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Issued: November 1, 2004

Subject: Correction and Clarification to Policy Bulletin MSA 04-15

Effective: Upon Receipt

Programs Affected: Medicaid

The purpose of this bulletin is to update/correct some web addresses contained in the final bulletin and to clarify procedures related to the utilization of the Michigan Medicaid Nursing Facility Level of Care Determination (LOC Determination). The information in this bulletin has been incorporated into the related documents available on the MDCH website at www.michigan.gov/mdch >> Providers >> Information for Medicaid Providers >> Michigan Medicaid Nursing Facility Level of Care Determination.

- Access to the Michigan Medicaid Nursing Facility Level of Care Determination is available online through Michigan's Single Sign-On System. The correct web address is <https://sso.state.mi.us> . (This address was incorrectly stated as <https://sos.state.mi.us> in the MI Choice Eligibility and Admission Process [Attachment 3] portion of the bulletin.)

Note: There is an 's' after http, and there is no 'www' in this web address. Providers must register with Michigan's Single Sign-On system prior to gaining access to the LOC Determination. Once registered, the provider then subscribes to the LOC Determination.

- Detailed instructions on how to register with Single Sign-On and how to utilize the LOC Determination are available in the User Manual. The User Manual may be found at www.michigan.gov/mdch >> Providers >> Information for Medicaid Providers >> Michigan Medicaid Nursing Facility Level of Care Determination >> User Manual. All support documents associated with this policy can be found at this website address.
- If you registered for Single Sign-On prior to November 1, 2004, you will have to re-register on or after November 1, 2004.
- Technical support for registering with Single Sign-On, and assistance in implementing the LOC Determination policy, is available toll-free at 1-877-839-2027 or e-mail LOCdetermination@mphi.org .

- Assistance in utilizing the Exception Process and the Immediate Review Process for ineligible applicants is available through the Michigan Peer Review Organization (MPRO) toll-free at 1-800-727-7223. Select the Long Term Care Exception Criteria option.
- An applicant need trigger only one element to be considered for an exception.
- When the LOC Determination Process indicates the applicant is not eligible, the provider must immediately issue an Adverse Action Notice. Adverse Action Notices (notice of denial of services) and Administrative Hearings are defined at www.michigan.gov/mdch >>Providers>>Information for Medicaid Providers>>Michigan Medicaid Nursing Facility Level of Care Determination>>Long Term Care Adverse Action Notices. Links to the Administrative Hearing form and Adverse Action letters are located at this site.
- If a current resident is re-admitted to a program after November 1, 2004, the LOC Determination must be applied to that individual. Readmissions in general do not require re-submission of the tool; however, this only applies when the resident was evaluated in the past.

Example: If a nursing facility resident was transferred to the hospital on November 29, 2004, then re-admitted to the nursing facility on December 4, 2004, the LOC Determination must be applied to that resident if they have not been previously screened.

This protocol must be followed for re-admissions for the first year (November 1, 2004 through October 31, 2005) of the newly implemented LOC Determination.

- The website for obtaining a list of Adult Foster Care and Homes for the Aged providers is located at www.michigan.gov/fia >>Licensing>>Adult Foster Care & Homes for the Aged. (Section 2.11.B. of the Access Guidelines incorrectly lists the website as www.michigan.gov/cis.)
- A question and answer (Q & A) document has been prepared to address questions/comments received in response to the draft LOC Determination, Freedom of Choice form, Telephone Intake Guidelines, Nursing Facility Transition and Discharge, Readmissions to MI Choice Program, Restorative Nursing Plans, Access Guidelines, and Appeals. The Q & A may be found at www.michigan.gov/mdch >>Providers>>Information for Medicaid Providers>>Michigan Medicaid Nursing Facility Level of Care Determination.

Manual Maintenance

This bulletin should be retained until the information is incorporated into the January 2005 version of the Michigan Medicaid Provider Manual.

Questions

Any questions regarding this bulletin should be directed to Provider Support, P.O. Box 30731, Lansing, Michigan 48909-8231, or e-mail at ProviderSupport@michigan.gov. When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll-free 1-800-292-2550.

Approved



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