

> Job Aid: Medicaid in MiSACWIS

Foster Care Department Ward (FCDW) and Adoption Subsidy Department Ward (ASDW) Medicaid can be provided to all children committed to the Department of Health & Human Services (MDHHS) or placed with the department by a court, in out-of-home care. This job aid shows how to: open and close FCDW and ASDW Medicaid, view a child's Medicaid history, and what to do in MiSACWIS when Medicaid does not open or close in Bridges.

Open FCDW Medicaid

Opening FCDW Medicaid is an automated process between MiSACWIS and Bridges. All children in foster care in an out of home placement are categorically eligible for Medicaid. The initial referral to Bridges includes the request for opening Medicaid when the **placement record is complete**.

- The Child Welfare Funding Specialist (CWFS) enters:
 - A court order with type of **Removal** on the ongoing case (this type must not be an "abuse/neglect order" type).
 - The child's **Legal Status**.
 - A status of **Complete** for the removal record generated from the removal court order.
- The CWFS or Foster Care Worker needs to:
 - Link a provider to the placement record and select the **Completed** status; this status is only available when a removal record has been entered and the placement record is completed.¹
 - Enter a **Residence**² type address and select the **Primary** check box for the child on his/her Person Profile record that matches the placement address.
 - Enter a **Mailing** type address with the address of the MDHHS worker; this may be the assigned Foster Care POS Monitor.
 - Select the **County** for the placement address from the list.



Note

The placement county selected affects the Health Plans available to the youth.

- A request for Medicaid is sent to Bridges when:
 - The child's residence address is in Michigan and s/he is under the care and supervision of MDHHS.
 - The child's residence address is out-of-state, there is an active ICPC sending record, and the child is not IV-E eligible.
 - The child is IV-E Eligible and Michigan is the receiving state for the ICPC/ICJ placement.
- Bridges will determine a youth's eligibility in a nightly batch; Medicaid will be opened the next day in Bridges.

¹ For a relative placement, the provider inquiry and Relative Safety Screen (DHS-588) must be completed for the provider match to display in placement.

² Workers should **not** enter a "Residential" type address as the child's primary address. It is important that MiSACWIS send Bridges the child's "placement" address, which corresponds to the child's "Residence" address in MiSACWIS.



Note

Medicaid will not be opened through the MiSACWIS Bridges interface for Wayne County JJ and ICJ Runaway cases.

FCDW Medicaid does not open in Bridges

MiSACWIS captures the referral errors from Bridges. The Bridges Referral Error Details screen documents the errors within MiSACWIS and/or Bridges that are preventing the information from being sent to Bridges. You can view these error details from the Person Overview screen and correct the MiSACWIS errors manually. You will also receive ticklers when referral errors occur.



Note

The Bridges Help Desk must be contacted if you receive an error that states the issue is a Bridges error.

Refer to *Bridges referral errors* in Online Help for additional information.

After reviewing the Bridges errors and attempting to fix any errors, if there are any instances where the automated process is not opening Medicaid in Bridges due to a MiSACWIS error, you can then send a manual FCDW open request to Bridges. Note that you must wait a day for Bridges to open the Medicaid.

1. From the Home screen, click the **Financial** tab.
2. Click the **Eligibility** secondary tab. The Program Eligibility/Reimbursability screen appears.
3. Click **Person Search** to locate the child whose Medicaid you want to open.

The screenshot shows the Bridges interface with the 'Financial' tab selected. Underneath, the 'Eligibility' sub-tab is active. A 'Person Search' button is highlighted in the 'Child Selection' area.

4. Click select next to the child. You return to the Program Eligibility/Reimbursability screen.

Person Search Results
Result(s) 1 - 1 of 1
Page 1 of 1
Pre-adoptive persons whose adoption has been finalized will not be displayed in search results.

	Person ID	Name	Alias	Address	Gender	DOB	% Match
<input type="checkbox"/>	1596374	Brookshire, Rita		1357 Election Circle, Lansing, MI 48910	Female	02/02/2014	

5. Click **Open FCDW Medicaid**. The Send FCDW Medicaid Open Request screen appears.

Child Selection
Person Search

Person ID: 1596374
Name: Brookshire, Rita
Case ID: 89765428

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6. Select the **New** or **Change** option depending on the request.
7. Enter the **Effective Date** which cannot be earlier than the Initial Placement begin date.
8. Click **Send to Bridges**.
9. Click **Close**.

Person Header			
Name:	Brookshire, Rita	Gender:	Female
DOB:	02/02/2014	Person ID:	1596374
SSN:	464-95-7531	Age:	2 Y 9 M
<input checked="" type="radio"/> New	<input type="radio"/> Change	Referral:	FCDW MA
Effective Date: *			
<input type="text"/>			
<input type="button" value="Send To Bridges"/> <input type="button" value="Close"/>			

FCDW Medicaid closure

FCDW Medicaid will be triggered to close in the following circumstances:

- When the youth's placement is changed to a Parental Home or Legal Guardian.
- The youth turns age 21.
- The child's residence address is out-of-state (unless the case is an ICPC case and the child is IV-E eligible).
- Child is receiving SSI.
- Child is deceased.
- The foster care case is closed (e.g., child is being adopted).
- If the child has an open adoptive home placement.
- When Adoption Assistance Medicaid is opened.



Note

If a Bridges transaction does not close the child's Medicaid, but an Eligibility Specialist has determined the child is eligible for Medicaid on another case, the HLO or foster care worker will send an email to the Ex-Parte Unit at DHS-Medicaid-Ex-Parte@michigan.gov. The email must include all of the following:

- The child's recipient ID (RID) number.
- The child's name and date of birth.
- If the child has an application for Medicaid pending.
- If the child has Medicaid coverage under a parent or legal guardian.
- If the child has private insurance.

Ex-Parte will close FCDW MA immediately for a child who is no longer eligible as long as they have some type of insurance coverage.

If the child may be eligible for MA but there is no application or other coverage, Ex-Parte Unit will complete a review, send an application, and close FCDW MA in the future.

Open Adoption Subsidy Department Ward (ASDW) Medicaid

MiSACWIS will send a new referral to Bridges to open ASDW Medicaid for the child if s/he is eligible under the following conditions:

- The subsidy eligibility determination shows the child is eligible and the status is one of the following:
 - Open with Pay
 - Open with Extension
 - Open without Pay
 - Agreement Signed
- The child's residence address is in Michigan.
- Bridges determines eligibility in the nightly batch; ASDW Medicaid will be opened the next day in Bridges.

ASDW Medicaid Closure

Medicaid is end dated in the updated referral to Bridges if:

- A new eligibility determination shows the child is no longer eligible with one of the statuses listed above.
- The child's residence address is not Michigan.
- The child is deceased.
- Both parents are deceased.
- The adoption subsidy case is closed.
- Youth turns 21.
- Youth is receiving SSI.

ASDW does not open/close in Bridges

MiSACWIS captures the referral errors from Bridges. The Bridges Referral Error Details screen documents the errors within MiSACWIS and/or Bridges that are preventing the information from being sent to Bridges. Workers can view these error details from the Person Overview screen and correct the MiSACWIS errors manually. Workers will also receive ticklers when referral errors occur.



Note

The Bridges Help Desk must be contacted if you receive an error that states the issue is a Bridges error.

Refer to *Bridges referral errors* in Online Help for additional information.

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After reviewing the Bridges errors and attempting to fix any errors, if there is an instance where the automated process is not opening Medicaid in Bridges due to a MiSACWIS error, the adoption subsidy worker can send a manual ASDW open request to Bridges. Note that the worker must wait a day for Bridges to open the Medicaid.

1. From the Home screen, click the **Financial** tab.
2. Click the **Eligibility** secondary tab. The Program Eligibility/Reimbursability screen appears.
3. Click Subsidy Determination in the left hand menu.
4. Click **Person Search** to locate the child whose Medicaid you want to open.

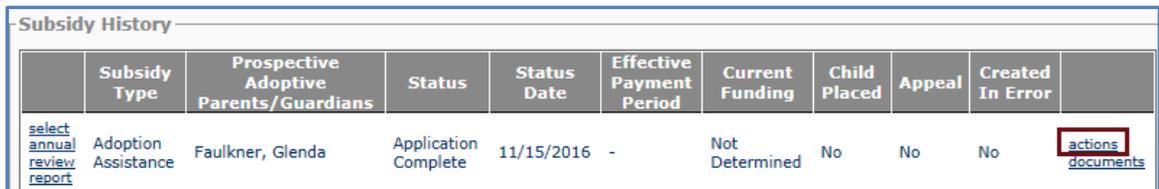


5. Click select next to the child. You return to the Program Eligibility/Reimbursability screen.



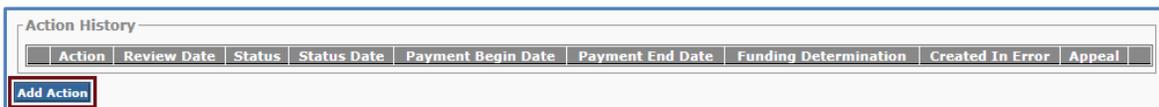
Person ID	Name	Alias	Address	Gender	DOB	% Match
select 1596374	Brookshire, Rita		1357 Election Circle, Lansing, MI 48910	Female	02/02/2014	

6. Click actions beside the desired subsidy record. The Action History screen appears.



Subsidy Type	Prospective Adoptive Parents/Guardians	Status	Status Date	Effective Payment Period	Current Funding	Child Placed	Appeal	Created In Error	actions
select annual review report Adoption Assistance	Faulkner, Glenda	Application Complete	11/15/2016	-	Not Determined	No	No	No	actions documents

7. Click **Add Action** to record a new action. The Subsidy Review Summary Details screen appears.



8. Enter the **Subsidy Review Date**.



Note
In order for Medicaid to open, the effective date must be within the last 90 days.

9. Complete any additional details you have for the Summary Details screen.

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10. At the bottom of the screen, click **Open ASDW** or **Close ASDW**.



Note

If the worker clicks the **Close ASDW** button, the worker must select a **Closure Reason**:

- Receiving SSI
- Extension Not Applied for
- Other

- On the Send FCDW or ASDW Medicaid Open Request screen, select the **New** or **Change** option depending on the request.
- Enter the **Effective Date**.
- Click **Send to Bridges** to send the update to Bridges.
- Click **Close**. You return to the Program Eligibility/Reimbursability screen.

Viewing a Child's Medicaid History

You can view a child's Medicaid history in Bridges from MiSACWIS.

- From the Home screen, click the **Financial** tab.
- Click the **Eligibility** secondary tab. The Program Eligibility/Reimbursability screen appears.
- Click **Person Search** to locate the child whose Medicaid history you want to view.



- Click select next to the child. You return to the Program Eligibility/Reimbursability screen.

Person ID	Name	Alias	Address	Gender	DOB	% Match
<u>select</u> 1596374	Brookshire, Rita		1357 Election Circle, Lansing, MI 48910	Female	02/02/2014	

- Click **View Bridges MA History**. The View Bridges MA History screen appears.



- Click view detail to view the Eligibility Determination Grant (EDG) details.
- Click **Close**. You are returned to the Program Eligibility/Reimbursability screen.