

Ex-Parte/Auto Re-Enrollment

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## Ex-Parte and Auto Re-Enrollment RRR Process

### CBMS Project 1805



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Ex-Parte/Auto Re-Enrollment

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## Training Objective

- Understand the updates made within this change. This includes:
  - Policy
  - System Updates
  - Correspondence
  - Reports



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## Ex-Parte



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## Ex-Parte Policy for Medicaid Programs

- Ex-Parte Automated in CBMS
  - CBMS will check other assistance programs from the last 3 months in order to automatically renew eligibility for Medicaid
  - 8.100.3.Q.3
  - RRR date will reset to 12 months from the other programs RRR due date
    - For example, Medicaid uses SNAP RRR information on 6/16/11. Medicaid RRR will be reset to 6/30/12
  - CHP+ to implement automated Ex-Parte process at a future date



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## Ex-Parte Process



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## Prior to Implementation

- If another Program's redetermination data was received within 3 months of the Medicaid RRR due month CBMS would not use other Programs redetermination to start the Medicaid RRR
  - Repetitive request for information
  - Medical RRR would not be reset based on Ex-Parte



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## With this Implementation

- The Ex-Parte process is automated in CBMS
  - Automates the receipt of other Programs redetermination data for use by Medicaid programs, if received within three months of the Medicaid redetermination due date.
  - Ex-Parte allows a redetermination to occur without requiring an additional Medicaid redetermination



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## With this Implementation

- Logic was removed for “eligibility will automatically be run after batch cut-off”
- The trigger for the FM guaranteed client’s was moved to the first of the month in which the guaranteed period ends
- The Medicaid RRR Due Month will be reset 12 months from the other programs RRR Due Month



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## Ex-Parte Process in CBMS

- Ex-Parte is started for Medicaid when another program's RRR is received or started within 3 months of the Medicaid program's RRR Due Month
  - Ex-Parte will **not** occur when Packet Received date or RRR start date is in the Medicaid program's RRR Due Month
  - If multiple RRR's are started, the most current received date or start RRR date will be used



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## Ex-Parte Process in CBMS

- The Ex-Parte Process will be used for all Medical programs that require a redetermination
  - Programs that do not require a redetermination such as SSI Mandatory, will not be included in the Ex-Parte process



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## Ex-Parte Process in CBMS

- If authorization is completed on-line and the eligibility worker does not have the security to authorize a Medicaid program, CBMS will automatically select and complete the Authorization for the Medicaid program at the time the other program is Authorized
- The Medicaid RRR will be set to 12 months from the other program's RRR Due Month



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## View RRR Detail Listing Window



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View RRR Detail Listing

Search Criteria  
 County: [ ] Office: [ ] Unit: [ ]  
 Program Group: [ ] Status: [ ] User: [ ] Find...  
 Case #: [ ] Begin Month: 08/2011 End Month: 10/2011 Search

Search Results

| RRR Status   | Original RRR Month | Re-Assess Month | Mail-In Due Date | HH Type    | CheckList Exists | Auto Re-enrollment Date | Packet Received | Ex-Parte Date |
|--------------|--------------------|-----------------|------------------|------------|------------------|-------------------------|-----------------|---------------|
| Discontinued | 08/2010            | 00/0000         | 00/00/0000       |            | No               | 00/00/0000              | 00/00/0000      | 00/00/0000    |
| Generated    | 09/2011            | 00/0000         | 09/09/2011       |            | No               | 00/00/0000              | 00/00/0000      | 00/00/0000    |
| Generated    | 07/2011            | 00/0000         | 00/00/0000       | Simplified | No               | 00/00/0000              | 00/00/0000      | 00/00/0000    |

CheckList... Edit RRR... Start RRR... More

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**Ex-Parte / Auto Re-Enrollment**

## New Ex-Parte Alert

- At the time an Ex-Parte has been initiated a alert will be sent to the primary Medicaid eligibility worker
  - Informational purposes
  - Will automatically resolve after 10 calendar days



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Resolve Case Alert

Case  
Number: [redacted] Name: [redacted] Programs  
Status: Open Status Date: 02/24/2009 Pending Alerts: 5 WP [Y/N]: N

Individual  
Name: [redacted]

Alert Details  
Date Created: 08/05/2011 Due Date: 08/15/2011  
Priority: Medium Category: Informational  
Program Group: Family Medical Assistance

Title: Ex Parte RRR Initiated  
Description: An Ex Parte RRR has been initiated.

Resolution  
Reason: [redacted] Date: 00/00/0000 15

**Ex-Parte / Auto Re-Enrollment**

## New Ex-Parte Case Comments

- A system generated case comment will be created when an Ex-Parte has been initiated on the Medicaid Program

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Maintain Case Comments

Case

Number: [REDACTED] Name: [REDACTED] Programs

Status: Open Status Date: 02/24/2009 Pending Alerts: 5 WP (Y/N): N

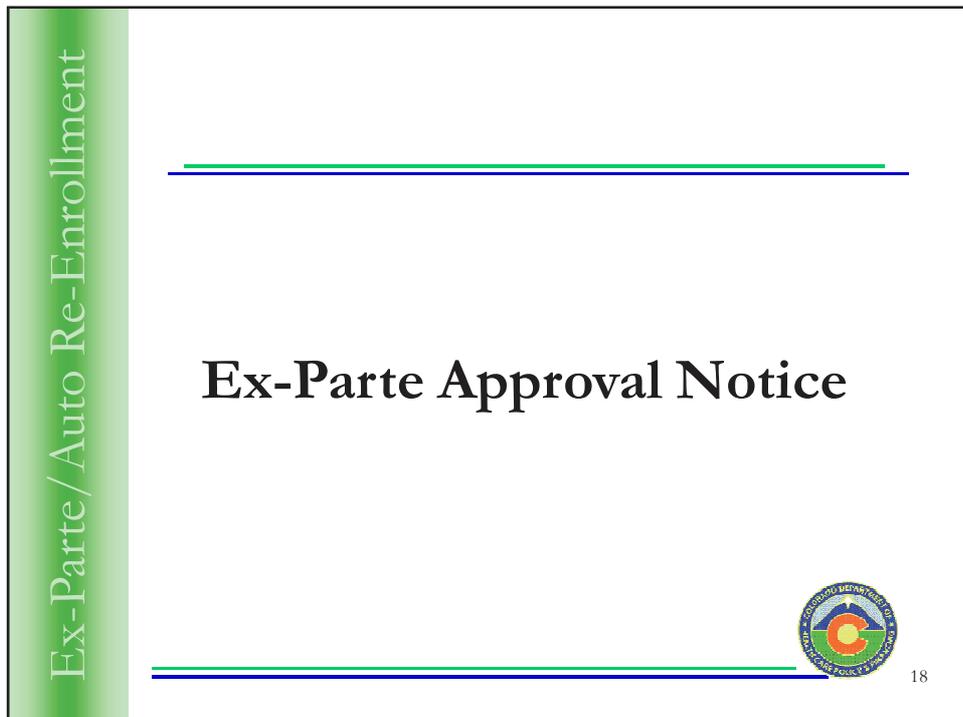
Type: RRR Program Group: Family Medical As

Date: 08/05/2011 01:27 PM Individual: [REDACTED]

System Generated Comment: Ex Parte RRR initiated

Enter Comment:

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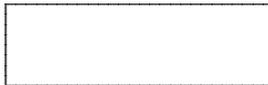


## Ex-Parte Approval Notice

- At the time an Ex-Parte is completed, if the Medicaid case is approved, a Notice of Action will be generated and mailed
- Each High Level Program Group’s NOA will contain the basic text as follows:



### STATE OF COLORADO



Date and time of eligibility determination : 09/19/2011 01:21 PM

At the date and time shown above, your eligibility for one or more programs was determined. The details of that eligibility determination are as follows:

Your Medicare Savings Program redetermination dated 09/19/2011 has been approved beginning 10/01/2011. You will continue to receive Medicaid benefits. We determined your benefits based on the current information we have on file. Your benefits are limited to payment of your Medicare premium, hospital deductibles, and doctor’s co-pay.

If you have received a Medicare Savings Program redetermination notice, you do not need to return the information.

Please use your current Medicaid card for services; you will not receive another one automatically. If you need a replacement card, please call your worker.

The relevant Medicaid rules can be found at 10 CCR-2505-10 Volume 8 at Section 8.100.6.K (OMB)

You can now check the status of your benefits online by visiting the new Colorado PEAK website at: [www.colorado.gov/benefits](http://www.colorado.gov/benefits). You will need to have your case number available. Your case number is 1B00P64. Please contact TEAM C at (970) 352-1551 x6348 with any questions or concerns about this notice. If there is an error in the information in this notice, please contact your worker right away. Below is an explanation of your appeal rights if you disagree with this decision.

Please read the following information carefully.

Colorado Medicaid has a number of programs. To be sure that you are in the right programs, Colorado Medicaid will look at your Medicaid application. If you fit in other programs, we will let you know. There is nothing you need to do at this time.

Ex-Parte/Auto Re-Enrollment

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## Ex-Parte Examples



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Ex-Parte/Auto Re-Enrollment

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## Packet Received Date is Greater Than Three Months

|                                       |                   |                   |
|---------------------------------------|-------------------|-------------------|
| FA Packet Received date<br>05/17/2011 | FA RRR<br>06/2011 | FM RRR<br>09/2011 |
|---------------------------------------|-------------------|-------------------|

FM RRR due date is not set 12 months from the FA RRR due date because the Packet Received Date is not within 3 months of the Medicaid RRR due date

|                   |                   |
|-------------------|-------------------|
| FM RRR<br>09/2011 | FA RRR<br>12/2011 |
|-------------------|-------------------|



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**View RRR Detail Listing**

Search Criteria:  
 County: STATE OF COLORADO Office: Pearl Street Plaza Unit: CBMS Security Team  
 Program Group: Status: User: Find...  
 Case #: Begin Month: 08/2004 End Month: 12/2012 Search

Search Results:

| Program Group         | RRR Month | Current RRR Type | RRR Status | Original RRR Month | Re-Assess Month | Mail-In Due Date | HH Type    | CheckL Exist |
|-----------------------|-----------|------------------|------------|--------------------|-----------------|------------------|------------|--------------|
| Family Medical Assist | 09/2011   | Regular          | Generated  | 09/2011            | 00/0000         | 09/09/2011       |            | No           |
| Food Stamps           | 06/2011   | Regular          | Started    | 06/2011            | 00/0000         | 00/00/0000       | Simplified | No           |

CheckList... Edit RRR... Start RRR... 23 More

**View RRR Detail Listing**

Search Criteria:  
 County: STATE OF COLORADO Office: Pearl Street Plaza Unit: CBMS Security Team  
 Program Group: Status: User: Find...  
 Case #: Begin Month: 06/2011 End Month: 06/2013 Search

Search Results:

| Program Group         | RRR Month | Current RRR Type | RRR Status | Original RRR Month | Re-Assess Month | Mail-In Due Date | HH Type | CheckL Exist |
|-----------------------|-----------|------------------|------------|--------------------|-----------------|------------------|---------|--------------|
| Family Medical Assist | 09/2011   | Regular          | Generated  | 09/2011            | 00/0000         | 09/09/2011       |         | No           |
| Food Stamps           | 12/2011   | Regular          | Pending    | 12/2011            | 00/0000         | 00/00/0000       | ABAWD   | No           |

CheckList... Edit RRR... Start RRR... 24 More

Ex-Parte/Auto Re-Enrollment

## Packet Received Date is Within Three Months

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AF Packet  
Received  
date 8/5/2011

AF RRR  
08/2011

MSP RRR  
09/2011

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FM RRR due date is set 12 months from the FA RRR due date because the Packet Received Date is within then 3 months of the FM RRR Due Month

AF RRR  
08/2013

MSP RRR  
08/2012

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View RRR Detail Listing

Search Criteria:

County:  Office:  Unit:

Program Group:  Status:  User:

Case #:  Begin Month:  End Month:

Search Results:

| Program Group          | RRR Month | Current RRR Type | RRR Status | Original RRR Month | Re-Assess Month | Main Due Date | HH Type    | Checkl. Exist |
|------------------------|-----------|------------------|------------|--------------------|-----------------|---------------|------------|---------------|
| Adult Financial Assist | 08/2011   | Regular          | Generated  | 08/2011            | 00/0000         | 00/00/0000    |            | No            |
| Adult Medical Assista  | 08/2005   | Regular          | Completed  | 08/2005            | 00/0000         | 08/10/2005    |            | No            |
| Food Stamps            | 09/2012   | Regular          | Pending    | 09/2012            | 00/0000         | 00/00/0000    | Simplified | No            |
| Long Term Care         | 12/2011   | Regular          | Pending    | 12/2011            | 00/0000         | 00/00/0000    |            | No            |
| Medicare Savings Pr    | 09/2011   | Regular          | Generated  | 09/2011            | 00/0000         | 09/09/2011    |            | No            |

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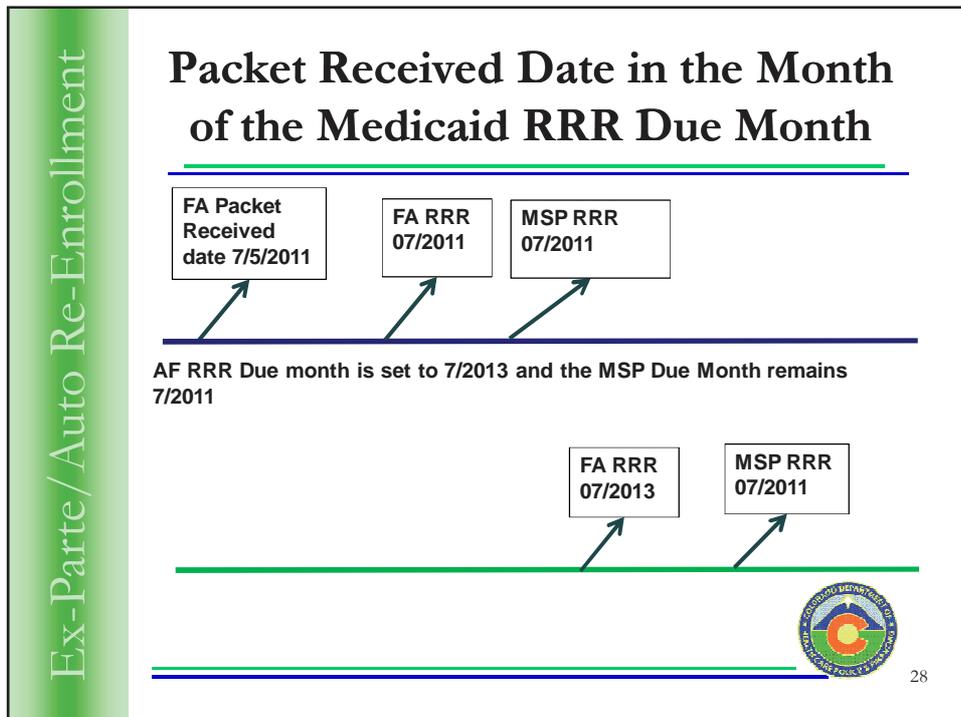
**View RRR Detail Listing**

Search Criteria:  
 County: STATE OF COLORADO Office: Pearl Street Plaza Unit: CBMS Security Team  
 Program Group: Status: User: Find...  
 Case #: Begin Month: 08/2011 End Month: 08/2013 Search

Search Results:

| Program Group          | RRR Month | Current RRR Type | RRR Status | Original RRR Month | Re-Assess Month | Mail-In Due Date | HH Type    | Checkl Exist |
|------------------------|-----------|------------------|------------|--------------------|-----------------|------------------|------------|--------------|
| Adult Financial Assist | 08/2013   | Regular          | Pending    | 08/2013            | 00/0000         | 00/00/0000       |            | No           |
| Adult Medical Assist   | 08/2005   | Regular          | Completed  | 08/2005            | 00/0000         | 08/10/2005       |            | No           |
| Food Stamps            | 09/2012   | Regular          | Pending    | 09/2012            | 00/0000         | 00/00/0000       | Simplified | No           |
| Long Term Care         | 12/2011   | Regular          | Pending    | 12/2011            | 00/0000         | 00/00/0000       |            | No           |
| Medicare Savings Pr    | 08/2012   | Regular          | Pending    | 08/2012            | 00/0000         | 00/00/0000       |            | No           |

CheckList... Edit RRR... Start RRR... 27 re



**View RRR Detail Listing**

Search Criteria:  
 County: STATE OF COLORA Office: Pearl Street Plaza Unit: CBMS Security Team  
 Program Group: Status: User: Find...  
 Case #: Begin Month: 08/2004 End Month: 12/2012 Search

Search Results:

| Program Group       | RRR Month | Current RRR Type | RRR Status | Original RRR Month | Re-Assess Month | Mail-In Due Date | HH Type    | Checkl Exist |
|---------------------|-----------|------------------|------------|--------------------|-----------------|------------------|------------|--------------|
| Food Stamps         | 07/2011   | Regular          | Generated  | 07/2011            | 00/0000         | 00/00/0000       | Simplified | No           |
| Medicare Savings Pr | 07/2011   | Regular          | Generated  | 07/2011            | 00/0000         | 07/11/2011       |            | No           |

CheckList... EditRRR... StartRRR... 29/29

**View RRR Detail Listing**

Search Criteria:  
 County: STATE OF COLORA Office: Pearl Street Plaza Unit: CBMS Security Team  
 Program Group: Status: User: Find...  
 Case #: Begin Month: 08/2011 End Month: 06/2013 Search

Search Results:

| Program Group       | RRR Month | Current RRR Type | RRR Status | Original RRR Month | Re-Assess Month | Mail-In Due Date | HH Type | Checkl Exist |
|---------------------|-----------|------------------|------------|--------------------|-----------------|------------------|---------|--------------|
| Food Stamps         | 07/2013   | Regular          | Pending    | 07/2013            | 00/0000         | 00/00/0000       | ABAWD   | No           |
| Medicare Savings Pr | 07/2011   | Regular          | Discontin  | 07/2011            | 00/0000         | 07/11/2011       |         | No           |

CheckList... EditRRR... StartRRR... 30/30

Ex-Parte/Auto Re-Enrollment

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## Ex-Parte and Guaranteed Programs



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Ex-Parte/Auto Re-Enrollment

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## Ex-Parte and Guaranteed Programs

- Medicaid cases with a guaranteed program
  - If the end of the guaranteed period is within 3 months of the FM RRR Due Month, the next FM RRR Due Month is set to 12 months from the other programs RRR due month
  - If the end of the guaranteed period is greater than 3 months from the FM RRR Due Month, then the next FM RRR Due Month is set to the **reassessment due month**



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Ex-Parte/Auto Re-Enrollment

## Guaranteed Period is Greater Than Three Months

Needy Newborn guaranteed period ends 2/28/2012 and RRR Ex-Parte initiated 8/05/2011

FA Packet Received date 8/5/2011

FA RRR 8/2011

FM RRR 10/2011

Guaranteed end date 02/28/2012

FM RRR due date is 02/2012 because the end of the guaranteed period greater than 3 months of the FM RRR Due Month

FA RRR 02/2012

FM RRR 02/2012



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Ex-Parte/Auto Re-Enrollment

## Guaranteed Period is Within Three Months

Needy Newborn guaranteed period ends 10/31/2011 and RRR Ex-Parte initiated 8/05/2011

FA Packet Received date 8/5/2011

FA RRR 8/2011

FM RRR 09/2011

Guaranteed end date 10/31/2011

FM RRR due date is 8/2012 because the end of the guaranteed period is within 3 months of the FM RRR Due Month

FA RRR 02/2012

FM RRR 08/2012



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Ex-Parte / Auto Re-Enrollment

## Questions?

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Ex-Parte / Auto Re-Enrollment

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## Auto Re-enrollment



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## Auto Re-enrollment Policy

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- Automatic Re-enrollment
  - Workers are still responsible to review upcoming RRR's and request any needed verification through the Verification Checklist
  - 8.100.3.Q.4 (Effective 8/29/11)
  - 42 CFR Part 435.916



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## Auto Re-enrollment Policy

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- Automatic Re-enrollment
  - The Redetermination Notice will now direct clients to review current information and to take no action if there are no household changes to current information
  - CBMS will automatically run eligibility if no changes are reported prior to the RRR date



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Ex-Parte / Auto Re-Enrollment

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## Auto Re-enrollment Process



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Ex-Parte / Auto Re-Enrollment

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## Prior to Implementation

- Clients were terminated for not returning their RRR



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## With this Implementation

- The Auto Re-enrollment process is automated in CBMS
  - The new Redetermination Notice will be pre-populated with current case data



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## Auto Re-enrollment Process in CBMS

- Auto Re-enrollment RRR will run on the 15<sup>th</sup> of the month for all Medical programs whose RRR Due Date or Reassessment Date is in the current month
  - The Data Entry Complete field will be set to Yes
  - Auto Re-enrollment RRR will run during the nightly batch process
  - EDBC and Authorization will be also run in the same nightly batch process



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## Auto Re-enrollment Process in CBMS

- If the Ex-Parte is not completed at the time the Auto Re-enrollment RRR is started, the Ex-Parte Date will be removed and the case will run for Auto Re-enrollment RRR
  - The next RRR Due Date for the Medical case is determined based on the Medical case's current RRR Due Month



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## View RRR Detail Listing Window



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| RRR Status   | Original RRR Month | Re-Assess Month | Mail-In Due Date | HHType     | CheckList Exists | Auto Re-enrollment Date | Packet Received | Ex Parte Date |
|--------------|--------------------|-----------------|------------------|------------|------------------|-------------------------|-----------------|---------------|
| Discontinued | 08/2010            | 00/0000         | 00/00/0000       |            | No               | 00/00/0000              | 00/00/0000      | 00/00/0000    |
| Generated    | 09/2011            | 00/0000         | 09/09/2011       |            | No               | 00/00/0000              | 00/00/0000      | 00/00/0000    |
| Generated    | 07/2011            | 00/0000         | 00/00/0000       | Simplified | No               | 00/00/0000              | 00/00/0000      | 00/00/0000    |

Ex-Parte / Auto Re-Enrollment

## New Auto Re-enrollment Alert

- At the time that Auto Re-enrollment has been initiated an alert will be sent to the primary Medical eligibility worker
  - Informational purposes
  - Will automatically resolve after 10 calendar days

**Resolve Case Alert**

Case  
Number:  Name:  Programs  
Status:  Status Date:  Pending Alerts:  WP [Y/N]:

Individual  
Name:

Alert Details  
Date Created:  Due Date:   
Priority:  Category:   
Program Group:

Title:   
Description:

Resolution  
Reason:  Date:

Ex-Parte / Auto Re-Enrollment

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## New Auto Re-enrollment Case Comment



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## New Auto Re-enrollment Case Comments

- A system generated case comment will be created when an Auto Re-enrollment has been initiated on the Medical Program



MARIKAT Case Comments

Case

Number:  Name:  Programs

Status:  Status Date:  Pending Alerts:  WP [Y/N]:

Type:  Program Group:

Date:  Individual:

System Generated Comment:

Enter Comment

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## New Auto Re-enrollment Approval Notice



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## Auto Re-enrollment Approval Notice

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- At the time an Auto Re-enrollment RRR is completed, if the Medical case is approved, a NOA will be generated and mailed
- Each HPLG's NOA will contain the following:



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## Auto Re-enrollment Approval Notice

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Your Medicaid redetermination dated [Auto Re-enrollment Date] has been approved beginning [Current Eligibility - Eligibility Begin Date]. You will continue to receive Medicaid benefits. We determined your benefits based on the current information we have on file. Your Medicaid redetermination packet was not returned so we understand that there were no changes to the information.

Please use your current Medicaid card for services; you will not receive another one automatically. If you need a replacement card, please call your worker.



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## Medical Redetermination Notice

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## Redetermination Notice

- A new Redetermination Notice has been created for the Medical Programs. The Redetermination Notice will be used in place of the RRR Packet and the Recertification Letter
- The Redetermination Notice is pre-populated with the current case data for all case members
  - Medical HIPPA Notice will be included with the Redetermination Notice.
  - The RRR Checklist forms can be selected to be sent with the Redetermination Notice



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## Redetermination Notice

- The Redetermination Notice will now direct clients to review current information and to take no action if there are no household changes to current information



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**STATE OF COLORADO**



09/22/2011

**REDETERMINATION NOTICE**

Dear RPFRT BPDNBR

It is time to see if you are or your family is still eligible for your medical benefits. Please review the current information we have in Section I below. If there are changes, please complete Section II and return the information to us by 07/2010 .

If you do not have changes, do not do anything. We will check to see if you are still eligible for benefits with the information we have. You may need to give us documents to see if you are or your family is still eligible. If we need documents from you, we will let you know.

You must report your changes. If you have changes and you don't report them, you may have to pay back medical payments paid by Medicaid.

Section I: Your information on file:

|                           |                                      |                 |           |  |
|---------------------------|--------------------------------------|-----------------|-----------|--|
| Client's Name: [Redacted] |                                      |                 |           |  |
| Date of Birth: [Redacted] | Requesting Medical Assistance Y/N: N | Employed Y/N: N |           |  |
| Employer Name             | Inc Type                             | Amount          | Frequency |  |
| Self-Employed Y/N: N      |                                      |                 |           |  |
| Unearned Income Y/N: N    |                                      |                 |           |  |
| Roomers/Boarders Y/N: N   |                                      |                 |           |  |
| CHP+ HMO:                 |                                      |                 |           |  |

**Aged, Blind, Disabled or Long-Term Care Clients:**  
The things you own, other than your home, like bank accounts, life insurance policies, stocks and a second vehicle are not more than \$2,000 or \$3,000 if married.

**Medicare Savings Program Clients:**  
The things you own, other than your home, like bank accounts, life insurance policies, stocks and a second vehicle are not more than \$8,180 or \$13,000 if married.

**For Low Income Subsidy Program Clients:**  
The things you own, other than your home, like bank accounts, life insurance policies, stocks and a second vehicle are not more than \$12,640 or \$25,260 if married.

MEDIUM KODAK A1142000022180 HCPF-3 Medi Redetermination Notice

Ex-Parte / Auto Re-Enrollment

## Redetermination Notice Generation

Identifying and suppressing overlapping RRR and Redetermination Notices

- If the Ex -Parte is completed prior to the scheduled mailing date, the Redetermination Notice will not be generated
- If the Ex- Parte is started, but not completed, the Redetermination Notice will be generated and mailed on the scheduled mailing date



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## Redetermination Notice Generation

- If the Ex-Parte is completed and the Reassessment Date:
  - Less than 90 days from the RRR Due Date, the Redetermination Notice will be suppressed
  - Greater than 90 days, the Redetermination Notice will be generated



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## Suppression of Redetermination Notice for Guarantee Client

Case has FA RRR; FM RRR; Guaranteed client RRR

FA RRR due  
8/31/2011

FM RRR due  
9/30/2011

Guaranteed Client  
Redetermination due 12/31/2011

On 8/12/2011 FA RRR received; This kicks off the Ex Parte process for the FM RRR because the FM RRR is within 3 months of the FA RRR. The Redetermination for the Guarantee Client will be generated because the due date of the Redetermination for the Guaranteed Client is greater than 3 months of the FA RRR

FA RRR set  
to 8/2012

FM RRR set  
to 8/2012

Guaranteed Client  
Redetermination will be  
generated 60 days prior to  
12/31/2011



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Ex-Parte/Auto Re-Enrollment

## Suppression of Redetermination Notice for Guarantee Client

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**Case has FA RRR; FM RRR and a Guaranteed client RRR**

|                         |                         |                                                     |
|-------------------------|-------------------------|-----------------------------------------------------|
| FA RRR due<br>8/31/2011 | FM RRR due<br>9/30/2011 | Guaranteed Client<br>Redetermination due 11/30/2011 |
|-------------------------|-------------------------|-----------------------------------------------------|

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On 8/12/2011 FA RRR received; This kicks off the Ex Parte process for the FM RRR because the FM RRR is within 3 months of the FA RRR. The Redetermination for the Guarantee Client will not be generated because the due date of the Redetermination for the Guaranteed Client is due within 3 months of the FA RRR

Guaranteed Client Redetermination will be suppressed.

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Ex-Parte/Auto Re-Enrollment

## Suppression of Redetermination Notice

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**Case has FA RRR; FM RRR**

|                         |                         |
|-------------------------|-------------------------|
| FA RRR due<br>8/31/2011 | FM RRR due<br>9/30/2011 |
|-------------------------|-------------------------|

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In order for the medical RRR to be suppressed the EX Parte must be completed and authorized prior to the generation of the medical RRR. The medical RRR is generated 60 days prior to the due date.

RRR generated for FM on 8/1/2011. Therefore the RRR for FM was not suppressed.

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Ex-Parte/Auto Re-Enrollment

## Suppression of Redetermination Notice

Case has FA RRR; FM RRR

|                         |                          |
|-------------------------|--------------------------|
| FA RRR due<br>8/31/2011 | FM RRR due<br>11/30/2011 |
|-------------------------|--------------------------|

In order for the medical RRR to be suppressed the EX Parte must be completed and authorized prior to the generation of the medical RRR. The medical RRR is generated 60 days prior to the due date.

RRR for FM is scheduled to generate on 10/1/2011. Therefore the RRR for FM will be suppressed.



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Ex-Parte/Auto Re-Enrollment

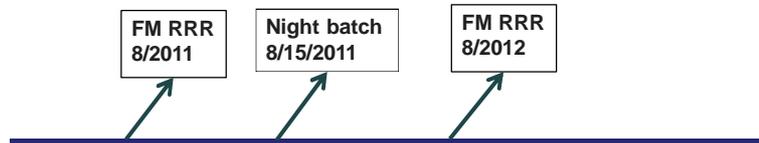
## Auto Re-enrollment Examples



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## Auto Re-enrollment Example

Auto Re-enrollment RRR will run in the nightly BATCH on the 15<sup>th</sup> of the month for all Medical programs whose RRR Due Date or Reassessment Date is in the current month



## Auto Re-enrollment and Guaranteed Programs



## Auto Re-enrollment and Guaranteed Programs

- Medicaid cases with a guaranteed program
  - If the end of the guaranteed period is within 3 months of the FM RRR Due Month, the next RRR Due Month is set to 12 months from the other programs RRR due month
  - If the end of the guaranteed period is greater than 3 months from the FM RRR Due Month, the next RRR Due Month is set to the reassessment due month



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## Guaranteed Period is Greater than Three Months

Needy Newborn guaranteed period ends 02/28/2012 and Auto Re-enrollment initiated 10/15/2011



FM RRR due date is 2/2012 because the end of the guaranteed period is not within 3 months of the FM RRR Due Month



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**Ex-Parte/Auto Re-Enrollment**

## Guaranteed Period is Within Three Months

Needy Newborn guaranteed period ends 12/31/2011 and Auto Re-enrollment initiated 10/15/2011

Night batch Run 10/15/2011      FM RRR 10/2011      Guaranteed end date 12/31/2011

FM RRR due date is 10/2012 because the end of the guaranteed period is within 3 months of the FM RRR Due Month

FM RRR 10/2012      Trigger will run on 12/1/2011 to reveal ongoing eligibility



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**Ex-Parte/Auto Re-Enrollment**

## CBMS Reports



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## Ex –Parte Reports

- Three new reports were created for the Ex-Parte Process
  - CBMS Authorized Ex -Parte RRR Detail List Report
  - CBMS Ex-Parte RRR County/Med Site Summary Report
  - CBMS Ex-Parte RRR State Summary Report
  - These reports will run on the 7th of every month and report the prior month's data.



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## CBMS Authorized Ex-Parte RRR Detail List Report

- Purpose:
  - Create a listing of all CBMS individuals that have an Ex-Parte RRR processed and authorized.
- Location:
  - Reports are located in the RRR folder within Cognos
- Security Access:
  - County/Med site workers have access to their county only
  - State workers have access to the entire report



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**CBMS Authorized Ex Parte RRR Detail List**


Reporting Month: May 2011

County: [Redacted]  
 Office: [Redacted]  
 Primary Medical Worker: [Redacted]

| HLPG               | Number of Active Individuals | Number of Closed Individuals | Total Number of Individuals |
|--------------------|------------------------------|------------------------------|-----------------------------|
| AM                 | 1000                         | 800                          | 1800                        |
| FM                 | 800                          | 1000                         | 1800                        |
| LTC                | 50                           | 20                           | 70                          |
| <b>Grand Total</b> | <b>1850</b>                  | <b>1820</b>                  | <b>3670</b>                 |

| HLPG                        | Case #     | Case Name  | Ex Parte Date                  | RRR Month | RRR Started User | RRR Status | Authorized Date | Client Status | Individual Name |
|-----------------------------|------------|------------|--------------------------------|-----------|------------------|------------|-----------------|---------------|-----------------|
| AM                          | [Redacted] | [Redacted] | 5/15/2011                      | May-11    | [Redacted]       | Completed  | 5/20/2011       | Active        | [Redacted]      |
|                             |            |            | 5/20/2011                      | June-11   | [Redacted]       | Completed  | 5/20/2011       | Closed        |                 |
|                             |            |            | Total Number of Records for AM |           |                  |            |                 |               |                 |
| FM                          | [Redacted] | [Redacted] | 5/1/2011                       | May-11    | [Redacted]       | Completed  | 5/1/2011        | Active        | [Redacted]      |
|                             |            |            | 5/5/2011                       | May-11    | [Redacted]       | Completed  | 5/10/2011       | Active        |                 |
| Total Number Records for FM |            |            |                                |           |                  |            |                 |               | 2               |

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Ex-Parte / Auto Re-Enrollment

## CBMS Ex-Parte RRR County/Med Site Summary Report

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- **Purpose:**
  - Report will include a summary of the Ex-Parte RRR records that have been processed and authorized
- **Location:**
  - Reports are located in the RRR folder within Cognos
- **Security Access:**
  - County/Med site workers have access to their county only
  - State workers have access to the entire report



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**CBMS Ex Parte RRR County/Med Site Summary**  
Reporting Month: May 2011

County/Med Site      Denver

| Primary Medical Worker        | HLPG | Total Active Authorized Individuals | Total Closed Authorized Individuals | Total Authorized Individuals |
|-------------------------------|------|-------------------------------------|-------------------------------------|------------------------------|
|                               | AM   | 300                                 | 150                                 | 450                          |
|                               | FM   | 400                                 | 200                                 | 600                          |
| Primary Medical Worker Totals |      | 700                                 | 350                                 | 1050                         |
| Blank line                    |      |                                     |                                     |                              |
|                               | FM   | 200                                 | 80                                  | 280                          |
|                               | LTC  | 50                                  | 10                                  | 60                           |
| Primary Medical Worker Totals |      | 250                                 | 90                                  | 340                          |
| Blank line                    |      |                                     |                                     |                              |
| County/Med Site Total         |      | 950                                 | 440                                 | 1390                         |

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Ex-Parte / Auto Re-Enrollment

## CBMS Ex-Parte RRR State Summary Report

- Purpose:
  - Report will include a summary of the individuals processed and authorized by an Ex-Parte RRR, by Medical County/Med Site, HLPG and authorized result
- Location:
  - Reports are located in the RRR folder within Cognos
- Security Access:
  - State workers only



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**CBMS Ex Parte RRR State Summary**  
Reporting Month: May 2011

| County/Med Site              | HPLG | Total Active Authorized Individuals | Total Closed Authorized Individuals | Total Authorized Individuals |
|------------------------------|------|-------------------------------------|-------------------------------------|------------------------------|
| Adams                        | AM   | 300                                 | 150                                 | 450                          |
|                              | FM   | 400                                 | 200                                 | 600                          |
| <b>Adams - County Total</b>  |      | <b>700</b>                          | <b>350</b>                          | <b>1050</b>                  |
| Denver                       | FM   | 200                                 | 80                                  | 280                          |
|                              | LTC  | 50                                  | 10                                  | 60                           |
| <b>Denver - County Total</b> |      | <b>250</b>                          | <b>90</b>                           | <b>340</b>                   |
| Blank line                   |      |                                     |                                     |                              |
| <b>State Total</b>           |      | <b>950</b>                          | <b>440</b>                          | <b>1390</b>                  |

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Ex-Parte / Auto Re-Enrollment

## CBMS Auto Re-enrollment RRR Reports

- Four new reports were created for Auto Re-enrollment
  - CBMS Authorized Auto Re-enrollment RRR Detail List Report
  - CBMS Auto Re-enrollment Pending Results RRR Detail List Report
  - CBMS Auto Re-enrollment RRR County/Med Site Summary Report
  - CBMS Auto Re-enrollment RRR State Summary Report
  - These reports will run on the 7th of every month and report the prior month's data



Ex-Parte/Auto Re-Enrollment

## CBMS Authorized Auto Re-enrollment RRR Detail List Report

- Purpose:
  - Report will include a listing of all CBMS individuals that have an Auto Re-enrollment RRR processed and authorized
- Location:
  - Reports are located in the RRR folder within Cognos
- Security Access:
  - County/Med site workers have access to their county only



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### CBMS Authorized Auto Re-enrollment RRR Detail List



Reporting Month: May 2011

County: [Redacted]  
 Office: [Redacted]  
 Primary Medical Worker: [Redacted]

| HLPG                                      | Case #     | Case Name  | Auto Re-enrollment Date | RRR Month  | RRR Status | Client Status | Individual Name |
|-------------------------------------------|------------|------------|-------------------------|------------|------------|---------------|-----------------|
| CH                                        | [Redacted] | [Redacted] | 5/15/2011               | May-11     | Completed  | Authorized    | [Redacted]      |
| Total Number of Individuals for HLPG - CH |            |            |                         |            |            |               | 1               |
| FM                                        | [Redacted] | [Redacted] | 5/15/2011               | May-11     | Completed  | Authorized    | [Redacted]      |
|                                           | [Redacted] | [Redacted] | 5/20/2011               | May-11     | Completed  | Pending       | [Redacted]      |
|                                           | [Redacted] | [Redacted] | [Redacted]              | [Redacted] | [Redacted] | [Redacted]    | [Redacted]      |
| Total Number of Individuals for HLPG - FM |            |            |                         |            |            |               | 3               |
| Total Number of Individuals for HLPGs     |            |            |                         |            |            |               | 4               |
| Blank Line                                |            |            |                         |            |            |               |                 |

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## CBMS Auto Re-enrollment Pending Results RRR Detail List Report

- Purpose:
  - Report will include a listing of all CBMS individuals that have an Auto Re-enrollment RRR processed but the case is Pending due to Mass Update Exceptions
- Location:
  - Reports are located in the RRR folder within Cognos
- Security Access:
  - County/Med site workers have access to their county only



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### CBMS Auto Re-enrollment Pending Results RRR Detail List



Reporting Month: May 2011

County: [REDACTED]  
 Office: [REDACTED]  
 Primary Medical Worker: [REDACTED]

| HLPG                                     | Case #     | Case Name  | Auto Re-enrollment Date | RRR Month | RRR Status | Client Status | Individual Name |
|------------------------------------------|------------|------------|-------------------------|-----------|------------|---------------|-----------------|
| AM                                       | [REDACTED] | [REDACTED] | 5/15/2011               | May-11    | Started    | Authorized    | [REDACTED]      |
| Total Number of Individuals by HLPG - AM |            |            |                         |           |            |               | 1               |
| FM                                       | [REDACTED] | [REDACTED] | 5/15/2011               | May-11    | Completed  | Pending       | [REDACTED]      |
|                                          | [REDACTED] | [REDACTED] | 5/20/2011               | May-11    | Started    | Authorized    | [REDACTED]      |
| Total Number of Individuals by HLPG - FM |            |            |                         |           |            |               | 2               |
| Total Number of Individuals              |            |            |                         |           |            |               | 4               |

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## CBMS Auto Re-enrollment RRR County/Med Site Summary Report

- Purpose:
  - Report will include a summary of the Auto Re-enrollment RRR individuals that have been processed and authorized or processed and are pending due to Mass Update Exceptions
- Location:
  - Reports are located in the RRR folder within Cognos
- Security Access:
  - County/Med site workers have access to their county only



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### CBMS Auto Re-enrollment RRR County/Med Site Summary



Reporting Month: May 2011

County/Med Site ██████████

| Primary Medical Worker               | HPLG | Total Authorized Individuals | Total Pending Individuals | Total Individuals |
|--------------------------------------|------|------------------------------|---------------------------|-------------------|
|                                      | AM   | 300                          | 450                       | 900               |
|                                      | FM   | 400                          | 600                       | 1220              |
| <b>Primary Medical Worker Totals</b> |      | <b>700</b>                   | <b>1050</b>               | <b>2120</b>       |
|                                      | CHP+ | 200                          | 280                       | 570               |
|                                      | LTC  | 50                           | 60                        | 120               |
| <b>Primary Medical Worker Totals</b> |      | <b>250</b>                   | <b>340</b>                | <b>690</b>        |
| <b>County/Med Site Total</b>         |      | <b>950</b>                   | <b>1390</b>               | <b>2810</b>       |

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## CBMS Auto Re-enrollment RRR State Summary Report

- Purpose:
  - Report will include a summary of the individuals processed and authorized or processed and pending due to Mass Update Exceptions by an Auto Re-enrollment RRR, by Medical County/Med Site and High Level Program Group
- Location:
  - Reports are located in the RRR folder within Cognos
- Security Access:
  - State workers only



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### CBMS Auto Re-enrollment RRR State Summary



Reporting Month: May 2011

| County/Med Site       | HLPG | Total Authorized Individuals | Total Pending Individuals | Total Individuals |
|-----------------------|------|------------------------------|---------------------------|-------------------|
| Adams                 | AM   | 300                          | 450                       | 900               |
|                       | FM   | 400                          | 600                       | 1220              |
| Adams - County Total  |      | 700                          | 1050                      | 2120              |
| Denver                | CHP+ | 200                          | 280                       | 570               |
|                       | LTC  | 50                           | 60                        | 120               |
| Denver - County Total |      | 250                          | 340                       | 690               |
| State Total           |      | 950                          | 1390                      | 2810              |

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## Implementation Timelines

| Action                                           | Date              |
|--------------------------------------------------|-------------------|
| Implementation of Ex-Parte RRR Process           | August 28, 2011   |
| Ex-Parte logic available                         | August 29, 2011   |
| Implementation of Auto Re-enrollment RRR Process | August 28, 2011   |
| New Redetermination Notice sent to clients       | September 1, 2011 |
| Auto Re-enrollment logic available               | October 15, 2011  |



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## Questions?



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## Reminders

- Add detailed case comments each time there is an update made to your cases
- Review and resolve all Alerts timely
- Follow the field definition guide and all data entry documents located on the Department of Human Services Web Portal or by using Shift + F1 within CBMS
- Read all CBMS Communications
  - If you are not signed up for communications, contact [PC.HELPDESK@state.co.us](mailto:PC.HELPDESK@state.co.us)



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## Where to Get More Information

- HCPF Website - [Colorado.gov/hcpf](http://Colorado.gov/hcpf)
- Medicaid Eligibility Email Address - [Medicaid.eligibility@hcpf.state.co.us](mailto:Medicaid.eligibility@hcpf.state.co.us)
- CHP+ Eligibility Email Address - [CHP+.eligibility@hcpf.state.co.us](mailto:CHP+.eligibility@hcpf.state.co.us)



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Ex-Parte / Auto Re-Enrollment

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**Thank You  
for  
Your Time!**

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