
Interim Policy & Procedure Memorandum

ISD-IPP 15-06 - AMENDED

TO: ISD Employees
FROM:  Marilyn Martinez, Director, Income Support Division
RE: Non-MAGI Medicaid Manual Administrative Renewals
DATE: June 12, 2015

This IPP was originally issued on May 22, 2015 and is amended to include Refugee Medicaid as a category of eligibility that may be considered a manual renewal.

This IPP is an addendum to IPP 14-04 Administrative Renewal for MAGI Categories of Medicaid Eligibility. This IPP expands categories that may be administratively renewed or considered as a manual renewal to include Family Planning, Newborn, Medicaid for Refugees and Refugee Medical Spend-down and Transitional Medicaid (TMA) prior to the systematic issuance of the MAD 608 or a closure notice.

Medicaid policy found at 8.291.410.18(C)(1) NMAC describes the administrative renewal process that is required for Medicaid recipients covered under Modified Adjusted Gross Income (MAGI) categories 120 calendar days prior to expiration. Per the Code of Federal Regulations (CFR) 435.916(3)(b), the administrative renewal process is also required when Medicaid eligibility is determined on a basis other than MAGI, if sufficient information is available to do so.

Administrative renewals are conducted based on “information available to the agency” which means that the Department will utilize information from the recipient’s case and other available and trusted electronic verification sources. No additional information can be requested from the recipient to complete the administrative renewal process. Instructions on how to process the administrative manual renewal in ASPEN for Family Planning, Newborn, and Transitional Medicaid is on page two of this IPP.

It is a requirement that the ASPEN case comments be notated to indicate that either an administrative renewal was completed or attempted. If the administrative renewal was attempted, but not completed, this must also be notated in the ASPEN case comments.

ASPEN instructions:

How to complete a Manual Administrative Renewal

1. Use the Recertification/IR Report via left nav to locate all Newborn, TMA, Refugee and Family Planning COEs on the 1st day of the month.
2. Attempt to verify the information necessary for completing a manual renewal utilizing information from an existing case that has been certified within the last 6 months or interface data.
3. If successful, follow these steps:
 - a. For Newborn and Family Planning, the user should log the packet and continue the recertification process through ASPEN.
 - b. For TMA, from left nav run EDBC and certify the EDG; refile; complete data collection and certify (all actions must be completed in the same day).
4. If not successful, follow these steps:
 - a. If the user is not able to complete the renewal, they should leave the case alone (do not log a packet) until a valid application is received or the client makes contact with the office.
5. Complete the ASPEN case notes to identify the outcome of the renewal to identify that the renewal was completed or that the renewal was attempted but not completed and why.

Attachment: IPP 14-04 Administrative Renewal for MAGI Categories of Medicaid Eligibility