

Individuals Discontinued at Passive Review

An individual should not be discontinued based on the results of a Passive Review. Instead, these individuals should 'fall' to a Pre-populated review and the Review Batch should send a Pre-populated review form to the consumer so a review can be completed. However, the Review Batch is currently allowing some individuals to be discontinued during a Passive review.

This report identifies the cases impacted by this issue. The cases will be researched to determine if the reason for discontinuance is valid, i.e. the individual was correctly determined to be ineligible. If it is determined that the discontinuance is valid, then the individual will remain discontinued. If the discontinuance is not valid, staff will manually send the appropriate Pre-populated Review form to the consumer and allow them adequate time to return the form.

Part of this research process will also include a closer look at the case file to determine if there is another eligibility factor that must be considered. Individuals who have reported a new pregnancy or have indicated a disability, may be able to be re-authorized for coverage.

Process

Review the Passive Review NOA to assist in determining the discontinuance reason.

Step 1 Review Discontinuance Reason

Review the Discontinuance to determine whether or not the discontinuance is valid. A Discontinuance is considered valid if the reason for Discontinuance is based on ineligibility for a program, rather than missing/ pending information. The chart below lists a few examples of Valid and Invalid reasons. The list is not considered all inclusive, but can be used as a guide.

Valid	Invalid
Premium Delinquency	Missing SSN
Excess Income/Resources	Missing Relationship
End of the Postpartum period and no other categorical eligibility	Unrelated Primary Applicant

A. Valid discontinuance,

1. Has the individual reported a new pregnancy?

a. If Yes – Proceed to Step 2

b. If No – Is there an indication of disability?

- If Yes – Proceed to Step 3.
- If No – the individual remains discontinued. This ends the process.
- Create the following journal entry:

Review Batch ran on (Insert Date) designated a Passive Review Type for medical program (insert program block number). Passive Review completed and discontinued (Insert Name(s)). Researched case file and it appears that the discontinuance for (insert discontinuance reason) is valid. (Insert Name(s)) will remain discontinued.

B. Invalid discontinuance, proceed to step 4.

Step 2 New Pregnancy Reported

- A. Create a new pregnancy record.
- B. Complete updates to the other Data Collection pages, as necessary.
- C. Run EDBC.

Note: EDBC cannot be run just for one person. If multiple people exist in the medical program block, EDBC will run for **ALL** individuals currently covered. Special attention needs to be paid to the CE and Review Due dates for these individuals. If necessary, make appropriate updates.

1. If coverage results in Medicaid:
 - a. Do not Accept the EDBC Results. Take the appropriate action to send to KDHE staff for approval.
 - b. Create the following journal entry:

Review Batch ran on (Insert Date) designated a Passive Review Type for medical program (insert program block number). Passive Review completed and discontinued (Insert Name(s)) due to (insert reason). However received a new pregnancy report for (Insert Name) on (Insert Date). Researched case file and updated the following (list all that was updated). Re-ran EDBC for (Insert Month) and (Insert Name(s)) are now eligible for benefits. Sent to KDHE for final Review and approval.

- c. End process.

2. If the coverage results in PW CHIP eligibility (for a pregnant CHIP minor):
 - a. Accept EDBC.
 - b. Review system generated NOA for accuracy. If needed, send a V008 using Standard Text Copy and Paste Spreadsheet to notify consumer of eligibility outcome.
 - c. Create the following journal entry:

Review Batch ran on (Insert Date) designated a Passive Review Type for medical program (insert program block number). Passive Review completed and discontinued (Insert Name(s)) due to (insert reason). However received a new pregnancy report for (Insert Name) on (Insert Date). Researched case file and updated the following (list all that was updated). Re-ran EDBC for (Insert Month) and (Insert Name(s)) are now eligible for CHIP (list premium amount if applicable). (Insert CE Dates and Review Due).

- d. End process.

Step 3 Indication of a Disability

Review the case history – Journals, Images, etc. to look for any indication of a disability. If no indication of a disability is found proceed to Step 4.

- A. If indication of a disability has been found – Check EATSS
 1. If EATSS indicates receipt of SSI:

- a. Coverage can be authorized under the SSI medical aid code. Update the corresponding data collection pages.
- b. Run EDBC.

Note: EDBC cannot be run just for one person. If multiple people exist in the medical program block EDBC will run for **ALL** individuals currently covered. Special attention needs to be paid to the CE and Review Due dates, for these individuals. If necessary make appropriate updates.

- c. Do not Accept the EDBC Results. Take the appropriate action to send to KDHE staff for approval.
- d. Create the following journal entry:

Review Batch ran on (Insert Date) designated a Passive Review Type for medical program (insert program block number). Passive Review completed and discontinued (Insert Name(s)) due to (insert reason). Researched case file and discovered that SSI is now being received by (Insert Name). Re-ran EDBC for (Insert Month) and (Insert Name(s)) is now eligible for SI benefits. Sent to KDHE for final Review and approval.

2. If EATSS indicates SSA disability (Non-SSI), proceed to Step 4.
3. If EATSS does NOT confirm a receipt of SSI or disability, proceed to step 4.
- B. If no indication of a disability is found- Proceed to Step 4.

Step 4 Sending a Pre-Populated Review Form

Anytime there is an invalid discontinuance or an indication of a non-SSI disability, then the appropriate Pre-populated review form (**KC1200- Family Med. or KC1600- E&D**) is sent to the consumer in order to process a formal review. This can be completed using Document Control in KEES. The following are steps the worker must take after sending this review form.

- A. No indication of disability
 1. Send the appropriate Pre-Populated Review Form (KC1200 or KC1600) in KEES.
 2. Send a V008 - General Correspondence using the *Review Batch- Review Sent* template located on the Standard Text for Copy and Paste Spreadsheet.
 3. Create the following journal entry:

Review Batch ran on (Insert Date) designated a Passive Review Type for medical program (insert program block number). Passive Review completed and discontinued (Insert Name(s)). Researched discontinuance and it appears (Insert Name(s)) were discontinued in error and a formal review must be completed. Sent (Insert Review month) Pre-pop Review Form and V008- General Correspondence so review can be completed. The completed Pre-pop Review Form is due by (Insert date).

4. Proceed to Step 4.C.

B. Indication of disability

1. Send the appropriate Pre-populated Review Form (KC1200 or KC1600) in KEES.
2. Send the KC1105-E&D Supplement if sending the KC1200 Family Medical Pre-populated Review Form using internal processes.
3. Send a V008 – General Correspondence using the *Review Batch- Review Sent – Disability* template located on the Standard Text for Copy and Paste Spreadsheet.
 - a. Choose from the two following journal entries

KC1200 & KC1105 sent:

*Review Batch ran on (Insert Date) designated a Passive Review Type for medical program (insert program block number). Passive Review completed and discontinued (Insert Name(s)). Researched discontinuance and it appears (Insert Name(s)) were discontinued in error and a formal review must be completed. Sent (Insert Review month). Sent (Insert Review month) Pre-pop Review Form, **KC1105** and V008- General Correspondence so review can be completed. The completed Pre-pop Review Form and **KC1105** are due by (Insert date).*

KC1600 sent:

Review Batch ran on (Insert Date) designated a Passive Review Type for medical program (insert program block number). Passive Review completed and discontinued (Insert Name(s)). Researched discontinuance and it appears (Insert Name(s)) were discontinued in error and a formal review must be completed. Sent (Insert Review month) Pre-pop Review Form and V008- General Correspondence so review can be completed. The completed Pre-pop Review Form is due by (Insert date).

4. Proceed to Step 4.C.

C. Create a manual task of 'Review- Manual' in the Eligibility Queue, with a task due date of 17 days from the task creation date, to monitor receipt of the review.

1. If the Pre-pop Review Form is received, then the worker will process the review.
2. If the Pre-pop Review Form and the KC1105 are both received:
 - a. Complete a MAGI screening using the review form.
 - b. If the individual will *not* be eligible for MAGI programs, the individual will be referred to E&D.
3. If the Pre-pop Review Form was not received, then the individual(s) will be discontinued (in the come up month allowing for timely notice) using a Negative Action reason of failure to return review.
4. If the Pre-pop Review Form was received, but the KC1105 was not received:
 - a. Complete the MAGI screening using the KC1200.

- b. If the individual will not be eligible for MAGI programs, the individual will be discontinued (in the come up month allowing for timely notice) for failure to provide the KC1105.

Note: Only individuals whose CE has expired will be discontinued. Individuals whose CE has not expired should be protected by Continuous Eligibility. Ensure the new Review Due Date is set to match the shortest CE period on the case.

5. Journal the final outcome.