Medi-Cal Program Guide (MPG) Letter # 637

August 25, 2008

Subject	MEDI-CAL PRE-RELEASE APPLICATION PROCESS FOR WARDS IN COUNTY JUVENILE FACILITIES – SENATE BILL (SB) 1469
Effective Date	Upon receipt
Reference	ACWDL 07-34
Purpose	The purpose of this letter is to inform staff of the procedures for implementing the Medi-Cal Pre-Release application process for children in juvenile facilities.
Background	SB 1469 requires that county juvenile detention facilities provide Medi-Cal application information for juvenile wards to the county Medi-Cal eligibility section. A Ward is a youth who has been committed to a county juvenile hall, camp, or ranch, for 30 days or longer by a juvenile court. The purpose of the bill is to ensure that the Medi-Cal application process is initiated before juvenile wards are released from incarceration so Medi-Cal eligibility can be established immediately upon the ward's release whenever possible to ensure continuity of care.

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Process   Juvenile Facility

County of San Diego Department of Probation (DP) will notify the ward's parent or guardian by letter (appendix A) 90 days prior to the planned release date that they intend to obtain Medi-Cal benefits for the juvenile. If the parent/caretaker does not respond within 30 days or requests an application, Department of Probation will send a referral form (14-88 HHSA, appendix B) to Public Assistance Information (PAI) via fax to initiate the Medi-Cal application process.

PAI

PAI will clear the parent information on the referral form and forward the form to the appropriate Family Resource Center (FRC) based on the parents' zip code as they are received. PAI will date stamp the referral form before forwarding to the FRC designee that receives mail-in applications.

FRC

FRCs will receive the referral form and treat it as a mail in application. The ward and their parents must be cleared via standard case clearance procedures.

If…	Then…
The ward has an active Medi-Cal, CalWORKS or Food Stamp case	• The FRC designee will give the referral form to worker of record to inform them of the institutionalized status of the child. The worker will take the appropriate case action to remove the ward while the ward is incarcerated and re-open upon release. • Workers must take the steps to evaluate the case for potential overpayment.
The ward's parents have an active case	The FRC designee will give the referral form to worker of record to inform them of the institutionalized status of the child. The worker will be responsible for adding the ward to the case as appropriate. Use the release date as the beginning date of aid.

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Process (Cont.)

If…	Then…
There is no active case	The FRC should open pend the case and assign to intake as per internal policy.

The worker of record must communicate that they have received the referral to DP via email within 10 days of receipt of the referral form.

NOTE: All current regulations used to process Medi-Cal applications apply. This is not a new Medi-Cal program.

New Applications

For applicants without an open case, workers must:
- Contact the parents of the ward and request that they complete a Medi-Cal application.
- Request the minimum verifications to establish Medi-Cal eligibility and process application as per current Medi-Cal policies and procedures.
- Use the date on the referral as the application date for the case.
- Use the release date (from the referral form question #3) as the beginning date of aid.
- Enter the special indicator code 'Juvenile Pre-release program' on the collect case special indicators screen.
- Use form 14-88 HHSA to communicate the outcome of the eligibility determination to DP.
- If the parent/caretaker does not respond or fails to cooperate, deny the Medi-Cal application for failure to provide. Use the current time frames for application processing.
- Provide an immediate need paper card to wards that do not have a BIC.

If the ward has no BIC and…	Then…
is incarcerated	Issue an immediate need paper card in the office and mail the card to the **ward** at the facility listed on question 2 of the referral form. If the card will not reach the facility before the ward is released, make arrangements to issue the card as below.
has returned home	Contact the ward and make arrangements for them to pick up an immediate need paper card or mail it to the home upon request.

NOTE: Some wards may have shorter incarcerations and the referral form will reach the worker very close to the release date. Workers must make every effort to grant the case prior to the release date.

Release date changes

When a release date changes, DP will send a modified referral form through PAI to the FRCs in order to notify workers of the new release date. Workers must change the effective beginning date of aid to the new release date.

Reporting to Juvenile facilities

The Department of Health Care Services (DHCS) requires that the County reports to the Juvenile facilities the following information at least 10 days prior to scheduled release:

1. The disposition of each application.
2. If an application cannot be completed prior to the release date.

Workers must complete question #2 on the HHSA communication section of form 14-88 HHSA and mail a copy to the probation department to report the outcome of every referral.

| If…	Then the worker must…
The application cannot be completed prior to the release date,	• Check no on question #4 on the HHSA communication section of form 14-88 HHSA. • Send a copy of the original referral form to probation (mail stop H2) 10 days prior to the release date.

Evidence of Citizenship and Identity

The new citizenship and identity regulations apply to the Juvenile pre-release program.

Automation impact

Workers must make the following modifications to their usual CalWIN entries to ensure that the beginning date of aid matches the release date.

1. From the Collect Case Individual Detail window, go to the Other Information tab.
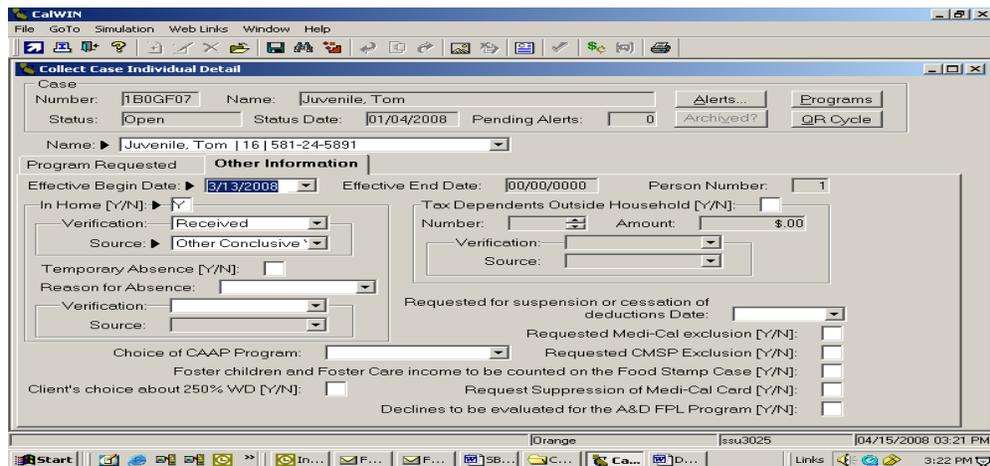
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Automation impact (cont)

2. Enter juvenile's "**Release Date**" in the **Effective Begin Date** field and enter a **"Y"** in the *In Home box.* Based on these entries CalWIN will approve juvenile for Medi-Cal from the date of release if otherwise eligible when EDBC is run.

3. From the **Collect Case Special Indicators** window, select special indicator "*Juvenile Ward*" from the drop down and enter release date in the **Effective Begin Date** field.
4. Enter case comments as to when juvenile was released from detention facility.

NOTE: The approval NOA shows eligible from the 1st of the month instead of the exact release date (e.g. release date 3-10-08 and NOA shows 3-1-08 instead of 3-10-08); this is acceptable at this time and the issue has been reported to the CalWIN Project.

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Forms Impact

14-88 HHSA – MEDI-CAL APPLICATION TRANSMITTAL INFORMATION FORM
- Top section is completed by the probation department, HHSA section completed by PAI and eligibility workers.
- Date stamp from PAI is the application date and the release date (item #2) is the beginning date of aid. NOTE: If the release date is prior to the date stamp from PAI, workers must use the planned release date as the application date.
- Available to order from iWay.

NOTE: Some referrals received the first month of this process will not contain the HHSA communication section. In this instance, workers must attach a new 14-88 HHSA with the communication section to a copy of the original 14-88 HHSA in order to communicate with DP. Any questions about information on the form can be relayed to DP through the referring party (section 10).

Intercounty transfers (ICT)

Some wards may be moving out of the county upon release from the juvenile facility. When the referral form has an address outside of San Diego as the residence address upon release (question #7), PAI must send the referral form to the ICT coordinator from that county.

When San Diego's ICT coordinator receives a referral form from another county, they will forward the form to PAI who will then forward the form to the appropriate FRC for processing as normal. Please note that referral forms from other counties will look slightly different as DHCS has not created official forms for this process.

Quality Assurance (QA) impact

Beginning with the September 2008 sample month, QA will cite with the appropriate error any case that does not follow the requirements of this letter.

Summary of Change

Article	Change
Article 6, section 5	Added information about the Juvenile Pre-Release application process.

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Filing Instructions

Action	Pages
Remove	Article 6-5-1 through 6-5-2
Replace	Article 6-5-1 through 6-5-3
Add	Article 6-5 Appendix A and B

Important Notice

The MPG is available in its entirety on the County Intranet by accessing http://hhsa_intranet/manuals/mpg/index.html. The MPG revisions listed in this letter will be entered into the Intranet MPG at the next update.

Manager Approval

ORIGINAL SIGNED BY:

Dann Crawford, Assistant Deputy Director
Medi-Cal, General Relief, CMS and CAPI Program Administration
Strategic Planning & Operational Support Division

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