

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance

Office of the Senior Deputy Director



Transmittal # 14-34

TO: D.C. Hospital Association

FROM: Claudia Schlosberg, J.D. 
Interim Senior Deputy Director and State Medicaid Director

DATE: **DEC 5 2014**

SUBJECT: Hospital Based Presumptive Eligibility (HBPE) System Functionality

The District of Columbia is implementing Section 2202 of the Patient Protection and Affordable Care Act to allow Qualified Hospitals to conduct presumptive eligibility determinations in accordance with Department of Health Care Finance (DHCF) established policies and procedures. The District plans to have full DC Health Link functionality beginning late December 2014. In the meantime, hospitals currently enrolled as DC Medicaid providers can begin the process to become DC Qualified Hospitals for the purpose of conducting presumptive eligibility determinations. To become a Qualified Hospital a hospital must complete the following steps:

1. Complete the Qualified Hospital Election Packet, which will be made available through the DHCF Provider Services web portal. Each hospital must sign the MOU included in the Qualified Hospital Election Packet.
2. Submit the completed packet to the Division of Public and Private Provider Services at the DHCF.
3. Contact the Health Benefit Exchange (HBX) to register as an organization for Certified Application Counselor (CAC) training. For more information on how to become a “Certified Application Counselor Program Designated Organization” please visit <http://hbx.dc.gov/page/certified-application-counselor-program>.
4. Complete the “Certified Application Counselor Program Designated Organization Application” and “Certified Application Counselor Program Designated Organization Agreement” and submit all necessary documentation to the HBX.
5. Be designated as a “Certified Application Counselor Program Designated Organization” by the HBX.
6. Ensure that the staff, including third party contractors, identified to become CACs for hospital based presumptive eligibility complete the CAC Hospital Based Presumptive Eligibility training module.
7. Submit a complete list of CACs to the HBX. This list includes all individuals who have completed training, undergone background checks, and completed all other CAC

requirements.

8. After CACs have completed all requirements, the HBX will log into the DC Health Link Presumptive Eligibility portal to authorize the newly designated CACs.

Once a hospital has completed the required steps and has been designated as a Qualified Hospital, they will have the following responsibilities:

- Qualified Hospitals must assist all individuals determined presumptively eligible with completing a full Medicaid application and submit the application within 5 days from the date the presumptive eligibility determination has been made, or prior to discharge from the qualified hospital or affiliated facility, whichever is later.
- Qualified hospitals are required to maintain organized records of presumptive eligibility applications for ten (10) years from the date of determination, making these records available to the DHCF, and allowing periodic review of the records by the DHCF.
- Qualified Hospitals are required to submit the original copy of each presumptive eligibility application, determined to be eligible or ineligible for presumptive eligibility Medicaid, to the Economic Service Administration within one (1) week from the determination.
- Qualified Hospitals must comply with the performance standards established by DHCF. All Qualified Hospitals must adhere to these performance standards at the risk of disqualification to conduct presumptive eligibility determinations by DHCF:
 - 90% of presumptively eligible determinations must result in the submission of a full Medicaid application no later than 5 days from the date of the visit or prior to discharge, whichever is later.
 - 85% of presumptive eligibility Medicaid beneficiaries must be determined eligible for full Medicaid coverage.
- Qualified Hospitals must ensure that all certified application counselors comply with the following responsibilities:
 - Provide a DHCF prepared notice to the applicant on the presumptive eligibility determination, length of presumptive eligibility period, covered services and the requirement to submit a full Medicaid application.
 - Assist the applicant to complete and submit a full Medicaid application within five (5) calendar days or prior to discharge, whichever is later.
 - Provide assistance with any questions regarding hospital based presumptive eligibility or the DC Medicaid program.
 - Provide immediate eligibility determinations for all presumptive eligibility determinations.

The District will provide updates when needed regarding the system functionality for HBPE. If there are any questions or concerns, please contact Makenzie McIntosh at Makenzie.McIntosh@dc.gov, 202-478-9175, or Danielle Lewis at Danielle.Lewis@dc.gov, 202-442-9052.