

DEPARTMENT OF HEALTH SERVICES

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March 21, 2002

TO: All County Welfare Directors
All County Administrative Officers
All County Medi-Cal Program Specialists/Liaisons
All County Health Executives
All County Mental Health Directors

Letter No.: 02-18

PROCESSING DISABILITY RE-EXAMINATION CASES FOR MEDICALLY NEEDY ONLY (MNO) BENEFICIARIES

The purpose of this letter is to advise counties of a change in procedures for processing MNO disability re-examination cases. Effective March 1, 2002, to ensure that all medical re-examinations are performed timely, the Department of Health Services (DHS) will assume the responsibility for tracking all re-examination disability cases until the process has been completed. Most medical re-examinations occur when a mandatory re-examination date is established by State Programs-Disability and Adult Programs Division (SP-DAPD) because medical improvement is expected or possible since the beneficiary's last disability evaluation. Article 22, Section C-9.2A in the Medi-Cal Eligibility Procedures Manual (MEPM) contains additional information describing the necessity for medical re-examinations. The beneficiary will continue to be considered disabled until his or her medical condition improves to the extent that the federal definition of disability is no longer met.

SP-DAPD RESPONSIBILITY

SP-DAPD will continue to generate monthly listings of all MNO disability cases that are due or past due for a medical re-examination but will not purge, that means they will not check the list against the Medi-Cal Eligibility Data System (MEDS) or Social Security Administration's (SSA) data system to delete cases from the list that have SSA involvement. The original list will be forwarded to DHS to purge and then distribute to effected counties. If the disability packet has not been received in SP-DAPD within 90 days of the original list date, SP-DAPD will generate a 90-day past due list and forward it to DHS for appropriate action.

DHS RESPONSIBILITY

After receipt of the original case list, DHS will purge the list and forward it to the Medi-Cal disability liaison in each county along with the MEDS printout for processing. DHS will also forward a copy of the purged list to SP-DAPD Operations Analysts in both branches. When DHS receives the 90-day past due list from SP-DAPD, DHS will send a letter and enclose the past due list to the county Medi-Cal disability liaison, informing them that the disability packet has not been received in SP-DAPD.

The letter will request counties to forward a full disability packet to SP-DAPD within 45 days from the date of the letter or advise DHS why a disability packet was not sent. The reason(s) for the delay should be annotated on the past due list by the county disability liaison and forwarded back to DHS. DHS will follow up with counties as appropriate.

COUNTY RESPONSIBILITY

Upon receipt of the initial re-examination list from DHS, the county will submit, within 90 days from list date, a full disability packet on each identified case to SP-DAPD as specified in Article 22 Section C- 9.2A in the MEPM. When the Medi-Cal disability liaisons receive the 90-day past due list from DHS, counties will have 45 days to submit the disability packet to SP-DAPD or notify DHS by submitting the annotated 90-day past due list indicating:

- Why the disability packet was not sent (e.g., case discontinued because client refused to cooperate); or
- The date disability packet was sent to SP-DAPD and any county action taken.

All annotated past due case lists should be sent to the DHS 714 P Street, Room 1692 Sacramento, CA 94234-7320, Attention: Mr. Terry Durham.

Note: If counties already have a process in place to identify disability cases requiring re-examination and are automatically sending the cases to SP-DAPD when due, they should continue with that process. However, these counties will continue to receive a case list as indicated above to ensure that all disability cases due for re-examination have been processed.

If you have any questions regarding the above changes in the disability re-examination process, please contact Mr. Terry Durham of my staff at (916) 657-2701 or Tdurham@dhs.ca.gov. The MEPM will be updated to reflect these changes in the near future.

Sincerely,

ORIGINAL SIGNED BY

Richard Brantingham
Acting Branch Chief
Medi-Cal Eligibility Branch