



**DATE:** December 11, 2015

**OPERATIONS MEMORANDUM #15-12-09**

**SUBJECT:** Hospital-Based Presumptive Eligibility (PE) Commonwealth of Pennsylvania Access to Social Services (COMPASS) Application and PE Processing Procedures

**TO:** Executive Directors

**FROM:** Inez Titus  
Director  
Bureau of Operations

**PURPOSE**

To inform County Assistance Offices (CAOs) of the new, online PE application available to qualified hospital-based PE providers on COMPASS and to introduce eligibility system enhancements when processing hospital-based PE applications.

**BACKGROUND**

Currently, qualified hospital-based PE providers submit PE applications through COMPASS using the online Health Care application. Per the Centers for Medicare and Medicaid Services, hospital-based PE applicants cannot be required to complete a full Health Care application in order to be determined for PE. In addition, hospital-based PE applicants have the choice of whether or not to apply for ongoing Medical Assistance (MA).

At the present time, qualified hospital-based PE providers determine PE eligibility manually using the PE Worksheet. In the COMPASS Health Care application, qualified hospital-based PE providers have the option to select PE only, PE/ongoing MA or ongoing MA only. The full Health Care application is currently used for all options.

**DISCUSSION**

Effective December 14, 2015, a new PE-only application and PE process will be available to qualified hospital-based PE providers in COMPASS. The COMPASS PE application has been simplified to include only information required for hospital-based PE.

Changes have been made to eCIS and the Workload Dashboard (WLD) to make identifying PE applications easier for CAO caseworkers.

**NOTE:** No changes have been made to the application and processing procedures for Traditional PE for Pregnant Women. Qualified MA providers that provide pregnancy-related services will continue to make PE determinations for pregnant women using the MA 332. Policy and procedures are outlined in the Medical Assistance Handbook Chapter 312.9.

Currently, all qualified hospital-based PE providers are required to register as COMPASS Community Partners (CPs), but have the ability to submit applications either through the CP Dashboard or as citizens. With the implementation of the new PE-only application, all qualified hospital-based PE providers will be required to log-in as CPs and submit PE applications through the CP Dashboard. A new button marked “Presumptive Eligibility” is on the left-hand navigation panel of the CP Dashboard and will initiate a PE application.

The qualified hospital-based PE provider will enter their MA provider number and be routed to the COMPASS PE Worksheet.

**NOTE:** The COMPASS PE Worksheet replaces the paper Worksheet that qualified hospital-based PE providers previously submitted with the COMPASS application. The COMPASS PE Worksheet can be viewed with the COMPASS summary in Application Processing (AP). Qualified hospital-based PE Providers will no longer have to scan or fax the PE Worksheet.

### **Changes to Qualified Hospital-Based PE Provider Procedures**

The qualified hospital-based PE provider will make the PE determination by completing the Worksheet online using information provided by the PE applicant. The COMPASS application process will verify if a prior PE period occurred in the past 12 months, and will check to see if the PE applicant is currently receiving MA. The Worksheet eligibility results are then displayed to the qualified hospital-based PE provider. The qualified hospital-based PE provider will have the option to apply for “Presumptive Eligibility” only or “Both” if the PE applicant chooses to apply for ongoing MA. If the PE applicant is determined ineligible for PE based on the information entered by the qualified hospital-based PE provider, the qualified hospital-based PE provider will only be able to apply for ongoing MA for the applicant.

If the qualified hospital-based PE provider selects PE, a simplified application for PE will display in COMPASS. If the qualified hospital-based PE provider selects “Both”, the current application for Health Care will display. The PE Worksheet will be part of the COMPASS Summary in either application.

## **CAO Procedures**

In order to assist CAOs in identifying and processing hospital-based PE applications, several changes have been made to AP, eCIS and WLD. These changes will assist both clerical staff and caseworkers to identify PE applications and ensure timely processing. The following screens have been changed:

- **AP CAPWAD**

The first PE identifier will appear in AP on the COMPASS to eCIS Import screen (CAPWAD). PE applications will display in the Benefits field as “Presumptive Eligibility.”

This includes PE only applications and combination PE/ongoing MA applications. The PE Worksheet can be viewed in application summary in CAPWAD.

- **WLD**

PE has been added as an Application type directly underneath the MA application field. PE applications will also display under Priority Items as “PE Pending Applications” because PE must be authorized within five business days. A combination PE/ongoing MA application will display as separate applications in the “Days Outstanding” section.

- **WLD Assignment Search**

PE applications will be identified as a Work item type. If the application is for PE only, the Work Item displays “PE”. If the application is a combination PE/ongoing MA, the Work Item Type will display as “MA, PE.”

- **eCIS Program Request**

PE applications will automatically pend on the Program Request Screen in eCIS as “MA-Medical Assistance” and the “Process” field will say “Y-Yes”. The date showing under “Begin Date” field will be the application submission date. This date must be changed to the PE begin date located on the PE Worksheet when processing PE.

**IMPORTANT:** For combination PE/ongoing MA applications, a second MA program will be pended for processing. If the caseworker has all verification necessary to process ongoing MA, then ongoing MA should be authorized effective the date of first admission or treatment and the pended MA can be deleted.

- eCIS Individual Program Request

Individuals determined eligible for PE by the PE provider will have the MA check boxes prepopulated. Individuals not applying for PE or determined ineligible for PE will not be selected. The MA checkboxes will remain editable.

- eCIS Program Request Questions Screen

MG17 will be populated in the Special Category field for all PE populations, with the exception of pregnant women.

The caseworker must decide whether a pregnant woman qualifies for MG17 or PS17 for a COMPASS hospital-based PE application based on the PE applicant's household income:

- MG17 – if income is at or below 133% of the Federal Poverty Income Guidelines (FPIG).
- PS17 – if income is between 133% and 215% FPIG.
  - To process PS17, select “Yes” in the Presumptive Eligibility field on the Pregnancy Screen. Do not select MG17 on the Program Request Screen.

The PE begin date will populate on the Program Request Questions Screen next to the Special Category box. If the PE application is for more than one individual, the PE begin date will populate with the PE begin date for the first individual only.

In subsequent workflows, the PE begin date will be blank. The PE begin date on the Program Request Questions Screen is for display purposes only.

If there is more than one individual applying for PE on the same application, and the PE begin dates for each individual are different, the caseworker must run a separate workflow for each PE period, authorizing each individual's PE period separately. In order to process separate PE periods:

1. Ensure the correct PE begin date is entered on the Program Request Screen for the first individual.
1. Pend an MA application if one is not already pended on the Program Request Screen.
2. Select the individual for whom PE is being processed on the Individual Program Request Screen. All other individuals must be de-selected.
4. Authorize the first PE applicant.
5. Use Program Add to authorize PE for subsequent PE applicants.
6. Change the open MA in the Process field to "No".
7. Enter a new MA budget for the second PE period with the correct PE begin date, and select "yes" to process.
8. Authorize the PE period for the second individual.

**NOTE:** Do not de-select any individuals already authorized for PE when processing PE applications with multiple PE Begin Dates. Only de-select individuals whose PE periods have not been processed.

**NOTE:** For a PE/ongoing MA application with multiple PE applicants, a new AP number will be needed after all PE periods have been authorized, in order to pend ongoing MA and generate the PA 253.

**Example:**

A pregnant mother is admitted to a hospital on 12/10 and delivers her newborn on 12/11. The qualified hospital-based PE provider determines eligibility for the mother on 12/10 and eligibility for the newborn on 12/11. The qualified hospital-based PE provider submits the COMPASS PE only application for both on 12/12, with a PE begin date for the mother of 12/10 and a PE begin date for the newborn of 12/11. The caseworker authorizes PE for the mother with a Begin Date of 12/10. Then, in a separate workflow, the caseworker enters 12/11 as the Begin Date for the newborn on the Program Request Screen.

**NOTE:** There may be instances where the PE begin dates fall into two different calendar months. For example, a pregnant woman enters the hospital in labor on 10/31 but gives birth on 11/1. If this happens, the mother's PE period would be 10/31-11/30 and the newborn's PE period will be 11/01 -12/31. The caseworker must ensure that the correct PE periods are authorized for both mother and newborn.

**NEXT STEPS**

1. Share and review this information with appropriate staff members.
2. Please contact your area manager if you have questions regarding this Operations Memorandum.
3. This Operations Memorandum will become obsolete upon release of the revised Handbook.