



<b>Policy Memo</b>	
<b>KDHE-DHCF POLICY NO: 2016-09-01</b>	<b>From: Jeanine Schieferecke</b>
<b>Date: November 23, 2016 – Updated</b>	<b>KEESM/KFMAM Reference:</b>
<b>RE: Transfer of Refugee Medical Assistance - Updated</b>	<b>Program(s): Refugee Medical Assistance</b>

The purpose of this memo to provide policy and implementation instructions regarding the transition of the Refugee Medical Assistance Program. This memo has been updated from the original version with additional information regarding the sunset and final transition process of the Refugee Medical Assistance program. These instructions are effective as indicated in the information below

**1. Background**

In its role as the administrator of the Federal Refugee Program, the State of Kansas was responsible for administration of federally funded refugee assistance programs for the state, including Refugee Medical Assistance. The State of Kansas withdrew from this role on May 25, 2016. In response to this action, the federal oversight agency, The Office of Refugee Resettlement (ORR), named a replacement designee to serve as the Refugee Administrator for the State of Kansas.

The administration of the program will transition to the new entity. The new Refugee Administrator is the International Rescue Committee.

This memo will address transition steps for Refugee Medical Assistance only. DCF provided guidance regarding the Refugee Cash Assistance program on August 8, 2016.

**2. Policy**

Effective August 24, 2016 KDHE will no longer issue medical eligibility decisions for Refugee Medical Assistance. The responsibility for such determinations will be transferred to the new administrator. KDHE will retain responsibility for managing all existing RMA cases through the earlier of the end of the member’s 8 month period or through December 31, 2016. All RMA recipients will be terminated from the Medical Assistance program effective this date. If the individual has any remaining months of coverage, the new entity will provide coverage for those months under their health plan.

KDHE has not yet entered into a formal data sharing agreement with the new Refugee entity, so information cannot be shared with the new entity unless the applicant/recipient has signed a formal release of information.

It is important to note that KDHE will continue to provide Medicaid and CHIP determinations for individuals with refugee status. This action only impacts Refugee Medical Assistance determinations for individuals who are not eligible for Medicaid or CHIP.

### **3. Initial Transition Process**

KDHE is responsible for working all pending RMA cases through close of business on August 23, 2016. At that point the formal transition process begins and the following actions are required. All pending requests for medical assistance for any person appearing to meet the refugee criteria will be screened to determine potential Medicaid and CHIP coverage. If the individual appears to be eligible for Medicaid or CHIP, no additional action is necessary.

All other persons are potentially eligible for RMA. Any request that is not processed as of COB on 08-23-16 shall be targeted for transfer and the following actions are taken.

- a. The request is formally denied in KEES for Medicaid/CHIP coverage only. A special denial notice is issued to the applicant. Staff shall use the Notice of Denial For Refugee Medical available on the Standard Cut and Paste template.

Note in the journal the denial is 'based on a change in the administration of the Refugee Program and KDHE's responsibility has terminated'

- b. The case will be noted on the 'Refugee Transfer' list. This represents a full list of all pending RMA applications. The following information will included on the list: Applicant Name, Date of Application, Alien Number, and Address. An imaged copy of the application/request will also be included and attached to the list.
- c. The list will be sent electronically to the current State Refugee Coordinator at DCF, who will be responsible for any additional coordination.

### **4. Final Transition Process**

As indicated above, all persons currently covered under the RMA program are discontinued effective 12-31-16. A list of persons receiving RMA assistance in December, 2016 was evaluated to determine if these individuals had any remaining months of RMA coverage. The following processes apply.

- a. Evaluate the case to determine if the individual may continue to be eligible for Medicaid or CHIP. If so, discontinue RMA, but initiate/complete the Medicaid/CHIP determination.
- b. If the individual did not have any additional RMA months, the case was discontinued according to current protocol.
- c. If the individual had months of RMA coverage remaining, the case was discontinued with the following special actions:
  - Include the following on the NOA: 'Your Medical Assistance on the Refugee Medical Program will be moving from the KanCare Clearinghouse as of December 31, 2016. Starting January 1, 2017 the remainder of your medical coverage will now be taken care of by the Kansas Office for Refugees. If you have questions, you can contact:

Shannon Olsen, contact person  
Kansas Office of Refugees (KSOR)  
International Rescue Committee  
1530 S Oliver, Suite 270  
Wichita, Ks 67218  
Phone 316-201-1804'

- Include the following in the journal: 'Consumer notified that Refugee Medical case is being transferred to the Kansas Office of Refugees. This is for all cases with coverage past 12-31-16'

d. A list of cases was sent to the DCF Refugee Coordinator to share with the IRC.

## 5. KEES Processing

The KEES system has not been modifying to remove the RMA program from the eligibility process. In order to prevent accidentally approving RMA coverage for an individual with a Refugee status, staff must remove the RMA program from the medical hierarchy for the individual determination. This is done selecting 'Refugee Medical Assistance' from the Customer Options page in KEES. A journal entry must be completed if this step is taken.

## 6. QUESTIONS

For questions or concerns related to this document, please contact one of the Medical program staff below.

Jeanine Schieferecke, Senior Manager – [jschieferecke@kdheks.gov](mailto:jschieferecke@kdheks.gov)

Allison Miller, Family Medical Program Manager – [amiller@kdheks.gov](mailto:amiller@kdheks.gov)

Rod Estes, Elderly and Disabled Program Manager – [restes@kdheks.gov](mailto:restes@kdheks.gov)