



**Department of Health Care Services
Children's Medical Services Network**



User Manual

CCS Pilot Project Plan Enrollment/Disenrollment

Section 46

CCS Pilot Project Plan Enrollment/Disenrollment

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CCS Pilot Project Plan Enrollment/Disenrollment

Introduction

In an effort to improve the quality of CCS client/parent experience, DHCS has initiated a pilot project to test four different innovative health care delivery models. This manual provides enrollment/disenrollment instructions for eligible CCS clients.

CCS Pilot Project Plan Screen

The CCS Pilot Project Plan screen is located in CMSNet Legacy as an option within the Eligibility menu.

```
TU                               ELIGIBILITY MENU                               CMSEM-10
Pt Nm: TESTING,TEST              Case# 9443312 CIN: 33719743A9
Gender: F DOB: 04/01/2013 Lgl Co: SAN MATEO REG= ACTIVE MED= E F/R= E
Pgrm Begin Date 04/01/2013 End Client Elig Status 9K CCS
Select Option:
Pending Eligibility              Program Eligibility
Residential Worksheet           Eligibility Tracking
Financial Worksheet             Display Eligibility Log
Enrollment/Assessment Fees     Replace Beneficiary ID Card
Medi-Cal Coverage              Client Eligibility
Insurance Coverage             MEDS Inquiry
Healthy Families Coverage      Personal Injury
X CCS Pilot Project Plan        Application Status
Medical Eligibility
[Quit]
```

Eligibility

Clients who are eligible for enrollment must be legal residents of the demonstration project's county, Medi-Cal Eligible, Full-Scope, with a no Share-of-Cost Medi-Cal aid code. The enrollment option will not become available on the CCS Pilot Plan Project screen in CMSNet Legacy until the client meets these requirements.

Allowable Medi-Cal Aid Codes:

0A,01,02,03,04,06,08

2A,2E,2H,2V,20,23,24,26,28

3A,3C,3D,3E,3G,3H,3L,3M,3N,3P,3R,3U,3W,30,32,33,34,35,36,38,39

4A,4F,4H,4G,4K,4L,4M,4T,40,42,45,46,47

5E,5K,5V,54,59

6A,6C,6E,6G,6N,6P,6V,6X,60,64,66,68

7A,7J,7T,72

8E,8G,8P,8R,8U,8W,8X,82

Allowable Healthy Families Transition Aid Codes:

5C,5D,H1,H2,H3,H4,H5

Enrollment Rules

Clients can be set up for enrollment at any time through CMSNet Legacy, in the Eligibility – CCS Pilot Project Plan screen. On or near the 25th of each month, a transaction file (MEDS Renewal) is sent to the Medi-Cal Eligibility Data System (MEDS), which submits the client’s enrollment information for their county’s pilot project plan. Please see the MEDS Renewal Schedule for details on renewal dates.

Pending Enrollment:

Until enrollment data is sent to MEDS in the transaction file, it is pending and can be removed from the client’s eligibility. The Delete option is only visible in the Page Down menu when this option is available.

Active Enrollment:

After enrollment is sent to MEDS, the client can be disenrolled at any time. The disenrollment will go into effect at the end of the month’s enrollment period.

Enrolled in Error:

If a client was enrolled in error and the transaction file has already been sent to MEDS, the user will need to contact the CMSNet helpdesk so that we can submit a ticket to Medi-Cal to correct the enrollment. If at all possible, please ensure that the enrollment is deleted in a timely manner so that we can avoid taking this measure.

2013 MEDS Renewal Schedule

The MEDS Renewal dates indicate which day of the month we will send monthly enrollment data to Medi-Cal. In a given month, any enrollments entered prior to the renewal date will be effective as of the first of the following month. Any enrollments from the renewal date to the end of the month will be effective the month after next. The remaining 2013 schedule is as follows:

4/25/13	7/25/13	10/28/13
5/28/13	8/27/13	11/25/13
6/26/13	9/25/13	12/27/13

Enrollment into HCP

Enroll a user in a CCS Pilot Project Plan as follows:

1. In CMSNet Legacy, select ‘Eligibility’ and press <Enter>.
2. Enter parameters to search for the client and press <Page Down> to search.
3. Select the client and press <Enter>.
4. Select the current program eligibility period and press <Enter>.
5. Select ‘CCS Pilot Project Plan’ and press <Enter>.

CCS Pilot Project Plan Enrollment/Disenrollment

- Verify client is not already enrolled by looking for your county's plan name. If the client is already enrolled or scheduled to be enrolled, an enrollment date is displayed and the disenrollment date is blank.

```

TU                               CCS Pilot Project Plan                               CMSELIG-45
-----
Pt Nm: TESTING,TEST                Case# 9443312   CIN: 33719743A9
Gender: F DOB: 04/01/2013 Lgl Co: SAN MATEO REG= ACTIVE MED= E F/R= E
-----
Pgrm Begin Date 04/01/2013 End      Client Elig Status 9K CCS
-----
Medi-Cal#:                          SOC Amt:      Cert Day:
-----
HCP Name                            Enrollment Date Disenrollment Date
1 703 Health Plan of San Mateo      06/01/2013
    
```

- Press 'Page Down' and select 'Enroll' then press <Enter>.

```

TU                               CCS Pilot Project Plan                               CMSELIG-45
-----
Pt Nm: TESTING,TEST                Case# 9443312   CIN: 33719743A9
Gender: F DOB: 04/01/2013 Lgl Co: SAN MATEO REG= ACTIVE MED= E F/R= E
-----
Pgrm Begin Date 04/01/2013 End      Client Elig Status 9K CCS
-----
Medi-Cal#:                          SOC Amt:      Cert Day:
-----
HCP Name                            Enrollment Date Disenrollment Date
1 703 Health Plan of San Mateo      06/01/2013
-----
Select One:
( ) Cancel
(?) Enroll
[Quit]
    
```

- If the Enrollment option is not available and the client is not already enrolled in the pilot project, check the Medi-Cal aid code to verify the client is eligible. The Medi-Cal aid code is located in the lower left of the screen (circled in red).

```

TU                               CCS Pilot Project Plan                               CMSELIG-45
-----
Pt Nm: TESTING,TEST                Case# 9443312   CIN: 33719743A9
Gender: F DOB: 04/01/2013 Lgl Co: SAN MATEO REG= ACTIVE MED= E F/R= E
-----
Pgrm Begin Date 04/01/2013 End      Client Elig Status 9K CCS
-----
Medi-Cal#:                          SOC Amt:      Cert Day:
-----
HCP Name                            Enrollment Date Disenrollment Date
1 703 Health Plan of San Mateo      06/01/2013
-----
Comments:
-----
Last Updated By:                    Date:
-----
Aidcode Pri: 3G SP1:      SP2:      SP3:
Elig Pri: 691 SP1:      SP2:      SP3:
    
```

- After enrolling the client, your screen will route back to the Eligibility menu. Select 'CCS Pilot Project Plan' and press <Enter>. Verify enrollment date is displayed correctly. If the enrollment was entered before the 20th of the current month, enrollment will take effect as of the 1st of the following month. If the enrollment was entered after the 20th of the current month, the enrollment will take effect as of the 1st of the month after next.

Delete Pending HCP Enrollment

Delete a pending enrollment that has not yet been sent over to MEDS via transaction file as follows:

1. In CMSNet Legacy, select 'Eligibility' and press <Enter>.
2. Enter parameters to search for the client and press <Page Down> to search.
3. Select the client and press <Enter>.
4. Select the current program eligibility period and press <Enter>.
5. Select 'CCS Pilot Project Plan' and press <Enter>.
6. Verify client is set up for future enrollment in HCP. There will be an enrollment date displayed for a date in the future. If there is an enrollment listed with a future date but the delete option is not present, the transaction file has already been sent over to MEDS so the client will need to be disenrolled at the end of the month.

TU		CCS Pilot Project Plan	CMSELIG-45
Pt Nm:	TESTING, TEST	Case#	9443312 CIN: 33719743A9
Gender:	F DOB: 04/01/2013	Lgl Co:	SAN MATEO REG= ACTIVE MED= E F/R= E
Pgrm Begin Date	04/01/2013 End	Client Elig Status	9K CCS
Medi-Cal#:	SOC Amt:	Cert Day:	
HCP Name	Enrollment Date	Disenrollment Date	
1 703 Health Plan of San Mateo	06/01/2013		

7. Press 'Page Down' and select 'Delete' then press <Enter>. If Delete is not an option, but Disenroll is an option, the enrollment transaction file has already been sent to MEDS and you will need to walk through the disenrollment process.

TU		CCS Pilot Project Plan	CMSELIG-45
Pt Nm:	TESTING, TEST	Case#	9443312
Gender:	F DOB: 04/01/2013	Lgl Co:	SAN MATEO REG= ACTIVE
Pgrm Begin Date	04/01/2013 End	Client Elig Status	
Medi-Cal#:	SOC Amt:	Cert Day:	
HCP Name	Enrollment Date	Disenrollment Date	
1 703 Health Plan of San Mateo	06/01/2013		

Select One:

() Save

() Cancel

(?) Delete

[Quit]

8. Select 'CCS Pilot Project Plan' and press <Enter>. Verify enrollment is no longer displayed.

CCS Pilot Project Plan Enrollment/Disenrollment

```

TU                               CCS Pilot Project Plan                               CMSELIG-45
-----
Pt Nm: TESTING,TEST                Case# 9443312  CIN: 33719743A9
Gender: F DOB: 04/01/2013 Lgl Co: SAN MATEO  REG= ACTIVE  MED= E  F/R= E
-----
Pgrm Begin Date 04/01/2013 End      Client Elig Status 9K CCS
Medi-Cal#:                               SOC Amt:          Cert Day:
-----
HCP Name                               Enrollment Date  Disenrollment Date
  
```

Disenrollment from HCP

Disenroll a client from CCS Pilot Project Plan as follows:

1. In CMSNet Legacy, select 'Eligibility' and press <Enter>.
2. Enter parameters to search for the client and press <Page Down> to search.
3. Select the client and press <Enter>.
4. Select the current program eligibility period and press <Enter>.
5. Select 'CCS Pilot Project Plan' and press <Enter>.
6. Verify client is enrolled in HCP. If the client is enrolled, there will be an enrollment date displayed, but no disenrollment date for the specified health plan.

```

TU                               CCS Pilot Project Plan                               CMSELIG-45
-----
Pt Nm: TESTING2,TEST                Case# 9443324  CIN: 38029743A6
Gender: M DOB: 04/01/2013 Lgl Co: SAN MATEO  REG= ACTIVE  MED= E  F/R= E
-----
Pgrm Begin Date 04/01/2013 End      Client Elig Status 9K CCS
Medi-Cal#:                               SOC Amt:          Cert Day:
-----
HCP Name                               Enrollment Date  Disenrollment Date
 703 Health Plan of San Mateo          04/01/2013
  
```

7. Press 'Page Down' and select 'Disenroll' then press <Enter>. If the Disenrollment option is not an option but Delete is an option, the enrollment transaction file has not been sent to MEDS yet and enrollment is still pending this action. Either delete the enrollment, which will mean the client was never enrolled in the plan, or wait until after the 15th of the month to disenroll. Disenrollment will take effect at the end of the month.

```

TU                               CCS Pilot Project Plan                               CMSELIG-45
-----
Pt Nm: TESTING2,TEST                Case# 9443324
Gender: M DOB: 04/01/2013 Lgl Co: SAN MATEO  REG= ACTIVE
-----
Pgrm Begin Date 04/01/2013 End      Client Elig Status
Medi-Cal#:                               SOC Amt:          Cert Day:
-----
HCP Name                               Enrollment Date  Disenrollment Date
1 703 Health Plan of San Mateo          04/01/2013
  
```

Select One:

() Save

() Cancel

(?) Disenroll

[Quit]

CCS Pilot Project Plan Enrollment/Disenrollment

8. Select 'CCS Pilot Project Plan' and press <Enter>. Verify disenrollment date is displayed.

TU		CCS Pilot Project Plan		CMSELIG-45	
Pt Nm:	TESTING2,TEST	Case#	9443324	CIN:	38029743A6
Gender:	M	DOB:	04/01/2013	Lgl Co:	SAN MATEO
		REG=	ACTIVE	MED=	E
		F/R=	E		
Pgrm Begin Date	04/01/2013	End		Client Elig Status	9K CCS
Medi-Cal#:		SOC Amt:		Cert Day:	
	HCP Name	Enrollment Date		Disenrollment Date	
	703 Health Plan of San Mateo	04/01/2013		05/31/2013	