

 <p>DHS MARYLAND DEPARTMENT OF HUMAN SERVICES Department of Human Services 311 West Saratoga Street Baltimore MD 21201</p>	FIA ACTION TRANSMITTAL
Control Number: # 21-20 Obsoletes AT #10-17	Effective Date: May 1, 2021 Issuance Date: May 20, 2021

**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT,
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
ELIGIBILITY DETERMINATION DIVISION STAFF
LOCAL HEALTH DEPARTMENT ELIGIBILITY STAFF**

FROM: DEBBIE RUPPERT, EXECUTIVE DIRECTOR, MDH/OES *Debbie Ruppert*
LA SHERRA AYALA, EXECUTIVE DIRECTOR, DHS/FIA *LSA*

**RE: PROCEDURAL CHANGES FOR CHANGE TO SHORT TERM STAY
PROCESS (257 GUIDANCE)**

PROGRAMS AFFECTED: LONG-TERM CARE MEDICAID

ORIGINATING OFFICE: OFFICE OF ELIGIBILITY SERVICES

SUMMARY

In January 2010, Action Transmittal #10-17 outlined and updated procedures for submitting the Long-Term Care Patient Activity Report DHMH 257 and the OES 501. These updates impact recipients of Community Medical Assistance (CMA), who are admitted to a long-term care (LTC) facility for less than 30 days, or Medicare co-pay days for recipients of Community Medical Assistance not receiving Waiver services. However, effective May 1, 2021, providers should submit the MDH 257 form for **Short-Term Stays** electronically via email directly to the Medicaid Long-Term Care Provider Resolution Unit (LTC PRU) within the Maryland Department of Health (MDH). This will allow facilities the ability to bill for short-term stays in a more expedient manner. As of **April 30, 2021, DHS will no longer process requests sent to PO Box 9307. DHS has closed PO Box 9307.**

ACTION REQUIRED

This procedural change to the **OES 501** Short Term Stay submission process includes how the MDH 257 form is submitted. The MDH 257 is now **sent electronically via email and eliminates the step of sending it to the designated DHS LTC processors.** The content of

the completion process for the MDH 257 form has not changed. The **Medicaid Long-Term Care Provider Resolution Unit** (LTC PRU) will review the information to update the spans within the eligible service dates.

Providers/Nursing Facilities must:

- **Confirm** that the patient is eligible for Medical Assistance by verifying eligibility at admission through discharge via the Medicaid Eligibility Verification System (EVS).
- **Discontinue** the submission of the MDH 257 form to the designated DHS processor for Short Term Stays.
- **Submit** the 257 form and attached required documents electronically via mdh.ltcmapr@maryland.gov.

Write one of the following request types *across the top* of the **MDH 257 document** before electronically sending documents for individuals admitted to a LTC facility for Less Than a 30 Day stay :

- **Medicare Co-pay**
- **Community MA**
- **Special Program (Co-Pay or Community MA)**

Note: Without the above-requested subject line title, processing the request could be delayed.

- **Medicare Co-pay Days: Dually eligible individuals** (i.e., QMB eligible-S03) admitted for Short term stay (fewer than 80 days) – **no conversion to LTC-MA full coverage** (need co-payment assessment only), once the **Explanation of Benefits** (EOB) is received from Medicare indicating the number of paid days, and the dates of the co-pay span, the **Nursing Facility** (NF) will complete the MDH 257 sections that apply to the Medicare A co-payment day stays.

The **Nursing Facility** (NF) should **submit the following** to LTC PRU:

- MDH 257 “**Medicare Co-pay**”
 - Medicare A Co-payment
 - Begin/End pay date
 - Discharge to community date
 - Indicate discharge to: community/hospital etc.
 - Medicare Explanation of Benefits (EOB)
 - MDH Co-insurance worksheet
 - EVS Print out
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- **Community Medicaid Only:** participants eligible under an applicable **Community Medicaid** with a short-term stay (fewer than 30 days), discharged to the community (eligible for **FULL MEDICAID with no Medicare**).
 - MDH 257 “**Community Coverage**”
 - UCA Level Certification with Signature and Dates
 - Begin date

- Discharge date
 - Indicate discharge to community/hospital etc.
 - EVS Print out
- **Special Programs Short-Term Stay**: participants eligible under an applicable **Co-Pay or Community Medicaid** *and* are also eligible for Waiver, Rare and Expensive Case Management (REM), and/or Behavioral Health Home (BHH) REM, with a short term stay (fewer than 30 days), discharge to the community.
 - MDH 257 “**Special Program**”
 - UCA Level Certification with Signature and Dates
 - Begin pay date
 - End pay date
 - Discharge date
 - Indicate discharge to: community/hospital etc.
 - EVS Print out indicating **Special Program** (Waiver, REM, BHH)

The LTC PRU processes short-term stay requests in the order of the receipt date. If the LTC PRU fails to provide the requested documents it could result in the following actions:

- The need for the provider to resubmit the short-term stay request
- The reconsideration of a span update/span correction and/or
- The reconsideration of payment

REMINDERS:

If the patient is enrolled in an MCO on the date of admission, the request cannot be processed because the MCO is responsible for the first 90 days of admission. For MCO enrollment or disenrollment questions, please contact the MDH HealthChoice Long-Term Care Disenrollment Unit at:

MDH HealthChoice
201 W. Preston Street, Room L9
Baltimore, Maryland 21201
Phone: 410-767-5321
Fax: 410-333-7141

Providers/Nursing Facilities are responsible for verifying eligibility for patients daily to determine if their Medicaid eligibility changes during their stay. To verify eligibility, please use the eMedicaid website at www.emdhealthchoice.org or call 1-866-710-1447 for the automated eligibility verification system (EVS).

The Medicaid program is the “payer of last resort.” If a patient is covered by commercial insurance or other third-party benefits, the provider must seek payment from that source first.

If the provider does not bill the other payer first, the Medicaid program will deny the request and claims.

INQUIRIES:

If you have questions about *this transmittal*, please email mdh.ltcmapr@maryland.gov and put “QUESTION ABOUT SHORT TERM STAY PROCESS” in the subject line.

For systems questions, please email fia.bsdm@maryland.gov.

c: DHS Executive Staff
MDH Executive Staff
Constituent Services
DHS Help Desk
FIA Management Staff
Office of Administrative Hearings