

Topic:	Guide for CDDPs Assisting with Application for Medicaid for Child Referred for Children's Foster Care	
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### Overview

Description: Prior to being enrolled in Children's Foster Care Services, a child must be determined eligible for Medicaid. Effective January 1, 2021, application for all Medicaid programs must be processed in the OregONEligibility (ONE) system. This Worker Guide provides guidance to Community Developmental Disabilities Programs (CDDPs) who may be completing service eligibility and/or enrollment information in eXPRS and assisting families with application for Medicaid in ONE.

#### Purpose/Rationale:

Accurate completion and submission of application for Medicaid benefits is required for a Medicaid eligibility determination in the ONE system. This Worker's Guide provides guidance to CDDPs assisting families with applying for Medicaid through the ONE system when families have requested Children's Foster Care services.

Applicability: This worker guide applies to CDDPs who may be completing eligibility and/or enrollment information in eXPRS and assisting families with application for Medicaid in the ONE system.

#### Procedure(s) that apply:

CDDP identifies a child to be referred to Children's Foster Care (CFC).

CDDP reviews the child's Medicaid eligibility in eXPRS. Medicaid eligibility includes MAGI (including CHIP), OSIP-M and Child Welfare (CW) Medicaid.

#### If the child has Medicaid:

- CDDP will submit the CFC enrollment paperwork\* to the ODDS CFC Unit as outlined in the [Child Foster Care \(CFC\) Placement ~ Required Actions](#) document.

- CDDP will submit the DDEE (0337) in eXPRS for enrollment in children's foster care services (SE 258).

\* Currently, the paperwork submission for children with CW Medicaid is the same as for children with MAGI, CHIP or OSIP-M. It is anticipated that the process will change in the future, and further clarification will be issued at that time.

If the child does not already have Medicaid, assist the family with applying for Medicaid in ONE. The CDDP's role at this step will depend on the role the CDDP is taking (e.g., Ambassador or Community Partner/ Assister). The CDDP should provide information to the family regarding the application process. This includes informing the family of the importance of filling out the application completely, and checking the boxes related to needing assistance with ADLs and indicating the child has a disability. The CDDP may provide the [ODDS Medicaid Guide for Families of Children who Experience Intellectual or Developmental Disabilities \(I/DD\)](#).

If the child has SSI but does not have current OSIP-M Medicaid, assist the family with applying for Medicaid in ONE as described above. It is important that the family indicates on the application their child is receiving SSI benefits. If the family has indicated such, the ONE system will check for SSI eligibility and enroll the child in OSIP-M Medicaid.

If the child is found eligible for Medicaid, the Central Coordination Unit (CCU) will send an email to the CDDP's designated email box notifying them of a request for services. The CDDP then submits the CFC enrollment paperwork to the ODDS CFC Unit and the DDEE (0337) in eXPRS for enrollment in children's foster care services (SE 258).

If the child is not found eligible for Medicaid and the appropriate boxes have been marked in the application (regarding long-term care services and disability), the ONE system will generate a referral to an Oregon Department of Human Services (ODHS) eligibility worker to review eligibility with the family. If a disability determination is needed to make a Medicaid eligibility determination, the ONE system will generate a referral to the Presumptive Medicaid Disability Determination Team (PMDDT). The CCU will send an email to PMDDT and the CDDP indicating services have been requested and a disability determination by PMDDT is needed.

Upon receipt of the email from CCU that a referral to PMDDT has occurred, the CDDP will schedule the ONA and email PMDDT at [PMDDT.referrals@dhsosha.state.or.us](mailto:PMDDT.referrals@dhsosha.state.or.us) indicating that the notice has been received and identifying who at the CDDP is the primary contact at the CDDP for providing documentation. The CDDP will assemble the appropriate documentation and releases as outlined in the PMDDT Checklist (attached). Upon completion of the ONA, the CDDP

will submit the DDEE (0337) in eXPRS to the Technical Assistance Unit (TAU). When completing the DDEE (0337), the CDDP must do the following to ensure accurate processing:

- Enter the current date for the SE 258 enrollment plan “Start Date.”
- In the “Additional Information to Assist the State with Processing” section, include the following notes: “Pend for PMDDT determination” and “Tentative start date; TAU may need to amend.”

TAU will update SELG upon receipt of the DDEE (0337) and monitor the status of Medicaid eligibility. TAU will not finish processing the DDEE (0337) [will not mark the TAU Status as “complete” and close out the 0337] until Medicaid eligibility has been approved.

Once PMDDT has made a disability determination (approval or denial), PMDDT notifies TAU of the disability determination and enters the disability determination in ONE. An ODHS eligibility worker reviews the disability determination and completes Medicaid eligibility determination in ONE:

- Upon notification/review of PMDDT approval:
  - TAU will continue to monitor the status of Medicaid eligibility.
  - ODHS eligibility worker will complete a Medicaid eligibility determination in ONE.
- Upon notification/review of PMDDT denial:
  - TAU will send an email to the CDDP notifying them of the PMDDT denial. CDDP will follow up with the family and remind the family to notify the CDDP when the family receives notice of the Medicaid eligibility determination.
  - ODHS eligibility worker completes a Medicaid eligibility determination in ONE.

Upon completing the Medicaid eligibility determination in ONE, the ODHS eligibility worker informs the family of the outcome of the Medicaid eligibility determination by sending an appropriate notice to the family.

Once the child is determined eligible for Medicaid:

- TAU will mark the TAU Status of the DDEE (0337) as “complete,” close out the DDEE (0337) and notify the CDDP via email the child has been determined

eligible for Medicaid. The CDDP may also be informed of the outcome by the family, by monitoring the status of the DDEE (0337) for “complete”, or by monitoring in the ONE system (if the CDDP is an Assister in the ONE system and is associated with the application).

- CDDP reviews the completed DDEE (0337) to confirm the SE 258 start date (TAU may have amended the start date based on Medicaid eligibility date).
- CDDP submits the CFC enrollment paperwork to the ODDS CFC Unit.

Child determined ineligible for Medicaid:

- CDDP to be informed of the outcome by the child’s family.
- CDDP issues a NOPA and works with family to access available services other than Medicaid-funded services (e.g., case management, Family Support, referral to other services).

Form(s) that apply:

- [Child Foster Care \(CFC\) Placement ~ Required Actions](#)
- [ONE PMDDT Process Map](#)
- [ODDS Medicaid Guide for Families of Children who Experience Intellectual or Developmental Disabilities \(I/DD\)](#) o [Russian](#) o [Simplified Chinese](#) o [Somali](#) o [Spanish](#) o [Vietnamese](#)
- [APD-PT-20-120 CHIP Medicaid eligible for K Plan Services and coding](#)

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## PMDDT Checklist:

PMDDT needs two years of medical, mental health, and educational records to make a medical determination as to whether the child meets the Social Security Administration (SSA) regulations requirement for disability. The SSA criteria is not identical to the DD criteria, and looks at both the impairment and the current level of functioning.

The following documents are needed to process the case:

- List of the disabling diagnoses.
- All records from the DD file that were used in the DD eligibility determination.
- The most recent IEP and any testing/exams by the school or ESD.
- A proper release form (ROI) for every provider that the child has seen in the last 2 years (with the exception of dental), one for SSA, and one for the current or most recent school. One for SSA is required even if the child is not receiving any SSI benefits.

ROI (MSC 3010 - Authorization for Disclosure, Sharing and Use of Individual Information with or without legal representation): If you do not have a sample of a 3010 with the language necessary for PMDDT, please contact PMDDT for a sample.

Birth 0 – 14 years of age: Parent/Guardian should sign, date and initial the 4 protected lines on the 3010. If all 4 lines are not initialed, many of the providers will not provide the records which will delay a PMDDT decision. The providers will not accept electronic signatures so it must be a “wet signature.”

Providence, OHSU, Legacy and Kaiser, along with a few of the mental health providers, will not release records to PMDDT if the child is age 14 or older, unless the child signs, dates and initials the 4 protected lines themselves. An exception would be if the parents have a guardianship order, and PMDDT would need a copy to send with the request. If this cannot be provided, the parents have the option of obtaining the records themselves and submitting them.

When a CDDP, community partner or a local Oregon Department of Human Services (ODHS) office is assisting the family with the application, any available records and releases referenced above should preferably be upload in the ONE system. This will streamline the PMDDT process and help quicker processing.

