

CMSP Letter No.: 07-09
Issue Date: May 9, 2007

CMSP

GOVERNING BOARD

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: GUIDELINES FOR COUNTY FOLLOW UP DISABILITY
INCENTIVE PAYMENT PROCESS

There are two purposes of this letter. First, this letter transmits the "Guidelines for County Disability Follow Up incentive Payments Process" document. This document is designed to assist counties in completing the Disability Incentive Payment Process. Please see attached.

Second, this letter provides notification to all counties that a separate letter will be sent via fax to each county social services director that contains a list of the CMSP members referred to the county for disability follow up during the period of January 1, 2007 through May 9, 2007. A copy of this letter will also be faxed to each county's designated disability contact worker. Please Note: This list will contain confidential information and should be treated as confidential.

If you have any questions regarding this notification, please contact Ms. Anna Bedrina at (916) 649-2631 ext 20. Thank you for your assistance.

Sincerely,



Lee D. Kemper
Administrative Officer

Enclosure

CMSP Disability Follow Up Incentive Payments Guidelines

I. Instructions

- A "CMSP Governing Board Disability Referral" is a fax sent by the CMSP Governing Board to the county for a specific CMSP member indicating that the member has a potentially disabling condition or is deceased. Often a set of medical records for that member is included in the fax.
- For every member that the CMSP Governing Board sends a disability referral to the county on or after January 1, 2007 the county needs to complete and fax back the CMSP 208 form as described in the CMSP ACL 07-07.

Note: When the CMSP member completes a DDSD packet, but there was no disability referral from the CMSP Governing Board for that member, do not fax the CMSP 208 or CMSP 208A to CMSP.

II. Completion of CMSP 208 and CMSP 208 A Forms

Completion of the CMSP 208

- Complete the CMSP 208 form for every member referred by the CMSP Governing Board on or after January 1, 2007;
- Complete the CMSP 208 form when a DDSD application was sent to the client (check what is applicable);

A) When a referred CMSP member completes a DDSD packet

Complete the CMSP 208 when a DDSD packet was sent to SP-DDSD and check all that are applicable:

- Indicate which forms and/or medical records were submitted with the DDSD packet. (*Example:* If a limited DDSD packet was submitted on behalf of a deceased CMSP member, please indicate whether death documentation was sent with it and if so, what kind of documentation, i.e. death certificate, death summary from the hospital, etc);
- Indicate which months were requested for retroactive Medi-Cal;
- Fax a copy of MC 221 (DDSD transmittal sheet, one page only) to CMSP;
 - It is unnecessary to fax copies of MC 220s and/or MC 223 (completed DDSD application packet);
 - It is unnecessary to fax back to CMSP the medical records sent to the county by the Governing Board; and,
 - It is unnecessary to complete the CMSP 208 A form in this instance.

B) When a DDSD packet is not completed for a referred CMSP member

- Complete the CMSP 208 form, check all that are applicable;
- It is unnecessary to complete the CMSP 208 A in this instance;

Note: A DDSD packet will not be completed in the following situations, such as when the disabling condition no longer exists, the CMSP members fails to cooperate, the CMSP member moves out of the county, or there is a pending SSA denial for the member.

Completion of the CMSP 208 A

A) When an approval or denial is received from the State

- Complete the CMSP 208 A form and check all that are applicable;
- Attach a copy of the approval letter, check that the retro months were updated in the system;
- Attach a copy of the denial letter, check that aid code 88/89 is changed back to 84/85;

B) Complete the CMSP 208 A form, when informing CMSP that new medical records for the referred member were forwarded to SP-DDSD;

C) Complete the CMSP 208 A to report other changes

- Member moved out of the county (use the comments section);
- Died (check all that are applicable);
- No longer claims a disability and stops his claim with the DDSD (use the comments section);

For more detailed information about the process please see the CMSP ACL 07-07.