DMA ADMINISTRATIVE LETTER NO. 13-01, QI2 Dispositions and Check Issuance

DATE: **OCTOBER 25, 2000**

Subject: **QI2 Dispositions and Check Issuance**

Distribution: **County Directors of Social Services**
                  Medicaid Eligibility Staff

I.   BACKGROUND

DMA Administrative Letter No. 31-98 outlined implementation instructions for the Qualifying Individuals # 2 (QI2) group. QI2s are entitled to reimbursement of a portion of their Medicare Part B premium. For 2000, that portion is $2.87 per month for an annual maximum payment of $34.44. Reimbursement is 100% federally funded. DMA, in conjunction with the DHHS Controller's Office, will again issue QI2 checks. One check will be written and mailed by the state. It will include benefits for all months in 2000 that the individual was eligible for QI2.

The purpose of this letter is to provide instructions for the manual disposition of QI2 applications and necessary information to submit to DMA for the issuance of a check to each individual determined eligible for QI2 benefits for 2000. Essentially these are the same instructions issued last year in DMA Administrative Letter 31-98, Addendum 04 dated November 10, 1999.

II.   DISPOSITION OF QI2 APPLICATIONS

DMA Administrative Letter No. 31-98 instructs you to determine eligibility for QI2 and, if ineligible, to send the denial notice when you make the determination. If the individual was eligible you were instructed to send a "status notice" and hold the application for further instructions. The next steps for both denials and approvals are:

A. Denials of Initial Applications

1.   Complete the denial information for QI2 on the DSS-8124 **AND** on page 10 of the DMA-5008 for each initial application that you deny. Indicate on page 10 of the DMA-5008 that the denial is for QI2.

2. No additional client notice is required because you sent the denial notice (DSS-8109) when it was determined that the individual was not eligible.

3. File the DSS-8124, DMA-5008, and copy of DSS-8109 in the client's case record. This serves as documentation of the application disposition.

4. Follow the procedures outlined above for any additional QI2 applications that are denied for 2000.

B. Approvals of Initial Applications

Complete the following sections on page 10 of the DMA-5008:

1. XVI. WORKSPACE/DOCUMENTATION

   Show the computation of the QI2 check amount in this space. See D. below for how to calculate the payment.

2. DISPOSITION OF APPLICATION

   Complete the approval section to show the disposition of the application. Indicate the approval is for QI2. Be sure to sign and date the form.

   NOTE: Do not key a DSS-8125 for QI2 dispositions since the application is not in EIS.

C. Approvals of Reenrollments

Complete the following sections of the DMA-5007V:

1. DEDUCTIBLE COMPUTATION

   Show the computation of the QI2 check amount in this space. See D. below for how to compute the payment. Change "DEDUCTIBLE COMPUTATION" to "QI2 CHECK COMPUTATION".

2. CERTIFICATION PERIOD

   Complete the "FROM" and "TO" dates to show the dates of QI2 eligibility. Enter "QI-2" in the "AID PROGRAM/Class" section.

3. Complete the bottom of the second page with the disposition date (in place of date keyed), the reason approved/denied (in place of notice

code), and the date the manual notice is mailed. Sign the form. Do not complete the interviewer information.

D { XE "Application Disposition" }. Payment Calculation

Using the QI2 monthly logs, determine the amount of the payment each individual is eligible to receive. Calculate the total number of months the individual was eligible for QI2 benefits in 2000 and multiply this total by $2.87. **DO NOT ROUND. The check will be in dollars and cents.**

  # months eligible for retroactive coverage for QI2
+ # months eligible for ongoing (i.e. month of application thru 12/31/00)
= Total # months eligible for QI2
x $2.87 per month
= Amount of check to be issued (Do not round.)

Include in the number of months eligible for retro and/or ongoing <u>ONLY</u> those months in which the individual was eligible for QI2.

EXAMPLE:

Mr. Jones was reenrolled for QI2 effective January through December 2000. In October, Mr. Jones' daughter calls and says he was placed in Happy Valley Nursing Home in September and he needs Medicaid to help with his cost of care. An application for MAA is approved with coverage effective September 2000. The QI2 check is computed as follows:

  8 months QI2 eligibility (January through August)
x $2.87 per month
$ 22.96 = amount of check to be issued

E. Send a Manual DSS-8108 Approval Notice

    a. Complete a manual DSS-8108 approval notice for each eligible individual for QI2. The date of the notice is the day you are completing the DSS-8108. On the notice, check the box which says " □ Your application for QI2 is approved for:". Under "Payment Amount" list the reimbursement amount per month, the words "per month =", and the total payment. Under "Payment Month" list the beginning through the ending months of eligibility.

    b. File a copy of the DSS-8108 for each individual in his case record. Keep a list of the approval notices sent for your information.

F. Complete the QI2 Check Register for 2000

1.   List each approved QI2 applicant, his address, check amount due, dates of QI2 eligibility, and social security number on the QI2 Check Register for 2000. **It is very important that this information is accurate and the address current.**

    NOTE: Do not confuse the QI2 Check Register with the QI2 log submitted to DMA on a monthly basis. The logs are used to track the number of potential eligibles. They do not give enough information to issue the benefit.

2.   You may use the paper copy of the QI2 Check Register attached to this letter or an Excel spreadsheet of the Check Register. If you have the capability, DMA recommends using the Excel Check Register. To receive a copy of the Excel Check Register, call or e-mail Susan Ryan. Her telephone number is (919) 857-4019. Her e-mail address is Susan.Ryan@ncmail.net. She will e-mail you a copy of the Excel Check Register.

3.   Submit the QI2 Check Register to DMA no later than November 22, 2000. It is very important to submit the Check Register timely in order to issue QI2 checks before the Christmas holidays.

    a. E-mail the Excel QI2 Check Register to Susan.Ryan@ncmail.net, or

    b. Mail or fax the paper QI2 Check Register to:

        Medicaid Eligibility Unit
        Division of Medical Assistance
        2512 Mail Service Center
        Raleigh, NC 27699-2512

        FAX (919) 715-8548

4.   Retain a paper or electronic copy of the QI2 Check Register for your records.

G. Pending QI2 Applications and Straggler List

1.   After you submit your QI2 Check Register to DMA, begin a supplemental QI2 Check Register listing any applications approved for QI2 for 2000 after the first Check Register was submitted.

    NOTE: The certification period for QI2 applications dated November 1 through December 31 ends December 31 of the **current** calendar

year. This is different from QI1/MQB-E applications when the certification period ends December 31 of the next calendar year.

2.   Follow instructions in II. above, to dispose all pending QI2 applications by January 17, 2000. If an applicant has not returned information required to determine eligibility by the end of the day on January 17, 2000, deny the application. Send a manual denial notice to the applicant. State on the notice that the reason for the denial is "You have not returned needed information and funding for this program ends on December 31st each year. You must reapply to qualify for assistance in 2000." The policy reference is MA Administrative Letter 31-98 or MA-2165 that is being issued by Change Notice # 09-01 effective December 2000.

3.   Submit the straggler QI2 Check Register **by January 19, 2000** by e-mail to Susan Ryan or mail or fax to Medicaid Eligibility Unit as instructed in F.3., above.

III.   ISSUANCE OF QI2 CHECKS FOR 2000

A. Check Issuance

1.   The DHHS Controller's Office will mail a check to each QI2 recipient based on the information on the QI2 Check Register.

a. Checks for individuals submitted on the first Check Register will be mailed about December 15, 2000.

b. Checks for individuals submitted on the Straggler list will be mailed in mid February 2001.

2.   Included in the envelope with the check will be a reenrollment application, return envelope, and Rights and Responsibilities insert.

B. Returned Checks

1.   Undelivered checks will be returned to the Controller's office. If a QI2 recipient reports he did not receive his check, verify he was on your county QI2 Check Register. If so, report this information to Susan Ryan in the Medicaid Eligibility Unit at (919) 857-4019. She will coordinate with the Controller's Office.

2.   If checks are returned to the Controller's Office for insufficient address, the Controller's Office will notify DMA. DMA may ask the county to review their records for additional information.

3.   If for any reason a recipient or family member returns a QI2 check to the county dss, write cancel on the check and mail it to the Controller's Office. Examples of reasons a check may be returned are death of a recipient or the recipient does not want the check.

DHHS Controller's Office
2019 Mail Service Center
Raleigh, NC 27699-2019

Att: Rhonda Stephens

Please refer questions to your Medicaid Program Representative or call the Medicaid Eligibility Unit at (919) 857-4019.

Paul R. Perruzzi
Director

QI2 Check Amounts for 2000