

# **DMA ADMINISTRATIVE LETTER NO: 02-06, MEDICAID/NCHC PROCEDURES FOR HOKE COUNTY**

**DATE:** FEBRUARY 1, 2006

**SUBJECT:** MEDICAID/NCHC PROCEDURES FOR HOKE COUNTY

**DISTRIBUTION:** COUNTY DIRECTORS OF SOCIAL SERVICES  
MEDICAID SUPERVISORS  
MEDICAID ELIGIBILITY STAFF  
NCHC ELIGIBILITY STAFF

## **I. BACKGROUND**

This letter provides guidance and procedures to Hoke County only regarding an automated extension of Medicaid and NC Health Choice for February 2006. On January 14, a fire occurred at the Hoke County DSS. Due to these circumstances, Hoke County requested that Medicaid and NC Health Choice cases with certification periods ending January 31, 2006, be extended to February 28, 2006.

This DMA Administrative Letter contains information regarding those cases in which the certification periods were extended.

## **II. ACTION TAKEN**

On January 25, 2006, after the nightly update, EIS extended certification periods. For Medicaid cases, certification periods ending January 31, 2006, were extended to February 28, 2006. For NCHC cases, with certification periods ending January 31, 2006, the certification periods were extended for February 1, 2006, through January 31, 2007. Twelve months are authorized for NCHC to ensure the certification periods are kept in synch in the EIS and Blue Cross Blue Shield (BCBS) systems.

### **A. Cases extended include:**

1. Open cases with certification periods ending January 31, 2006;
2. Authorized medically needy cases;
3. Long term care cases;
4. CAP cases;

5. MIC/NCHC cases that would normally have been automatically terminated on January 31, 2006.

**B. Cases that were not extended included:**

1. Cases in deductible status;
2. Medicaid for Pregnant Women;
3. Transitional Medicaid cases;
4. Cases already terminated in EIS effective January 31, 2006;
5. MIC and NCHC cases that had only one individual on the case and that individual was age 19 on or before 1/31/06;
6. MIC with classification of "L".

**C. On January 25, 2006:**

1. EIS extended Medicaid cases with certification periods ending on January 31, 2006, for one month. The certification period is February 1, 2006, through February 28, 2006, with an authorization date of February 1, 2006. (Example: Certification period was August 1, 2005, through January 31, 2006. EIS changed the certification period to February 1, 2006 through February 28, 2006.)
2. An Individual Special Use code of HK with a from and through date of 022006 was entered by EIS for all Medicaid cases and NCHC.
3. NCHC cases with classes of "A", "J", "K", and "S" certification periods were extended to February 1, 2006, through January 31, 2007. Blue Cross Blue Shield's system will not accept a one month extension.  
  
NCHC cases that had a classification of "A", "J", "K", or "S" remained "A", "J", "K", or "S" classification if automatically extended by EIS.
4. Cases with pending DSS-8125's on hold due to errors, timely notice, awaiting supervisor approval, etc. were not updated or extended. You must process the form on these.
5. Cases with automated timely terminations pending in EIS terminated.
6. Automated transfers of AAF to MAF-C due to end of benefit diversion and 24 months of benefits occurred as usual.

## D. Notices, Cards, and Reports

1. An automated adequate DSS-8110 notice is being mailed to Medicaid recipients with extended certification periods. The notice states: **DUE TO A FIRE AT HOKE COUNTY DSS, THE STATE EXTENDED YOUR MEDICAID BENEFITS FOR ONE MONTH, FEBRUARY 2006.**
2. The Medicaid cases extended on January 25 did not have ID cards printed in regular run. Therefore, February cards for the extended cases will be printed the night of February 1 and mailed on February 2. The Medicaid Straggler register for February 1 will list these cards.
3. NCHC recipients will receive a card with a certification period of February 1, 2006 through January 31, 2007. They will receive a laser printed notice informing them that their case has been extended for one month, February. (See III. A. below for instructions on keying reviews.) The notice states: **DUE TO A FIRE AT HOKE COUNTY DSS, THE STATE EXTENDED YOUR NC HEALTH CHOICE BENEFITS FOR 1 MONTH. THE NC HEALTH CHOICE ID CARD WILL SAY YOU ARE COVERED FOR 1 YEAR. PLEASE UNDERSTAND COVERAGE IS ONLY FOR FEBRUARY 2006.**
4. A report of extended cases will be available in NCXPTR. The report name is "**DHRWDB CASES EXTENDED HOKE FIRE.**" This report is available on January 26, 2006. The title of the report is ***Medicaid/NCHC Cases with Certification Periods Automatically Extended Due to Hoke County Fire.***

## III. REVIEWS ON EXTENDED CASES

### A. Medicaid Cases

1. At review, enter a new certification period beginning the next benefit month.
2. If an extended case must terminate effective February 28, 2006, and an adequate notice does not apply, the county must do a timely notice prior to termination at the end of February. You must send this timely notice even if one had been sent to terminate the case effective January 31, 2006.
3. For medically needy cases, calculate a six month deductible and enter a new six month certification period. (Example -Case was originally certified August 1, 2005, through January 31, 2006. EIS extended the certification period to February 1, 2006, through February 28, 2006. Enter a new certification in EIS for March 1, 2006 through August 31, 2006.

4. If an extended case has another negative action (e.g. placed in deductible status) effective March 1, 2006 and an adequate notice does not apply, the county must do a timely notice prior to that action at the end of February. You must send this timely notice even if one had been sent for the case in January.

## **B. For NCHC Cases**

1. If the NCHC classification stays the same and there are no changes needed:
  - a. Do not key anything into EIS, and
  - b. Send the recipient a manual adequate DSS-8110 notice notifying him that he is eligible for the remaining 11 months in his certification period. Remember: his card showed 12 months but he received an automated notice telling him that he was certified for February only.
2. If the NCHC classification stays the same and there are changes needed that do not affect eligibility:
  - a. Key the changes, and
  - b. Send the recipient a manual adequate DSS-8110 notice notifying him that he is eligible for the remaining 11 months in his certification period.
3. If the NCHC classification changes to "A", "J", "K", or "S" when you conduct the review, you must:
  - a. Change the Medicaid Class the ongoing month and retain the same certification period.
  - b. Send manual approval notice to the client.
4. If the NCHC classification changes to "L" when you conduct the review, you must:
  - a. Terminate the existing NCHC case.
  - b. Enter a new application type 1 with the correct classification code and a certification period of March 1, 2006, through February 28, 2007.
  - c. Enter disposition code B5.

- d. Override the automated notice.
  - e. Send a manual adequate DSS-8110 notice informing the family, "Your child(ren) no longer qualifies for NC Health Choice for Children due to the income limit. You may opt to pay the full NCHC premium for coverage of the child(ren) for 12 months after loss of NCHC. You will receive additional information from the State Employee's Health Plan."
  - f. Put the DSS-8125 on hold, and
  - g. Call EIS at 919-855-4000. (Note: Have the form number ready when you call EIS.) EIS must process the form.
5. If the NCHC case is totally ineligible:
- a. Terminate the case, and
  - b. Send the client an adequate DSS-8110 notice.
  - c. Flag the front of the case with this documentation:

Due to fire, this case was extended for NCHC for the Month of February 2006. The case was found to be ineligible for additional benefits and terminated February 28, 2006. If any individual in the case reapplies and is found eligible for NCHC within the next 12 months (between 02-01-06 and 01-31-07), a reapplication can be done for the remainder of the 12 month certification period. If there are any questions, please contact EIS at (919) 855-4000.
6. If the case is ineligible for NCHC, but eligible for Medicaid:
- a. Terminate the NCHC case effective February 28, 2006.
  - b. Enter a reapplication for Medicaid and enter a 6/12 month certification period beginning March 1, 2006.
  - c. An automated adequate DSS-8110 or manual adequate DSS-8110 will be sent to the client. It is important to enter the correct code.

- d. Flag the front of the case with this documentation:

Due to fire, this case was extended for NCHC for the Month of February 2006. The case was found to be ineligible for additional NCHC benefits and terminated February 28, 2006. However, if eligibility was approved for Medicaid and any individual in the case reapplies and is found eligible for NCHC within the next 12 months (between 02-01-06 and 01-31-07), a reapplication can be done for the remainder of the 12 month certification period. If there are any questions, please contact EIS at (919) 855-4000.

**C. Complete and key reviews on extended cases as soon as possible.**

You may encounter situations that we have not identified or variations on the situations identified in this letter that we did not anticipate. Should you encounter situations in which you need additional guidance, please contact the DMA/EIS at (919) 855-4000.

L. Allen Dobson, Jr., M.D., Assistant Secretary  
For Health Policy and Medical Assistance

(This material was researched and written by Chris Hager, EIS Program Consultant.)