

# Medi-Cal Program Guide Letter #710

August 27, 2010

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**Subject**            **UPDATES TO MEDI-CAL MIDYEAR STATUS REPORT (MSR) REQUIREMENTS**

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**Effective Date**    September 01, 2010

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**Reference**            ACWDL 09-32, CalWIN Change Release (CR) 5246

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**Purpose**                To provide staff with the following:

- Updates to the MSR reporting cycle
- Clarification on when a MSR is required for non-exempt individuals who are added to an existing Medi-Cal case

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**Background**        Current Medi-Cal regulations require that non-exempt Medi-Cal beneficiaries complete and return a MSR six months after the month of initial eligibility or the month benefits are determined for the following year. For example, if the initial eligibility month is considered as the first month, then a MSR is mailed to the non-exempt Medi-Cal beneficiary in the sixth month and is due back to the County in the seventh month.

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**Highlighted Changes**    With this Letter, non-exempt Medi-Cal beneficiaries shall be required to complete and submit a MSR five months after the initial eligibility month or the month benefits are determined for the following year. For example, if the initial eligibility month is considered as the first month, then a MSR must be mailed to the non-exempt Medi-Cal beneficiary in the fifth month and is due back to the County in the sixth month. In order for non-exempt Medi-Cal beneficiaries to receive a MSR no later than the 10<sup>th</sup> of the fifth month, CalWIN will generate and mail a MSR between the 21<sup>st</sup> and 24<sup>th</sup> of the fourth month.

With the initial eligibility month as the first month:

- A MSR is generated and mailed between the 21<sup>st</sup> and 24<sup>th</sup> of the fourth month in order for the non-exempt beneficiaries to

receive the MSR no later than the 10<sup>th</sup> of the fifth month.

- Non-exempt beneficiaries must complete and submit a MSR by the 5<sup>th</sup> of the sixth month.
- If a MSR is not received in the MSR Due Month (Month 6), non-exempt beneficiaries will have their benefits discontinued effective the end of the sixth month.
- Non-exempt individuals who are added to the Medi-Cal case in Month 5 or Month 6 are not required to submit a MSR in the sixth month. These non-exempt beneficiaries, if otherwise eligible, will continue to receive their benefits until the next redetermination.
- Below is a sample illustration of the updated MSR reporting cycle.

Month 1	2	3	Month 4 and 5	6	7	8	9	10	11	12
Initial Elig Mth			<ul style="list-style-type: none"> <li>• MSR mailed between the 21<sup>st</sup> - 24<sup>th</sup> of Month 4</li> <li>• Client to receive the MSR by the 10<sup>th</sup> of Month 5</li> </ul>	MSR Due Mth						RRR Mth

**Required Action**

Effective September 1, 2010, workers must ensure the following:

- A MSR is generated and mailed within the timeframe that would allow for the MSR to be received by the non-exempt beneficiaries no later than the 10<sup>th</sup> of the fifth month of the initial or subsequent certification period.
- A MSR is manually generated by the worker when the only non-exempt MSR individual is added to an existing Medi-Cal case and eligibility is authorized after the system-generated MSR run, which is scheduled between the 21<sup>st</sup> and 24<sup>th</sup> of the fourth month.
- Non-exempt beneficiaries who are required to submit a MSR and who failed to comply with the MSR requirements shall have their benefits terminated effective the end of the first month in which timely notice can be given.
- Non-exempt individuals who are added to the Medi-Cal case in Month 5 or Month 6 are not discontinued for MSR as these individuals are not required to submit a MSR in the sixth month. These non-exempt beneficiaries, if otherwise eligible, will continue to receive their benefits until the next

redetermination.

Note: References to the months identified in the above bullets assumes that the initial eligibility month as the first month.

**Automation Impact**

With the implementation of CR5246 in Release 24, CalWIN functionality was modified to:

- Generate the MSR between the 21<sup>st</sup> and 24<sup>th</sup> of the fourth month to be delivered to clients no later than the 10<sup>th</sup> day of the fifth month, and set the MSR Due Month to the 5<sup>th</sup> of the sixth month.
- Effective 09/01/2010, determine MSR responsibility based on the individuals' authorized eligibility status in the fourth month.

IF individual is...	THEN CalWIN will...
receiving benefits on or before the 1 <sup>st</sup> of the fourth month,	<ul style="list-style-type: none"> <li>• determine that the individual is responsible for submitting a MSR in the MSR Due Month.</li> <li>• auto-generate and mail the MSR between the 21<sup>st</sup>- 24<sup>th</sup> of the fourth month.</li> <li>• discontinue the non-exempt beneficiary effective the end of sixth month if an MSR is not returned.</li> </ul>
added to an existing case and eligibility is authorized <b>before</b> the system-generated MSR run date, which is scheduled between the 21 <sup>st</sup> -24 <sup>th</sup> of the fourth month,	
added to an existing case and eligibility is authorized <b>after</b> the system-generated MSR run in the fourth month,  Example:  Case includes pregnant mom and child. MSR was not	<ul style="list-style-type: none"> <li>• determine that the individual is responsible for submitting a MSR in the MSR Due Month.</li> <li>• <b>NOT</b> generate and mail the MSR IF a MSR <b>did not</b> previously generate due to the MSR exemption status of other eligible MFBU members.**</li> <li>• discontinue the non-exempt beneficiary effective the end of sixth month if an MSR is not returned.</li> </ul>

<p>generated on 4/24 due to mom and child MSR exemption status. Absent father came back to the home and is added to case in the fourth month. His eligibility status was authorized after 4/24.</p>	<p>** Workers are required to manually generate and mail a MSR in this instance. Refer to the revised <u><b>How To 132 (HT132)</b></u> – <u><b>Print a form manually</b></u> for instructions on how to manually generate a MSR.</p>
<p>added to an existing case and eligibility is authorized in the fifth or sixth month, regardless of the eligibility effective date,</p>	<ul style="list-style-type: none"> <li>• determine that the individual is NOT responsible for submitting a MSR in the MSR Due Month.</li> <li>• NOT discontinue the non-exempt beneficiary effective the end of the sixth month because he/she is not required to submit a MSR.</li> </ul>

**ACCESS  
Impact**

No impact.

**Forms Impact**

No impact.

**Imaging  
Impact**

No impact.

**Quality  
Assurance  
Impact**

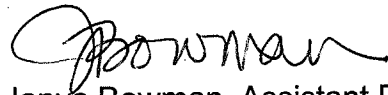
Effective with October 2010 review month, QA will cite the appropriate error any case that does not follow the requirement of this Letter.

**Summary of  
Change**

<b>Article</b>	<b>Description of Change</b>
<p><u>Article 4 Section 14</u></p>	<ul style="list-style-type: none"> <li>• Updates to the MSR reporting schedule</li> <li>• Clarification on when a MSR is required when a non-exempt individual is added to an existing Medi-Cal case.</li> </ul>

**Manager  
Approval**

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