



**Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201**

## **FIA INFORMATION MEMO**

Control Number: #03-43

Issuance Date: April 22, 2003

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

**FROM: KEVIN MCGUIRE, EXECUTIVE DIRECTOR**

**RE: STATE REVIEW TEAM DHR/FIA 161 FORM  
(AUTHORIZATION FOR RELEASE OF INFORMATION)**

**PROGRAM AFFECTED: Medical Assistance and Transitional Emergency  
Housing Assistance (TEMHA)**

**ORIGINATING OFFICE: Bureau of Administrative Services**

### **SUMMARY:**

Periodically advocates review the State Review Team (SRT) case files to determine if local departments of social services (LDSS) and the SRT are complying with requirements related to processing Medical Assistance applications. The latest review indicates SRT is still receiving a large number of referral packets that do not include a completed DHR/FIA 161 Form (Authorization for Release of Information from a Personal Physician, Hospital or Clinic).

It is extremely important to include with the referral packet a completed DHR/FIA 161 Form for each of the customer's treating physicians so SRT staff may obtain necessary medical information from the customer's treating physician/hospital/clinic named on the form. If SRT obtains the additional information from the customer's treating source, SRT will not need to return the referral to the LDSS requesting further information. This saves time and effort for LDSS staff, SRT staff, and the customer. If the customer refuses to sign the DHR/FIA 161 the case manager is to indicate that on the form and submit it with the referral packet. Referral packets are to always include at least one DHR/FIA 161 Form.

Action Transmittal #01-28 issued January 31, 2001 provides procedures for referring Medical Assistance applicants to the SRT for a disability determination. FIA Information Memo #02-88 issued June 19, 2002 reiterates the necessity for the DHR/FIA 161 and explains what is needed for a DHR/FIA 161 to be considered completed.

**ACTION REQUIRED:**

DHR is responsible for ensuring that compliance in sending the DHR/FIA 161 is 100%. Compliance is currently at 70%. To accomplish this several things are being implemented:

- A tracking system has been developed in the SRT database. LDSS Directors will receive a monthly report indicating the compliance rate for the previous month.
- A checklist for the referral packet has been developed to assist the case manager in remembering to have the customer sign the DHR/FIA 161 and to ensure all necessary forms are included in the packet. DHR is currently revising the DHR/FIA 707 to include the checklist. Please use the checklist until the DHR/FIA 707 is revised.

Effective immediately case managers should copy and begin using the attached checklist. Effective May 1, 2003 a referral packet not including a completed DHR/FIA 161 Form will be rejected by the SRT immediately upon receipt and returned to the LDSS. Thank you in advance for your assistance in assuring 100% compliance in this area.

**INQUIRIES:**

Please direct inquiries to contact Antoine Carey, Supervisor, State Review Team at 410-767-8901 or Phyllis Weisel, Manager, Medical Assistance Operations at 410-767-8281.

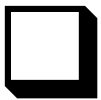
cc: DHR Executive Staff  
DHMH Executive Staff  
FIA Management Staff

## State Review Team Referral Checklist



### DHR/FIA 161 AUTHORIZATION TO RELEASE INFORMATION

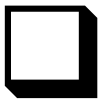
This form is to be completed for each of the customer's treating physicians. If the customer **refuses to sign** the form indicate that on the form and submit without the signature. Each referral packet is to include at least one DHR/FIA 161.



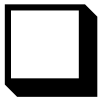
DHR/FIA 707 State Review Disability or Blindness Determination  
**Transmittal**



DHR/FIA 402B Medical Report Form



DHR/FIA 4204 Vocational, Educational, and Social Data Form



Supporting Medical Documentation (hospital admission or discharge summaries, physician progress notes, etc) ***if available***