

DEPARTMENT OF HUMAN RESOURCES INCOME MAINTENANCE ADMINISTRATION 100 W. Saratoga Street Baltimore, Maryland 21201	IMA ACTION TRANSMITTAL
	EFFECTIVE DATE: 9/25/95
ISSUANCE DATE: 9/28/95	CONTROL NUMBER: IMA/OPA 96-10

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE
INCOME MAINTENANCE SUPERVISORS

FROM: *Katherine L. Cook*
KATHERINE L. COOK, ACTING EXECUTIVE DIRECTOR, IMA
John P. Stewart
JOHN P. STEWART, DEPUTY DIRECTOR, PSOA, DHMH

RE: Changes in The Maryland Medicaid Management Information System (MMIS)

PROGRAMS AFFECTED: Medical Assistance

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION

Background

On December 4, 1995, The Department of Health and Mental Hygiene will convert from the current Maryland Medicaid Management Information System (MMIS) to MMIS-II.

Action Required

I. Current Procedures

CARES and Non-CARES districts should continue preparing and submitting the DHMH form 8000 and 206N documentation in the same manner.

II. New Procedures

Effective 10/2/95 the following changes will occur:

- On-line call-ins from Non-CARES jurisdictions will be discontinued, except for defined emergencies (See Emergencies).
- All DHMH form 8000s will be batched and forwarded to DHMH for processing.
- All turnaround documents (TAD's) will be discontinued. In lieu of TAD's, on-line inquiry to MMIS will be the only means for district offices to review MA status.
- Any DHMH form 8000 that can not be processed will be returned to the district office for correction.

NON-CARES COUNTIES

In lieu of call-ins all AIMS counties will batch all completed form 8000s for processing and send to DHMH. A revised batch sheet has been developed and will be distributed to all local departments. Any 8000 forms found to be in error or incomplete will be returned to the respective district office. DHMH will annotate the data element and send it back to the district office for correction. Local departments should use normal procedures for resolving data errors with DHMH. If additional assistance is needed, the call-in number of DHMH is (410) 225-5380. Screen prints will no longer be accepted for any changes.

CARES COUNTIES

CARES counties will need to batch process an 8000 form for out of CARES MA transactions and send them to DHMH. Examples of out of CARES MA transactions are Maryland Kids Count, Family Planning, etc.

Details relevant to the error resolution process will be sent out to local departments as soon as it becomes available.

1. Emergencies

As published in the MMIS Manual, an emergency is defined as situations of immediate need for medication, acute hospitalization, possible loss of a Long Term Care (LTC) bed, or medical examination for an abused child. Local directors will be responsible to ensure that 8000s called in as an emergency fit the criteria already established with the exception of foster care (urgent), Pregnant Woman and Child/Presumptive Eligibility (PWC/PE) denials, and high risk PWC clients may be called in as an emergency. The emergency call-in number is (410) 225-5380. For PG County the emergency call-in number is 1-800-441-8952. Duplicate cards and address changes DO NOT constitute an emergency.

2. Newborns

Newborns will be processed through the regular procedure. The district office will no receive a copy of the 1184 form to acknowledge on-line eligibility.

3. Batch Sheet

AIMS jurisdictions will batch completed 8000s and 206Ns and forward them to DHMH for processing on a daily basis. All documents being sent to DHMH for processing must be accompanied by a batch sheet. A maximum of 50 DHMH form 8000s will be permitted per batch sheet. There will be no limit to the number

of batch sheets any one district office can forward per day. To be sure that all batches are accounted for, locals are encouraged to keep an tracking log. Any 8000 unable to be processed by DHMH due to errors, incomplete information, or because the form is not legible will be returned to the district office for correction. After the worker has made the necessary corrections, these 8000s can be sent back to DHMH for processing. Each local is responsible for determining the most feasible way to deliver/mail the 8000s to DHMH on a daily basis. An 8000 should never be held for more than 24 hours by any local DSS. The yellow copy of the Batch sheet is for the district office, the pink copy and white copy go to DHMH. The white copy will be mailed back to the locals by DHMH for acknowledgement of receipt or to return incorrect 8000 forms. (Batch Sheet copy attached)

4. MMIS Contact - AIMS/CARES

District offices may call the on-line/CARES Unit of DHMH if the 8000 has not been processed by the 6th working day, after submission. For CARES counties, the CARES Unit call-in number is (410) 225-5271. For AIMS counties the call-in number is (410) 225-5380, for PG County the number is 1-800-441-8952.

5. PWC/PE Cancellations

A separate form has been established to aid locals with the cancellation of PWC/PE cases. (Applicants who do not show up for their face to face interview.) This form may be faxed to DHMH before 2:00 p.m. on the last working day of the month. (See attached copy) PWC/PE denials, due to technical factors, may be called in as an emergency since they are day specific closures. The fax number for DHMH is (410) 333-7290.

6. DHMH Mailing Address

DHMH/PSOA
201 W. Preston Street
Room SS-5/ON-LINE
Baltimore, MD. 21201

III. New Procedures

Effective 12/4/95 the following changes will occur:

- New Logon Access and Security procedures
- New Inquiry Screens
- New form for MMIS-II/CARES transaction errors - HMRA 1942 replaces the 8001.
- New Error Resolution process (CARES)

7. Logon Access/Security

A three character user ID and a four character password (security code) will be assigned to MMIS users to allow access inquiry of MMIS-II. Details and procedures will be sent out as soon as all users are identified and updated.

8. Inquiry Screens

In order to determine if a client has been added to the MMIS system, you will need to access MMIS inquiry screens. These will change with MMIS-II. Screens have been developed to replace the HE01, HE02, HE90, etc. All district offices will be notified of training regarding the details and procedures for MMIS-II.

KCJS/map

Attachments

DHR Executive Staff
IMA Management Staff
Paul Scholz
Steve Schafer
Stephen Lanasa
CTF Unit
OIM Help Desk

NOTE: This transmittal is to be used as a guideline. District offices may need to institute internal procedures to comply with the new procedures.



DHMH/LDSS 8000 BATCH SLIP

LDSS SECTION

LOCAL/DISTRICT OFFICE _____
(D/T OR COUNTY CODE)

NUMBER OF 8000'S IN BATCH _____

LDSS CONTROL PERSON _____
(PRINT NAME)

PHONE# () _____ DATE _____ AM _____ PM _____

DHMH SECTION

DATE STAMP IN

DATE STAMP OUT

NUMBER OF 8000'S RECEIVED _____

NUMBER OF 8000'S RETURNED FOR CORRECTION _____

DHMH CONTROL PERSON _____ DATE _____
(PRINT NAME)

COMMENTS

**DHMH / LDSS PWC
DENIED PRESUMPTIVE ELIGIBILITY**

DHMH FAX NUMBER: (410) 333-7290

LOCAL / DISTRICT OFFICE _____ PHONE # (_____) _____

MA NUMBER

RECIPIENT'S NAME

END DATE

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

LDSS CONTROL PERSON _____
SIGNATURE (PLEASE PRINT) DATE