

## FIA ACTION TRANSMITTAL

**Effective Date: Upon Receipt** 

Control Number: 23-05 Issuance Date: January 30, 2023

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES

DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT, FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF ELIGIBILITY DETERMINATION DIVISION SUPERVISORS AND

**ELIGIBILITY STAFF** 

FROM: LA SHERRA AYALA, FIA EXECUTIVE DIRECTOR

DEBBIE RUPPERT, MDH EXECUTIVE DIRECTOR

RE: LTC FACILITY TRANSFER DATES

PROGRAM AFFECTED: LONG-TERM CARE MEDICAID

ORIGINATING OFFICE: OFFICE OF PROGRAMS

## **SUMMARY**

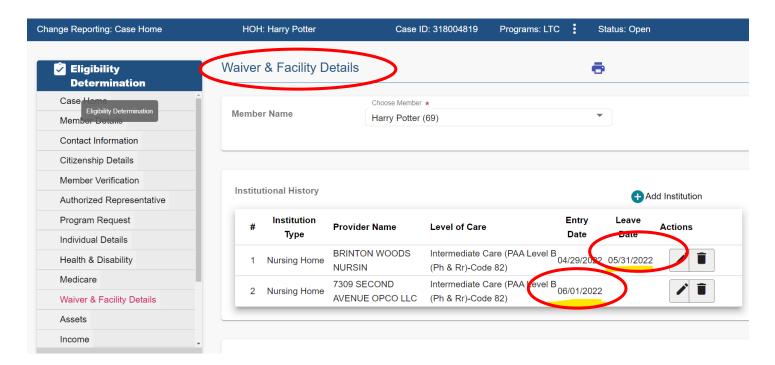
For Long Term Care (LTC) facility transfers, the "leave date" listed on the Eligibility and Enrollment (E&E) system is sent to the Medicaid Management Information System (MMIS) to determine the eligibility span for which the facility can be paid.

Currently, E&E populates a leave date that is one day earlier than the entry date of the new facility. This is incorrect. The leave date of the former facility and the entry date of the new facility should be the same. This action transmittal, which outlines steps case managers must take in order to ensure the correct eligibility span, is sent to MMIS when a customer transfers from one facility to another.

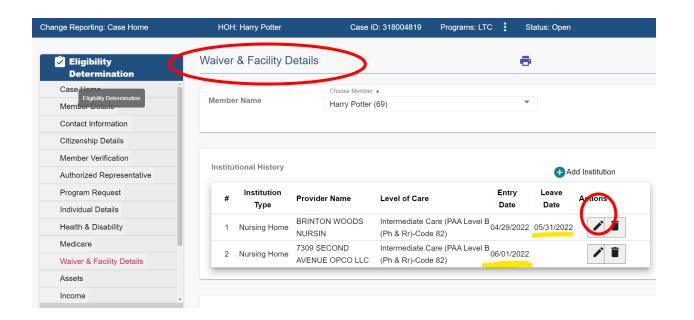
FIA is working with MDTHINK to establish a permanent fix so that the system will generate the correct date. Instructions in this AT should be followed until the system defect has been resolved.

## **REQUIRED ACTION:**

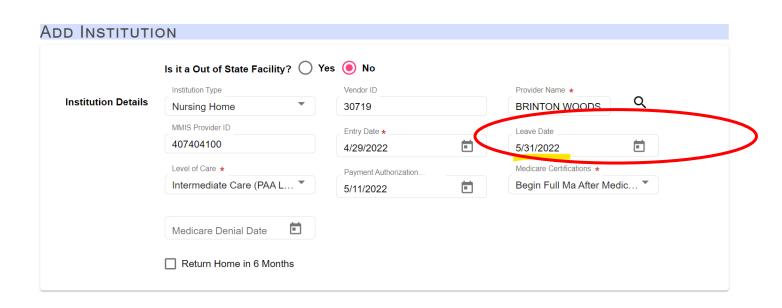
When a new facility is added on the Waiver and Facility Details page, E&E will auto-populate the leave date of the previous facility. The leave date of the first facility will be listed as one day before the entry date of the new facility.

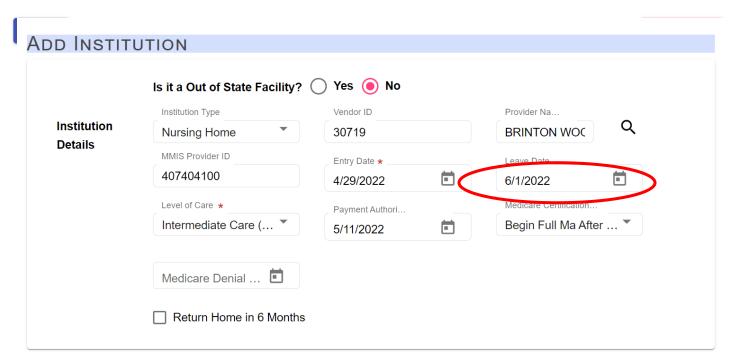


The case manager must manually edit the leave date to align it with the new facility entry date. This is done by clicking the edit, or pencil button next to the previous facility.



The "Add Institution" screen will appear and the leave date can be edited to be the date after the date populated by the system.

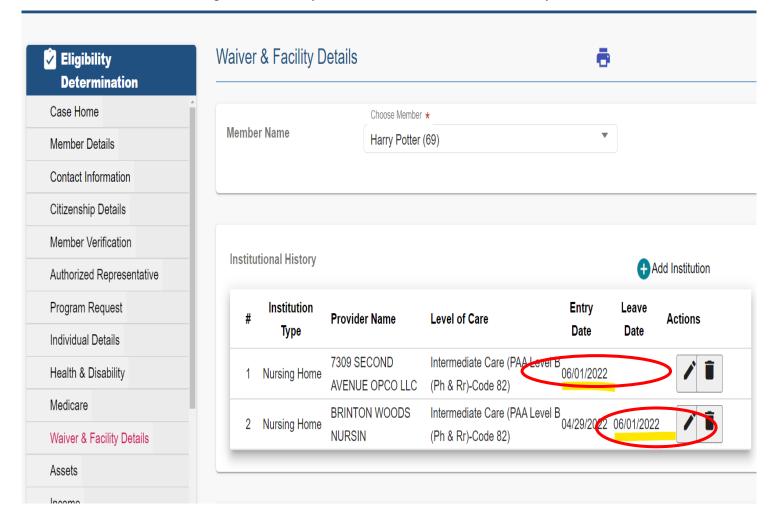




Discard

Save & Close

The leave date of the previous facility and the start date of the new facility should be the same.



## **INQUIRIES:**

If you have any questions regarding this Action Transmittal or any other program policies, please submit it using the <u>FIA Policy Information Request Form</u>. If you work in Montgomery County, you may submit your policy questions via email at <u>fia.policy@maryland.gov</u>. For systems questions, please email <u>fia.bsdm@maryland.gov</u>.

For MA policy questions: Direct Non-MAGI policy questions to the Maryland Department of Health, Office of Eligibility Services at <a href="mailto:mdh.oesinquiries@maryand.gov">mdh.oesinquiries@maryand.gov</a>. Direct MAGI policy questions to <a href="mailto:mdh.mchppolicy@maryland.gov">mdh.mchppolicy@maryland.gov</a>.

cc: DHS Executive Staff
FIA Management Staff
MDH Executive Staff
Constituent Services
Office of Administrative Hearings