

 <b>Department of Human Resources</b> <b>311 West Saratoga Street</b> <b>Baltimore MD 21201</b>	<b>Family Investment Administration</b> <b>ACTION TRANSMITTAL</b>
<b>Control Number: #05-46</b>	<b>Effective Date: May 23, 2005</b> <b>Issuance Date: June 17, 2005</b>

**TO:** DIRECTORS, LOCAL DEPARTMENT OF SOCIAL SERVICES  
 DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
 FAMILY INVESTMENT SUPERVISORS/ELIGIBILITY STAFF, LOCAL  
 HEALTH DEPARTMENTS HEALTH OFFICERS AND MARYLAND  
 CHILDREN'S HEALTH PROGRAM SUPERVISORS

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

**RE:** MARYLAND CHILDREN'S HEALTH PROGRAM (MCHP) NON-  
 ASSOCIATED AU TRANSFERS TO LOCAL HEALTH  
 DEPARTMENTS

**PROGRAM AFFECTED:** MARYLAND CHILDREN'S HEALTH PROGRAM (MCHP)

**ORIGINATING OFFICE:** OFFICE OF POLICY, RESEARCH AND SYSTEMS

**BACKGROUND:**

**Summary:**

CARES Bulletin #05-01 addressed the CARES data correction conducted in June 2004 with regard to transferring unassociated MCHP AU's from the Local Department of Social Services (LDSS) to the Local Health Department (LHD). This was to be a one-time-only data correction to automatically transfer all active unassociated MCHP AU's in LDSS to their respective LHD. DHR and DHMH have decided to implement the automation to an on-going, monthly process. This will assist to more accurately reflect caseloads in the LDSS and LHD offices. In addition, this automated process will reduce the burden on LDSS office staff from manually transferring non-associated MCHP AU's to the LHD's.

**ACTION REQUIRED**

Effective May 23, 2005, CARES executed a monthly data correction which will automatically transfer, to the appropriate LHD, any non-associated MCHP AU that is not currently within the 90-day redetermination cycle. Additionally, this data correction will only transfer MCHP AU's for which the associated Cash, Food Stamp, SSI, and/or Community Medical Assistance associated AU has been closed for at

least 30 days. In doing so, this will eliminate the transferring of AU's back and forth for those customers who reapply for benefit(s) in the month following the loss of eligibility. This monthly data correction will include all P-track coverage groups, including P02 and P11, which fit the above criteria. Only Pregnant Women and MCHP AU's which are **not associated** with any Cash, Food Stamp, SSI, and/or Community Medical Assistance Coverage Groups to include "M" status spend-down AU's are considered non-associated and will be transferred to the Local Health Department. The CARES "Redet Method" field on the "MISC" screen will always default to "M" (mail-in) during this automated transfer process. The need will no longer exist for LDSS staff to electronically transfer non-associated MCHP only AU's to the LHD.

- **Appeals**

Appeals regarding an eligibility decision will be handled by the office staff which made the eligibility determination.

- **Transfer of Paper Record**

A hard copy of the paper record will no longer be transferred on a routine basis. However, an occasional exception may require the paper record to be transferred to the appropriate District Office. If an issue occurs in which the LHD case manager believes it would be helpful to review the paper file, a request can be made to transfer it following normal clearinghouse procedures. This instance may be likely in the event that a change is made to the case by the LHD after the AU was transferred. If the change effects the customer's eligibility and results in an appeal, the LHD may need the original paper file for the appeal process. Therefore, if a request is made for the paper file to be transferred, it will be necessary to comply. However, if an issue is presented by the customer on a previous decision made by the LDSS and the LHD can not resolve it, that AU will be transferred by the LHD to the LDSS for resolution.

- **Purchase of Care (POC)**

POC Program eligibility does not meet the definition of a CARES associated AU. Therefore, regardless if there is an active POC case all non-associated MCHP AU's that are not currently in the 90-day redet cycle or have not had an associated AU closed within the past 30 days, will be transferred to the LHD.

## **INQUIRIES**

Please direct questions to Cathy Sturgill, DHMH, at (410) 238-1247 or Fern Parson, DHR, at (410) 767-7064.

cc:      DHMH Executive Staff  
          DHMH Management Staff  
          Constituent Services

DHR Executive Staff  
FIA Management Staff  
DHR Help Desk

