

# **DMA ADMINISTRATIVE LETTER NO: 14-03, ADDENDUM 7, MQB-E CERTIFICATION PERIOD EXTENSION TO 12/31/2003 AND REENROLLMENTS**

**DATE:** October 9, 2003

**SUBJECT:** MQB-E Certification Period Extension to 12/31/03 and Reenrollments

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

## **I. BACKGROUND**

QI1/MQB-E funding has been continued; therefore, another certification period extension to 12/31/2003 is being completed in EIS for MQB-E cases. Also, the reenrollment process for QI1/MQB-E is being reinstated for you to determine eligibility for recipients for January 1, 2004 – March 31, 2004.

## **II. PROCEDURES FOR EXTENDING CERTIFICATION PERIOD TO 12/31/2003**

EIS automatically will extend the certification through date for MQB-E cases to December 31, 2003. This update will occur on the night of October 16, 2003. A list of the cases that are updated will be available the next day in a report on XPTR. The XPTR name is "DHREJ QI1 Cert Period Extended". To view this list, select the version with the most current date.

MQB-E cases with an 8125 pending the day the certification period extension runs will not be included in the automatic update. Also, MQB-E cases that do not have a certification through date of 10/31/2003 will not be updated. These cases will require manual update of the certification period if the case remains active MQB-E. DMA will notify counties of cases requiring manual updates.

## **III. MEDICAID CLASSIFICATION CHANGES AND PROGRAM TRANSFERS TO MQB-E**

Beginning October 17, 2003, begin entering a certification through date of 12/31/2003 for changes and transfers to MQB-E.

#### **IV. APPLICATIONS FOR MQB-E**

##### **A. Applications Taken Before November 1, 2003**

When approving ongoing an MQB-E application with a date of application prior to November 1, 2003, enter a certification through date of 12/31/2003 unless the case is terminating earlier. Follow the procedures in MA 2160 III.B.2. for reenrollment of these recipients.

##### **B. Applications Taken On Or After November 1, 2003**

When approving ongoing an MQB-E application with a date of application on or after November 1, 2003, enter a certification through date of 3/31/2004 unless the case is terminating earlier. Do not key these approvals until on or after November 24, 2003. EIS will not accept a 03/31/2004 certification end date until November 24, 2003.

#### **V. REENROLLMENTS**

On October 31, 2003, EIS will produce for each active MQB-E recipient a reenrollment form, a rights and responsibility insert, and a QI return envelope. MA 2160 and EIS 3210 provide information regarding the reenrollment process for MQB-E and procedures the county is to follow for MQB-E reenrollments, application approvals, and transfers.

There have been some changes since the policy and EIS manuals were last updated that you need to be aware of. These are listed below. You may want to make pen and ink changes if you have a paper manual. The online and paper manuals will be updated at a later date.

- A. MQB-E cases are not on Case Management. (EIS 3210 I. and II.C. and MA 2160 IV.B.1. and 3.)
- B. The certification period for these reenrollments is January 1, 2004 thru March 31, 2004. (EIS 3210 II.D.1.b. and MA 2160 I. and IV.F.1.b.)
- C. If the MQB-E date of application is 11/01/2003 or later, the certification period end date is 3/31/2004. Reenrollments are NOT needed for these individuals. Do not key these approvals until on or after November 24, 2003 because the EIS edit on the certification end date will be changed from 12/31/2003 to 03/31/2004 beginning November 24, 2003. (MA 2160 III.C.3.d. and MA 2160 III.C.5.d.)

NOTE: The certification end date for applications taken prior to 11/01/2003 is 12/31/2003. Follow the procedures in MA 2160 III.B.2. for reenrollment of these recipients. This did not change.

- D. Each county will receive only one paper copy of the MQB(QI) Reenrollment Due report rather than two copies. (EIS 3210 II.B. Re-enrollment Report and MA 2160 IV.B.2.)
- E. NCXPTR has replaced RMDS for reports. (Found several places in EIS 3210)
- F. QI2 was discontinued so delete the NOTE in EIS 3210 II.D.3.c. and delete MA 2160 IV.F.2.c.)
- G. The MQB-E reenrollment form ([DMA-5060](#)) has been revised. A copy is attached. Use this version when you need to provide a recipient with the reenrollment form. The rights and responsibilities and QI envelope did not change.

If you have questions, please contact your Medicaid Program Representative.

Gary Fuquay  
Acting Director

[This material was researched and prepared by Mary Spivey, EIS Consultant, Eligibility Information Systems Unit.]