

DEPARTMENT OF HEALTH SERVICES

714/744 P Street
P.O. Box 942732
Sacramento, CA 94234-7320
(916) 657-2941

March 25, 1999



TO: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons
All County Outstationed Eligibility Workers Coordinators
All County Public Health Directors
All County Mental Health Directors

Letter No.: 99-12

OUTSTATIONED ELIGIBILITY WORKER (EW) PROGRAM PETITIONS AND REPORTING UPDATE

Ref.: All County Welfare Directors Letter Nos. 89-114, 91-25, 91-108, 92-16, 93-18, 94-23, 95-05, 96-07, 97-04 and, 98-13.

The purpose of this letter is to provide counties with information concerning the petitioning and reporting process for the Outstationed EW program for fiscal year (FY) 1999-2000. Enclosed with this letter are forms which must be completed and returned to the Medi-Cal Eligibility Branch (MEB) no later than April 2, 1999.

OBRA 90 OUTSTATIONING**Petitioning:**

Under Omnibus Budget Reconciliation Act of 1990 (OBRA), it is still mandatory that county welfare departments outstation EWs at Disproportionate Share Hospitals (DSH) and Federally Qualified Health Centers (FQHC) unless it can be demonstrated that it is not administratively feasible to do so. The counties are required to submit new petitions only for the sites which have not participated in the outstationing program in the past, and which presently meet the criteria for outstationing under OBRA 90. The original intent of outstationing still remains to make quick determinations of Medi-Cal eligibility for pregnant women and children up to the age of 19.

As in the past, we are sending a letter to new FQHCs and DSHs to make them aware of the availability of the outstationing program and their obligation to contact the county to indicate their interest. (See enclosure.)

We have also enclosed a copy of the OBRA 90 Outstationing of Eligibility Workers (EW) Petition. If your county needs more than one petition, please make additional copies.

All County Welfare Directors
All County Administrative Officers
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PERINATAL OUTSTATIONING

Petitioning:

As with the funding for OBRA 90 outstationing, funding for Perinatal outstationing has been included in the county's base budget since FY 1994-95. We do not anticipate any increase in funds for Perinatal outstationing for FY 1999-2000. Therefore, we are requesting counties to reevaluate their Perinatal outstationing program to assure that resources are being utilized appropriately. Counties may modify their Perinatal outstationing program (number of EW days/hours; discontinue/add sites) within their existing allocation if there is justification for the modification. Modifications should be reviewed by MEB and noted in monthly outstationing report.

REPORTING REQUIREMENTS

It continues to be mandatory that counties submit statistical reports for outstationing for OBRA 90 and Perinatal programs monthly. They should be received by MEB no later than 15 days after the last day of the report month. A camera-ready copy of the report forms are included with this letter. Please reproduce the form according to your needs. You may contact MEB for a "fresh" copy if needed.

Please accept my sincere appreciation for your excellent cooperation and hard work in implementing and maintaining the outstationing program.

If you have budget questions, please direct them to your administrative director. If you have any questions regarding the program policies, please contact Judy Hamilton of my staff at (916) 657-3184.

Sincerely,

ORIGINAL SIGNED BY

Angeline Mrva, Chief
Medi-Cal Eligibility Branch

Enclosures

OBRA '90--OUTSTATIONING OF ELIGIBILITY WORKERS (EW) PETITION

(Note: Complete this form for each new OBRA '90 Site where you are proposing to outstation workers and/or existing location where a new EW is justified.

County _____

Hospital/Clinic Name _____

Type of Facility:

Disproportionate Share Hospital _____ FQHC _____ Look-Alike Clinic _____

Indian Health Center _____ Other (Specify) _____

1. Estimated total number of EW hours per month necessary to process applications from OBRA '90 targeted population? _____

2. How many EWs are needed to process OBRA '90 cases? _____

3. What is projected number of applications which will be processed at this location? _____

4. What is your county's FY 97-98 intake target? _____

5. What is estimated staff travel time to process applications at this location? (Hours per month) _____

6. Please indicate which days outstationed worker will visit this site?
Circle days M T W Th F

7. How many hours on each day? _____

8. Describe what arrangements will be made to meet OBRA '90 mandates of having staff available during hours welfare offices are normally open, e.g., posting notices, etc.

9. Will facility staff be used to assist in Medi-Cal process, such as distribution of forms, scheduling interviews, etc? Yes _____ No _____

If yes, describe extent to which facility staff will be utilized.

10. Based on information received from facility, what is that primary language of potential applicants?

English _____% Spanish _____% Chinese _____% Vietnamese _____%

Other (Specify) _____%

11. Does your county currently have, or anticipate being able to hire sufficient bilingual staff to meet the needs of targeted population? Yes _____ No _____

12. Please provide fiscal analysis of the incremental funding:

EXAMPLE:

(ESTIMATED OBRA App/Mo)

100% - (No. of Requested EWs) ÷ FY 97/98 Intake Target* = Incremental %

100% - (Question 3)

(Question 2) ÷ Question 4 = Incremental %

13. Describe mechanism counties will use to oversee the quality assurance of eligibility decisions by outstation staff.

Name of Facility Contact Person _____

Phone Number of Facility Contact Person _____

County Welfare Director's Signature _____

* Intake Target will be adjusted if it changes for FY 1999-2000.

DEPARTMENT OF HEALTH SERVICES

714/744 P Street
P.O. Box 942732
Sacramento, CA 94234-7320
(916) 657-2941

February 4, 1999



Dear Hospital/Clinic Administrator:

The purpose of this letter is to provide information about provisions of the Omnibus Budget Reconciliation Act of 1990 (OBRA '90) which mandated the outstationing of eligibility workers (EWs) at Disproportionate Share Hospitals, Federally Qualified Health Centers, Look-Alike Clinics, and Indian Health Centers. The outstationed EWs accept and process Medi-Cal applications from pregnant women and children up to age 19.

In California, the county welfare departments have the responsibility to determine Medi-Cal eligibility. Your facility/clinic was identified as a site which is eligible to participate in this program. If you think you may want to participate, please read the information below, return the enclosed form, and contact your county welfare department to discuss your interest in outstationing.

The program mandating the outstationing of EWs offers many advantages to the facilities/clinics involved. As you may not be aware of the benefits of having an outstationed EW, we are writing directly to you.

Among the advantages of having an outstationed EW are:

- On-site Medi-Cal eligibility can make the application process easier for clients by allowing them to apply for Medi-Cal and receive services at the same location. Many clients who do not have access to an on-site EW do not apply for Medi-Cal for the following reasons:
 - They have problems getting to a local welfare office to apply for assistance because of excessive distance or inadequate transportation; and
 - They are unwilling to apply for assistance at welfare offices.
- Some clients who apply at the welfare office often do not complete the application process. They view the application form as long and complicated and do not understand documentation requirements. Pregnant women applying at welfare offices often do not receive coverage until late in the pregnancy due to failure to provide required documentation. Studies have shown the majority of clients applying at outstation locations complete the application process. This is partially due to the fact that it is more convenient, comfortable, and there is more time for the EW to answer questions.
- When a client applies for Medi-Cal at an on-site location, the eligibility determination usually occurs more rapidly than when the client applies at the welfare office. This often

results in faster payment for the provider of service. Some of the reasons for the quicker eligibility determination are:

- The on-site EW works cooperatively with clinic staff. If there is a problem related to the application process, follow-up can be done at the time the client comes in to receive services; and
 - EWs in outstation locations typically have smaller caseloads than workers in county welfare offices. As a result, more time is available to follow-up with applicants.
- Clinics/hospitals with EWs outstationed have reported a decline in the costs of uncompensated care.

Many counties in California have implemented very successful outstationing programs. Both clients and clinics report increased satisfaction with the Medi-Cal application process at these sites. Outstationing of EWs has removed many barriers and increased the accessibility of Medi-Cal for pregnant women and children in California.

The following factors should be kept in mind concerning the outstationing of EWs:

1. In determining how to implement outstationing, the welfare agency will take into consideration such factors as projected number of applications from the targeted population, travel time involved, availability of EWs with language skills necessary for the targeted population, and other factors;
2. The number of hours an EW is assigned to an outstationed location varies according to the number of projected and actual applications. In high use areas, one or more workers may be assigned full time. In other areas, workers may be assigned only one day per week or less; and
3. If the county social service agency determines that outstationing is feasible at your location, they will petition the State Department of Health Services (SDHS) for funding. If the SDHS approves the county's outstationing plan, EWs can be outstationed when the necessary appropriations are approved through the State budgetary process.

So that we may document our efforts to comply with the OBRA '90 outstationing mandate, we are asking your cooperation in completing the form enclosed with this letter and returning it to the address shown on the form by **February 26, 1999**. In addition to completing

Hospital/Clinic Administrator
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and returning the enclosed form to Department of Health Services, you must also make timely contact with your county welfare department to indicate your interest in outstationing.

If you have any questions about the information in this letter or general questions about OBRA '90 outstationing of EWs, please contact Judy Hamilton of my staff at (916) 657-3184.

Sincerely,

ORIGINAL SIGNED BY

ANGELINE MRVA, Chief
Medi-Cal Eligibility Branch

Enclosure

OUTSTATIONING -- Federally Qualified Health Centers

Updated: February 3, 1999

Coordinator: Judy Hamilton

Ashmead Ali, M.D.
Cal City Clinic
9350 North Loop Boulevard
California City, CA 93505-2269

Colusa Community Hospital
Rural Health Clinic
900 King Street
Arbuckle, CA 95912-0000

Bloss Memorial Health Care
Winton Medical Clinic
6590 Winton Way
Winton, CA 95388-9998

Colusa Community Hospital
Rural Health Clinic
717 Bridge Street
Colusa, CA 95932-2851

Borrego Medical Center
4343 Yaqui Pass Road
Borrego Springs, CA 92004-0000

Community Health Centers
The Doctors Office
1057 Grand Avenue
Arroyo Grande, CA 93420-2504

Brij Gupta, M.D., Inc.
P.O. Box 195
324 F Street
Waterford, CA 95386-0000

Community Health Centers
Coastal Medical Center
354 South Halcyon Road, Suite C
Arroyo Grande, CA 93420-3879

Brij Gupta, M.D., Inc.
850 California Street
Escalon, CA 95320-1506

David A. Olson, M.D.
Bob Peterson, M.D.
26617 State Highway 120
Escalon, CA 95320-8539

Brin Hospitals, Inc.
Burre Clinic
2505 Lucas Street
Eureka, CA 95501-3340

Del Norte Family Health
Del Norte Clinics, Inc.
466 Del Norte Avenue
Yuba City, CA 95991-4125

California Medical Foundation
Middletown Medical Clinic
21337 Bush Street
Middletown, CA 95461-0000

George L. Mee Memorial Hospital
Medical Clinic
467 El Camino Real
Greenfield, CA 93927-4915

Clinicas Del Camino Real
500 East Main Street
Santa Paula, CA 93060-2607

Greenville Rancheria
Tribal Health Program
2540 Sister Mary Columba
Red Bluff, CA 96080-4327

Hanford Community Hospital
Kings Health Mobile Services
General Petroleum & 7th
Kettleman City, CA 93239-0000

Hanford Community Hospital
Kings Health Mobile Services
20799 South Fowler
Laton, CA 93242-0000

Inland Empire Community
Health Center
617 East Alvarado Street
Fallbrook, CA 92028-2315

James OOI, M.D., APC
320 Solano Street
Corning, CA 96021-3454

Karuk Tribe of California
Karuk Orleans Med Clinic
Highway 96
Orleans, CA 95556-0000

Kern Valley Healthcare
Rural Health Clinic No. 2
4300 Birch Street
Lake Isabella, CA 93240-9535

Lakeside Community Hospital
Sutter Lakeside Hospital
5196 Hill Road, E
Lakeport, CA 95453-6360

Lakeside Community Hospital
Sutter Lakeside Hospital
750 Old Lucerne Road
Upper Lake, CA 95485-8755

Lifelong Medical Care
Alcatraz Avenue Medical Group
1650 Alcatraz Avenue
Berkeley, CA 94703-2612

Lifelong Medical Care
Berkeley Primary Care
2001 Dwight Way
Berkeley, CA 94704-2608

Los Angeles Native
American Center
9500 Artesia Boulevard
Bellflower, CA 90706-7805

Los Robles Community
Medical Center
1004 Vine Street
Paso Robles, CA 93446-2594

M A C T Health Board Inc.
Mariposa Indian Health Clinic
5160 Bullion Street
Mariposa, CA 95338-0000

Maravilla Community Health
Clinicas Del Camino Real
450 Clara Street
Oxnard, CA 93033-8363

Marian Community Clinics
Marian Community Clinic Guadalupe
4723 West Main Street, Suite G&H
Guadalupe, CA 93434-1787

Mountain Lake Family
California Medical Foundation
Health Center
3400 Emerson Street
Clearlake, CA 95422-9529

Northcountry Clinic
McKinleyville
1644 Central Avenue, Suite A
McKinleyville, CA 95519-4305

Northeast Valley Health
Northeast Valley Corp.
Homeless Clinic
7843 Lankershim Boulevard
North Hollywood, CA 91605-2523

Northeast Valley Health Corp.
Early Intervention
8215 Van Nuys Boulevard, Suite 306
Panorama City, CA 91402-4839

Northern Valley Indian
Health, Inc.
140 Independence Circle
Chico, CA 95973-4918

Oak View Family Practice
Brim Hospitals, Inc.
655 Ventura Avenue
Oak View, CA 93022-9655

Paul Anthony Griffin, M.D.
West Hills Medical Group
193 Washington Street
Coalinga, CA 93210-1643

Primary Care Consultants
Oakhurst Rural Health Clinic
49063 Road 426, Suite C&D
Oakhurst, CA 93644-9487

Robert Paul Jablonsky, M.D.
Dinuba Rural Health Center
420 East El Monte Way
Dinuba, CA 93618-1611

Shasta Community Health Ct.
Anderson Family Health Center
2801 Silver Street
Anderson, CA 96007-4239

Shasta Community Health Ct
Happy Valley Family Health
16300 Cloverdale Road
Anderson, CA 96007-8029

Siskiyou Medical Group
Dr. Lagro
824 Pine Street
Mount Shasta, CA 96067-2137

Sivalingam Medical Corp.
First Valley Medical Group
1535 North China Lake Boulevard, Suite A
Ridgecrest, CA 93555-2606

Sonora Community Hospital
Pediatric Health Services--Rural Health
19747 Greenley Road, Suite S2
Sonora, CA 95370-5998

Southern Indian Health
Concil, Campo Clinic
36190 Highway 94
Campo, CA 91906-2700

Southern Monterey County Memorial
210 Canal Street
King City, CA 93930-3432

Southwest Community Health
751 Lombardi Court
Santa Rosa, CA 95407-6793

Tulare Community Health
Clinic, Inc.
1101 North Cherry Street
Tulare, CA 93274-2231

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Tulare County Health Services
Farmersville Health Care
660 East Visalia Road
Farmersville, CA 93223-1641

Urgent Care Clinic
Oroville Hospital
900 Oro Dam Boulevard, E
Oroville, CA 95965-5872

Valley Health Team, Inc.
Kerman Health Center
171 South Madera Avenue
Kerman, CA 93630-1101

LIST OF NEWLY ELIGIBLE
DISPROPORTIONATE SHARE HOSPITALS
January 22, 1999

Alameda County:

St. Rose Hospital

Butte County:

Biggs-Gridley Memorial Hospital

Contra Costa County:

Doctor's Medical Center - San Pablo Campus

Fresno County:

Fresno County Psychiatric Health Facility

Los Angeles County:

Charter Behavioral Health System of
Southern California/Charter Oak
Ingleside Hospital
Mission Community Hospital of Panorama
Orthopedic Hospital
Santa Teresita Hospital

Mariposa County:

John C. Fremont Hospital

Modoc County:

Sunrise Valley Community Hospital

Orange County:

Anaheim General Hospital
Fountain Valley Regional Hospital
and Medical Center
Huntington Beach Medical Center
Vencor Hospital of Orange County
Western Medical Center of Anaheim
West Anaheim Medical Center

Riverside County:

Charter Behavioral Health System of Corona

San Bernardino County:

Hi-Desert Medical Center

San Diego County:

Scripps Mercy Hospital
Sharp Mary Birch Women's Hospital

San Francisco County:

Langley Porter Psychiatric Institute

Santa Cruz County:

Dominican Santa Cruz Hospital at Soquel
Watsonville Community Hospital

Solano County:

California Specialty Hospital
North Bay Medical Center
Telecare Solano Psychiatric Health Facility

Stanislaus County:

Oak Valley District Hospital

OUTSTATIONING OF ELIGIBILITY WORKERS
INTEREST INQUIRY FORM

NAME OF CLINIC/HOSPITAL: _____

ADDRESS: _____

COUNTY: _____

We are interested in pursuing the feasibility of having an eligibility worker located at this hospital/clinic. Please have our county social services agency contact us to discuss outstationing.

Name of Facility Contact Person: _____

Phone Number of Facility Contact Person: _____

Comments: _____

NAME OF CLINIC/HOSPITAL: _____

We are not interested in having an eligibility worker located at this hospital/clinic to take Medi-Cal applications from pregnant women and children for the following reason(s):

Name of Person Completing Form: _____

Title of Person Completing Form: _____

Telephone Number of Person Completing Form: _____

Please Return Completed Form to:

Department of Health Services
Medi-Cal Eligibility Branch
Attention: Judy Hamilton
714 P Street, Room 1650
P.O. Box 942732
Sacramento, CA 94234-7320

FAX No.: (916) 657-3224

PERINATAL OUTSTATIONING REPORT FORM

COUNTY _____ MONTH _____ YEAR _____ Page _____ of _____

CLINIC NAME & ADDRESS	# APPLICATIONS TAKEN Pregnant Women	# APPROVALS Pregnant Women
TOTAL		

County Contact Person _____ Telephone Number _____

SEND ONE COPY OF REPORT TO:
STATE OF DEPARTMENT OF HEALTH SERVICES
Medi-Cal Eligibility Branch
Outstationing - OBRA 90 Coordinator
714 P Street, Room 1650
Sacramento, CA 95814

OBRA 90 OUTSTATIONING REPORT FORM

COUNTY _____ MONTH _____ YEAR _____ Page _____ of _____

CLINIC NAME & ADDRESS	# APPLICATIONS TAKEN Pregnant Women	# APPLICATIONS APPROVED Pregnant Women	# APPLICATIONS TAKEN Children Percentage Programs	# APPLICATIONS APPROVED Children
TOTAL				

County Contact Person _____ Telephone Number _____

SEND ONE COPY OF REPORT TO:

STATE OF DEPARTMENT OF HEALTH SERVICES
Medi-Cal Eligibility Branch
Outstationing - OBRA 90 Coordinator
714 P Street, Room 1650
Sacramento, CA 95814