
FAMILY PLANNING WAIVER - CAPPED ENROLLMENT

**EIS 3510 - FAMILY PLANNING WAIVER - CAPPED ENROLLMENT
ISSUED 10/01/05 - CHANGE NO. 02-06**

I. INTRODUCTION

Due to the limited number of dollars and number of enrollees that are allowed for this waiver, the State must be prepared to freeze enrollment. This process will be similar to the current process now in place for North Carolina Health Choice.

Once the capped limit for Family Planning (MAF-D) is met, the State must be prepared to stop enrollment but still allow individuals to be evaluated for MAF-D and put on a waiting list if eligible. Once more MAF-D openings are available, a specific number of applications must be reactivated, the counties must be informed which applications have been reactivated and individuals notified that they will now be reevaluated for MAF-D. The plan relies on the processes described below.

A. CLOSE NEW ENROLLMENTS FOR THE FAMILY PLANNING WAIVER

If a freeze on new enrollment is required, EIS will be modified to not allow approval of Family Planning Waiver applications.

1. Approval of Family Planning Waiver applications is not allowed for applications dated on or after the freeze date.
2. Applications dated prior to the freeze date will be allowed to process.

B. APPLICATION PROCESSING DURING "SHUT DOWN"

During this period, recipients continue to file applications and counties determine eligibility as usual.

1. Follow normal EIS procedures to register applications.
2. If the individual qualifies for the Family Planning Waiver, the application is denied with denial reason code "F9".
 - a. The individual is notified that he/she qualifies but the enrollment limit has been reached. This will be an automated denial notice generated by EIS denial code "F9".

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I. B (cont'd)

- b. When denied, the individual is placed on a waiting list until an opening is available. (See Family Planning Waiver Capped Enrollment Denials Report, III. below)
- c. DMA notifies DIRM when slots are available and the number of slots that will be available. The selected individual is removed from the waiting list (F9 file). (See Family Planning Waiver Applications Reactivated Report, IV. below.)

II. FAMILY PLANNING ENROLLMENT MANAGEMENT REPORT

A. GENERAL INFORMATION

This report, along with other data, will provide information that will enable the State to make decisions regarding a freeze in enrollment.

B. THE REPORT IS SORTED BY:

- 1. County Number
- 2. Applicant Name

C. THE FOLLOWING INFORMATION IS LISTED ON THE REPORT:

- 1. County Number
- 2. Number of Active MAF-D Recipients
- 3. Number of Pending Family Planning Waiver Applications
- 4. Number of Pending MPW Transfers
- 5. Total number of cases/applications at county level.
Total number of cases/applications listed statewide at the end of the report.

D. X/PTR REPORT DISTRIBUTION SYSTEM

- 1. The X/PTR report name is: "DHRWDB FAM PLAN ENROLL MGMT REPT". All versions of the report will be retained.
- 2. The report will be run nightly.

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III. FAMILY PLANNING WAIVER CAPPED ENROLLMENT DENIALS REPORT

A. GENERAL INFORMATION

EIS establishes an internal 'waiting list' and adds the individual to the waiting list. When denial code "F9" is keyed, the recipient is placed on the waiting list until an opening is available.

The 'waiting list' is sorted by application number so that individuals can be sequenced chronologically according to the date the application was originally registered in EIS. This process will enable EIS to select individuals for reactivation based on the date of application rather than the date of disposition.

B. THE REPORT IS SORTED BY:

1. County Name and Number
2. Applicant Name

C. THE FOLLOWING INFORMATION IS LISTED ON THE REPORT:

1. County Name and Number
2. Applicant Name
3. Applicant Address
4. Date of Application
5. Application Number
6. Total number of applications denied at county level.
Total number of applications denied statewide listed at the end of the report.

D. X/PTR REPORT DISTRIBUTION SYSTEM

1. The X/PTR report name is: "DHRWDB FAM PLAN CAP ENROL DENIAL". 36 versions of the report will be retained.
2. The report will be run once each month on the 5th work night of the month. The report will be accumulative.

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IV. FAMILY PLANNING WAIVER APPLICATIONS REACTIVATED

A. GENERAL INFORMATION

EIS selects individuals based on denial code "F9" and chronological sequence and 'reactivates' the application. The selected individual is removed from the 'waiting list'. EIS will use the "F9" file to generate automated applications (DSS-8124) for these individuals when so directed.

1. The individual is mailed notification that his application has been re-opened. This is an automated EIS produced notice/letter. In this letter, the individual will be asked to indicate whether any changes have occurred and return the notice to the county dss.
 - a. If the individual does not return the reactivation notice, the county mails 2nd notice.
 - b. DSS acts on returned notice to complete the application.
 - c. Application disposition notice is mailed to the individual.
 - d. Benefits begin the month that the application was 'reactivated' and will continue for 12 consecutive months.
 - e. If the individual does not reply, the 'reactivated application' is denied by the county worker.
 - 1) The slot for the individual is available.
 - 2) The individual does not return to the waiting list.
 - 3) The individual can re-apply again at any time.
2. These are administrative Family Planning Waiver applications and will be so indicated when the application is reactivated.
3. These applications will be excluded from the Adjusted Report Cards but included in the Application Management Report.

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IV. A. (cont'd)

4. These applications will be uniquely identified in some manner so that EIS will allow these applications to be approved while other "worker-generated" applications cannot be approved.

B. THE REPORT IS SORTED BY:

1. County Name and Number
2. Applicant Name

C. THE FOLLOWING INFORMATION IS LISTED ON THE REPORT:

1. County Name and Number
2. Applicant Name
3. Applicant Address
4. Date of Application (date application is reactivated)
5. Application Number
6. Individual Name and ID Number
7. Total number of individuals and applications reactivated at county level. Total number of individuals and applications reactivated statewide listed at the end of the report.

D. X/PTR REPORT DISTRIBUTION SYSTEM

1. The X/PTR report name is: "DHRWDB FAM PLAN APPS REACTIVATED". All versions of the report will be retained.
2. The report will be run as directed by DMA.

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V. FAMILY PLANNING WAIVER OUTCOME OF REACTIVATION

A. GENERAL INFORMATION

A report is produced showing the outcome of applications that were reactivated and what action was keyed.

B. THE REPORT IS SORTED BY:

County Number

C. LISTED ON THIS REPORT ARE THE NUMBER OF INDIVIDUALS THAT ARE:

1. Approved as Family Planning
2. Application Pending
3. Denied as MAF-D, including the denial code and text
4. Withdrawn, including the withdrawal code and text
5. Approved as Medicaid (other than Family Planning)
6. Total number of individuals listed at county level.
Total number of individuals listed statewide at the end of the report.

D. X/PTR REPORT DISTRIBUTION SYSTEM

1. The X/PTR report name is: "DHRWDB FAM PLAN OUTCOME OF REACT". All versions of the report will be retained.
2. The report will be run once each month on the 5th work night of the month until all individuals in the reactivation file have been disposed.