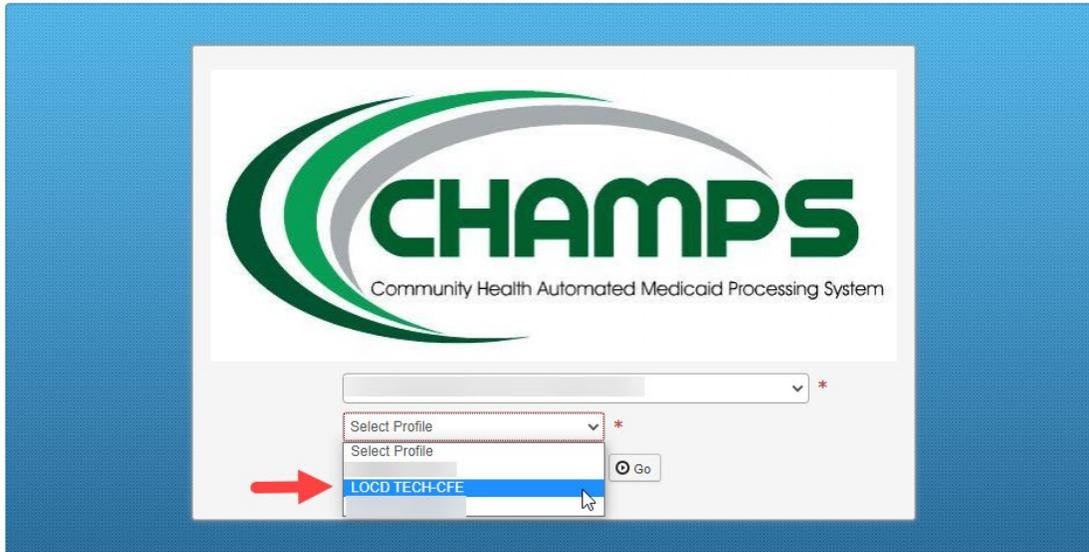


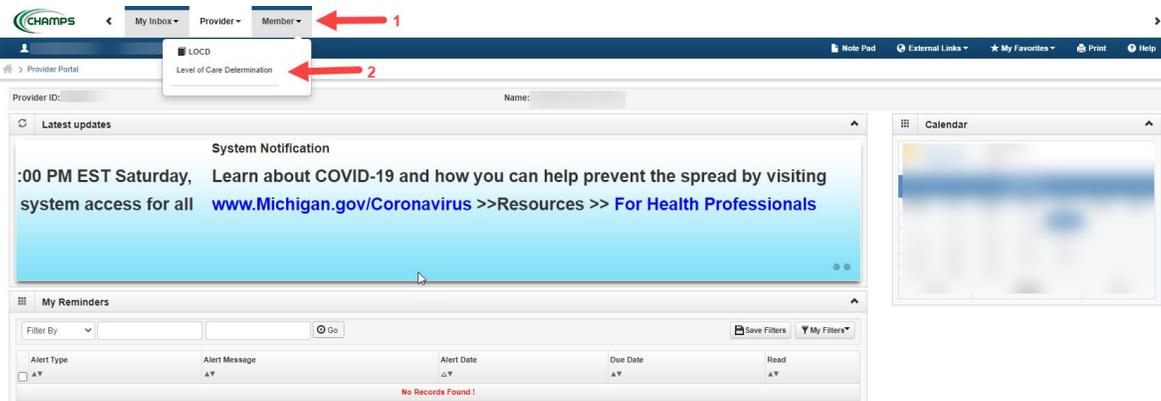
How to identify a Door 8- 2019 in CHAMPS

- 1) Log into CHAMPS with the LOCD-TECH profile.



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- 2) Go to the Level of Care Determination List Page by clicking on member tab (1), then Level of Care Determination (2).



How to identify a Door 8- 2019 in CHAMPS

3) Search for the member using one of the approved search criteria.

To Search member's LOCD records, complete one of the following criteria:

- Application ID of the LOCD record, OR
- Member ID of the beneficiary, OR
- SSN of the beneficiary, OR
- First Name, Last Name, and Last 4 digits of the SSN, OR
- First Name, Last Name, and DOB, OR
- First Name, DOB, and the Last 4 digits of the SSN, OR
- Last Name, DOB, and the Last 4 digits of the SSN, OR
- DOB and the Last 4 digits of the SSN

The System will not display any records if the filter by combinations match to more than one member.

Actions	Application ID	Member ID	First Name	Last Name	Provider ID/NPI	Provider Name	Door Date	Conducted Date	Created Date	Start Date	End Date	Created By	Modified Date	Program Type	LOCD Method	Review Type	Application Status	Verification Status
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Page ID: pg.LOCDList(Member)

4) If the member has a Door 8 on the list page, click on the action tab (1), then click "view LOCD" (2).

- First Name, DOB, and the Last 4 digits of the SSN, OR

- Last Name, DOB, and the Last 4 digits of the SSN, OR

- DOB and the Last 4 digits of the SSN

The System will not display any records if the filter by combinations match to more than one member.

Actions	Application ID	Member ID	First Name	Last Name	Provider ID/NPI	Provider Name	Door Date	Conducted Date	Created Date	Start Date	End Date	Created By	Modified Date	Program Type	LOCD Method	Review Type	Application Status	Verification Status	Operational Status
Action							8												
Action							8												
Action							8												
Action							8												
Action							8												
Action							8												
Action							8												

View Page: 2 | Page Count | SaveToXLS | Viewing Page: 1 | First | Prev | Next | Last

Page ID: pg.LOCDList(Member)

How to identify a Door 8- 2019 in CHAMPS

- 5) The LOCD record will appear in a new window. Click on “Doors” on the navigation pane on the left side of the window.

The screenshot shows the 'Level of Care Determination' application information form. The left navigation pane has 'Doors' highlighted with a red arrow. The main form area is titled 'Application Information' and contains two sections: 'Beneficiary Information' and 'LOCD Information'. The 'Beneficiary Information' section includes fields for Medicaid ID, First Name, Date of Birth, Middle Initial, SSN, Last Name, and Representative (if applicable). The 'LOCD Information' section includes fields for Provider Conducting LOCD, Name (Licensed Professional who Conducted Assessment), License Type, Conducted Date, Created Date, Type of Provider Conducting LOCD, LOCD Method, and LOCD Entered in CHAMPS by.

- 6) Click on “Door 8” in the navigation pane. You will then see the Door 8 approval criteria and approval code.

The screenshot shows the 'Door 8 - Frailty' approval criteria and approval code form. The left navigation pane has 'Door 8' highlighted with a red arrow. The main form area is titled 'Door 8 - Frailty' and contains the following information:

- If the applicant did not meet LOCD criteria, review for Frailty will be conducted on the same date the LOCD was conducted to determine if the LOCD ineligible beneficiary meets the Frailty criteria.
- Does meet Frailty Criteria.
- Does Not meet Frailty criteria. A formal adverse action notice was issued to the ineligible beneficiary.
- Adequate Action Notice:** issue to a new applicant who did not meet the LOCD or Frailty criteria
- Advanced Action Notice:** issue to a current beneficiary who no longer meets the LOCD or Frailty criteria
- Approval Criteria:** Frailty
- Approval Code:** 2019
- Information Summary:** covid door

The form also includes a 'FREEDOM OF CHOICE' section with fields for Provider's Name, Applicant's Name, Representative (if any), Provider's ID/NPI, Date of Birth, and LOCD Created-On Date. Below this is a 'SECTION I-MEDICAL/FUNCTIONAL ELIGIBILITY' section with a checkbox for 'Does meet the LOCD medical/functional criteria for Medicaid NF Level of Care by scoring in Door 8'.