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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-2

Date: January 11, 1994

Division: Health & Long Term
Care

TO: Local District Commissioners

SUBJECT: Early Intervention Service Coordination (Comprehensive
Medicaid Case Management) Authorization/Registration
for Target Group Members

ATTACHMENTS: There are no attachments to this LCM

This Local Commissioners' Memorandum is intended to reiterate the instructions, previously transmitted in 90 LCM-16 and 93 LCM-156, related to authorizing or registering target groups to be case managed under CMCM using the Recipient Restriction/Exception Subsystem in WMS. The target group in this instance is infants and toddlers who are concurrently eligible for Medical Assistance and Early Intervention Services. For purposes of the State's Early Intervention Program, CMCM will be called service coordination.

To assure that only qualified individuals are served, the Department has developed a code, Code 35 - CMCM, in the Recipient Restriction/Exception Subsystem to control utilization of this service. This code has no effect on any other services which the Medicaid eligible client needs. Combining this code with the MMIS provider identification number will allow only the designated provider to be paid for services.

In order to comply with federal program requirements, MMIS activated the system edit the weekend of December 11, 1993 which will deny claims thereafter submitted for CMCM clients who are not linked to an appropriate provider ID number in WMS.

Local Early Intervention Agencies are being enrolled as CMCM providers. These public agencies will be the only providers eligible to receive reimbursement for early intervention service coordination.

The State Department of Health has sent a letter to all Local Early Intervention Officials urging them to contact you to arrange for the transfer of necessary information. It is essential that your staff work expeditiously with the designated early intervention agency in your county or New York City in order to complete the registration/authorization of the target population. Failure to do so will result in the denial of CMCM claims and the potential loss of federal reimbursement to your locality.

Following are the instructions to be used for entering code 35 for infants and toddlers concurrently eligible for Medical Assistance and Early Intervention:

A. Accessing the Recipient/Exception Subsystem

Access the Medical Assistance Menu by choosing selection 25 on the WMS Menu.

Access the Recipient Restriction/Exception Subsystem by Typing "R" on the Medical Assistance Menu.

Select the function: Input TYPE "I".

Enter three fields of data:

⊕CIN
⊕CASE NUMBER
WORKER ID

1. Placement of a Client in a CMCM

After accessing the RE/EXC subsystem Input screen:

- a. Enter the R/E code of 35 (CMCM) in the RE/EXC TYPE field.
- b. Enter the Provider Identification Number of the local early intervention program in the Provider ID field. This is the provider's number that is linked to category of service 0265.
- c. The RE/EXC Period FROM date is entered equal to the first day of the month of the service coordination (CMCM) intake services date. This date cannot be any earlier than September 1, 1993.
- d. Transmit the information that was entered and review for accuracy.
- e. Store the verified data using Special Function Key 13.

2. Transfers between CMCMs

A client may be enrolled in only one CMCM per month. An enrollment must begin on the first day of the month, and a disenrollment must end on the last day of the month.

After accessing the RE/EXC subsystem INPUT screen:

- a. Enter the RE/EXC TYPE, RE/EXC Provider ID, and the RE/EXC PERIOD THRU date. The date entered must be the last day of the month the disenrollment is to become effective.
- b. Transmit and review the data.
- c. Enter the RE/EXC TYPE, the Provider ID number of the new CMCM, and the date the enrollment is to become effective in the RE/EXC FROM field. The from date must begin no earlier than the first of the month following disenrollment from the previous CMCM.
- d. Transmit and review the data.
- e. Press SF13 to store.

3. Termination of CMCM

After accessing the RE/EXC subsystem Input screen:

- a. Enter the RE/EXC TYPE, PROVIDER ID NUMBER, AND THRU DATE. The date should be the effective date of the termination.
- b. Transmit the data.
- c. Press SF 13 to store.

4. Inactivation

A termination of a placement will not correct an erroneous placement. To inactivate an erroneous placement:

After accessing the RE/EXC subsystem:

- a. Enter the RE/EXC TYPE and the PROVIDER ID NUMBER of the CMCM to be inactivated.
- b. Enter the RE/EXC THRU DATE equal to the RE/EXC From Date of the CMCM to be inactivated.
- c. Transmit and review the data.
- d. Store using SF 13.

5. Retroactive Error Correction

Follow the steps below to retroactively correct a placement where the wrong Provider ID number was entered.

After accessing the RE/EXC subsystem:

- a. Terminate the placement with the wrong Provider ID number.
 - i. Enter the RE/EXC TYPE, PROVIDER ID NUMBER, and THRU DATE. The date should be the last day of the present month.
 - ii. Transmit and review the data.
- b. Enroll the recipient with the correct Provider ID number, retroactively.
 - i. Enter the R/E code of 35 (CMCM) in the RE/EXC TYPE field.
 - ii. Enter the correct PROVIDER ID NUMBER of the CMCM in the Provider ID field.
 - iii. The RE/EXC PERIOD FROM date is entered equal to the from date of the placement terminated in 5a. above.
 - iv. Transmit and review the data.
 - v. Press SF13 to store.

The client will appear to be enrolled in two CMCMs at the same time for at least part of the period. However, only the one higher in the history stack will be valid.

If you have any questions, please contact the following individuals:

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