

## **Plan First Update: Proof of Citizenship**

**Satellite Conference and Live Webcast  
Thursday, August 31, 2006  
2:00 - 3:30 p.m. (Central Time)**

**Produce by the Alabama Department of Public Health  
Video Communications and Distance Learning Division**

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## **Plan First Birth Certificate Applications**

## **General Information**

- **What birth certificates do the Alabama Center for Health Statistics have?**
  - Began collecting births in 1908.
  - Only births occurring in Alabama.
- **What if I need a birth certificate from another state?**
  - Refer to “Where to Write for Birth Records” Booklet.

## **General Information**

- **What information is needed on the birth certificate application form?**
  - Give as much information as possible.
  - Spell out all names, even middle names.
  - List father’s full name even if he may not be listed on the birth certificate.
  - If county of birth is unknown, list city or hospital name.

## General Information

- Why is so much information needed?
  - Approximately 60,000 or more birth certificates filed each year.
  - Many names are similar or the same.
  - Spelling variations between how the customer spells name and how it is recorded on birth certificate.
  - Giving as much information as possible increases chances of birth certificate being located and located quickly.

## County Registrar Instructions

- Receive properly completed “Plan First” birth certificate application
  - CHS Sample A.
  - CHS Sample B.
- No fee required to be paid by Plan First worker
  - No receipt number placed on these applications.
  - Billing handled at State Central Office.
  - County will get appropriate fee split.

## County Registrar Instructions

- Sign and date the application.
- Place application face up in the ViSION machine.
- Press the following 4 keys in the order listed:
  - Blue, blue, right arrow →, green.
  - When you press the right arrow →, you will see the words “Plan First” in the small scanner screen.
- Request is transmitted to the center.

## County Registrar Instructions

- You will receive one of the following:
  - Two (2) ‘Government Use Only’ copies of the requested birth certificate on long white paper (CHS Sample C).
  - One (1) copy of a “Certificate of Failure to Find” on long white paper (CHS Sample D).
- You will not receive pink certified copies for a properly processed Plan First request.

## County Registrar Instructions

- Give both copies of the long white birth certificate or the one copy of the long white “Certificate of Failure to Find” to the Plan First worker.
- Retain original Plan First application as you would all paid applications.

## County Registrar Instructions

- What if I get pink certified copies instead of long white copies?
  - Do not give the pink certified copies to the Plan First worker.
  - Complete a registrar response form using the control number of the pink copy.
  - Check “Unable to Issue”.
  - In comments section write “Plan First” (CHS Sample E).

### **County Registrar Instructions**

- What if I get pink certified copies instead of long white copies?
  - Sign and date Registrar Response Form.
  - Send the registrar response form using the regular ViSION key sequence.
  - Now send the Plan First application again using the Plan First key sequence of:
    - Blue, blue, right arrow →, green.

### **County Registrar Instructions**

- What if I get the wrong birth certificate on long white paper?
  - Do not give the wrong long copies to the Plan First worker.
  - Complete a Registrar Response Form using the control number of the long white certificate (CHS Sample F).
  - Check “Incorrect Certificate”.

### **County Registrar Instructions**

- What if I get the wrong birth certificate on long white paper?
  - In comments section write the appropriate comments to explain what is wrong, such as “Got the birth certificate for Charlie Smith, requested Charlene Smith” (CHS Sample G).
  - Sign and date Registrar Response Form.
  - Send Registrar Response Form using the Plan First key sequence of:
    - Blue, blue, right arrow →, green.

### **County Registrar Instructions**

- Why is there a special ViSION machine key sequence for Plan First applications?
  - This key sequence designates the application as a “Plan First” application.
  - System automatically generates reports of “Plan First” applications received by county for billing purposes.

### **County Registrar Instructions**

- Why is there a special ViSION machine key sequence for Plan First applications?
  - Unless the application comes to CHS as a “Plan First” application, the county will not receive their split of the fee for processing requests and issuing copies.

### **Certificates Received**

- What is a “Certificate of Failure to Find?”
  - In this case, the Center for Health Statistics was unable to locate a birth certificate for the individual listed on the Plan First application.
  - The “Certificate of Failure to Find” serves as an official declaration that there is no record on file in our office for the record requested.

### **Certificates Received**

- The birth certificate copies have the word “Deceased” on them (CHS Sample H)
  - The record you requested indicates the individual is deceased.
  - If you believe the record was marked “Deceased” incorrectly, notify the vital statistics registrar.

### **Certificates Received**

- The birth certificate copies have the word “Deceased” on them (CHS Sample H)
  - Follow up will be performed to determine if the birth certificate was inadvertently marked “Deceased”.
  - If the record was inadvertently marked “Deceased” you will get new copies of the birth certificate with the word “Deceased” removed.

### **Isn't This Medicaid's Problem?**

- Family Planning Women covered by Medicaid
  - Prior to Plan First
    - 15%
  - After Plan First
    - 63%
- Plan First is a collaboration between ADPH and Medicaid.

### **New Requirements for Applicants**

- Completed Plan First application.
- Verified copy of picture ID.
- Verified copy of birth certificate.

### **Verification Statement**

- “This certified document has been verified by ADPH”
  - Followed by your signature and the date in red ink.
- This statement must be on all proof of identity and proof of citizenship documents.

### **Who Can Verify Documentation?**

- Any ADPH Employee

### **New Application Process**

- Complete application for Plan First.
  - All sections must be completed at this time except for the signature.
- Copy the application.
- Obtain original signature on both copies.
- Date stamp both copies to protect the date of service.
  - Include county health department.

### **New Application Process**

- Obtain two copies of a picture ID.
- Write in red on both copies “This certified document has been verified by ADPH”, sign and date.
- Complete the new Plan First application for an Alabama birth certificate.
  - For women born in Alabama.
- Obtain the two “Government” copies of the birth certificate.
- Sign and date both copies in red.

### **New Application Process**

- Lavender applications:
  - Mail to the Plan First Eligibility Unit in Montgomery:
    - Completed lavender application, with date stamp and original signature.
    - Copy of the verified picture ID.
    - Copy of the verified birth certificate.

### **New Application Process**

- Blue SOBRA applications:
  - Give to the out-stationed worker.
    - Completed SOBRA application.
    - Copy of the verified picture ID.
    - Copy of the verified birth certificate.

### **Keep for Your Records**

- Copy of the Plan First application with original signature and date stamp.
- Copy of the verified picture ID including the verification statement written in red.
- Copy of the verified birth certificate with initials and date written in red.

### **What About Women Born Out of State?**

- Obtain completed application - date stamped and original signatures.
- Obtain two copies of the picture ID - including the verification statement in red, date and your signature.
- Provide assistance regarding how to obtain their birth certificate.

### **What About Women Born Out of State?**

- Hold application until the birth certificate is obtained by the client and verified by state agency.
- Do not send in an application without both proof of citizenship and proof of identity.

### **Recertification**

- Advise clients that there will be an annual recertification.
  - Pink recertification form for women with no children.
  - Yellow recertification form for women with children.
- For this year they will need to provide proof of citizenship and identity.
  - Only need to provide this documentation once.

### **Recertification**

- Use the same process for requesting birth certificates for women born in Alabama if needed.
- This documentation will need to be verified.
  - Verification statement.
  - Date and your signature.

### **What to Do With Recertification**

- Pink recerts:
  - Mail to the Plan First Recertification Unit in Montgomery.
    - Completed recertification form.
    - Verified documentation.
- Yellow recerts:
  - Will need to see the SOBRA out-stationed worker.