

**County of San Diego, Health and Human Services Agency (HHS)A)
Medi-Cal Program Guide Letter**

Disability Determination Services Division (DDSD) Forms

Number

819

Page

1 of 1

Issue Date:

September 18, 2015

Effective Date:

Upon Receipt

Purpose:

To add instructions from Special Notice 08-20 to the MPG. This Special Notice is now obsolete.

Background:

Special Notice 08-20 provided instructions regarding new forms for applications referred to DDSD for a disability determination for Medi-Cal.

Policy Change:

Use the forms listed in MPG 5.4.6 for applications referred to DDSD for a disability determination.

Summary of Changes:

MPG 5.4.6 – Added the forms from SN 08-20 to the MPG.

Impacts:

Automation:

No impact

Forms and Document Capture:

No impact

Other Programs Affected:

None

Quality Control:

Effective with October 2015 review month, Quality Control will cite the appropriate error on any case that does not comply with the requirements outlined in this letter.

References:

County policy

Sunset Date:

This policy will be reviewed for continuance on or by September 30, 2018.

Approval for Release:



Rick Wanne, Director

Eligibility Operations

**County of San Diego, Health and Human Services Agency (HHSA)
Medi-Cal Program Guide**

DDSD Forms Completion

Number

05.04.06

Page

1 of 3

Issue Date:

September 18, 2015

Effective Date:

Upon receipt

Background:

MPG 5.4.6.A

The forms in this section are necessary for when an application must be referred to DDSD for a disability determination.

Policy:

Follow the instructions for the completion of each form as specified below.

Procedure:

MPG 5.4.6.B [MC 220](#), Authorization for Release of Information

The MC 220 authorizes the release of medical records, education records, and other information related to the ability to perform tasks. Medical records include testing and treatment records for medical conditions including HIV, AIDS, or ARC patients.

MPG 5.4.6.C [MC 221 LA](#), Disability Determination and Transmittal

The purpose of the MC 221 LA is to share information between the county worker and the DDSD unit. It is used only for new applications or resubmitted cases to DDSD. Clearly print all information given on the MC 221.

Note: If a case is pending with DDSD, **do not** use the MC 221 LA to update DDSD regarding any changes or to provide new information. Use MC 222, DDSD Pending Information Update form.

MPG 5.4.6.D [MC 222 LA](#), DDSD Pending Information Update

The purpose of form MC 222 LA is to notify DDSD of any changes in the applicant's status while DDSD is in the process of making a disability determination.

MPG 5.4.6.E [MC 223](#), Applicant's Supplemental Statement of Facts for Medi-Cal

The purpose of form MC 223 is to collect information used by DDSD to determine an applicant's ability to work and must be completed entirely by the applicant, AR, or worker if signed by the applicant. The AR or worker should assist the applicant as needed. As a reminder, DDSD will not accept forms that have been edited with white out.

The MC 223 may be completed by one of three methods at the applicant's request:

- through the mail
- during a face-to-face interview
- during a telephone interview with the applicant (worker completes form MC 223 and mails the form to the applicant to be signed, dated, and returned)

Ensure that all questions are answered and include all essential entries found in [MC 223 Essential Entries Desk Aid](#).

**County of San Diego, Health and Human Services Agency (HHSA)
Medi-Cal Program Guide**

DDSD Forms Completion	Number	Page
	05.04.06	2 of 3

MPG 5.4.6.F [MC 223C](#), Supplemental Statement of Facts for Medi-Cal Child Applicant Only – Under Age 18

The purpose of form MC 223C is to collect information used by DDSD to determine disability for an applicant who has not reached their 18th birthday. It must be completed by the applicant's parent, AR, or worker if signed by the applicant's parent/AR. The AR or worker should assist the applicant as needed. As a reminder, DDSD will not accept forms that have been edited with white out.

The MC 223C may be completed by one of three methods at the applicant's parent's request:

- through the mail
- during a face-to-face interview
- during a telephone interview with the applicant's parent (worker completes form MC 223C and mails the form to the applicant's parent to be signed, dated, and returned)

Ensure that all questions are answered and include all essential entries found in [MC 223 Essential Entries Desk Aid](#).

MPG 5.4.6.G Other Forms Required for DDSD Referrals

Form #	Title	Usage
14-90 HHSA	RRR for Cases Pending Over One Year	To notify the applicant that additional information is necessary to complete the application after the DDSD determination has been received.
14-91 HHSA	No Determination Contact Form	To notify the applicant that DDSD cannot make a determination because the applicant has not responded to requests for information from DDSD. Failure to respond will result in denial of the Medi-Cal application.
14-92 HHSA	No Determination Coversheet	To advise workers of actions based on the response from DDSD.
14-93 HHSA	Transfer of DDSD Decision	To notify the worker of record that the DDSD determination has been received and to take appropriate action on the response.
14-94 HHSA	Appeals Rescinding Notice	To notify the applicant that the State Hearing Decision has been received and if they are eligible or other information is needed to determine eligibility.
14-95 HHSA	Fax DDSD	To communicate via fax with DDSD.
14-96 HHSA	DDSD Weekly Activity Log	To log activities weekly regarding DDSD referrals.
14-97 HHSA	DDSD Monthly Activity Log	To roll up the weekly log activities weekly regarding DDSD referrals for the unit each month.
MC Information Notice 013	Important Information Regarding Your Appeal Rights	To provide information to the applicant regarding appeal rights regarding the disability determination.

**County of San Diego, Health and Human Services Agency (HHSA)
Medi-Cal Program Guide**

DDSD Forms Completion	Number	Page
	05.04.06	3 of 3

Other Program Impacts:

None

References:

ACWDLs [00-46](#), [02-40](#), [02-47](#), [03-32](#), [12-02](#), [14-06](#) and [14-27](#)

MPG Letters [513](#), [707](#), [744](#), [783](#) and [819](#)

Sunset Date:

This policy will be reviewed for continuance on or by September 30, 2018.