

DEPARTMENT OF HEALTH SERVICES

P.O. BOX 942732
SACRAMENTO, CA 94234-7320
(916) 327-1400



November 6, 2001

N.L.: 20-1101
Index: Financial Eligibility/
Enrollment Fee

TO: ALL COUNTY CALIFORNIA CHILDREN'S SERVICES (CCS)
ADMINISTRATORS AND MEDICAL CONSULTANTS, AND STATE
CHILDREN'S MEDICAL SERVICES (CMS) STAFF

SUBJECT: CCS FINANCIAL POLICY REGARDING CLIENTS WHOSE ANNUAL
ADJUSTED GROSS INCOME IS BELOW 200 PERCENT OF THE
FEDERAL INCOME GUIDELINES BUT THE CURRENT ENROLLMENT
FEE SCALE INDICATES A FEE IS TO BE CHARGED

This is to inform you that with the implementation of the current Federal Income Guidelines (FIG), effective April 1, 2001, (refer to CCS Numbered Letter No.: 03-0301 dated March 27, 2001), the CCS "Sliding Fee Scale" which is used to determine enrollment fees is no longer valid for certain clients based on "family size" and "family income." This letter also provides policy on how these cases are to be treated.

Background

The 2001 FIG levels used to prepare the current Table 1 (Family Size and Annual Income Level Chart) were received via the Federal Register and communicated to the local CCS programs without realizing that the rates on the sliding fee scale table in the California Code of Regulations, Title 22, Section 41519, are no longer correct. For some families whose "family size" is composed of three or more persons, the table indicates the need to collect an enrollment fee. However, many of these families are under 200 percent of the FIG. This conflicts with Health and Safety Code, Section 123900, which prohibits an enrollment fee to be charged when the family of the child has a gross annual income below 200 percent of FIG.

The Children's Medical Services Network (CMS Net) system contains a table which corresponds to the FIG levels and sliding fee scale information contained in Title 22, Section 41519. The system automatically calculates whether the family is charged an enrollment fee.

Policy

CCS programs shall apply the 200 percent of FIG exception for payment of an enrollment fee for those families whose annual adjusted gross income is at or below this level. CCS programs shall apply the income levels in Table 1, Column 2 (200 percent of FPL), and any family whose annual adjusted gross income is at or below these levels are not to be charged an enrollment fee, regardless of what is indicated on the sliding fee schedule.

Counties on CMS Net

Currently the CMS Net system uses the existing CCS sliding fee schedule to automatically calculate enrollment fees. Effective mid November, CMS Net will no longer automatically calculate the **enrollment fee**. Users will be required to manually determine the enrollment fee amount and key enter the amount on the CMSFE-10 screen. If a payment is selected, the system will continue to calculate the amount of each payment due and establish ticklers. This change will not affect enrollment and assessment fees and ticklers already established.

CMS Net will continue to calculate the assessment fee and will automatically populate the amount as necessary. Enclosed is the updated CMS Net Enrollment and Assessment Fee section of the CMS Net Manual. Please update your Manual with the revised Enrollment and Assessment pages.

If there are any questions regarding changes to the CMSFE-10 screen, please call the CMS Net Help Desk at (916) 327-2378.

If you have any questions regarding this Numbered Letter, please consult your CMS Regional Office consultant.



Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosure

CMS Net

Enrollment & Assessment

Table of Contents

<i>Table of Contents</i>	ii
<i>Preface</i>	iii
Legend	iii
<i>Enrollment and Assessment</i>	1
Overview	1
Payment Plans System Tracking	1
Security Access	2
<i>Enrollment and Assessment Fees Screen</i>	3
Enrollment and Assessment Fees Screen (CMSFE-10)	3
Enrollment and Assessment Fees Data Entry Fields	4
Action Menu	10
Enrollment Branch Menu	11
<i>Payment Plan Information</i>	12
Keying Payment Plan Information	12

Preface

Legend

In procedures on the following pages you will see various symbols used.

- ✓ When a procedure is described, the check mark indicates the result of an action.
- ➡ The arrow indicates a content note.

Enrollment and Assessment

Overview

This document provides information on how the Enrollment and Assessment fees of CMS-Net will operate. The screen will allow the user to:

- Determine the enrollment and assessment fees
 - Setup payment plans
 - Generate payment due letters
 - Record payments.
-

Payment Plans System Tracking

Based upon the data entered on the Financial Worksheet, if the system determines there are enrollment and/or assessment fees, the user can establish a payment plan for the patient.

Once the payment plan has been set up, the system can:

- Generate fee correspondence
- Generate ticklers for the next payment letter due
- Track the amounts paid
- Track the balance due.

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Enrollment and Assessment, Continued

**Security
Access**

The system will analyze the Fin Status from the Financial Worksheet and determine the user's access to the Enrollment and Assessment Screen.

- If the Fin Status is blank or "Pending Fin Det" the system will display the following message:

```
Financial Worksheet must be  
complete  
( ) Press Enter
```

Press <Enter> to display the Eligibility Menu.

- If the Fin Status is "Eligible" the user is allowed to access the Enrollment and Assessment Fee Screen. The system will display the Enrollment and Assessment Fee Screen.
- If the Fin Status is "Ineligible" the system will display the following message:

Financially ineligible, no access to Enrollment and Assessment Fee screen

```
( ) Press Enter
```

Press <Enter> to display the Eligibility Menu

Enrollment and Assessment Fees Screen, Continued

**Enrollment
and
Assessment
Fees Data
Entry Fields**

The following table describes the fields on the Enrollment and Assessment Fees screen.

Field #	Field Name	Description/Comments
1	(header)	Display Only
2a	Pgrm Begin Date	Display Only Populated from Pending Eligibility or Program Eligibility screen
2b	End	Display Only Populated from Pending Eligibility or Program Eligibility screen
2c	CCS Elig Status	Display Only Populated from the Client Eligibility (CMSCE-10) "CCS Elig Status"
3	Assess Fee	Required Values: <u>Required</u> or <u>Not Required</u> <ul style="list-style-type: none"> If the user selects Required, the system defaults the amount in Amount to 20. This becomes display only field. Cursor moves to Date Received.
4	Reason Not Coll	Required If "Assess Fee" displays "Not Required; otherwise, deactivated. " Values: <ul style="list-style-type: none"> Adoption Combine w/ Enroll Fee (NEW VALUE) Healthy Families AGI < 100% FPL Medi-Cal No SOC MTU with IEP Sibling on Program Waiver Induced
5	Amount	Display Only

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
6	Date Received	Optional No future dates allowed. If "Assess Fee" entry displays "Not Required": Field is empty and deactivated
7	Enroll Fee	Required Values: <u>Required</u> or <u>Not Required</u> *Defaults to " Required" if: Assessment Fee Reason Not Coll (Field 4) is "Comb w/ Enroll Fee" User CANNOT overwrite it. *Defaults to "Not Required" if on the Financial Worksheet: GI is < 200% FPL or "Reason Not Req'd" is "Healthy Families", "Medi-Cal, No SOC" or "Adoption" or "MTU Services Only" or "Diagnostic Services Only"
8	Reason Not Coll	Required if "Enroll Fee" is "Not Required" Pick list Values: <ul style="list-style-type: none"> • Adoption • Diagnostic Only • Healthy Families • GI < 200% FPL • Medi-Cal No SOC • MTU Services Only • Payment Plan • Referred to Medi-Cal • Sibling In Program • Waiver Induced

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
9	Amount	Required Enter enrollment fee amount that is calculated based on the Family Size and Annual Income Level Chart
10	Reduced Amt	Optional Amount Enrollment Fee is to be reduced
11	Reason Reduced	Required if enrollment fee is reduced Pick List Values: <ul style="list-style-type: none"> • Financial Hardship • Others
12	Date Received	Required unless payment plan is established NO future dates allowed and the date entered cannot be prior to the "Pgrm Begin Date"
13	Payment Plan	Required If Payment Plan is populated. Pick List Values: <ul style="list-style-type: none"> • Single Payment • Two Payments • Three Payments
14	Total Amt	Display Only system calculates

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
15	Ltr Status	<p>Required If Payment Plan is populated. Pick List Values:</p> <ul style="list-style-type: none"> • 1st Payment Ltr Sent • 2nd Payment Ltr Sent • 3rd Payment Ltr Sent
16	Payment Status	<p>Pick List Values:</p> <ul style="list-style-type: none"> • Not Recv'd In Full • Full Payment Recv'd <p>If "Balance Due" is zero, this field defaults to "Full Payment Recvd". OR</p> <p>If Assessment or Enrollment Fee "Date Received" fields are filled, this field defaults to "Full Payment Recvd".</p>
17a, 18a, 19a	Date Sent	<p>Date Payment letter sent</p> <p>System stamps today's date once the payment letter is generated and sets up Payment Due Tickler</p>
17b, 18b, 19b	Due By	<p>Date Payment is Due</p> <p>user enters the due date, but it cannot be</p> <ul style="list-style-type: none"> • after the 60th day from the "Due Date" • before today's date • before the previous payment's due date <p>* if "Date Sent" (Field 17) is filled, this field is display only.</p> <p>* System will generate tickler for follow-up. (FEE)</p>

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
17c, 18c, 19c	\$Due	Display Only \$ Due Per Payment If the related "Date Sent" field is filled, this field is display only.
17d, 18d, 19d	\$Rec	Optional \$Received on Payment User can key a numeric value; no periods or commas. * once this field is filled, the system recalculates the "Balance Due" amounts.
17e, 18e, 19e	Dt Recv'd	Required if \$ Received is populated. NO future dates allowed and the date entered cannot be prior to the "Pgrm Begin Date"

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Enrollment and Assessment Fees Screen, Continued

Field #	Field Name	Description/Comments
17f, 18f, 19f	Receipt #	Required if \$Rec is populated Receipt # Given for Payment Received If user invokes the Help Key, the following message displays: Enter Receipt Number or Check Number if Receipts are not used.
17g, 18g, 19g	Pmt Bal	Display Only Balance Due For That Payment
20	Balance Due	Display Only Balance Due
21	Comment	Optional Three lines of information allowed. Auto populates to the narrative.
22	Last Update By	Display Only * Displays the last user's name who modified any data.
23	Date	Display Only * Displays the date of the last change.

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Enrollment and Assessment Fees Screen, Continued

Action Menu The Enrollment and Assessment Fees function has five commands on the Action Menu.

Command	Action/Result
Save	Save will: <ul style="list-style-type: none"> • Save the updated data, comments, and other non-letter-triggering actions to the screen or • Generate a payment plan letter
Reissue Letter	The “Reissue Letter” option will appear only if there were previously-generated payment letters. When choosing this option: <ul style="list-style-type: none"> • The system cancels the most recently generated letter, and will path the user to Send Correspondence to generate the new one (i.e. the one showing in the “Payment Status”. • The system updates the respective “Date Sent” field. • If the “due-by” date changes, the system sets up a new "Due By" tickler.
Go Back One Letter	This option available once a payment letter has been generated. Cancels the current payment letter and returns the patient record to the previous status entry. <ul style="list-style-type: none"> • If the current “Payment Plan” is “Two Payments” or “Three Payments” and a request is made to “Go Back One Letter” the system clears the “Date Sent” field and replaces the “Letter Status” with the previous letter. • The associated Due By tickler shall be removed.
Cancel	Selecting this option displays the Eligibility Menu. The system does NOT save any changes.
Quit	Selecting this option closes the Action Menu and refreshes the Enrollment and Assessment Fees screen (CMSFE-10). It does NOT save any changes.

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Enrollment and Assessment Fees Screen, Continued

**Enrollment
Branch Menu**

- | |
|---|
| <ul style="list-style-type: none">(?) Narrative for Enrollment & Assessment Fees() Mail Message for Enrollment & Assessment Fees() Print Face Sheet() Eligibility Main Menu |
|---|
-

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Enrollment and Assessment Fees Screen, Continued

**Keying
Payment Plan
Information**

The Payment Plan fields can be a bit tricky. Follow the steps when using these fields.

Step	Action						
1	In Payment Plan, Access the Pick List. Choose an option. ➔ If "Enroll Fee" displays "Required" and its "Date Received" is empty, the cursor will land here.						
2	In Ltr Status (Field 15), access the Pick List. Choose an option. ➔ If Payment Plan is empty, the system deactivates this field.						
3	In Payment Status, access the Pick List. Choose an option.						
	<table border="1"> <thead> <tr> <th data-bbox="516 852 930 905">If...</th> <th data-bbox="930 852 1393 905">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 905 930 1108"> User selects "Not Recv'd in Full", </td> <td data-bbox="930 905 1393 1108"> The system <ul style="list-style-type: none"> • Changes F/R Status field (in header) to Ineligible • Clears Date Received </td> </tr> <tr> <td data-bbox="516 1108 930 1272"> User selects "Full Payment Recv'd", </td> <td data-bbox="930 1108 1393 1272"> The system: <ul style="list-style-type: none"> • Deactivates Date Received • Removes the payment tickler. </td> </tr> </tbody> </table>	If...	Then...	User selects "Not Recv'd in Full",	The system <ul style="list-style-type: none"> • Changes F/R Status field (in header) to Ineligible • Clears Date Received 	User selects "Full Payment Recv'd",	The system: <ul style="list-style-type: none"> • Deactivates Date Received • Removes the payment tickler.
If...	Then...						
User selects "Not Recv'd in Full",	The system <ul style="list-style-type: none"> • Changes F/R Status field (in header) to Ineligible • Clears Date Received 						
User selects "Full Payment Recv'd",	The system: <ul style="list-style-type: none"> • Deactivates Date Received • Removes the payment tickler. 						

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Enrollment and Assessment Fees Screen, Continued

Step	Action
4	<p>In Due By field, Key the date. Remember, the Due By date cannot be:</p> <ul style="list-style-type: none"> • After the 60th day from the “Date Determined” • Before today’s date • Before the previous payment’s due date.
5	<p>In \$Due field, Key the dollar amount. [Required depending on the plan selected in Payment Plan].</p> <ul style="list-style-type: none"> • If a date shows in the related Date Sent, this field is Display Only.
6	<p>In \$Rec, Key the dollar amount received. The system recalculates Pmt Bal and Balance Due.</p>
7	<p>In Dt Recv’d, Key the receipt date of payment. [Required if the related \$Rec field is filled] User CANNOT key future dates or dates prior to the related Date Sent.</p>
8	<p>In Receipt #, Key the receipt number for the payment. [Required if the related \$Rec field is filled] If no receipt is issued, a help message displays advising user to key the check number for the payment received.</p>

NOTES

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