



MARYLAND DEPARTMENT OF HUMAN SERVICES
 Department of Human Services
 311 West Saratoga Street
 Baltimore MD 21201



FIA ACTION TRANSMITTAL

Control Number: 23-05

Effective Date: Upon Receipt

Issuance Date: January 30, 2023

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

FROM: LA SHERRA AYALA, FIA EXECUTIVE DIRECTOR 
DEBBIE RUPPERT, MDH EXECUTIVE DIRECTOR 

RE: LTC FACILITY TRANSFER DATES

PROGRAM AFFECTED: LONG-TERM CARE MEDICAID

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY

For Long Term Care (LTC) facility transfers, the “leave date” listed on the Eligibility and Enrollment (E&E) system is sent to the Medicaid Management Information System (MMIS) to determine the eligibility span for which the facility can be paid.

Currently, E&E populates a leave date that is one day earlier than the entry date of the new facility. This is incorrect. The leave date of the former facility and the entry date of the new facility should be the same. This action transmittal, which outlines steps case managers must take in order to ensure the correct eligibility span, is sent to MMIS when a customer transfers from one facility to another.

FIA is working with MDTHINK to establish a permanent fix so that the system will generate the correct date. Instructions in this AT should be followed until the system defect has been resolved.

REQUIRED ACTION:

When a new facility is added on the Waiver and Facility Details page, E&E will auto-populate the leave date of the previous facility. The leave date of the first facility will be listed as one day before the entry date of the new facility.

The screenshot shows the 'Waiver & Facility Details' page for member Harry Potter (69). The 'Institutional History' table contains two entries:

#	Institution Type	Provider Name	Level of Care	Entry Date	Leave Date	Actions
1	Nursing Home	BRINTON WOODS NURSIN	Intermediate Care (PAA Level B (Ph & Rr)-Code 82)	04/29/2022	05/31/2022	[Edit] [Delete]
2	Nursing Home	7309 SECOND AVENUE OPCO LLC	Intermediate Care (PAA Level B (Ph & Rr)-Code 82)	06/01/2022		[Edit] [Delete]

In this screenshot, the 'Leave Date' for the first facility (05/31/2022) and the 'Entry Date' for the second facility (06/01/2022) are highlighted in yellow. Red circles are drawn around the 'Leave Date' column header and the 'Leave Date' cell for the first facility, and around the 'Entry Date' cell for the second facility.

The case manager must manually edit the leave date to align it with the new facility entry date. This is done by clicking the edit, or pencil button next to the previous facility.

This screenshot is identical to the one above, but with a red circle highlighting the pencil icon in the 'Actions' column for the first facility, indicating that the case manager should click this button to edit the leave date.

The "Add Institution" screen will appear and the leave date can be edited to be the date after the date populated by the system.

ADD INSTITUTION

Is it a Out of State Facility? Yes No

Institution Details

Institution Type	Vendor ID	Provider Name *
Nursing Home	30719	BRINTON WOODS
MMIS Provider ID	Entry Date *	Leave Date
407404100	4/29/2022	5/31/2022
Level of Care *	Payment Authorization...	Medicare Certifications *
Intermediate Care (PAA L...	5/11/2022	Begin Full Ma After Medic...

Medicare Denial Date

Return Home in 6 Months

ADD INSTITUTION

Is it a Out of State Facility? Yes No

Institution Details

Institution Type	Vendor ID	Provider Na...
Nursing Home	30719	BRINTON WOC
MMIS Provider ID	Entry Date *	Leave Date
407404100	4/29/2022	6/1/2022
Level of Care *	Payment Authori...	Medicare Certification...
Intermediate Care (...	5/11/2022	Begin Full Ma After ...

Medicare Denial ...

Return Home in 6 Months

Discard

Save & Close

The leave date of the previous facility and the start date of the new facility should be the same.

Eligibility Determination





- Case Home
- Member Details
- Contact Information
- Citizenship Details
- Member Verification
- Authorized Representative
- Program Request
- Individual Details
- Health & Disability
- Medicare
- Waiver & Facility Details**
- Assets
- Income

Waiver & Facility Details

Choose Member *
Member Name: Harry Potter (69)

Institutional History

+ Add Institution

#	Institution Type	Provider Name	Level of Care	Entry Date	Leave Date	Actions
1	Nursing Home	7309 SECOND AVENUE OPCO LLC	Intermediate Care (PAA Level B (Ph & Rr)-Code 82)	06/01/2022		 
2	Nursing Home	BRINTON WOODS NURSIN	Intermediate Care (PAA Level B (Ph & Rr)-Code 82)	04/29/2022	06/01/2022	 

INQUIRIES:

If you have any questions regarding this Action Transmittal or any other program policies, please submit it using the [FIA Policy Information Request Form](#). If you work in Montgomery County, you may submit your policy questions via email at fia.policy@maryland.gov. For systems questions, please email fia.bsdm@maryland.gov.

For MA policy questions: Direct Non-MAGI policy questions to the Maryland Department of Health, Office of Eligibility Services at mdh.oesinquiries@maryland.gov. Direct MAGI policy questions to mdh.mchppolicy@maryland.gov.

- cc: DHS Executive Staff
- FIA Management Staff
- MDH Executive Staff
- Constituent Services
- Office of Administrative Hearings