

TO: Local District Commissioners, Medicaid Directors

FROM: Lisa Sbrana, Director
Division of Eligibility and Marketplace Integration

SUBJECT: Reminders of Case Processing Requirements and Notification of a New Requirement for Individuals Released from the New York State Department of Corrections and Community Supervision

EFFECTIVE DATE: Immediately

CONTACT PERSON: Local District Support Unit
Upstate (518) 474-8887

The purpose of this General Information System (GIS) is to remind upstate local departments of social services (LDSS) of existing case processing requirements and to notify of a new requirement to update the MA Coverage "From" date for active Medicaid recipients who are released from the New York State Department of Corrections and Community Supervision (NYS DOCCS) to a local correctional facility (jail), or from a local correctional facility (jail) to a NYS DOCCS' facility.

Release from a NYS DOCCS' Facility to a Local Correctional Facility

Individuals who fail the automated reinstatement process at release from NYS DOCCS to a local correctional facility (Release Code 04) are included in an exception report, WMS WINR 5613 (Automated Reinstatement of MA Coverage for Prisoner Releasees). Upon receipt, the LDSS is required to:

- Suspend coverage for individuals in pre-release status using Coverage Codes 07 or 26 as applicable;
- Suppress the notice using Notice Indicator "N" (No Notice);
- End-date the pre-release R/E "PL", if applicable, with an effective date equal to the transaction date; and
- Update the MA Coverage "From" date on Screen 5 to the NYS DOCCS' release date.

No action is required by the LDSS for individuals who already have suspended coverage with Coverage Code 26 or 07.

If the individual is reported by the New York State Division of Criminal Justice Services (DCJS) on the next monthly suspension report, WMS WINR 5612 (Prisoner Closing Case Eligibility Report), with an exception code other than "A" (Suspended), "F" (Other Error), "L" (Suspended - Coverage Code 07), "P" (Pre-Release), "S" (Suspended) or "T" (Inmate Move), the LDSS is required to:

- Continue suspended status with Coverage Code 07 or 26 as applicable;
- Suppress the notice using Notice Indicator "N" (No Notice);
- Update the residence address field to the local correctional facility address;
- Update the care of name field to the local correctional facility name;
- Update the Source Code on Screen 2 from 1 (NYS DOCCS) to 2 (Rikers) or 3 (Local Jail). This will result in State and Federal Charge Code 71 (DOCCS Prisoner) being automatically end-dated as applicable and State/Federal Charge Code 70 (Incarcerated Local Jail) being automatically authorized.
- Remove the NYS DOCCS' DIN on Screen 2; and
- Update the MA coverage "From" date on Screen 5 to the local correctional facility admission date.

Similarly, the steps outlined in the above paragraphs should be followed when the LDSS becomes aware through some means other than the electronic reporting process that an active Medicaid recipient has been released from NYS DOCCS to a local correctional facility.

NYS DOH staff will continue to manually process individuals with Exception Code "F" (Cases that Error for Other Reasons) pursuant to GIS 21 MA/02, "Procedural Change for Incarcerates who Appear on the WMS WINR5612 (Prisoner Closing Case Eligibility Report) with Exception Code "F" (Cases that Error for Other Reasons)."

Release from a Local Correctional Facility to a NYS DOCCS' Facility

The New York State Division of Criminal Justice Services (NYS DCJS) does not provide release information for inmates of local correctional facilities (08 ADM-3, "Maintaining Medicaid Eligibility for Incarcerated Individuals").

Individuals who fail the automated suspension process at release from a local correctional facility to NYS DOCCS are included in the WMS WINR 5612 (Prisoner Closing Case Eligibility Report). Upon receipt, the LDSS is required to take the following actions for individuals with an exception code other than "A" (Suspended), "F" (Other Error), "L" (Suspended - Coverage Code 07), "P" (Pre-Release), "S" (Suspended) or "T" (Inmate Move):

- Continue suspended status with Coverage Code 07 or 26 as applicable;
- Suppress the notice using Notice Indicator "N" (No Notice);
- Update the residence address field to the NYS DOCCS' facility address;
- Update the care of name field to the NYS DOCCS' facility name;
- Update the Source Code from 2 (Rikers) or 3 (Local Jail) to 1 (NYS DOCCS) on Screen 2. This will result in State and Federal Charge Code 70 (Incarcerated Local Jail) being automatically end-dated and State/Federal Charge Code 71 (DOCCS Prisoner) being automatically authorized, as applicable;
- Enter the NYS DOCCS' DIN on Screen 2; and

- Update the MA Coverage "From" Date on Screen 5 to the NYS DOCCS' admission date.

Similarly, the LDSS should follow the steps outlined in the above paragraphs when the district becomes aware through some means other than the electronic reporting process that an active Medicaid recipient has been released from a local correctional facility to NYS DOCCS.

Please direct any questions regarding this GIS message to your local district support liaison.