



HUMAN SERVICES
DEPARTMENT

Susana Martinez, Governor
Brent Earnest, Secretary
Nancy Smith-Leslie, Director

INTERDEPARTMENTAL MEMORANDUM
MAD IPP: 15-07
DATE: December 10, 2015

TO: MAD AND ISD STAFF

FROM: NANCY SMITH-LESIE, DIRECTOR, MEDICAL ASSISTANCE DIVISION
MARILYN MARTINEZ, DIRECTOR, INCOME SUPPORT DIVISION (ISD)

THROUGH: MAHESH SITA, BUREAU CHIEF, COMMUNICATION & EDUCATION
BUREAU

BY: JEANELLE LEROUGE, COMMUNICATION & EDUCATION BUREAU

RE: IMPLEMENTAION OF SB42 (MEDICAID COVERAGE FOR
INCARCERATED INDIVIDUALS)

GERNERAL INFORMAITON

In December 2015, the Medical Assistance Division (MAD) began implementing the provisions outlined in Senate Bill 42 (SB42) that allows incarcerated individuals to maintain their Medicaid eligibility, but suspend their Medicaid benefits while in prison or jail for more than 30 days. SB 42 also allows inmates to apply for Medicaid, become eligible while in prison or jail and have their Medicaid benefits reactivated upon their release.

Since July 1, 2015, the MAD has been working to implement the requirements of SB42 and has completed the following:

- Promulgated necessary rule changes;
- Identified necessary upgrades and changes to Information Systems; and
- Collaborated with various state and local detention facilities.

MAD will implement SB 42 in a phased approach with all adult and juvenile county detention center facilities across New Mexico. The initial rollout of this initiative included New Mexico Corrections Department (NMCD), Children, Youth and Families Department (CYFD); and the Metropolitan detention Center in Albuquerque. MAD will use a manual process during this initial phase while ASPEN and OmniCaid systems are being upgraded. MAD staff will manually track inmate bookings and release dates from these three entities to ensure inmates' Medicaid benefits are suspended when the inmate is in prison or jail for more than 30 days, in accordance with 8.200.410.15 NMAC, and their Medicaid benefits are turned on when released from prison or jail. As the rollout of SB 42 moves forward, MAD will bring in additional adult and juvenile county detention centers, including the New Mexico Department of Health (NMDOH).

All applications submitted by adult and juvenile county detention facilities, NMCD, CYFD and NMDOH will be routed to the MAD Central Office. MAD will process all applications that are associated to a case and that have a Medicaid only category. If any of these applications have active Medicaid cases with cash or SNAP benefits, the cases will be transferred to an ISD office to process.

Listed below are the steps detailing the manual implementation of SB 42:

Medicaid application process and procedures for Presumptive Eligibility Determiners (PEDs) in jails and prisons.

1. PED will access NM Medicaid Portal to check and verify if an inmate is enrolled into Medicaid.
2. PED will access YESNM-PE to submit the Medicaid application if an inmate is not enrolled into Medicaid.
3. PED will enter the inmate's residential and mailing address or the jail or prison facility address on the Medicaid application:
 - a. The inmate's residential address will be used if the inmate is projected to be released in less than 30 days or not known, **PE can be granted.**
 - b. The county jail or prison facility's address will also be used for the authorized representative and facility name if inmate's projected release date is more than 30 days **PE should not be granted.**
4. PED will select "Prison or Jail" or "living in this home" for "where does this person live" and enter the inmate's release date in the "Anticipated Release Date" field if applicable.
 - a. If an inmate is getting released within 30 days the PED will select "living in this home" for the field "where does this person live" and **may grant PE.**
 - b. If inmates release date is greater than 30 days PED will select "Prison or Jail" for the field "where does this person live" and **may not grant PE.**
5. PED will indicate the inmate's MCO choice. (Reminder: Native American applicant is not required to select an MCO.)
6. PED will enter the inmate's booking date and any other information that may be beneficial when determining eligibility in the "Additional Information" field.
7. PED will grant PE for any inmate released within 30 days or if the release date is not known. If an inmates release date is greater than 30 days, PE may not be granted.
8. PED will submit the Medicaid application for the inmate to HSD for an on-going Medicaid determination.

HSD/MAD Processing Unit (Release Date Less than 30 days stand-alone Medicaid categories ASPEN Procedures.

MAD will process the application for the inmate population as if the inmate was out in the community. Medicaid benefits will not be suspended until the inmate has been incarcerated for more than 30 days.

ASPEN Procedures

1. Application is received and registered in ASPEN by the MAD Central Office.
2. Processor will verify all information on the application is correct and accurate, such as the

inmate's citizenship, residency, and income.

3. Processor will verify inmate's release date is less than 30 days and that the correct address listed on the application was used (**inmate's residential address should be used**).
4. Input MCO choice when applicable. (Reminder: Native American applicant is not required to select an MCO.)
5. Run EDBC (Eligibility Determination and Benefit Calculation).
6. Certify Eligibility Determination in ASPEN.
7. Processor will document notes in "Case Comments" field.

OmniCaid Procedures

1. Approved ASPEN COE and MCO choice will interface into OmniCaid. If the application is denied, no action is necessary in OmniCaid.

HSD/MAD Processing Unit (Release Date is Greater than 30 days) ASPEN Procedures.

If the application submitted has a release date greater than 30 days and if the applicant is approved for Medicaid eligibility, HSD will suspend the client's Centennial Care benefits while the inmate is incarcerated.

ASPEN Procedures

1. Application or file is received at the MAD Central Office.
2. Inmate's case is located in ASPEN.
3. Processor will confirm the Authorized Representative information and correctional facility name and address is added as the Case Management Agency for the client.
4. Processor will indicate that the individual is "living in a prison or Jail."
5. Processor will verify all information on the application is correct and accurate, such as the inmate's citizenship, residency, and income.
 - a. If an inmate is on a case in which other household members are receiving Medicaid, he/she will **NOT** be excluded from the household if he/she is expected to file a tax return or be claimed as a tax dependent. (Follow tax filer rules)
 - b. If an inmate is on a case in which other household members are receiving Medicaid, he/she **WILL BE** excluded from that household if he/she is not filing taxes or will not be claimed as a tax dependent. (Per NMAC 8.291.430.13)
 - c. If an inmate is on a case in which other household members are receiving SNAP and/or CASH benefits, then this case must be referred to ISD for processing.
6. Run EDBC (Eligibility Determination and Benefit Calculation).
7. ASPEN will show the denial because of the incarceration that is identified by the "Living in a Prison/Jail" field.
8. MAD Processing Unit will create an Exception Summary (Override) to approve the inmate's Medicaid and add notes to "Override Reason" field. (NOTE: Please ensure there is a begin and end date for the override. Also note that the end date of the override is the date of approval plus 11 to act as a recertification end date.)
9. Run EDBC (Eligibility Determination and Benefit Calculation) again.
10. Certify Medicaid approval in ASPEN and suppress NOCA. Generate a manual notice using the ISD 201, you will need to copy and paste the prepopulated language supplied by MAD into the ISD 201.
11. Processor will document notes in "Case Comments" field.

OmniCaid Procedure

1. Once the inmate's Medicaid application is approved in ASPEN, MAD staff will access OmniCaid and manually enter the 054/3 category of eligibility/fed match (COE/FM) span which acts as the "Incarceration Indicator" which will suspend the Medicaid managed care benefits for the client while incarcerated.
2. The 054/3 "Incarceration Indicator" will be entered after 30 days of the booking date and the release date will be entered 30 days before the actual projected release date. (if the booking date is prior to 1/01/2014 the 54/3 span will be entered in as 1/01/2014)

Example I:

- Inmate booking date 07/15/2015
- The 054/3 "Incarceration Indicator" will be entered with an effective date of 8/15/2015
- Medicaid benefits, including any managed care enrollment will suspend effective 8/31/2015

Example II:

- Inmate booking date 4/05/2012
- Application submitted on 11/01/2015 and approved effective 11/01/2015 for COE100
- The 054/3 "Incarceration Indicator" will be entered with an effective date of 1/01/2014

Example III:

- Inmate's projected release date: 12/15/2015
- The 054/3 "Incarceration Indicator" end date: 11/15/2015 (30 days prior to projected release date)
- Medicaid benefits, including any managed care enrollment will be reactivated on: 12/1/2015

HSD/MAD Processing Unit (Inmate with Existing Medicaid – Stand alone) ASPEN Procedures

ITD Functions

1. The jail or prison facility will submit a manual file listing inmates with Medicaid eligibility to HSD/MAD.
2. This file will provide facility's address to update the inmate's authorized representative screen using the facility as the case management agency.
3. This file will provide inmate's information, including, first name, last name, SSN, DOB, booking date, projected release date (if known), gender, facility issued #, offender #, legal status, legal status start date, facility name, facility address, facility city, facility state, facility zip code, facility contact info, and facility phone number.
4. If the inmate is projected to be released within the next 30 days, then the county jail facility must provide HSD/MAD the inmate's new address, including residential and mailing addresses.

ASPEN Procedures

1. Application or files is received at the MAD Central Office.
2. Inmate's case is located in ASPEN.
3. Processor will confirm the Authorized Representative information and correctional facility name and address is added as the Case Management Agency for the client.
4. Processor will indicate that the individual is "living in a prison."
5. Processor will verify all information on the application is correct and accurate, such as the inmate's citizenship, residency, and income.

- a. If an inmate is on a case in which other household members are receiving Medicaid, he/she will NOT be excluded from the household if he/she is expected to file a tax return or be claimed as a tax dependent. (Follow tax filer rules)
 - b. If an inmate is on a case in which other household members are receiving Medicaid, he/she WILL BE excluded from that household if he/she is not filing taxes or will not be claimed as a tax dependent. (Per NMAC 8.291.430.13)
 - c. If an inmate is on a case in which other household members are receiving SNAP and/or CASH benefits, then this case must be referred to ISD for processing.
6. Run EDBC (Eligibility Determination and Benefit Calculation).
 7. ASPEN will show the denial because of the incarceration that is identified by the "Living in a Prison" field.
 8. MAD Processing Unit will create an Exception Summary (Override) to approve the inmate's Medicaid and add notes to "Override Reason" field. (NOTE: Please ensure there is a begin and end date for the override. Also note that the end date of the override is the date of approval plus 11 to act as a recertification end date.)
 9. Run EDBC (Eligibility Determination and Benefit Calculation) again.
 10. Certify Medicaid approval in ASPEN and suppress NOCA. Generate a manual notice using the ISD 201, you will need to copy and paste the prepopulated language supplied by MAD into the ISD 201.
 11. Processor will document notes in "Case Comments" field.

OmniCaid Procedure

1. Once the inmate's Medicaid application is approved in ASPEN, MAD staff will access OmniCaid and manually enter 054/3, the "Incarceration Indicator" which will suspend the Centennial Care benefits for the client while incarcerated.
2. The 054/3 "Incarceration Indicator" will be entered after 30 days of the booking date and the release date will be entered 30 days before the actual projected release date. (if the booking date is greater than 1/01/2014 the 54/3 span will be entered in as 1/01/2014)

Example I:

- Inmate booking date 07/15/2015
- The 054/3 "Incarceration Indicator" will be entered with an effective date of 8/15/2015
- Centennial Care benefit will be suspend effective 8/31/2015

Example II:

- Inmate booking date 4/05/2012
- Application submitted on 11/01/2015 and approved effective 11/01/2015 for COE100
- The 054/3 "Incarceration Indicator" will be entered with an effective date of 1/01/2014

Example III:

- Inmate's projected release date: 12/15/2015
- The 054/3 "Incarceration Indicator" end date: 11/15/2015 (30 days prior to projected release date)
- Centennial Care benefits will be reactivated on: 12/1/2015

HSD/MAD Processing Unit (Re-Activating Medicaid Enrollment and Benefits) ASPEN Procedures.

ITD Functions

1. The jail or prison facility will submit a manual file listing inmates with Medicaid eligibility to HSD/MAD.
2. This file will provide inmate's information, including, first name, last name, SSN, DOB, booking date, projected release date (if known), gender, facility issued #, offender #, legal status, legal status start date, facility name, facility address, facility city, facility state, facility zip code, facility contact info and facility phone number.
3. If the inmate is projected to be released within the next 30 days, then the county jail facility must provide HSD/MAD the inmate's new address, including residential and mailing addresses

ASPEN Procedures

1. File is received by HSD/MAD.
2. Inmate's case is found in ASPEN.
3. Update all ASPEN data collection:
 - a. Processor will end date Case Management Agency.
 - b. Processor will update the inmate's new residential and mailing address (only if a standalone Medicaid).
 - c. Processor will update case to reflect "living in home" field.
 - d. Update any other pertinent information provided by the county jail facility.
 - e. End date the override which should be the last day of the current month (NOTE: do not deleted or trash can!) and run EDBC (Eligibility Determination and Benefit Calculation).
4. If you are content with the results, certify Medicaid changes in ASPEN (NOTE: Suppress NOCA).
5. Processor will document notes in "Case Comments" field.

OmniCaid Procedures

1. Once the inmate's case has been certified in ASPEN, MAD staff will access OmniCaid and manually enter the COE/FM of 054/3 with an end date that is 30 days prior to the projected release date (if not already entered or release date has changed).

Example I:

- Inmate's projected release date: 12/15/2015
- The 054/3 "Incarceration Indicator" end date: 11/15/2015 (30 days prior to projected release date)
- Medicaid benefits including managed care enrollment will be reactivated on: 12/1/2015

The ISD office CD or designee should notify MAD Central program staff JulieChristie Valdez at JulieC.Valdez@state.nm.us once a day by 4pm with all the inmate applications approved. This will allow MAD to manually enter the "incarcerated individual indicator" 54/3 or end date the 54/3 in OmniCaid.

Please address questions concerning this IPP to Jeanelle.Lerouge@state.nm.us or call (505) 827-7713.