

Topic:	Guide for CDDPs Assisting with Application for Medicaid for Child Referred for In-Home Services
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Overview

Description: Prior to being enrolled in In-Home Services, a child must be determined eligible for Medicaid. All applications for Medicaid 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 enrolment information in eXPRS and assisting families with application for Medicaid in ONE.

Purpose/Rationale: Accurate completion and submission of an application for Medicaid is required for a Medicaid eligibility determination in the ONE system. This Worker Guide provides guidance to Community Developmental Disabilities Programs (CDDPs) assisting families with applying for Medicaid through the ONE system when families have requested In-home Services.

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

Procedure(s) that apply:

- Child is determined eligible for I/DD Services and family requests In-home services (SE 151).
- CDDP looks up 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 as listed above, continue with service planning.
- The ONA needs to be completed in order to generate the level of care which is now required to establish Medicaid eligibility. **The ONA must be completed prior to submitting DDEE (0337).**
- Submit the DDEE (0337) in eXPRS for enrollment in In-home services (SE 151).

If the child otherwise does not have Medicaid, assist the family with applying for
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Medicaid in ONE. The CDDP's role at this step will depend on the role the CDDP is taking (e.g., as Ambassador or Community Partner/ Assister). The CDDP should provide information to the family regarding the application process. This includes 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 guide for families regarding applying for Medicaid via ONE found here: [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, the CDDP must assist the family with applying in ONE, as described above. It is important that the family indicates on the application that their child is receiving SSI benefits. If the family has indicated the child is receiving SSI benefits, 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 mailbox notifying them of a request for services. The CDDP continues with service planning, completes the ONA, and submits the DDEE (0337) in eXPRS for enrollment in In-home services (SE 151).

If the child is found not-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 the CCU that a referral to the PMDDT has occurred, the CDDP will email the PMDDT at PMDDT.referrals@dhsosha.state.or.us, indicating that the notice has been received and identifying the primary contact at the CDDP for providing documentation. The CDDP will assemble the appropriate documentation and releases as outlined in PMDDT Checklist (attached). The CDDP will complete the ONA and then submit the DDEE (0337) in eXPRS to the Technical Assistance Unit (TAU).*

**IMPORTANT: When completing the DDEE (0337), the CDDP will enter the current date for the SE 151 enrollment plan "Start Date" and include notes in the "Additional Information to Assist the State with Processing" section that state*

“Pend for PMDDT determination” and “Tentative start date; TAU may need to amend.”

TAU will update the service code or 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 DDE (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.

Child 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 on the ONE system and is associated with the application).
- [CDDP reviews the completed DDEE \(0337\) to confirm the SE 151 start date \(TAU may have amended the start date based on Medicaid eligibility date\).](#)
- CDDP continues with service planning, including authorization of services identified in the ISP.

Child determined ineligible for Medicaid:

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- CDDP to be informed of the outcome by the child's family.
- CDDP issues a NOPA, denying in-home services due to the child not being Medicaid eligible and works with family to access available services other than Medicaid-funded services (e.g., case management, Family Support, referral to other services).

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 (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 provider will not release records to PMDDT, if the child is 14 or older, unless she/he 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 system ONE. This will streamline the PMDDT process and help quicker processing.

Form(s) and transmittals that apply:

- <http://www.dhs.state.or.us/spd/tools/dd/cm/>
- <http://www.dhs.state.or.us/spd/tools/dd/cm/one-odds-faq.pdf>
- <http://www.dhs.state.or.us/policy/spd/transmit/pt/2020/pt20120.pdf>
- [Guide for CDDPs Assisting with Application for Medicaid for Child Referred for Medicaid Funded In-home Services](#)
- [Guide for CDDPs Assisting with Application for Medicaid for Child Referred for Children's Foster Care](#)
- [ONE PMDDT Process Map](#)
- [ODDS Medicaid Guide for Families of Children Who Experience Intellectual or Developmental Disabilities \(I/DD\)](#)
 - [Russian](#)
 - [Simplified Chinese](#)
 - [Somali](#)
 - [Spanish](#)
 - [Vietnamese](#)
- [ODDS Medicaid Renewal Guide for Families of Children Who Experience Intellectual or Developmental Disabilities \(I/DD\)](#)
 - [Russian](#)
 - [Simplified Chinese](#)
 - [Somali](#)
 - [Spanish](#)
 - [Vietnamese](#)

Process Steps and Frequently Asked Questions:

Process for CDDPs Assisting with Application for Medicaid for Child Referred for Medicaid Funded In-home Services

Link to Process Map: [ONE PMDDT Process Map](#)

Process Map Step-by-Step:

Start: Child is determined eligible for I/DD Services and family requests in home services

- CDDP looks up the child's Medicaid eligibility in eXPRS

Question: Does the child have Medicaid? *This includes MAGI, CHIP, OSIPM, or Child Welfare (CW)*

- If yes, submit the DDEE (0337) in eXPRS for enrollment in DDC and continue with service planning
- If no, assist the family with applying for Medicaid in the ONE system and share the guide for families regarding applying for Medicaid in ONE.

Question: Is the child eligible for MAGI?

- If yes, the Central Coordination Unit (CCU) will send an email to the CDDPs designated mailbox notifying them of a request for services
 - The CDDP responds by submitting the DDEE (0337) in eXPRS and continues with service planning
- If no, 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 ODHS eligibility worker to review eligibility with the family
 - If applicable, the ONE system will generate a PMDDT referral

Question: Did the ONE system generate a PMDDT referral?

- If yes, the CCU will send an email to PMDDT and the CDDP indicating services have been requested and a PMDDT determination is needed
 - The CDDP responds by sending an email to PMDDT with the primary contact for providing documentation (PMDDT.referrals@dhsosha.state.or.us)
 - The CDDP reviews the PMDDT checklist and begins to assemble documentation and releases.
 - The CDDP submits the DDEE (0337) to TAU

Important Note: when completing the DDEE, enter the current date for the enrollment plan "Start Date" and include notes in the "Additional Information to

Assist the State with Processing” section that state “Pend for PMDDT determination” and “Tentative start date, TAU may need to amend.”

- TAU will update SELG upon receipt of the DDEE (0337) and will monitor the status of Medicaid eligibility
 - TAU will not finish processing the DDEE (0337) until Medicaid has been approved
 - When Medicaid is approved, TAU will mark the TAU status of the DDEE (0337) as “complete” and close out the DDEE (0337)

Question: Is there adequate documentation for PMDDT to make a disability determination?

- If yes, PMDDT enters determination in the ONE system and an ODHS eligibility worker will inform the family of the disability determination
- If no, PMDDT will contact the CDDP and/or family to get further documentation and/or request an administrative exam

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

Question: Is the child eligible for OSIPM?

- If yes, the CDDP will review the completed DDEE (0337) to confirm the start date (TAU may have amended the start date based on Medicaid eligibility date)
 - The CDDP continues with service planning, including authorization of services identified in the ISP
- If no, the CDDP issues a NOPA and works with the family to access available services other than Medicaid-funded service (e.g., case management, Family Support, referral to other services)

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