

Medi-Cal Program Guide Letter (MPG) #707

November 16, 2010

Subject **DISABILITY DETERMINATION SERVICE DIVISION (DDSD)
REFERRALS**

Effective Upon Receipt

Reference ACWDL 10-17 and County Policy

Purpose Clarify County Policy and changes to the DDSD referral process and provide staff with the following:

- Information on changes to the DDSD referral process
- Instructions on how to process DDSD referrals
- Instructions on how to process the DDSD quarterly case status report listings
- Instructions on the use of the DDSD Database

Background Department of Social Services (DSS) is responsible for evaluating medical and employment data to determine if an individual meets the federal definition of disability. Disability is defined as the "inability to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment which can be expected to result in death or has lasted or can be expected to last for a continuous period of not less than twelve months".

Changes **MC 210 Statement of Facts**
Department of Health Care Services (DHCS) only authorizes DDSD to perform medical needy evaluation on applicants for Medi-Cal. The MC 210 Statement of Facts must be filled out, signed and dated and the applicant's information entered into CalWIN prior to submitting a DDSD referral. The worker will not delay submitting the DDSD referral pending property or income verifications.

Social Security Administration (SSA) Disability Order of Evaluation

SSA evaluates disability claims in the order that will be most beneficial to the applicant.

1. Title II SSA disability
2. SSA early retirement (applicant over 62 years of age)

3. Title XVI SSI

MC 220 Authorization for Release of Information

The MC220 authorizes the release of medical records, education records, and other information related to the ability to perform tasks. DDSD requires that a completed referral contain one MC 220 signed and dated by the applicant. The release of information form is valid for one year from the date signed.

DDSD Quarterly Reports

DDSD prepares a quarterly case status report listings, which identifies:

- Branch where the case is being process Los Angeles (LA)/Oakland (Oak).
- Cases pending as of the end of the previous quarter.
- Cases closed during the previous quarter.
- Codes reflecting basis of decisions.
- At which level the case is pending.

DDSD Duplicate Decisions Requests

To ensure that the applicant's Personal Identifying information rights are upheld, duplicate copies of DDSD decision document (221R) will be requested using the Duplicate Fax Cover Sheet (See appendix 5.4 Q)

Disability Referral Database

The state mandates that Counties track DDSD referrals. The worker will use the DDSD database log located at S:\ENTERPRISE\Medi-Cal Spreadsheets and Forms\DDSD Log to record all DDSD referrals and decisions.

Required Action

MC 210 Statement of Facts	The worker will review the MC 210 for completeness and ensure applicant's information is entered into CalWIN prior to forwarding the DDSD referral packet to their FRC's DDSD Specialist.
SSA Disability Order of Evaluation	When the applicant states that an SSA disability claim was submitted, the worker will clear the individual in MEDS. When MEDS QX window, payment status field shows H80, that individual has a pending SSA disability claim. The worker will enter into case comments that the individual has fulfilled their SSA disability filing requirement.
MC 220	The worker will have the individual complete

Authorization for Release of Information	one MC 220 to include: <ul style="list-style-type: none"> • Applicant's name • Social Security Number • Date of Birth • Signature and date at bottom of page.
DDSD Quarterly Reports	The worker will use the DDSD quarterly case status report listing as a tracking tool to monitor DDSD case actions as outlined in MPG <u>5.4.12</u> .
DDSD Duplicate Decisions Requests	Prior to requesting a duplicate copy of a DDSD decision, the worker must: <ul style="list-style-type: none"> • Conduct a thorough search for the document • Complete the DDSD fax cover sheet Appendix 5.4 Q. • Fax to Los Angeles State Program Branch (LASPB) Operations Support Analyst (213)-480-6421
Disability Referral Database	The DDSD Specialist will log in all DDSD referrals and determinations into the spreadsheet assigned to their FRC. The path to the database is <u>S:\ENTERPRISE\Medi-Cal Spreadsheets and Forms\DDSD Log</u> .
County Medical Services Recovery	The DDSD Specialist will forward a copy of the NFM SP2 221R DDSD decision to CMS recovery at MS 0557A for persons receiving CMS who requested a disability based Medi-Cal evaluation.

Automation Impact None

Forms Impact The following forms are shelf stock and available through Xerox:

- MC 223 Supplemental Statement of Facts
- MC 272 SGA Worksheet
- MC 273 Work Activity Report
- DHCS 7035 C Medical Report on Child With Allegation of HIV

ACCESS Impact ACCESS receives the DDSD quarterly case status report listings and instructions. ACCESS will electronically forward the report and instructions to the FRC's DDSD liaisons and CMS Recovery program specialist within 5 working days of receipt.

**Imaging
Impact**

None

QC/QA Impact

Effective with the October 2010 review month. Quality Assurance will cite appropriate error on any case that does not comply with the requirements outlined in this letter.

**Summary of
Changes**

The table below shows the changes made in the MPG cites.

Section	Summary of Change
<u>Article 5, Section 4</u>	<ul style="list-style-type: none">• Infomapped the Article• Added DDSD Quarterly Report section• Updated MC 220 requirements• Updated DDSD checklist• Updated DDSD duplicate requests decisions• Updated Appendices with current form revisions• Added CMS Recovery instructions• Added Appendix Q DDSD Fax Coversheet for Duplicate Requests• Added Appendix R DDSD Additions/Corrections to Pending and Closed Cases Instructions and Form

**Manager
Approval**



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DMH