COMPLETING AN ABE APPLICATION FOR LTC FACILITIES

John Spears IL Dept. of Healthcare & Family Services 8/27/2014



Outline

- Using the ABE System
 - What to have handy
 - Registering as a Community Provider
 - Registering the Applicant as a User
 - Authorized Representatives
 - Completing the Application
 - Uploading Documents
 - Finalizing the Application

ABE - Application for Benefits Eligibility

- Apply for medical, SNAP or cash benefits online
- Upload verification documents with app
- Partially complete and save return later
- Automatically referred to correct state office
- Usually takes 30-45 minutes to apply

Abe.illinois.gov

Things you want to have on hand

- Income information
- Resource Information
- Immigration information for individuals who are not U.S. citizens
- Completed Form 3654 or any other documents you want to upload

Information does <u>not</u> have to be uploaded but may reduce state processing time

Obtain 3654 Form Online

ams Forms : Medical Programs Numerical Listing of Forms - Microsoft Internet Explorer provid	ded by State of Illinoi	
. http://www2.illinois.gov/hfs/MedicalProvider/MedicalProgramForms/Pages/medicalnumer	c.aspx	▼ 🔤 4
🚖 🙋 State of Illinois Enterprise 🖉 Web Slice Gallery ▾		
rams Forms : Medical Programs Nu		<u> </u>
HFS 2803 Optical Prescription Order (pdf) (OC	<u>R)</u>	
HFS 3082 Request for Drug Prior Approval For	m (pdf)	
HFS 3082A Refill Too Soon Prior Approval Work	<u>ksheet (pdf)</u>	
HFS 3127 Request For Inappropriate Level Of	<u>Care Payment (pdf)</u>	
HFS 3137 SLF Program Notice of Involuntary E	Discharge (pdf)	
HFS 3411A MCH Primary Care Provider Agreem	<u>ent (pdf)</u>	
HFS 3411C Advance Practice Nurse (APN) Cert	fication and Collaborative Agreement For	m (pdf)
HFS 3461 Augmentative Communication System	ms Client Assessment Report (pdf)	
HFS 3640 Augmentative Communication System	ms Assessment Review Checklist (pdf)	
HFS 3641 Long Term Care Facility Third Party	Liability (TPL) Payment Transmittal (pdf)	
HFS 3654 Additional Financial Information for	Long Term Care Applicants (pdf)	
HFS 3654S Spanish Additional Financial Information	nation for Long Term Care Applicants (nd	F)
HFS 3701E Questionnaire for TENS Unit (pdf)		
HFS 3701F C-PAP/BiPAP Renewal Questionnal	State of Illinois Department of Healthcare and Family S	Gervices
UEC 2701C Creatial Desubitus Mattrees Quest		L FINANCIAL INFORMATION
		G TERM CARE APPLICANTS
		HFS USE ONLY

Save and complete for each applicant

NSTRUCTIONS	HFS USE ONLY
Read carefully and follow all instructions.	DHS CASE No.
< Answer ALL questions completely and accurately. (PLEASE PRINT) < Sign the document.	
< Name of LongTerm Care facility if applicable	OIG USE ONLY
 If submitted by hospital/LTC facility, provide the date of admission and actual or expected date of discharge 	OIG CASE No.
Submitting hospital/LTC facility name	DR:
	DC:

http://www2.illinois.gov/hfs/MedicalProvider/MedicalProgramForms/Pages/medicalnu meric.aspx

Medical Forms



Navigating the ABE System

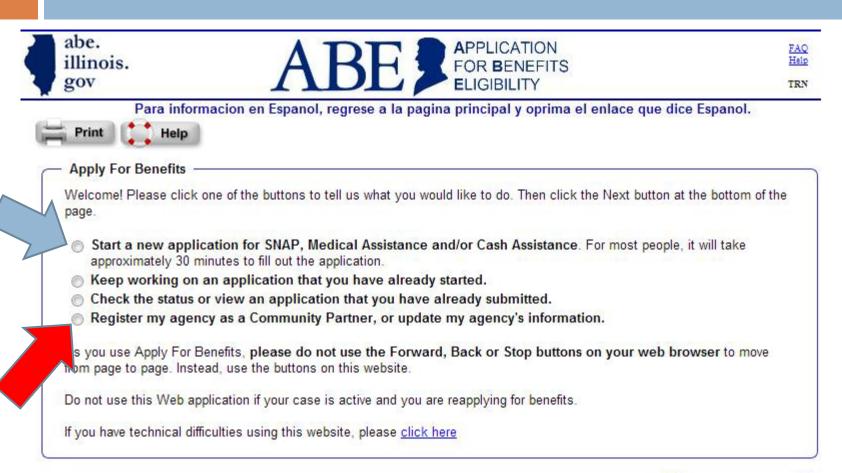
abe. illinois.	Δ	RE PLICATION FOR BENEFITS	E. H
gov	1	ELIGIBILITY	TR
Pa	ra informacion en Espano	l, regrese a la pagina principal y oprima el enlace que dic	e Espanol.
Print			
- Using This We	ebsite		
Here are some	tips for using this website.		
On each page, as if you were t		st you can. If you are using this website for someone else, answ	ver the questions
You will see so page.	me questions with a star (*)	next to them. You must answer these questions before you can	go on to the next
	use the Forward, Back or You can click on these to mo	Stop buttons on your browser. Instead, use the ACCESS but ve between pages.	tons at the bottom
Next	Next	Click the Next button when you are done with a page and read questions.	y for the next
Back	Back	Click the Back button if you need to go back to a page to char	nge your answers.
Exit	*S Exit	You will see this item after submitting your online application. button will take you to the home page, where you will be able t of your application as well as your benefits.	
Save & Exit	Save & Exit	When you are using Apply For Benefits, you will see this butto most pages. Click this button if you are ready to stop using Ap We will give you a choice: you can save your application to co can continue to work on it, or you can submit it to the DHS offi application date.	oply For Benefits. me back later, you
Along the way	you will see these items, too	0	
Help	Help	Click the Help button if you have a question about what we are do not know how to answer a question.	asking or if you
Progress Bar	35%	The progress bar shows you how close you are to being done.	
If you have not	used a computer very much,	click here to practice.	
	to get started, click the close		

Close Window

ABE Homepage



Starting an Application





Register as a Community Provider

gov IDL	ELIGIBILITY
	ELIGIDILITY
Para informacion en Espanol, regrese a la par	gina principal y oprima el enlace que dice Espanol.
Print Help	
Helping With Applications	
Welcome! As a public, private, or non-profit agency in Illinois, yo	ou may register as a Community Partner
resources in a passio, private, et nen pront agenay in minister, ye	a may register de a commany r annor.
Community Partners help Illinois residents apply online for benef applications.	fits by providing a computer or one-on-one assistance with
appications.	
By registering as a Community Partner, you will get an agency i	
	ency number and pre-till it into each application that is submitted. ers, click <u>here</u> to go to apply for Benefits and enter your agency
To register your agency as a Community Partner, click here All	employees and volunteers helping applicants must agree to
keep information obtained confidential. Information that must be	kept confidential, even after an individual leaves the Community
Partner, includes, but is not limited to, the following: personal de user passwords. If your organization is unable to fully comply wi	
Community Partner.	an and requirement, you are not anowed to register as a
To update your agency's registration information, please enter yo	our agonov number and passoods, then click the Go button
To update your agency's registration information, please enter yo	our agency number and passeode, then click the Go button.
Agency Number :	

Community Partner Registration

Community Partner Registration Successful

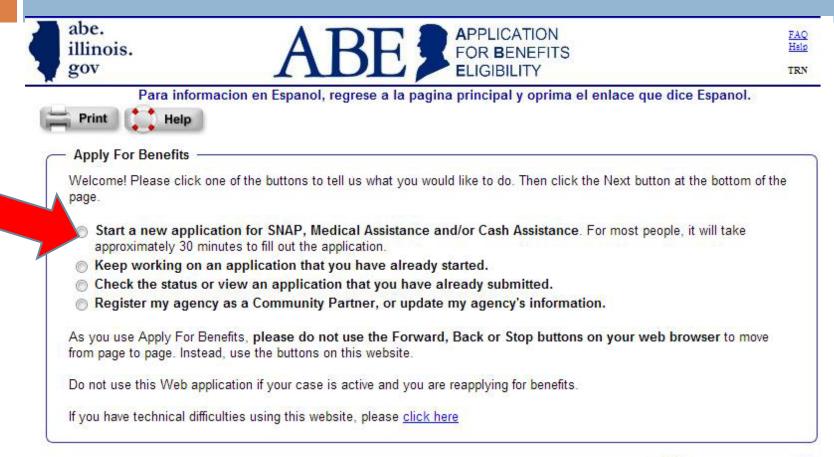
Thank you for registering as a Community Partner. Your Agency Number is: 8 Next

Application Status

	Home I Am I Elizib	le? Apply For Benefits	
	Home Ann Eligit		gout 🔚 Print
Hello, john. You are logged in.			
Welcome			
Welcome. This page gives y	you a quick look at the status of	vour application for SNAP. Cash	Assistance and Healthcar
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Coverage. If you are ready to end your	ABE session, be sure to Logou		Assistance and Healthcar
Coverage. If you are ready to end your	ABE session, be sure to Logou Applications?		Assistance and Healthcar
Coverage. If you are ready to end your	ABE session, be sure to Logou		Assistance and Healthcar

HFS Home | DHS Home | HFS Brochures and Forms | DHS Forms | DHS Brochures

Start an Application





Create a Personal Account

Each application needs a separate account

Para info	200 Aug	e a la pagina principal y oprima el enlac	e que dice Espanol.
Create An Account			
Before you get started	on your application, it is a good	d idea to create a secure account. This shoul	d take just a few minutes.
		on and come back to it later. We will also sav our application, you will not lose all of the wo	
		Illinois Department of Human Services and th ve will keep your information private and secu	
Please click one of the	buttons to tell us what you wo	uld like to do. Then click the Next button at t	he bottom of the page.
	nt so you can save your applica s of your application after you s	ation and come back to work on it later. You submit it.	can also use this account
O II and a sector sector	r existing account. If you have a	an account	

Setup the Individual's Password

- Step 1: Your Name -	8 - 1 - 1 - 1	
Please fill in your name b	pelow.	
	∗ First Name :	
	Middle Initial :	
	Last Name -	ABE will address the
	* Last Name :	Applicant by this name
		throughout the application
- Step 2: User ID and Pa		I password. For both of these, you should choose someth
To log in to your account that's easy for you to ren Keep in mind that you wi	, you will need to create a user ID an nember but hard for other people to gu Il need your user ID and password as	d password. For both of these, you should choose someth less. you start your online application. So it is a good idea to v
To log in to your account that's easy for you to rem	, you will need to create a user ID an nember but hard for other people to gu Il need your user ID and password as	ess.
To log in to your account that's easy for you to ren Keep in mind that you wi	, you will need to create a user ID an nember but hard for other people to gu Il need your user ID and password as	ess.
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To log in to your account that's easy for you to ren Keep in mind that you wi	, you will need to create a user ID an nember but hard for other people to gu II need your user ID and password as im in a safe place.	you start your online application. So it is a good idea to v
To log in to your account that's easy for you to ren Keep in mind that you wi	, you will need to create a user ID an nember but hard for other people to gu II need your user ID and password as im in a safe place. * User ID :	you start your online application. So it is a good idea to v
To log in to your account that's easy for you to ren Keep in mind that you wi	, you will need to create a user ID an nember but hard for other people to gu II need your user ID and password as im in a safe place. * User ID :	you start your online application. So it is a good idea to v This must be 5 to 20 letters and/or numbers.

Account Confirmation





FAQ TRN

Para informacion en Espanol, regrese a la pagina principal y oprima el enlace que dice Espanol.

- Congratulations! -

You have created an account marydoe.

- Next Step -

To start working on your application, you will need to log in using your new user ID and password. Click here to log in.

Fraud Reminder

abe. illinois. gov	ABE	APPLICATION FOR BENEFITS ELIGIBILITY	<u>FA</u> TR
o, Mary. You are log <mark>g</mark> ed i	n. 🚔 Print 🚺 Help	la pagina principal y oprima el enla	ce que dice Espanol.
Fraud Penalty Affidav	it		
	e to complete the online appli f your understanding and acce	ication, you must read the following ptance.	Penalty Affidavit and
	ormation on this form is subject to nation, I may be subject to crimin	o verification by federal, state, and local on a lo	officials. If I intentionally give
		equired to repay the amount wrongfully re o show proof of any information I have gi	Contraction of the second s
By checking this bo	ox you are certifying that you hav	ve read, understand and accept the pena	Ity statement above.
Report fraud for Cash SN	NAP & Medical Assistance		

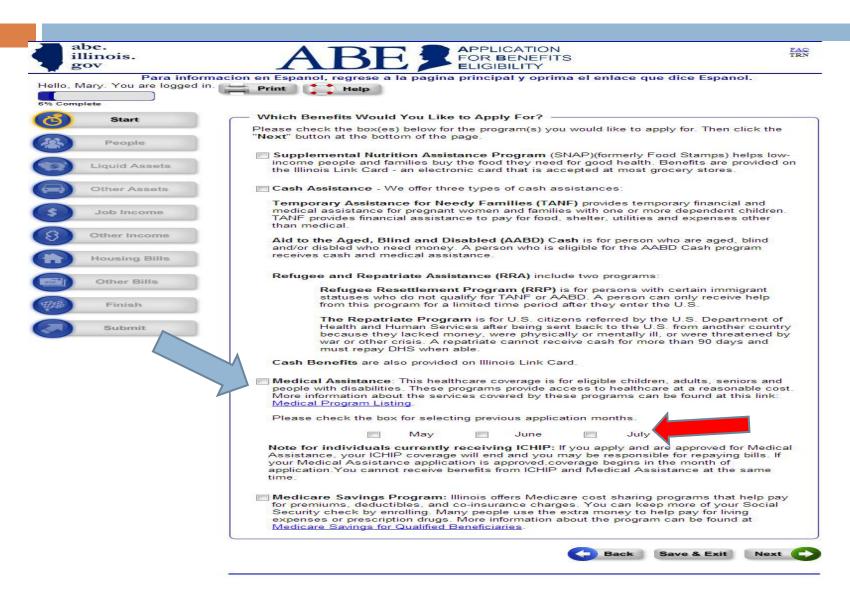
Application Assistance

abe. illinois. gov	ABE PPLICATION FOR BENEFITS ELIGIBILITY
	ara informacion en Espanol, regrese a la pagina principal y oprima el enlace que dice Espanol. ^{logged in} . (Print) (Help
Start	Using Our Self Service Site
People	Before you get started, we would like to know more about how you are using this site. If you are using this site from your own computer, you can skip these questions and click Next below.
Liquid As	Community Agencies
Other As	and you are working with an agency, please ask them for their number
Job Inco	e and enter here.
Other Inc	ne Applying on Your Behalf
Housing	
Other Bi	inclusion of the call apply on container percently
Finish	 My legal guardian Someone who has power of attorney for me None of the above
Submit	

Approved Representatives

Start	You have told us that yo		ply for you and act as your approv he or she can apply for you.	ed
People	To do this, you will need		e and contact information. Also, bo	th you
Liquid Assets				
Other As	Contact Information			
Other As	Please tell us more abor	ut your approved representati	ve.	
Job Income	* First Name :	Middle Initial :	* Last Name :	
Other Income	Street Address: :			
Housing Bills				
	City :	State : Illinois	Zip Code :	
Other Bills	Phone Number:	E	xt :	
Finish	Email Address :			
Submit	— Signatures ———			
	Applicant's Signature			
			dical and/or SNAP benefits for me nformation that my representative	
	I understand that an elec same way as a written s		ne legal effect and can be enforced	in the
	By checking this box	and typing my name below,	I am electronically signing this for	m.
	First Name :	Middle Initial :	Last Name :	
	Approved Representat		I am electronically signing this for	m.
7	First Name :	Middle Initial :	Last Name :	

Applying for Medical Programs



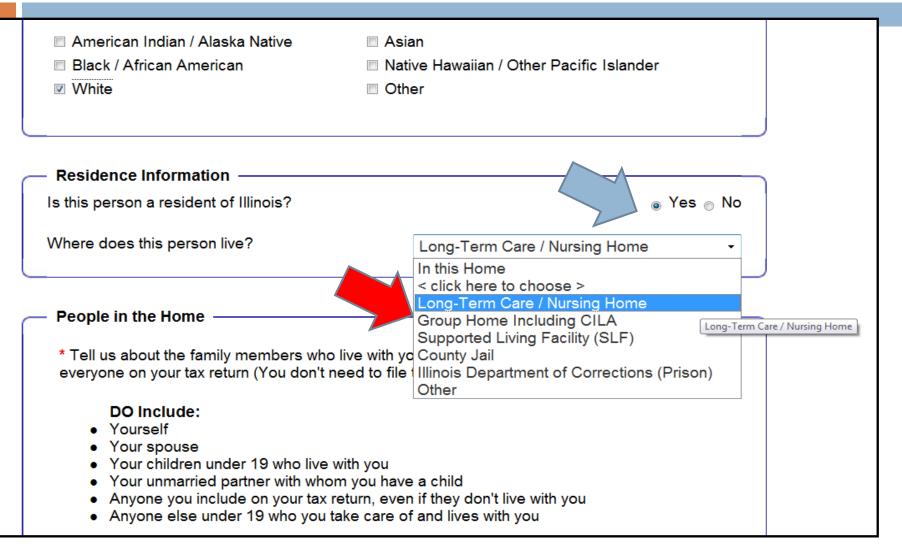
Applicant Information

Getting Started

Let's get started on the application! First, please give us some basic information about you.

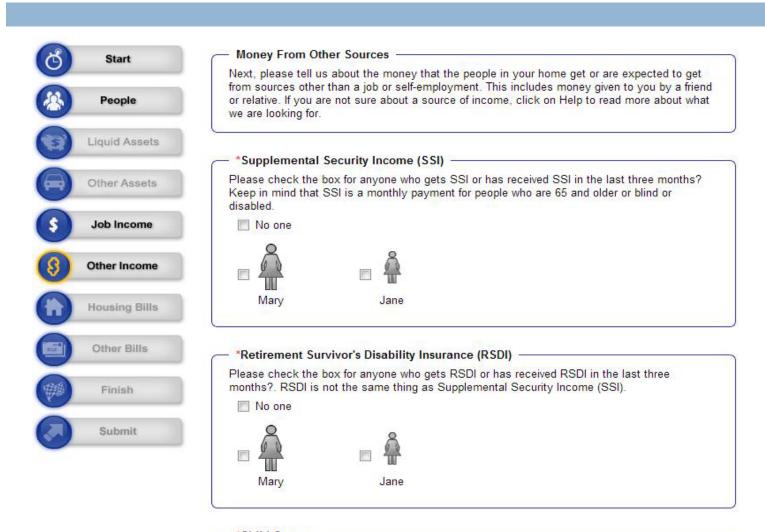
* First Name :	Middle Initial :	* Last Name :
Gender :	⊚ Male ⊚ Fem	ale
* Date of Birth :		MM DD YYYY
* Please Confirm Date of	of Birth :	MM DD YYYY
Social Security Number		
	fits, you will get notices from to let us know whether we sh panish.	
* What county do you li	ve in2	< click here to choose > -

Where does the Person Live?

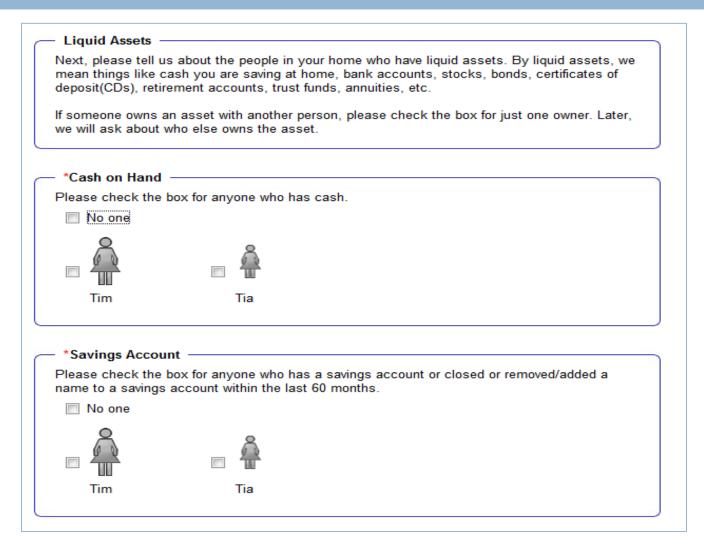




Income Entry



Resource Entry



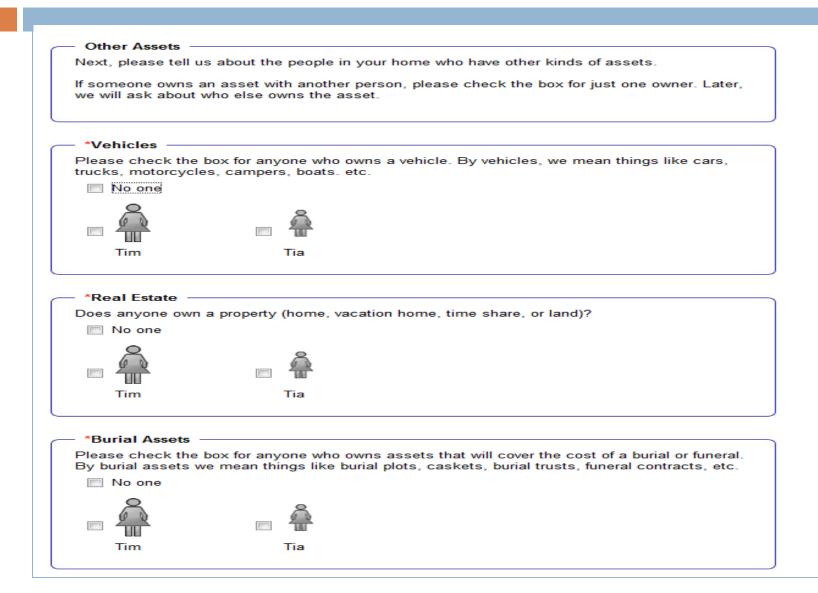
Resource Questions

- Other Liquid Assets

Next, please check the box(es) to tell us which type(s) of other asset(s) each person owns or has sold/given away in the last 60 months. Keep in mind that if an asset has more than one owner, you only need to tell us about that asset once. If you need to know more about a type of asset listed below, please click the Help button.

	Trusts and/or annuities	Savings bonds, stocks or mutual funds
â	IRA, Keogh, 401(k) or deferred compensation account(s)	Money Market Accounts
T	Lawsuit that may bring money	Certificates of Deposit(CDs)
Tim	Other (tax refund, mineral/oil rights, nursing home accounts, promissory notes/loans, reverse mortgages, etc.))
	notes/loans, reverse mortgages, etc.))

Types of Resources



Resource Detail Questions

More About Tia's Home / Building.	
Please tell us a little bit more about Tia's home / building.	
Does Tia live in this home / building? Keep in mind that you should only answer yes if this is Tia's primary residence.	🔘 Yes 🍥 No
If you answered no because Tia is staying in a nursing home, hospital, o other care facility, does Tia plan to return to this home / building?	or 💿 Yes 💿 No
Does Tia's spouse live in this home / building?	🔵 Yes 💿 No
What is the fair market value of Tia's home / building?	\$
How much does Tia owe on this home / building?	\$
Is this home / building listed for sale?	💿 Yes 💿 No
Home / Building Address What is the address of this home / building? The household address (100 Avon Ave, Chicago, IL 60901) Other	
What is the address of this home / building? The household address (100 Avon Ave, Chicago, IL 60901) Other	
What is the address of this home / building?	īa. If the joint owner lives
What is the address of this home / building? The household address (100 Avon Ave, Chicago, IL 60901) Other Other Other Owners Please check the boxes for anyone who owns the home / building with T in your home but is not listed below, <u>click here</u> . Someone outside of the home	īa. If the joint owner lives
What is the address of this home / building? The household address (100 Avon Ave, Chicago, IL 60901) Other Other Please check the boxes for anyone who owns the home / building with T in your home but is not listed below, <u>click here</u> .	īa. If the joint owner lives

Medical Expenses

<pre></pre>		for Benefits Eligibility (ABE) Medical Expense Type Selection - Microsoft Internet Explorer provi	
<pre> for control</pre>		IIIInois.gov/abe/access/accesscontroller/Id=0.02073047041318743	
		linois Department of He 🖉 DHS OneNet Human Servi 🥂 Google 👰 DHS OneNet Cash. SNAP 🍏 📅 HFS. Home 🍘 DH	S Website 🚳 State of IL 🗿 CMS Intranet 👰 Veteranc' Affairs 🚳 Government Legislative Br
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Sart Please check the box for all of the medical bills that each person is responsible for paying Propie Liquid Assets Other Assets John John John Medical, dental and vision serves Prescribtion drugs and pescribtion Other Assets Other Insome Other Bills Other Bills Define Bills			
Liquid Assets Other Assets Other Assets Job Job Job Other Assets Job Other Assets Job Other Assets Job Steps: Prescription drugs and prescribed over-the-counter medication premiums Other Bills Verter Bills Verter Bills Verter Bills	Start	tender and the second	
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Other Income Save & Exit Next Housing fails Next Image: Save & Exit Next Other Bills HES Homs DHS Homs HES Brochuess and Form DHS Forms DHS Brochuess Finish Finish	Job Income	John over-the-counter medication	
Housing Bills Hest Start Next Other Bills HESt Home DiSt Home HESt Repolues and Forms DiSt Biophurse Finish		premiums	
Other Bills	Other Income	😪 Back Save & Exit Next 📀	
Other Bulls. Finish	Housing Hills		
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	Contri bitte		
Submit	Finish		
	Submit		

Additional Information

abe. illinois gov	•	ABE PPLICATION FOR BENEFITS ELIGIBILITY
Hello, john. You 98% Complete	are logged in.	Print Help
Star	rt	Additional Information In the box below, you can provide us with any additional information that may help us with your
Peop	ble	application. Space is limited, so please be brief.
Liquid A	Assets	
Other /	Assets	
5 Job In	come	
(S) Other I	ncome	
Housin	g Bills	•
Other	Bills	Back Save & Exit Next
Finis	sh	HFS Home DHS Home HFS Brochures and Forms DHS Forms DHS Brochures
Subr	nit	

Offer of Illinois Voter Registration Application -

* If you are interested in registering to vote, you may complete the Illinois Voter Registration Application (Illinois Voter Registration Application — SBE R-19)

- Illinois Voter Registration Application (English Version) (pdf)
- Aplicación Para Registro De Votantes De Illinois (Spanish version) (pdf)
- 伊利諾州選民註冊申請 (Chinese version) (pdf)

and return it to your local election office or your Family Community Resource Center.

- Office Information -

Based on the information you provided in your application, the system will send your application to the following DHS/HFS office:

South Loop FCRC 1112 S WABASH CHICAGO IL 60605-2351 Phone Number: (123) 456-7890

If you would like to be served at an alternate office, please select your office of choice from the list below:

-

Service Office:

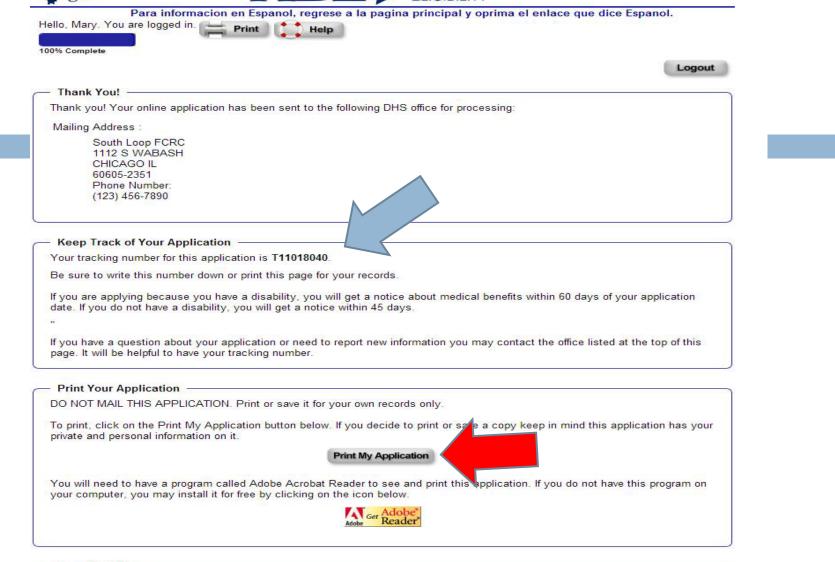
SOUTH LOOP FCRC

Electronic Attestation

I have agreed to submit this application by electronic means. By signing this application electronically, I declare under penalties of perjury that my answers are correct and complete to the best of any knowledge and belief. I also declare the following:

- I understand the questions and statements on this application.
- I have read and understand my Rights and Responsibilities in the box above.
- I understand the penalties for giving false information.
- I understand that upon verification of my information, this attestation will have the same legal effect and can be enforced in the same way as a written signature.
- * By checking this box and typing my name below, I am electronically attesting to the information in the application.

* First Name :	Middle Initial :	* Last Name :	
		05	
		Back	Submit



Your Next Steps

Based on the application you submitted, here are some steps that you may take to help us process your application. Click Next to continue.



View and Submit Types of Proof

View and Submit documents to confirm the information you provided in you request.





ABE – Upload Documents

	Hello, Alberto. You are	<u>Home Am I Eligible? Apply For Benefits Logout</u> logged in.	Frint Help		
1	Summary of Application for T10120022 This section lists information you have given us, and other details.				
	Information	Details	Action		
		Application Summary	View and Print		
		View and Submit Types of Proof Based on the application you submitted, you can View and submit documents to confirm the information provided in your request. Click Next Steps to continue.	Next Steps		
J	Summary of Application for T10120022 Back to ABE				
		HFS Home DHS Home HFS Brochures and Forms DHS Brochures	√ Trusted		

Provides the ability to upload the 3654 online, as well as other supporting documents needed for the application.

Submitting Documents

Submit Your Documents

Your worker may ask for proof of some of the things you told us in your application. We have created a list of the types of proof that you may need to provide. If you have already submitted any documents, you may not need to submit them again. Check the boxes for the types of proof that you wish to upload now. Keep in mind that your worker may ask for additional proofs.

Who	Proof That May Be Needed	Examples of Documents That May Serve as Proof	
		Provide one of the following de Passport,Certificate of Natural Citizenship (N-560 or N-561)o federally recognized Indian tril If these are not available provi column for each U.S. citizen:	ization,Certificate of US or a document from a be.
		Place of birth	Identity
		Certified copy of a birth certificate from the state or county where the person was born Final adoption decree	Driver's License
			State issued ID card
	Proof of Citizenship		School ID
		shows a place of birth Papers showing the person was employed by the U.S. government before 1976.	U.S. Military ID
			U.S. military dependent card
			Other government ID (city,county or state issued)
			For children under age 16, school or daycare records, or a parent or guardian's signature on this application
	Proof of Illinois Residency	Illinois driver's License, rent/ le receipt, utility bill, document fro Homeland Security, medical m home owners insurance, state shelter, property tax bill, emplo enrollment records, mail docu within last 30 days with illinois name and addresss.	m U.S. Department of ecords/ clinic cards, ment from homeless byment records, school ment showing postmark
	Proof of SSN	Social Security Card	
	Proof of living with	Proof of a child living with a pa	arent or caretaker relative

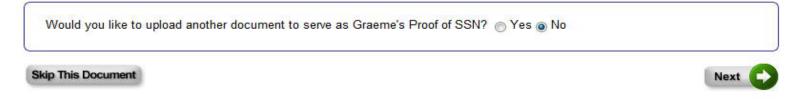




Para informacion en Espanol, regrese a la pagina principal y oprima el enlace que dice Espanol.

Home | Am I Eligible? | Apply For Benefits | Logout

Mary's Proof of SSN		
lease upload documents that prov	ide Mary's Proof of SSN.	
and the second s	- And	This Document' at the bottom of the page.
	ot meet all program rules. Your work	
* What type of document is this?	Social Security Card	
displayed below.	rowse, and then select the file. The	
What file types are supported?		
	4	
	rowse	
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FAQ

ABE Issues

https://abe.illinois.gov/?POP_UP=Y - Illinois.gov - IL Application for	or Benefits Eligibility (AB - Microsoft Internet Explorer p	
abe. illinois. gov ABE	APPLICATION FAO FOR BENEFITS ELIGIBILITY	
Step1: Tell us about yourself		
* First Name	* Last Name	* User ID
Step 2: Tell us how can we contact you * Email Address	OR * Telephone	
		E
Step3: Tell us about your inquiry/issue		
* Type of Inquiry/Issue	< Click here to choose >	
* How can we help ?		·



ABE Application Handbook

http://www2.illinois.gov/hfs/SiteCollectionDocumen ts/GuideABECommPartners.pdf

Final Questions?

