



**FAMILY INVESTMENT
ADMINISTRATION**

CARES BULLETIN

Effective Date: IMMEDIATELY

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS
LOCAL HEALTH DEPARTMENTS**

**FROM: KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA
JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, OOEP, DHMH**

**RE: CARES DATA CORRECTIONS FOR MEDICAL ASSISTANCE
OVERDUE REDETERMINATIONS AND MCHP AU TRANSFERS TO
LOCAL HEALTH DEPARTMENTS**

**PROGRAMS AFFECTED: MEDICAL ASSISTANCE, MARYLAND CHILDREN'S
HEALTH PROGRAM**

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

Summary:

This bulletin serves to advise you of two CARES data corrections that will be conducted in June 2004. They will address the following Medical Assistance related issues:

- Overdue Medical Assistance AU's that are the result of case managers initiating but not completing the redetermination process.

A large number of Medical Assistance AU's have remained active beyond their established eligibility certification period. Once a Medical Assistance redetermination is initiated, CARES allows the AU to remain active indefinitely. Although this is the case, it is DHR FIA/DHMH's expectation that case managers adhere to established redetermination requirements.

- Unassociated MCHP AU's remaining in the Local Department of Social Services rather than being transferred to the Local Health Department.

Many Local Departments have experienced increased caseloads that may be attributed to unassociated MCHP AU's not being properly transferred to their respective Local Health Department.

Action to be Taken:

Effective July 2004, a one-time-only data correction will be executed in CARES to address overdue Medical Assistance Redeterminations, and a monthly data correction will be executed in CARES to automatically transfer unassociated MCHP AU's in Local Departments of Social Services:

- **Overdue Medical Assistance Redeterminations**
For Medical Assistance redeterminations that are overdue by two or more months, the Redetermination End Date indicator will be automatically reset. This process will place the AU back into the redetermination cycle in order to provide customers the opportunity to have their eligibility redetermined. Beginning in September 2004, these overdue redeterminations will be gradually phased into a new redetermination cycle so that there will not be a drastic increase in the current redetermination caseload. Upon receipt of the redetermination packet, LDSS/LHD staff must follow normal redetermination processing procedures to completion. This data correction **will not** be conducted for Medical Assistance coverage groups E01, F99, G02, L01, P02, P05, S02, S15 and S99.

- **Unassociated MCHP AU's in Local Department of Social Services**
For all active unassociated MCHP AU's that are currently in Local Departments of Social Services, the data correction will allow the automatic transfer of these AU's to their respective Local Health Department. This data correction **will not** be conducted for coverage groups P02 and P11 or for unassociated MCHP AU's currently within the 90-day redetermination cycle.

CARES Procedures:

Local Departments are encouraged to take the following ongoing actions:

- Utilize the alert system to monitor the completion of redeterminations. Alert **#304** is generated the day after a redetermination is initiated in CARES. This alert remains and will only be auto-dispositioned once the redetermination is completed.

- Adhere to established redetermination procedures, which include reviewing and updating all medical assistance eligibility criteria, including narrative. In order for the redetermination process to be complete, case managers must remember to place a "Y" in the **Redet Complete** field on the CARES **MISC** screen to finalize the redetermination process. Always review the "Redet End Date" on the **MAFI** screen to assure the redetermination is complete.

- Utilize the monthly production report SGXYI7PR (MCHP Caseload Totals Statewide with No Related Cases in LDSS). Monitoring this report will assist case managers in identifying the MCHP AU's that should be transferred to Local Health Departments. Specific transfer procedures concerning the transfer of the paper file will be forthcoming in an Action Transmittal. Only MCHP AU's which are not associated with any Cash, Food Stamp, SSI, Community Medical Assistance Coverage Groups to include "M" status spend-down AU's are considered

non-associated and are to be transferred to the Local Health Department.

Thank you for your assistance in this matter. If you have any questions regarding this bulletin, please contact Cathy Sturgill at 410-238-1247 or Fern Parson at 410-767-7064.

cc: DHR Executive Staff
FIA Management Staff
DHR Help Desk
DHMH Executive Staff