

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance



Office of the Senior Deputy Director/Medicaid Director

Transmittal # 16-14

TO: All District of Columbia Hospital Medicaid Providers

FROM: Claudia Schlosberg, JD 
Senior Deputy Director and State Medicaid Director

DATE: May 23, 2016

SUBJECT: New Policies and Processes for Newborns Enrollment into D.C. Medicaid

The Department of Health Care Finance, in collaboration with the Department of Human Services Economic Security Administration (ESA), is changing its policies and procedures to improve our agencies' ability to effectively enroll and track newborns eligible for Medicaid. This transmittal provides new policy and procedural guidance to D.C. Medicaid hospital providers on the submission and enrollment process for newborn babies born to Medicaid fee-for-service mothers. Previously, both hospitals and managed care organizations (MCOs) were submitting enrollment information to ESA when they became aware of a newborn birth. However, this policy resulted in duplicate and delayed enrollments and created challenges with tracking the enrollment status for newborns.

Effective May 1, 2016, all District Medicaid provider hospitals and birthing centers will be required to submit the attached Newborn Enrollment Form to document the request for newborn enrollment. For babies born to mothers enrolled in fee-for-service Medicaid, this form must be submitted to the Economic Security Administration (ESA); for babies born to mothers enrolled in Medicaid MCOs, the hospitals will notify the mother's MCO. MCOs will submit all applications for newborn enrollment directly to ESA. Both hospitals and MCOs must use the Citrix server as the only method to submit newborn enrollment information to ESA.

Hospitals will also need to fill out and submit the Newborn Enrollment Log along with their Newborn Enrollment Form through Citrix. Both documents will be available on the DHCF website under forms. All fields on the Newborn Enrollment Log must be complete before submission to ESA. ESA will have ten (10) calendar days to review and enroll Medicaid eligible newborns into D.C. Medicaid.

Hospital staff will need to upload the Newborn Enrollment Log and Newborn Enrollment Form to the folder entitled "Birth Notifications" in the Citrix Server. Upon receiving notification, ESA

will process the birth verifications. Once a newborn is added to DC Medicaid, ESA will use secure email to send the corresponding hospital their updated Newborn Enrollment Log including the enrollment completion date, the baby's Medicaid ID number and any additional comments if necessary. Only birth notifications submitted through Citrix will be reviewed and processed by ESA.

If you have any questions about this transmittal please contact Program Analyst, Krysta' Lynn Ricard via email at Krysta-lynn.Ricard@dc.gov or by phone at 202-442-9475. You can also contact the Associate Director, Division of Eligibility Policy, Danielle Lewis via email at Danielle.Lewis@dc.gov or by phone at 202-442-9052.

Hospital:

Submission Date:

REQUEST TO ADD NEWBORNS TO D.C. MEDICAID ROLLS

To enable the Economic Security Administration to add all eligible newborns to our Medicaid rolls as soon as possible please complete all fields. **Incomplete forms will not be processed.** Please type in all information. This form should only be completed if the mother is currently enrolled in DC Medicaid as Fee-For-Service, and is a DC resident. For beneficiaries who are homeless, please indicate that information in the address field.

Mother's First Name:	Last Name:	
Mother's Date of Birth:	Mother's Medicaid Number:	
Mother's Address:	Mother's Telephone Number:	
Alternative Mailing Address:		
Mother's Eligibility Period:		
Newborn's First Name:	Middle Name:	Last Name:
Newborn's Sex:	Newborns Date of Birth:	
<input type="checkbox"/> Male <input type="checkbox"/> Female		
Hospital of Birth:		

I hereby request that child, _____, be added to Medicaid.

I, _____ hereby certify that the above information is the same as reflected on our Medical records.

Hospital Representative

Hospital Representative: _____



New Process and Procedures for Deemed Newborns

Department of Healthcare
Finance

Division of Eligibility Policy

April 20, 2016

Objective

- Provide overview of deemed newborn requirements and processes
- Share changes to improve enrollment performance
- Hear District hospitals concerns and questions regarding the approach

Who are Deemed Newborns?

- Federal Medicaid Guidance:

“Babies born to mothers covered under the Medicaid state plan for benefits on the date of birth, including during a period of retroactive eligibility, [are]... automatically *deemed eligible* for Medicaid for one year from birth”

42 CFR 435.117

Current Eligibility Processing of Deemed Newborns

Hospitals and MCO's submit birth notifications to Medicaid (ESA) via Citrix Server

ESA has 10 calendar days to process all birth notifications

Hospitals and MCO's access Interactive Voice Response (IVR) or Ominicaid to verify processing of birth submissions

Current Issues with Deemed Newborn Processing

- Multiple submissions for the same baby from various sources
- Processing Time
- Provider Follow Up

New Processing for Deemed Newborns:

○ Changes:

- Submit **only** babies born to Fee-For-Service (FFS) Mothers to ESA via Citrix. Managed Care babies should be submitted to the MCO.
- All information must be reported on the **signed, scanned** Newborn Enrollment Form, as well as the **electronic** Hospital Add Newborn Log
- **ESA will report back** to Hospital's and MCO's the processing completion date and the baby's Medicaid ID Number via the Log

○ Remaining the same:

- ESA will process deemed newborn Medicaid eligibility in 10 days
- Hospitals must only submit deemed newborn enrollment information via Citrix

Newborn Enrollment Form (to be signed and scanned into Citrix)

Hospital:

Submission Date:

REQUEST TO ADD NEWBORNS TO D.C. MEDICAID ROLLS

To enable the Economic Security Administration to add all eligible newborns to our Medicaid rolls as soon as possible please complete all fields. **Incomplete forms will not be processed.** Please type in all information. This form should only be completed if the mother is currently enrolled in DC Medicaid as Fee-For-Service, and is a DC resident. For beneficiaries who are homeless, please indicate that information in the address field.

Mother's First Name:	Last Name:	
Mother's Date of Birth:	Mother's Medicaid Number:	
Mother's Address:	Mother's Telephone Number:	
Alternative Mailing Address:		
Mother's Eligibility Period:		
Newborn's First Name:	Middle Name:	Last Name:
Newborn's Sex:	Newborns Date of Birth:	
<input type="checkbox"/> Male <input type="checkbox"/> Female		
Hospital of Birth:		

I hereby request that child, _____, be added to Medicaid.

I, _____, Hospital Representative hereby certify that the above information is the same as reflected on our Medical records.

Hospital Representative: _____

Takeaways

- Process will improve communication and timeliness, as well as provide a new tracking mechanism
- Hospital participation is critical for our mutual success
- DHCF and ESA are open to feedback and ideas on improving the process and performance



Questions/Comments?

MCO Contacts for Birth Submissions

AmeriHealthDC:

Amanda Dorman

Phone: 1-484-496-7600

Fax: 1855-853-4106

E-mail: adorman@amerihealthcaritas.com

OR

Jodie Felder:

Phone & Fax same as above

E-mail: jfelder@amerihealthcaritas.com

Trusted Health Plan:

Mary Spivey

Phone: 202-821-1095

Fax: 202-821-1098

Mspivey@trustedhp.com

Medstar Family Choice:

Margie Hillenburg

Phone: 410-933-2218

Fax: 410-933-2274

E-mail: Margie.E.Hillenburg@medstar.net

OR

Tim Sullivan

Phone: 202-243-2523

E-mail: Timothy.p.sullivan@medstar.net

ESA Contacts

- Deborah Anderson
Supervisor
Economic Security Administration
deborah.anderson@dc.gov
- Kevin Perry
Section Chief
Economic Security Administration
kevin.perry@dc.gov
- Gail Young
Program Manager
Economic Security Administration
gail.young@dc.gov

DHCF Contacts

- Krysta' Lynn Ricard, MA
Program Analyst
Division of Eligibility Policy
krysta-lynn.ricard@dc.gov
- Danielle Lewis, MPA
Associate Director
Division of Eligibility Policy
danielle.lewis@dc.gov