



DATE: December 4, 2015

OPERATIONS MEMORANDUM #15-12-04

SUBJECT: Expedited Processing of Medical Assistance Applications for Inmates Being Released From State Correctional Institutions

TO: Executive Directors

FROM: Inez Titus
Director
Bureau of Operations

PURPOSE

To provide updated policy and procedures for the expedited processing of Medical Assistance (MA) applications for inmates who are being released from State Correctional Institutions (SCIs), including inmates who have serious physical or mental health treatment needs.

BACKGROUND

Many inmates, particularly those with serious mental or physical health conditions, require essential health care upon release from incarceration. In order to improve the continuity of care for this population, the Department of Corrections (DOC) and the Department of Human Services (DHS) have collaborated to create a process to ensure that MA benefits will be in place for inmates on the date of release from incarceration.

DISCUSSION

The process begins when an individual's release date from the SCI is established. The SCI Health Care Release Coordinator will ensure completion of the COMPASS application for the individual prior to the scheduled release date. Upon receipt, the County Assistance Office (CAO) will process the application, and if the individual is eligible, authorize MA no sooner than seven days prior to the individual's estimated release date from the SCI, using the release date as the MA begin date. Authorization must occur prior to the release date. This process will require close cooperation and communication between DOC and CAO staff.

PROCEDURES

Implementation of this process requires actions by the SCI and CAO staff:

SCI

1. Verify the individual's release date.
2. Complete an Employability Assessment Form ([PA 1663](#)) for all disabled individuals. If the PA 1663 indicates the individual is permanently disabled or will be disabled for a period of twelve (12) months or longer, a Disability Advocacy Program (DAP) Referral Form ([PA 731](#)) will be completed and signed by the individual.
3. Complete a Health-Sustaining Medication Assessment Form ([PA 1671](#)) for lawful permanent residents (LPRs) subject to the 5-year bar who are not disabled but require a health-sustaining medication.
4. Submit an application through COMPASS prior to the individual's release date using the assigned SCI provider number.
 - When possible, submit the application no sooner than fifteen (15) calendar days prior to the individual's release date and no later than five (5) calendar days prior to the individual's release date.
 - The application will be submitted to the CAO in the individual's county of residence.
 - Indicate the individual's release address on the application. If the individual is homeless or does not have an established release address, the CAO address may be used. The individual will be instructed to report any address change to the CAO.
 - Include the following in the comment section of the COMPASS application:
 - A statement indicating that the application is "For expedited determination of MA eligibility for inmate being released from SCI."
 - Indicate the release date as the requested MA begin date.
 - Scan and attach, or send via fax, all necessary documentation.
5. Immediately contact the CAO if any change to the release date is expected or occurs.

CAO

Upon receipt of the COMPASS application, the Income Maintenance Caseworker (IMCW) will:

1. Review the application information, including any accompanying verification.

Ensure receipt and accurate completion of the [PA 1663](#) and [PA 731](#) if the inmate is permanently disabled.

2. Determine eligibility in the appropriate MA category. The IMCW must review first for permanent disability and, if eligible, open the individual in a Healthy Horizons category and forward the completed PA 731 to the DAP advocate. If the applicant does not return a PA 1663 indicating a disability, the IMCW will review eligibility for MA in a MAGI/non-MAGI category which does not require a disability.
3. If all required verifications are available when the application is received, and the individual is eligible, authorize ongoing MA in eCIS no sooner than seven days prior to the individual's release date from the SCI, using the release date as the MA begin date.
4. Send notices to the individual and the SCI.

NOTE: Applications for this process should not be confused with applications for SCI inmates' inpatient hospital services (see OPS110803). Those applications will continue to be forwarded to the Central Unit for processing.

NEXT STEPS

1. Review this Operations Memorandum with appropriate staff.
2. Contact your Area Manager if you have any questions.
3. OPS020902 becomes obsolete with the issuance of this Operations Memorandum.

Attachments

[PA 1663](#)

[PA 1671](#)

[PA 731](#)

[SCI Provider Numbers](#)