

# Eligibility and Enrollment

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## Reviewing an Approved PAE:

- Enter in the PAE Control Number in the PAE Search Box.
- Click on the PAE Control Number (also Item ID Number).
- **Click on the “Request Info” tab (located halfway down the page) to review the following information:**
  - State
  - Current Status
  - Approval Reason
  - Approved Effective Date
  - Approved End Date
- **Click on the “Related Items” tab, on the far right of the ribbon.**
  - Click on the “Generated Attachments” tab.
  - Click on the Approval Letter or any other letter you wish to review.
  - In order to print the letter scroll to the bottom of the letter under attachments and click on the name of the letter.
  - Print the letter.

## Reviewing Enrollment:

- Enter in the PAE Control Number in the PAE Search Box.
- Click on the PAE Control Number (also Item ID Number).
- **Click on the “Request Info” tab (located halfway down the page):**
- Scroll down to the “Authorization to Enroll in Choices” section on the PAE. This section will show the following Info:
  - Enrollment Status
  - Enrollment Approval
  - Enrollment Comments
  - Enrollment Effective Date
- **Click on the “Enrollment” tab, located to the right of the “PAE” tab in the ribbon.**
- Review the DHS-Medicaid Eligibility information as necessary. The section will show the following Info:
  - Caseworker: Caseworker’s TPAES User Name
  - Medicaid Eligibility Status:
    - Pending- Used to show enrollment decision is waiting for a financial eligibility decision.
    - Approved- Used to show financial eligibility is approved
    - Denied- Used to show financial eligibility is denied

- Eligibility Category: Only completed when Medicaid is approved. Used by TennCare enrollment team.
- Institutional Eligibility: Only completed when Medicaid is approved. Used by TennCare enrollment team
- Patient Liability: Amount of monthly patient liability obligation
- Comments: Additional comments by eligibility caseworker
- Effective Date of Medicaid Eligibility: Financial eligibility approval effective date is entered here
- IE Effective Date: Approval effective date of immediate eligibility
- Effective Date of NF Vendor Payments: Used to show when TennCare reimbursement of LTSS can begin
- Effective Date of Patient Liability: Effective date of patient liability obligation