

Version History Table			
Date:	Document:	Changes Made:	Impacted Pages:
3/2021	Medicaid Position Numbers for Case Assignments	Updated Inmate Suspension position number procedures. Updated AD Waiver information. Added SSI Pending position number	
12/2021	Medicaid Position Numbers for Case Assignments	Updated SSI Pending Position number procedures and added Refugee position number	
4/2022	Medicaid Position Numbers for Case Assignments	Added MIWD information.	
6/2023	Medicaid Position Numbers for Case Assignments	Added INC Assist position number and information.	
4/2024	Medicaid Position Numbers for Case Assignments	<p><b>Added:</b> Deprivation Review -Waivers, Medicaid Lincoln CSC Initials and Medicaid Lex-Fre-Oma-SB-CSC Init position numbers.</p> <p><b>Updated:</b> Statewide_NH AL Waiver (#42651130) MIWD DAC Early Widower (#2651004) Former Foster Care - FFC (#65545158) MAGI to NON MAGI (#2635018)</p> <p><b>Removed:</b> AD Waiver/In-Home (#2635041) NH/AL/Waiver (2651089) MLTC PASS Med</p>	All pages
7/2024	Medicaid Position Numbers for Case Assignments	Katie Beckett position number added	2 & 7

## MEDICAID POSITION NUMBERS FOR CASE ASSIGNMENTS

- All referrals to a position number for assignment must be narrated and include the reason(s) for referral.
- All Medicaid program cases in the Master Case must be assigned to the position number to prevent any potential Work Tasks being created.
  - **If all Medicaid program cases in the Master Case are closed or denied, the Medicaid cases should not be assigned to the position numbers.** Cases cannot be seen by assigned staff working position numbers, if they are not active.
    - Refer any closed/denied case to your supervisor to transfer to the appropriate position number contact person. The supervisor will send an email with the MC #, name of individual, and town they reside in. See the [Position Number Contact](#) document for additional information.
    - **DO NOT REPEND** the closed case.
  - Mark Work Tasks “Completed” that are associated with the case and leave any alerts that will need to be addressed by the assigned worker, unless otherwise noted for the specific position number.
- Application Managers do not need to narrate unless specified in the [Application Management Medicaid Guide](#) or there are special circumstances.

INC Assist 66118075	Childrens Waiver 3213036	EMSA/SRT 75013343	Statewide NH AL Waiver 42651130
Deprivation Review - Waivers 44009121	Presumptive 79685835	MIWD DAC-Early Widower 2651004	SSA/SSI Pending 27906498
Former Foster Care 65545158	Inmate Suspension 2673013	Refugee Medicaid Referral 87055714	MAGI to Non-MAGI 2635018
Medicaid Lincoln CSC Initials 17018349	Medicaid Lex-Fre- Oma-SB-CSC Initials 3069967	<u>Katie Beckett</u> <u>Referral</u> <u>10285498</u>	

### INC ASSIST (POSITION # 66118075)

- Cases will be assigned to this position number when it has been identified on an initial application that the individual is incarcerated.
- When transferring cases to this position number the worker must ensure that there is an 'Application Received' alert.

### CHILDRENS WAIVER (POSITION #3213036)

- For children age 17 or under currently receiving Medicaid as either MAGI or Non-MAGI and needing referred to AD Waiver, assign the MED to this position number.
  - Medicaid can be active, or the child can have a Share of Cost
  - Do not assign closed cases. See notes above for the process on closed cases.
- For children age 17 or under currently pending for Medicaid and needing referred to AD Waiver, assign the pending MED case containing this child to the position number.
  - Medicaid must be in pending status. See notes above if case is closed/denied.
- Do not add an AD program case. The AD Waiver Service Coordinator will direct when they need an AD program case added and opened.
- Do not assign MED cases with DD Waiver or needing referred to DD Waiver to this position number.

### EMSA/SRT (POSITION #75013343)

- EMSA requires a SRT referral so these are both assigned to the same position number.
- Assigned worker will conduct all activities related to the SRT determination including the interview and the DM12 and DM5.
- See the [SRT Process Guide](#) for additional information.
- Do not put SSI pending cases or SSI cases that are denied due to lack of duration to the position numbers.
  - SSI pending cases – see SSI (Position # 27906498)
  - Cases denied by SSI for lack of duration need to be reviewed for eligibility in a different Medicaid category prior to sending to Economic Assistance for the State Disability Program (SDP).

### STATEWIDE NH AL WAIVER (POSITION # 42651130)

#### **This position number is used for:**

- New applications indicating an individual is residing in or moving to one of the alternative living arrangements listed below, and/or requesting SIMP budgeting; or
- Individuals who are eligible in a Medicaid category (including a buy-in category) moving to or currently living in one of the identified living arrangements listed below, and/or requesting SIMP budgeting and deprivation review needs to be completed.
- Address and administrative roles should be updated prior to placing case in the position number.
- All referrals for assignment must have a narrative indicating the name of the facility, and the name of the spouse in the facility, if applicable.
- **Identified living arrangements:**
  - Nursing Home (including tribal),
  - Assisted Living Waiver,

- AD In-Home Waiver and requesting SIMP,
  - Do not put cases in this position number if the individual is only in an assisted living facility and not receiving waiver services. These cases are handled in the universal caseload.
- PACE
- This would include individuals who are requesting SIMP assessment prior to initial application.
  - If there is no Medicaid case to assign to this position number send an email to your supervisor who will reach out to the contact person for this position number.
- Position number is NOT for Group Homes, Licensed Mental Health Facilities or Hospitals.
- Do not place cases in this position number if the individual is only “considering moving to a nursing facility”.
  - **Examples:**
    - If an individual is in a hospital and is actively looking for placement, it **would** be appropriate to assign.
    - If an individual is living in their home and is thinking they will need LTC at some point in the future but is not actively looking for placement, it **would not** be appropriate to assign.
- The assigned worker will complete the deprivation review when required.
- Any case that is in universal that should remain assigned to LTC should be assigned to this position number for review.
  - SIMP, Per Diem, religious orders with pooled resources, and On-going trust dispersal cases will remain assigned.
  - Any case in the process of an IM-1, SRT determination or a resource spend down will remain assigned until the process is completed.
  - Any case that has an individual that is in a facility for a short term stay (<90 days) will remain assigned until a determination is made that the stay is long term, or the individual has moved to a different level of care (AL, AD Waiver, home).

## DEPRIVATION REVIEW - WAIVERS (POSITION #44009121)

- Cases will be assigned to this position number when an individual is active in an eligible active Medicaid category (ABD/OMB, ABD/QMB) or MN/SOC budget is approved for waiver services and a deprivation review needs to be completed.
  - The following waivers would apply:
    - In-Home Aged and Disabled Waiver (AD) without SIMP budgeting,
    - Comprehensive Developmental Disability Waiver (CDD),
    - Developmental Disability Adult Day Waiver (DDAD),
    - Family Support Waiver (FSW) or
    - Traumatic Brain Injury Waiver (TBI).
  - This includes individuals who are current pay SSI
  - This would **not** include individuals who are moving to a long term care living arrangement on a short term basis.
- If the individual is in a buy-in budget (QI-1, SLMB, MSP/QMB) narrate information received and place the case in the position number. Do not activate the waiver case or update the budget.
- If the individual is in a MAGI Expansion category the case will need to be put in the MAGI TO NON MAGI position number (2635018) prior to addressing the living arrangement change.

- Narrate the case was assigned to the position number along with the change in living arrangement, the date of the change and any other information gathered.
- In situations where an individual has moved to a specified living arrangement and SIMP budgeting is being requested refer to the STATEWIDE NH/AL INTAKE position number (42651130) section. Deprivation will be reviewed by the SSW that has been assigned to do the SIMP budgeting.
  - This would include individuals who are requesting SIMP assessment prior to an initial application.

#### **PRESUMPTIVE (POSITION # 79685835)**

- Application Managers will assign Medical Presumptive and Hospital Presumptive to this position number.
- The assigned worker will track the case to make sure the Medicaid application is received by the deadline and close the Presumptive Eligibility if that does not happen.
- When the Medicaid application is received, it will be assigned to the Presumptive program worker.
  - Once MED is determined, if eligible, return to Universal caseload or refer to another assigned position number if appropriate.

#### **MIWD DAC EARLY WIDOWER (POSITION #2651004)**

- Only refer to DAC position number if the person's total countable resources are at \$2,000.00 or below.
- Do not refer to DAC position number if the person never received SSI
- Only refer to MIWD position number if the individual is NOT eligible in another Medicaid category (this does not include SLMB/QI-1 or Medically Needy) **AND** meets the criteria listed in Section A1 or A2 of the MIWD Eligibility Process Guide.
  - Do not authorize MIWD budget. Assigned MIWD SSW will complete needed action including budgeting.
- Cases that are identified as early widow or widower will be placed in this position number. Refer to the [WINK-Early Widow or Widowers](#).

#### **PENDING SSA DETERMINATION (SSI PENDING) (POSITION # 27906498)**

- Cases pending Social Security Administration (SSA) determination for disability are assigned to this position number only when the individual is not eligible for Medicaid in a different category.
- Household members that are categorically eligible for other Medicaid programs should remain in the Universal Caseload. If they have not applied with SSA, do not assign the pending MED case to this position number.

#### **FORMER FOSTER CARE – FFC (POSITION # 65545158)**

- Any application where the applicant marks “YES” to the question: Were you in foster care at the age of 18 or older **in any state**? **AND** the applicant is under the age of 26.
- Only utilize this position number if the applicant is currently between ages of 19-26 years old.
- Do not refer to the position number if the applicant's Foster Care status ended prior to age 18.

## INMATE SUSPENSION (POSITION # 2673013)

- If the program case is in the Universal Caseload, the corresponding *Alerts Exist* work task will be generated.
  - **Universal Staff:** To determine when to assign to the Inmate Suspension Position Number, refer to the *Universal Medicaid Staff Duties* section of the [Suspending Medicaid for Incarcerated Individuals Guide](#). **Not all situations will require cases to be assigned to this position number.** This document provides processes for handling:
    - **Alerts and Other Reports** (i.e., report from an individual including phone calls reporting incarceration, news report, SDX/BDE alert, Nebraska Criminal Justice Information System (NCJIS) alert)
    - **Initial Case Actions**
    - **Releases**
- If determined that the case should be assigned to the Inmate Suspension Position Number, clear the *Alerts Exist* work task only and narrate.
  - Leave all alerts open for Medicaid Suspension workers to review.
  - Suspension staff will address all alerts and assess the individual for continued Medicaid eligibility and suspension.
- The SUPPORT Act of October 2018 added a provision that applies to applications received for juveniles (defined as individuals under age 21). **The state is required to accept and process applications for juveniles at any point during their period of incarceration.**
  - If an application is received for a juvenile who is incarcerated, leave the application pending and assign to this position number.

## REFUGEE MEDICAID REFERRAL (POSITION #87055714)

- It is important that Refugees are correctly identified and screened for Medicaid eligibility prior to any referrals to EA for Refugee Resettlement Program (RRP)/Refugee Medical Assistance (RMA).
- Referral Process:
  - All points in the [MLTC Refugee Process](#) guide must be reviewed prior to assigning to the position number. If unable to determine an individual's refugee status, workers should consult with their supervisor to determine if an assignment should be made.

## MAGI TO NON MAGI (POSITION #2635018)

- Active Medicaid Cases where:
  - An individual is transitioning from a MAGI eligibility category and needs to be determined in a Non MAGI eligibility category.
  - Refer to the [MAGI Transitioning to NON-MAGI](#) for the situations where a case would be put in this position number.
- **Do not** refer cases where the individual has been determined Current Pay SSI. Refer to the [MAGI Transitioning to NON-MAGI](#) guide for the process.
- **Do not** refer pending initial applications in the incorrect Assistance Code.
  - **Example:** Pending MAGI case that needs to be switched to Non-MAGI. If eligibility was never established for MAGI the worker would need to update the assistance code and handle as any other initial application.

### **MEDICAID LINCOLN CSC INITIALS (POSITION # 17018349)**

- MAGI Initial applications or add a person application only
  - Phone application, pended and tied by Lincoln CSC staff that are not able to be processed on initial touch.
- A VR must be sent prior to placing the case in this position number.
- Non-MAGI or Combined cases will remain UC and will not be assigned to this position number.
- Do not place MAGI renewals in this position number.

### **MEDICAID LEX-FRE-OMA-SB-CSC INITIALS (POSITION #3069967)**

- MAGI Initial applications or add a person application only
  - Phone application, pended and tied by CSC staff that are not able to be processed on initial touch in the following locations:
    - Lexington CSC
    - Fremont CSC
    - Omaha CSC
    - Scottsbluff CSC
- A VR must be sent prior to placing the case in this position number.
- Non-MAGI or Combined cases will remain UC and will not be assigned to this position number.
- Do not place MAGI renewals in this position number.

### **KATIE BECKETT REFERRAL (POSITION #10285498)**

- Application or other contact (e.g., Phone call or Change Report) indicates a request for the Katie Beckett program.
- The child is under the age of 19 and is not eligible in any other Medicaid category.
- The child has high medical needs that would potentially meet Acute Hospital, Nursing Facility, or Intermediate Care Facility level of care.

### **REMOVED POSITION NUMBERS - DO NOT USE:**

- AD WAIVER/IN-HOME
  - Adult In-Home AD Waiver cases are now a part of the universal caseload.
  - Do Not assign cases to this position number.
- MLTC PASS MED
  - This position number has been eliminated. PASS MED cases are part of the Universal Caseload.
  - PASS requests are processed by Economic Assistance
- NH/AL/WAIVER
  - This position number is only used for staff that are completing work from the STATEWID NH AL WAIVER.