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TO: County Directors of Social Services
Medicaid Supervisors and Caseworkers

FROM: Carolyn McClanahan, Deputy Director
Member Operations

RE: Prepaid Health Plan Notification of Nursing Facility Level of Care Form

DATE: October 19, 2022

To streamline processes for nursing facility admissions and the determination of long-term care financial eligibility, NC Medicaid created a new standardized [PHP Notification of Nursing Facility Level of Care Form \(DHB-2039\)](#) for PHPs and nursing facilities to communicate with local Departments of Social Services (DSS).

The standardized form includes all information a local DSS needs to begin the financial determination for long-term care as required by the Centers for Medicare and Medicaid Services (CMS). Once counties conduct the financial determination and establish the patient monthly liability (PML), the PML will be shared with health plans and allow payments to proceed to nursing facilities.

To further clarify how this process works, NC Medicaid created stakeholder-specific fact sheets for counties, for health plans, and for providers (including hospitals and nursing facilities). The fact sheets outline the information flow, timelines, and requirements for the long-term care financial eligibility determination process.

- [County Fact Sheet](#)
- [Health Plan Fact Sheet](#)
- [Provider Fact Sheet](#)

The Division of Health Benefits (DHB) has posted a copy of the DHB-2039 Prepaid Health Plan (PHP) Notification of Nursing Facility Level of Care form to the DHB website. This form is for ***PHP Use Only*** and is used to notify facilities of applicant/beneficiary Level of Care approvals. Facilities are expected to provide a copy to the local agency as verification of Level of Care approval.

Local agency staff should review the online form to ensure caseworkers become familiar with the new form.

DHB will host a county webinar in the coming weeks, more information will be forthcoming as the webinar is scheduled.

If you have any questions regarding this material, please contact your Medicaid Operational Support Team (OST) Representative.