

# Operations Memorandum

## Medical Assistance OPS090304

March 24, 2009

**SUBJECT:** Consolidation of Medical Assistance and Long Term Care Notices  
**TO:** Executive Directors  
**FROM:** Joanne Glover, Director, Bureau of Operations

### Purpose

To inform County Assistance Offices of changes to Medical Assistance (MA) and Long Term Care (LTC) Notices.

### Background

Currently, separate notices are sent for each budget and month that an eligibility determination is made for MA or LTC. This process causes consumer and MA provider confusion, as well as excess paper output. In order to streamline the number of notices, MA and LTC notices will be consolidated. This means that individuals will now receive all eligibility information for each budget in one notice.

### DISCUSSION

Effective March 30, 2009, Notice Consolidation will be piloted in Venango, Bradford, Tioga, Washington, Bucks, and Indiana counties. Statewide implementation will begin June 1, 2009. Eligibility determinations for MA and LTC, including Home and Community-Based Services, will continue as usual; however, the eligibility notification for multiple months will be displayed on a single notice. For MA, this means that retroactive eligibility for MA and on-going MA will be shown together on one notice for each budget.

Those individuals applying for services in an LTC facility who are eligible to receive MA and LTC services will receive a single notice verifying eligibility. For LTC, this means that up to five months of the cost of care computation can be displayed on one notice. The notice will be consolidated to display eligibility for MA on the front of the notice as well as payment towards cost of care for LTC services on the back of the notice.

Each notice determining MA eligibility can contain up to six months of income, as well as any deductions, income limits and, if applicable, patient pay and spend-down information. Each notice determining LTC eligibility can contain up to five months of the cost of care computation. Additionally, LTC notices will list the most common deductions such as the Personal Needs Allowance, Guardianship Fees, Home

Maintenance Deduction, the Allowance for Spouse/Dependent and Medicare premium (when not enrolled in the Medicare Buy-In Program). The notices will continue to show the access/individual number, health care benefit package and appeal information.

Representatives and providers listed on the CAPROV screen in the Client Information System will receive copies of these consolidated notices. Attached are examples of blank consolidated notices.

### **Next Steps**

1. Review this Operations Memorandum with appropriate staff.
2. Direct questions regarding this Operations Memorandum to your area manager.
3. This Operations Memorandum will become obsolete when the Medical Assistance Eligibility and Supplemental Handbooks are updated.

[Attachment One:](#) MA/LTC (Front)

[Attachment Two:](#) MA MNO (Back)

[Attachment Three:](#) MA NMP (Back)

[Attachment Four:](#) LTC MNO (Back)

[Attachment Five:](#) LTC NMP (Back)

[Attachment Six:](#) LTC Cost of Living Adjustment (COLA)/Mass Change (Back)