Department of Human Resources 311 West Saratoga Street Baltimore MD 21201	**FIA ACTION TRANSMITTAL**
Control Number: 11-18	**Effective Date: March 14, 2011** **Issuance Date: March 11, 2011**

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF

FROM: ROSEMARY MALONE, INTERIM EXECUTIVE DIRECTOR, FIA
DEBBIE RUPPERT, EXECUTIVE DIRECTOR, DHMH/OES

RE: LONG TERM CARE REDETERMINATIONS

PROGRAM AFFECTED: MEDICAL ASSISTANCE

ORIGINATING OFFICES: OFFICE OF PROGRAMS

SUMMARY: The Deficit Reduction Act (DRA) extended the look back period for initial long term care applications (LTC) requiring additional time to process cases. Extra work on applications also adversely affected the timely processing of LTC redeterminations. DHMH and DHR in conjunction with long-term care providers and client advocates collaborated to develop a strategy to address the delayed processing of LTC applications and redeterminations and avoid interruption of Medicaid benefits. First we are making changes to processing redeterminations.

ACTION REQUIRED: To prevent cases from closing if the redetermination is not processed before the certification period ends, beginning immediately, please:

- Initiate redeterminations upon receipt, update the narration and forward the redetermination packet to the case manager of record. If you would like your clerical staff to initiate redeterminations when they open the mail, you can upgrade their CARES security status through the regular process – the 672 form.
- Review all LTC redetermination packets received but not yet processed and initiate the redetermination.
- Determine eligibility for all redeterminations within 30 days of receipt of required verifications.

To help identify LTC redetermination forms when they come in, DHR changed the color of the form from yellow to green and changed the number to DHR/FIA 9709R. We expect the green redetermination forms will be mailed at the end of this month with the May LTC redetermination notices. An initial batch will also be sent to local departments.

Submit requests for additional forms to the DHR Warehouse. **Note**: Please continue to process all yellow DHR/FIA 9709 applications when received with the redetermination packet.

INQUIRIES: Please direct questions to Patrice King at (410) 455-7512 or via email at pking@dhr.state.md.us.

DHMH Management Staff
FIA Management Staff

DHR Help Desk
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