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Commissioner**

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August 1, 2011

**MEDICAID MANUAL (OFI Policy Manual, Volume II) Transmittal NO.43**

**TO:** County Departments of Family and Children Services  
State DFCS Staff

**FROM:** Rachelle Carnesale, Division Director  
Division of Family and Children  
Services

**RE:** Medicaid Policy Updates/Changes

**PURPOSE:** For all COA's, Section 2010 was updated adding DCH to agencies we can share information with, and information on handling Medicaid cases of DFCS employees. Section 2054 was updated with current GAMMIS/HP contact information and information for providers filing claims for EMA recipients. Section 2215 was updated to clarify that adopted or biological children born out of the U.S. to a U.S. citizen by either birth or naturalization are U.S. citizens. The list of agencies that can view original documents was updated, and clarifications made that an immigrant whose 40 qualifying quarters are being used cannot be undocumented. Section 2706 was updated with new policy regarding the verification of unearned income at renewal. Section 2750 was updated with newest procedures for completing the exparte cases completed forms, and with the correct report numbers and timeframes for when the exparte reports are generated. Minor changes were made to Sections 2030, 2051, 2060, and 2065.

For ABD, Section 2133 was updated with the forms that must be included in the KB packet and how GMCF will handle incomplete packets. Section 2407 received clarifications on what a properly funded QIT means. Appendix L was updated with the newly revised Long Term Care Unit processes. Minor changes were also made to Section 2555.

For Family Medicaid, Section 2067 was updated to state that an applicant for Presumptive eligibility receiving PCK or P4HB will have their application processed and updated in GAMMIS. Section 2174 was updated with instructions for screening newborn IDs in GAMMIS. Appendix J was updated with instructions for linking SUCCESS client IDs with GAMMIS IDs for Presumptive pregnant women and Newborns, instructions for coding EMA cases, and valid values for coding unearned income at review. Minor changes were also made to Section 2196.

No changes were made for Children in Placement.

In the Forms section, the latest revisions of the 238, 315, 705,706 and 706 instructions, KB Cover Letter, QIT worksheet and QIT Trustee Guide were added. New forms for deleting Members from the Q-Track and RSM Exparte lists were also added.

**UPDATES:**

**MANUAL TRANSMITTAL 43**

<b>Section</b>	<b>Instructions for Manual Maintenance</b>	<b>Page</b>	<b>Comments</b>
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2010	Remove and Replace	2-3	Pg. 2-added DCH to list of agencies that we can share information with. Pg. 3- Added paragraph on how to handle employee cases.
2030	Remove and Replace	1	Removed references to DMA, changed references from ACS to HP and CIC to HP Member Contact Center.
2051	Remove and Replace	2-3	Pg. 2- Added reference to Section 2706 regarding verification of unearned income at renewal. Pg. 3- Added statement that applicant must be given opportunity to provide proof that vehicle value is less than book value.
2054	Remove and Replace	4-5	Added reference to Appendix J for SUCCESS EMA coding procedures, updated GAMMIS/HP contact information and added updated information about providers filing EMA claims.
2060	Remove and Replace	1-7	Added 632W and Women's Health Medicaid review form to list of acceptable applications. Changed all A/R references to applicant/member
2065	Remove and Replace	1-7	Changed all A/R references to applicant/member.
2067	Remove and Replace	2,4	Pg.2-Added to note that if applicant is receiving P4HB or PCK, presumptive will be competed and updated in GAMMIS. Pg.4-Added reference to Appendix J for instructions on PE linking.
2133	Remove and Replace	1-4,6	Pg. 1- Added NOW/COMP to last paragraph under basic considerations Pg.2- updated list of forms in step 3 to be included in KB packet and updated paragraph regarding Medical Necessity/LOC form. Pg.3- Step 5 updated steps with new form name. Pg. 4-Step 10 updated form name and deleted statement that GMCF will return packet to GMCF if not complete. Pg. 6- updated name of DCH commissioner
2174	Remove and Replace	4	Added bullet with instructions for screening Newborn IDs in GAMMIS and included reference to Appendix J for Newborn linking instructions.
2196	Remove and Replace	5,8-9,13	Pgs. 5,8,9- Removed all references to DMA. Pg. 13-added step to fax 962 to HP for GAMMIS update.
2215	Remove and Replace	1,5,9,11	Pg.1-clarified that adopted or biological children born out of the U.S. to a U.S. citizen by either birth or naturalization are U.S. citizens. Pg.5- removed note about using immunization record for proof of identity. Pg.9- clarified the agencies that can view original documents. Pg.11- clarified that immigrant whose quarters are being used cannot be undocumented.
2250	Remove and Replace	1-8	Changed reviews to renewals.
2407	Remove and Replace	2	Added statement to 5 <sup>th</sup> bullet as to

			what properly funding a QIT means.
2555	Remove and Replace	1	Added the word “current” to exception at bottom of page.
2706	Remove and Replace	1-6	Added new policy regarding verification of income at review. Changed all references in section from “review” to “renewal”.
2750	Remove and Replace	1-4	Pg.1-Added the report numbers for exparte reports and updated when the reports are generated. Pg.2- Step 2 added “for the ELG-5003-D and ELG-5103-M reports do not assume that the A/R is Medicare eligible”. Pg.3-In step 5, updated where to send the exparte cases completed form, deleted the continued SSI eligibility paragraph, and added “for individuals currently receiving SSI, no further action is required”. Pg.4-4 <sup>th</sup> bullet under case records, deleted “Groupwise e-mail sent” and added “members to be removed form e-mailed”.
Appendix F	Remove and Replace		Updated form 238, new “Members to be Removed from Q-Track and RSM Exparte List” forms, updated 315 705,706 and 706 instructions, KB cover letter, QIT worksheet and QIT Trustee Guide.
Appendix F TOC	Remove and Replace		Updated with new forms and revision dates.
Appendix G	Add		Add MT43 Cover Letter in front of MT42 Cover Letter
Appendix J	Remove and Replace	17	Pg.17- Added instructions on linking SUCCESS client IDs with GAMMIS IDs for Presumptive pregnant women and Newborns, added instructions for coding EMA cases. Pg.18- Added instructions for coding valid values for unearned income at review.
Appendix L	Remove and Replace	All	Updated per newly revised Long Term Care Unit processes.

**Pen and Ink Changes:**

Update the Record of Receipt of Manual Transmittals for ESS Policy Manual Volume 2, Medicaid.