



<p>INCOME MAINTENANCE ADMINISTRATION</p> 	<p>CARES BULLETIN</p>
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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE
INCOME MAINTENANCE SUPERVISORS**

FROM: KEVIN MAHON, EXECUTIVE DIRECTOR, IMA 

RE: Retro Medicaid Copy

PROGRAMS AFFECTED: Medical Assistance

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION

Background:

The Help Desk has identified a problem with the Retro Medicaid Copy function. When an applicant applies for Medical Assistance and requests coverage for up to three months prior to the application month, Retro Medicaid Copy is used. CARES will allow this only for new Assistance Units (AU's). If the screener or worker selects a prior Medical Assistance AU number that was either active or denied on CARES, Retro Medicaid Copy is not allowed.

EXAMPLE:

Ms. Brown received Medical Assistance from 11/93 until 4/95. Her AU closed 4/30/95. Ms. Brown reapplies on 1/12/96 and the same AU is reopened. Ms. Brown requests retro MA for 12/95. In this situation, CARES will not allow the worker to use Retro Medicaid Copy.

Action Required:

When a screener or worker discovers that an applicant requesting retro Medical Assistance coverage has a prior Medical Assistance AU (that was either denied or active, including spenddowns), the agency does the following:

The Screener:

- o Screens a new Medical Assistance AU with the correct application date.
- o Prints the CDBP screen for the interviewer. This screen shows the applicant's history on CARES, including all active and denied AU's.

The Interviewer:

- o Uses Option B (Inquiry) off the AMEN to inquire into the most recently active Medical Assistance AU. Chooses a month and year the previous Medical Assistance AU was open.
- o Goes to the APID - APCO screens for each absent parent.
- o Screen prints or writes down the exact information from the previous Medical Assistance AU. Be certain the AP screens are for the Medical Assistance AU and NOT an AFDC AU.

If the AP information entered into the pending Medical Assistance AU is not exactly the same as the information from the most recently active Medical Assistance AU, IV-D will receive a new referral and could open a new case or assign a new IRN.

- o Backs out (using the PF-3 key) of the most recently active Medical Assistance AU.
- o Interviews (Option O off AMEN) the applicant for current Medical Assistance.
- o Completes Retro Medicaid Copy (Option 2 off AMEN) using the new AU number.

If these steps are carefully followed, Retro Medicaid Copy will function correctly. The worker will be able to determine eligibility and authorize a Medical Assistance card, if one is needed. The end result is a new AU number while the client ID and MA ID numbers are the same as before.

Thank you for your assistance in this matter. If you have any questions regarding this memo, please contact the DHR Help Desk at (410) 767-7002 or 1-800-347-1350.

KM/kv

cc: DHR Executive Staff
IMA Management Staff
DHMH MA Operations
Help Desk
CTF