

**County of San Diego, Health and Human Services Agency (HHSA)  
County Medical Services (CMS) Program Guide**

**Case Handling**

**Number**

**02.09**

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**Background**

As of July 1, 2008, CMS eligibility determinations are automated. Workers enter applicant information directly into the CMS IT System. There is no paper case file created.

**Policy:**

**A: Case Number Assignment**

The CMS IT System assigns case numbers to each applicant. The applicant retains this case number throughout the lifetime of their CMS case.

**B: Hospital Outstationed Services (HOS) cases**

HOS is unique in that the workers may have a CMS IT case and a Medi-Cal automated CalWIN case. Case handling is different depending on the status of the applicant's Medi-Cal eligibility.

| <b>When the...</b>                                    | <b>The HOS worker...</b>   |
|---|--|
| FBU contains only adults,                             | Creates a case in the CMS It System.   |
| Applicant is an ineligible member of a Medi-Cal case, | Creates a separate CMS case in the CMS IT system. The CMS FBU will consist of the CMS applicant, his/her spouse and all natural or adoptive minor children living in the home. |

**Other Program Impact:**

None

**Reference(s):**

None

**Sunset Date:**

This policy will be reviewed for continuance by 04/30/2019.

**Release Date:**

April 04, 2016