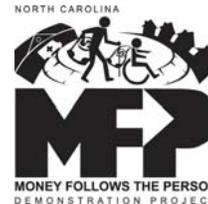


CAP DA Pre-Transition Case Management Demonstration Service Medicaid Billing for MFP Participants

September, 2012



REVISION OF MFP'S CAP DA PRE-TRANSITION CASE MANAGEMENT DEMONSTRATION SERVICE

The Need:

It is essential that MFP participants be assessed for applicable community services PRIOR to the transition occurring. The majority of MFP participants residing in nursing facilities will be assessed for CAP DA services.

The Challenge:

Revisions to CAP DA and CAP Choice case management (most recently outlined in October, 2011 Medicaid Bulletin) necessitates a case manager now use a portion of his/her annual 42 hour allotment in order to assess and care plan for MFP participants prior to the transition date. As a result, case managers have fewer hours during the first year after the transition (often the participant's most vulnerable time) to provide on-going case management services.

The Solution:

In an effort to address this challenge, MFP is redesigning its PreTransition Case Management Demonstration Service. These resources will be drawn from MFP's operating budget (not CAP-DA's), and will only be available for MFP participants who enroll in the CAP DA waiver.

Effective September 1, 2012 and until further notice, MFP is revising its "Pre-Transition Case Management Demonstration Service" to provide CAP DA case managers and care advisors with up to eight hours/32 units (at applicable T1016 and T2041 rates) of pre-transition case management (assessing, planning) to be used **at any point** between the date the original FL-2 is approved and the deinstitutionalization date. This change provides additional flexibility to CAP DA case managers to participate in the transition planning process **without it impacting their annual 42 hour allotment of case management.**

This demonstration service recognizes that case management time is essential in the pre-transition assessment and planning process and that this is a "one-time" expense related to the act of supporting an individual to transition out a facility and back into their community, under CAP DA or CAP CO.

Pre-Transition Case Management is an MFP demonstration service and is ONLY available for pre-transition case management services provided to MFP designated participants. Further, these invoices are not processed by Hewlett-Packard (HP) but by MFP staff.

Pre-Transition Case Management is separate and distinct from both:

- 1) MFP Transition Coordination Demonstration Services
- 2) CAP DA Assessment Only Claims (please see below for additional guidance).

PAYMENT FOR MFP CAP DA PRE-TRANSITION CASE MANAGEMENT DEMONSTRATION SERVICE

While MFP Pre-Transition Case Management Demonstration Service will eventually be incorporated into the HP/CSC claims process, the transition to CSC has required initiatives that change the claims architecture to be “frozen” until the conversion to CSC is completed.

In an effort to “work around” this circumstance, MFP/DMA has secured authorization from CMS to provide invoice-driven administrative payments to CAP DA Lead Agencies. MFP Pre Transition Case Management Services will not be billed through the claims process until further notice.

Lead Agencies conducting MFP Pre-Transition Case Management will continue to follow standard CAP DA documentation requirements for all activities performed and will maintain documentation of these activities.

For the purposes of invoicing MFP for Pre-Transition Case Management Demonstration Services, CAP DA Lead Agencies shall submit the “Money Follows the Person, Pre-Transition Case Management Work Around Invoice,” available on the MFP website, www.mfp.ncdhhs.gov under *General Information about the MFP Application and Transition Process* link.

Effective September 1, 2012, MFP will no longer accept Transition Year Stability Resource Funding (TYSR) requests to cover pre-transition case management hours.

Steps for Payment

1. Pre-transition FL-2 is prior approved through current CAP DA process.
2. Applicable CAP DA Lead Agency conducts needed pre-transition assessment and care planning.
3. MFP participant transitions.
4. CAP DA Lead Agency invoices MFP by completing the MFP CAP-DA Pre-Transition Case Management Demonstration Administrative Payment Request (“Request”) and submitting it either by fax 919-715-4159 or by encrypted email to diane.upshaw@dhhs.nc.gov.
5. MFP staff reviews and authorizes.
6. MFP staff authorizes DMA Budget staff to process an electronic transfer payment in the amount authorized to the invoicing Lead Agency.
7. DMA will use the account the CAP DA Lead Agency has on file for receiving such transfers and will indicate the following in the Memo Line: “CAPDA PreTransCM for [initials of participant], [last 4 digits of MID on file]” The payment process is anticipated to take two weeks once MFP approves the Request.
8. The “MFP CAP-DA Pre-Transition Case Management Demonstration Administrative Payment Request” template form is available on the MFP website at www.mfp.ncdhhs.gov

CROSS COUNTY TRANSITION CONSIDERATIONS

MFP participants often transition out of a qualified facility in one county and into a different county. These inter-county transitions require a higher degree of coordination between

participating Lead Agencies. Current CAP DA practice does not allow case managers to bill for travel time, including travel time outside their home county.

Under the MFP Pre-Transition Case Management Services, the CAP DA Lead Agency “receiving” county (the county that will provide ongoing support to the participant upon transitioning) will be authorized to bill travel time to contiguous counties (not in home county) or nearby counties, up to 50 miles.

If the transition involves two or more counties that are NOT contiguous, CAP DA case managers should coordinate with their colleagues in the counties involved to meet the assessment and pre-transition case management needs of the MFP participant.

Please see *MFP Transitions Involving CAP DA Case Manager and MFP Transition Coordinator: Who Does What?* (September, 2012) for additional guidance.

MFP shall authorize partial payment of Pre Transition Case Management Demonstration to two or more Lead Agencies so long as the total number of hours/units invoiced does not exceed the approved eight hours/32 units.

OUTLINING THE DIFFERENCES BETWEEN MFP PRE-TRANSITION CASE MANAGEMENT AND CAP DA ASSESSMENT ONLY CLAIMS

The MFP Pre-Transition Case Management demonstration service is separate and distinct from CAP DA Assessment Only Claims and makes NO CHANGES to current CAP DA Assessment Only Claim Policy (outlined [CAP DA manual](#)).

The following table attempts to clarify the appropriate billing for anticipated transition scenarios.

Important Considerations:

- All scenarios are for MFP participants only.
- MFP Pre-Transition Case Management is NOT available to transitioning individuals who are NOT MFP participants.
- Only activity conducted AFTER the FL-2 is activated is reimbursable.
- A case manager may NOT bill for BOTH MFP Pre-Transition Case Management AND Assessment Only Claims

MFP CAP DA Pre-Transition Case Management or CAP DA Assessment Only Claim: Which One to Use?			
Scenario	Appropriate billable service	When Billed	Notes
Case manager conducts assessment and MFP participant transitions with CAP DA services. (YEA!)	MFP Pre-Transition Case Management	After the transition has occurred, through invoicing process to MFP.	
If Case Manager calls in FL-2 to	MFP Pre-Transition	After the transition	Maximum total

conduct assessment and for whatever reason, FL-2 expires, requiring , a new one has to be called in but person still transitions=pre-transition case management for ALL time used (under any FL-2) up to 8 hours, billed upon transition.	Case Management	has occurred, through invoicing process to MFP	allowed billing remains 8 hours, even if broken up between multiple FL-2s
If a transition begins and MFP determines transition not viable= pre-transition case management	Pre-Transition Case Management	CAP DA Lead Agency may invoice upon MFP providing written notice that the transition process has ended for the identified individual.	
If person dies prior to transition	Assessment Only claim		
If CAP DA denies person	Assessment Only claim		

QUESTIONS?

For billing or procedural questions about using the MFP Pre-Transition Case Management Demonstration Service, please call MFP at 1-855-761-9030.

For questions about how the MFP Pre-Transition Case Management Demonstration Services impacts CAP-specific practices, contact either MFP or your CAP consultant.

For questions about Assessment Only claims, contact your CAP consul