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SS Medical Programs

Authorized Signature

Number: SS-IM-07-001

Issue Date: 01/04/2007

Topic: Medical Benefits

Subject: Medical Policy Clarifications

Applies to (check all that apply):

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| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: We've received requests for effective date and other policy clarifications. The most frequently requested clarifications are discussed below as well as some new information.

Effective dates

We're most accustomed to thinking that medical benefits must be closed at the end of the month, but many times we must end mid-month in order to allow new eligibility on a different case.

Process for Closing Mid-Month:

When dependent children move from one filing group to another filing group, the child is in two filing groups within the same month. Consider the following:

- The new caretaker relative may be eligible on the date of request.
- The child may be eligible for medical in both filing groups during the same month ***as long we're careful not to overlap the child's medical eligibility dates.***

Both the previous and new filing group's eligibility workers need to coordinate the child's medical effective dates to ensure there is no overlapping eligibility:

- End the child's medical on the old case mid-month to allow the new medical to begin without any overlap.

- No 10-day notice is required as long as the child is continuously eligible for medical at the same benefit level on the new case. You will still need to consider 10-day notice requirements for other programs, including TANF, ERDC and FS.

NOTE: The CM system will allow the child's medical to end mid-month in the current or previous months. Retroactive managed health plan enrollment issues are dealt with systematically; you do not need to contact DMAP.

What if the child's medical has already been closed?

We frequently learn of the new request for medical after the child's medical on the old case has already been closed.

- If there has been no program change and the child remains continuously eligible, narrate the circumstances and begin the child's medical on the new case the first of the next month. The new caretaker relative's medical should still begin on the date of request, if eligible.

However, if the child's medical program changes mid-month, send a 148 to CMU to correct the prior medical end date.

For example, if the child was receiving OHP with his grandmother and is now eligible for MAA with his mother, send a 148 to CMU to correct the OHP end date to end mid-month so there is no overlap. Begin the MAA medical on the date of request.

If the child was receiving MAA on the old case and remains MAA eligible, no 148 is needed.

Concurrent Out of State Benefits

Please remember not to open Oregon medical benefits if the client has already received benefits from another state. There is an important exception. If the client can't access their out of state benefits in Oregon, it's OK to open Oregon medical benefits, but you must narrate the exception.

Due Process Notice Issue

When completing a review or recertification for an open medical case, if the client has turned in pended verifications, do not close using a DD, AP or other denial notice. Denial notices do not give clients the right to continuous benefits should they contest the closure. This applies even when acting on pended information to close OHP medical. Please send the CMCAREC or other similar 10-day close notice along with

the DHS 462A.

DHS 7475 Clarification

The DHS 415F or OHP 7210 may be used instead of the DHS 7475 Extended Medical Quarterly Income Report. Please do not make extra work for yourself and pend for a DHS 7475 if you have the information on a DHS 415F or OHP 7210.

Face to Face Can't be Required for Medical

Medical applicants cannot be required to complete a face to face intake. Branch application processing procedures should include a way to pend for medical eligibility if an applicant "no shows" for a FS or TANF intake appointment.

DHS 415F Medical DOR Issue

If the medical questions are answered, a date of request for medical is established. If you believe the client did not intend to request medical, confirm the circumstances **and narrate**. No denial notice is necessary if you confirm they didn't intend to apply for medical.

The current version of the DHS 415F does not allow enough detail; it does not allow applicants to identify which persons in the family want medical benefits. The DHS 415F is being revised for April to resolve the problem.

All SSD Clients are Exempt from Citizenship Documentation Requirements

All disabled persons eligible for SSD are exempt from the Deficit Reduction Act citizenship documentation requirements. Previously, only SSD recipients who also received Medicare were exempt. Children receiving Social Security benefits because of a disabled parent are not included in the exemption.

The exemption is retroactive. If you have pended an SSD recipient for citizenship documentation, remove the pend and exempt the client. Until there is system match, you will need to document by updating the CI citizenship fields. Use the "SR" source code.

Approval of Certain Out of State Citizenship Documentation

CMS has given us permission to accept computer print outs of birth certificate information from other states. The birth certificate screen print is only acceptable if it is mailed; not faxed. For example, if a worker in another state has access to their state's vital records and authorization to print birth certificate information. We can accept the mailed screen print as second level citizenship documentation.

New DHS 0699 Citizenship Pend Form

The new DHS 0699 "Notice of Citizenship Pending Status" has been added to the forms server. It is currently available in English only, but translations will be added.

Questions?

Please call or e-mail an SSP Medical Program Analyst if you have any questions:

Joyce Clarkson 503 945-6106

Michelle Mack 503 947-5129

You could also choose to e-mail the SSP-Policy, Medical GroupWise address.

If you have any questions about this information, contact:

Contact(s):			
Phone:		Fax:	
E-mail:			

Worker Guide

Citizenship and Identity Documentation Hierarchical List – Revised 1/2/07

- Clients should not need to verify citizenship more than once. Before requesting documentation, check the Medicaid applicant or recipient’s citizenship field on Person/Alias Update. If the person’s citizenship field already has an “A” and you have no reason to doubt the “A” is accurate, narrate the citizenship documentation has already been verified.
- Accept secondary documentation if primary is available within 45 days but secondary is already available. For example, for persons born in Oregon, secondary documentation is already available via BBCN. Do not pend for primary.
- If it is determined that the client cannot obtain a higher level citizenship documentation within 45 days from the DOR, accept lower level documentation. Do not pend for higher level documentation.
- Citizenship (including identity) documents may be expired and still be used for documentation. Use prudent person; if you can’t tell it’s the same person, pend for other documentation.
- The client must provide an original or certified copy of the documentation. The local DHS office must maintain a copy of the documentation in the case record except for BBCN. Do not print BBCN screens.

Citizenship Documentation Requirements

Primary Documentation	
Primary documents are considered the most reliable and may be used for both citizenship and identity.	Additional Clarifications/Examples
<ul style="list-style-type: none">• U.S. passport<ul style="list-style-type: none">☞ Spouses and children were sometimes included on one passport through 1980.	<ul style="list-style-type: none">• Adult applicants and recipients born outside the U.S. who later became naturalized citizens must submit primary documentation.
<ul style="list-style-type: none">• Certificate of Naturalization (N-550 or N-570)<ul style="list-style-type: none">☞ The Department of Homeland Security issues the Certificates of Naturalization and the Certifications of Citizenship.	
<ul style="list-style-type: none">• Certificate of Citizenship (N-560 or N-561)<ul style="list-style-type: none">☞ Department of Homeland Security issues certificates of citizenship to individuals who derive citizenship through a parent.	

Secondary Documentation	
Second level citizenship documents do not verify identity. When using second level, document both citizenship and identity.	Additional Clarifications/Examples
<ul style="list-style-type: none"> • A U.S. public birth certificate issued by the State, Commonwealth, Territory or local jurisdiction issued before the child was 5 years of age and showing birth in one of the 50 U.S. States, District of Columbia, Puerto Rico (if born on or after January 13, 1941)*, Guam (on or after April 10, 1899), Virgin Islands of the U.S. (if born on or after January 17, 1917)**, American Samoa, Swain’s Island, Northern Mariana Islands (after November 4, 1986 (NMI local time)). *** <ul style="list-style-type: none"> ☞ An amended birth certificate that is amended after 5 years of age is considered fourth level evidence of citizenship. ☞ BBCN is considered the same as a birth certificate. Do not print the BBCN screen, even for hearings.. If another state mails us screen prints verifying birth certificate information, we can accept it and also consider it the same as a birth certificate. It must be mailed, not faxed. ☞ Adopted children on BBCN born in another country have not met the citizenship requirements; they must be verified with the Department of Homeland Security. 	<ul style="list-style-type: none"> • Most birth certificates are certified copies of the original. Depending upon the age of the document, Oregon birth certificates may say something like “I hereby certify that the foregoing copy has been compared with the original” and may have the State registrar’s signature. • Many states issue debit card sized “true abstracts” of the original birth record. Oregon used to issue them, but stopped several years ago. Accept as second level documentation.
<ul style="list-style-type: none"> • Certification of Report of Birth (DS-1350) <ul style="list-style-type: none"> ☞ The Department of State issues a DS-1350 to U.S. citizens in the U.S. who were born outside the U.S. and acquired the U.S. citizenship at birth, based on the information shown on the FS-240. When the birth was recorded as a Consular Report of Birth (FS-240), certified copies of the Certification of Report of Birth Abroad (DS-1350) can be issued by the Department of State in Washington, D.C. The DS-1350 contains the same information as that on the current version of Consular Report of Birth FS-240. The DS-1350 is not issued outside the U.S. 	
<ul style="list-style-type: none"> • Consular Report of Birth Abroad of a U.S. Citizen (FS-240) <ul style="list-style-type: none"> ☞ The Consular Report of Birth can be prepared only at an American consular office overseas while the child is under the age of 18. Children born outside the U.S. to U.S. military personnel usually have one of these. 	
<ul style="list-style-type: none"> • Certificate of Birth Abroad (FS-545) 	
<ul style="list-style-type: none"> • U.S. Citizen Identification Card (I-197) or the prior version I-179 	
<ul style="list-style-type: none"> • American Indian Card (I-872 for the Texas Band of Kickapoos) 	
<ul style="list-style-type: none"> • Northern Mariana Card (I-873) 	
<ul style="list-style-type: none"> • Final adoption decree showing child’s name and U.S. place of birth <ul style="list-style-type: none"> ☞ The adoption decree must show the child’s name and U.S. place of birth. 	
<ul style="list-style-type: none"> • Evidence of U.S. Civil Service before June 1, 1976 (individuals employed by the U.S. Civil Service prior to June 1, 1976 had to be U.S. citizens). 	
<ul style="list-style-type: none"> • U.S. Military Record showing U.S. place of birth. 	

<ul style="list-style-type: none"> • LPR Child under age 18 of a Naturalized citizen. <ul style="list-style-type: none"> ☞ If an LPR child of a naturalized citizen does not have his/her own citizenship documentation, verification of the child's LPR status AND their parent's naturalization meets the citizenship documentation requirements for the child. 	
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Third Level	
Third level citizenship documents do not verify identity. When using third level, document both citizenship and identity.	Additional Clarifications/Examples
<ul style="list-style-type: none"> • Extract of hospital record on hospital letterhead established at the time of the person's birth. <ul style="list-style-type: none"> ☞ Includes hospital records usually considered "souvenirs" such as footprint records, but ONLY if the record includes the name, DOB, city/state of birth and has the hospital logo or is on letterhead or has the signature of a hospital official. ☞ Must have been created at least 5 years before the initial application date. For children under 16, it must have been created near the time of birth or 5 years before the date of application. 	
<ul style="list-style-type: none"> • Life, health, or other insurance record that was created at least 5 years before the application date and indicates a U.S. place of birth. 	

Fourth Level	
Fourth level citizenship documents do not verify identity. When using fourth level, document both citizenship and identity.	Additional Clarifications/Examples
<ul style="list-style-type: none"> • Federal or state census record showing U.S. citizenship or a U.S. place of birth. <ul style="list-style-type: none"> ☞ The census record must also show the client's age. To secure information from census records from 1900 through 1950, a Form BC-600 is available. 	
<ul style="list-style-type: none"> • One of the following documents if created at least 5 years before the application for Medicaid and it includes U.S. place of birth: <ul style="list-style-type: none"> ☞ Seneca Indian tribal census record ☞ Bureau of Indian Affairs tribal census records of the Navaho Indians ☞ U.S. State Vital Statistics official notification of birth registration ☞ An amended U.S. public birth record that was amended more than 5 years after the person's birth ☞ Statement signed by the physician or midwife who was in attendance at the time of birth 	
<ul style="list-style-type: none"> • Institutional admission papers from a nursing home, skilled care facility or other institution that was created at least 5 years before the initial application date and shows a U.S. place of birth. <ul style="list-style-type: none"> ☞ Institutional admission papers generally show biographical information for the person. If the record shows a place of birth it can be used to establish citizenship. 	
<ul style="list-style-type: none"> • Medical (clinic, doctor, or hospital) record created at least 5 years before the initial application date and indicates a U.S. place of birth. <ul style="list-style-type: none"> ☞ Medical records generally show biographical information for the person. If the record shows a place of birth it can be used to establish citizenship. Note: Immunization records cannot be used. ☞ For children under 16, the document must have been created near the time of birth or 5 years before the date of application. 	

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| <ul style="list-style-type: none">• Written Affidavit, used only in rare circumstances. Affidavits by two individuals (one who isn't related to the applicant) who can establish their own citizenship and identity (according to this policy) and who have personal knowledge of the event(s) establishing the applicant's or recipient's claim of citizenship, and an affidavit from the client or other knowledgeable individual explaining why documentary evidence does not exist or cannot be readily obtained. | |
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*Puerto Rico

- Collective Naturalization: Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941 – or - Evidence the applicant was a Puerto Rican citizen and the applicant's statement he or she was residing in Puerto Rico on March 1, 1917, and he or she did not take an oath of allegiance to Spain

**Virgin Islands of the U.S.

- Collective Naturalization: Evidence of birth in the U.S. Virgin Islands and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927 – or - Applicant's statement indicating residence in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and he or she did not make a declaration to maintain Danish citizenship – or - Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., a U.S. possession or Territory or the Canal Zone on June 28, 1932

*** Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI))

- Collective Naturalization: Evidence of birth in the NMI, TTPI citizenship and residence in the NMI, the U.S. or the U.S. Territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time) – or - Evidence of TTPI citizenship, continuous residence in the NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time) – or - Evidence of continuous domicile in the NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time).

Note: *If a person entered the NMI as a nonimmigrant and lived in the NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.*

Identity Documentation Requirements

Evidence of Identity	Clarifications
<ul style="list-style-type: none"> • Certificate of Degree of Indian Blood, or other U.S. American Indian/Alaskan Native tribal document with a photograph or other personal identifying information relating to the individual. <ul style="list-style-type: none"> ☞ Acceptable if the document carries a photograph of the applicant or recipient, or has other personal identifying information relating to the individual. 	<ul style="list-style-type: none"> • Do not accept voter registration cards or Canadian driver's licenses. • The FS head of household's identification verification may also be used to meet the citizenship identification requirement. This applies ONLY to the head of household on the FS case. • JJIS (Oregon's Juvenile Justice computer system) records may be used for identification.
<ul style="list-style-type: none"> • Any identity document described below: <ul style="list-style-type: none"> ☞ Driver's license issued by State or Territory either with a photograph of the individual or other identifying information of the individual such as name, age, sex, race, height, weight, or eye color ☞ School identification card with a photograph of the individual ☞ U.S. military card or draft record ☞ Identification card issued by the Federal, State, or Local government with the same information included on Driver's licenses ☞ An Oregon Department of Fish and Wildlife license. ☞ Military dependent's identification card ☞ Native American Tribal document ☞ U.S. Coast Guard Merchant Mariner card ☞ Data matches with other agencies ☞ Fishing and hunting licenses issued by the State of Oregon 	
<ul style="list-style-type: none"> • For Children who are under 16, when the child does not have or cannot get any document above: <ul style="list-style-type: none"> ☞ School records that show date and place of birth and parent(s) name ☞ Daycare or nursery school record showing date and place of birth ☞ Affidavit signed under penalty of perjury by parent or guardian attesting to the child's identity. An affidavit must state the date and place of the birth of the child and cannot be used if an affidavit for citizenship was provided. 	