Name** | **Elig Eff Date**
---|---|---|---|---

**LTC Facility**: 
**LTC Facility Address**: 
**Form ID**: 132045/5/6/6/4

**Agency Code** | **Redetermination Date** | **Reason** | **Resources Available**
---|---|---|---

**Insurance Info/Clients HIP**: 
**Spouses SSN**: 

**Type**:
- M-Married Couple same LTCF
- N-Medically Needy
- F-Foreign Pension
- G-VA AA
- P-VA Improved Pension

**Note**: 

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### Worksheet 1


### Worksheet 2

### Worksheet 3

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### Responsible Party

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>Address 1</td>
<td>Address 2</td>
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<td>City</td>
<td>State</td>
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</tbody>
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**Worker**

<table>
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<td>Signature Date</td>
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**Supervisor**

<table>
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Welcome to the NJ PR-1 system. Please select from options in the navigation or enter a search below.

Search for approved PR-1 forms by Social Security Number: [ ]
Search for approved PR-1 forms by Case Number: [ ]
Search for approved PR-1 forms by Form Number: [ ]