

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-20-124

Issue date: 11/19/2020

Topic: Cash Payments

Due date:

Subject: URGENT - Changes to Independent Choices and Special Needs Payments when Cases Converted to ONE at Wave 1

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): VEC staff |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Certain cash benefits that functioned as a deduction from client liability on Legacy cases will be issued from ONE as a Medical-Related Payment (MRP).

For clients converted to ONE on November 1st, no cash payments were issued from the ONE system for the month of November. Instead, the ONE system created a "conversion" MRP segment representing what was considered by the legacy system for the month. While the ONE system did not issue cash benefits for November, the conversion process did assess an increased liability amount – (i.e. increased by the same amount as the MRP). For example:

	Legacy	ONE
Liability before Special Need used to reduce	\$1000.00	\$1000.00
Special Need Amount	\$100.00	\$100.00
Cash Payment	None – Special Need was used to reduce liability	\$100.00 – Payment to be made as MRP
Final Liability	\$900.00	\$1000.00

Central Office has identified the affected cases for which the conversion process did not properly handle these situations and has made the appropriate corrections. Branch managers will be provided with a list of cases that were updated by Central Office, as well as a list of cases on which no action was taken because they had already been corrected.

The increase in liability is not considered an adverse action during the COVID-19 emergency period since they will receive cash benefits equal to the amount of the increase.

For cases that converted in Wave 1:

- Independent Choice Program (ICP) cases with a liability
 - For ICP, conversion is currently taking the ICP amount from the ICP need coded on the CM case in the N/R field. This amount is being converted into the MRP section in ONE.
 - The November ICP amount, considering the liability, was issued from Legacy and no action is needed.
 - The MRP amount was manually corrected by Central Office for ongoing months and a case note was added.
- Cases with special needs items that were converted into MRP module in ONE, but for whom the special need was used to reduce the liability in Legacy/CM:
 - Special needs on the CM case that were used to reduce liability were not issued from Legacy/CM for November.
 - The special needs items were added to the MRP module in ONE, which will begin issuing the payments for December 2020.
 - During conversion, the ONE system will reflect the liability without the special need being used as a reduction.
 - For cases in Nursing Facilities
 - MMIS will continue to show the lower liability (which includes the special needs reduction) so nothing needs to be done in MMIS or on

- the ONE case for November.
- For December, eligibility was run in the ONE system to accomplish two goals. One, a Notice of Eligibility describing the higher liability due in December was issued to the client. Two, MMIS was updated with the higher liability amount for December. The ONE system automatically adds a Case Note indicating that eligibility was authorized.
 - For cases on which we were not able to run eligibility in ONE because the case was In Progress, the liability was updated in MMIS directly. This action was narrated in Oregon ACCESS.
- For cases in CBC facilities – READ CAREFULLY, AS ACTION IS REQUIRED:
 - ONE will reflect the higher liability but not automatically issue the special needs payment.
 - There is no need to touch the 512, as it is touched automatically as part of the conversion process. As a result, the 512 for November shows the higher liability that is reflected in ONE.
 - Central Office manually issued a cash payment (MRP) for the special need in ONE for November and a case note was added.
 - Workers should run eligibility for December to generate a NOE listing the new liability amount.
 - For in-home service cases with a Client Employed Provider (CEP) – READ CAREFULLY, AS ACTION IS REQUIRED:
 - The liability information is housed in the Pay-in system (SFMU), which is updated manually by workers, so there is no need to change the liability for November or issue a cash payment (MRP) from ONE.
 - Workers should run eligibility in ONE for December so that the NOE with the updated max liability amount is sent to the client.
 - Workers should then update the liability amount for December in SFMU.

If you have any questions about this information, contact:

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