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TO: ODADAS Certified/Licensed Treatment Programs
ODMH Certified Community Mental Health Agencies
Executive Directors, ADAMHS/ADAS/CMHS Boards

FROM: Angie Bergefurd, Chief, Office of Medicaid
Ohio Department of Mental Health

Douglas L Day, Medicaid Administrator
Ohio Department of Alcohol and Drug Addiction Services

DATE: September 14, 2005

RE: Hurricane Katrina Information

The purpose of this memo is to share information provided by the Centers for Medicare and Medicaid Services (CMS) and the Ohio Department of Job and Family Services (ODJFS) regarding Hurricane Katrina assistance efforts and to provide guidance on enrolling evacuees in MACSIS.

There are two pages to this memorandum. Please be sure to read both pages as page two contains agency and board specific guidance related to enrolling Katrina evacuees into MACSIS.

The following documents are attached with this correspondence:

- 1) a CMS press release explaining federal administrative flexibility to accommodate the emergency health care needs of beneficiaries and providers in the counties affected by Hurricane Katrina,
- 2) a letter from Barbara Edwards, Deputy Director of ODJFS' Office of Ohio Health Plans explaining short term guidelines for handling Medicaid eligibility issues for Hurricane evacuees,
- 3) a list of counties/parishes affected by Hurricane Katrina,
- 4) a MACSIS "New Member Enrollment/UCI Request" form and,
- 5) a "MACSIS Residency Verification" form.

For Medicaid purposes, ODJFS has stressed that evacuees need to use their last known address (prior to coming to Ohio) as their street address. They are recommending this for tracking purposes and maybe some other potential uses in the future. To be consistent with ODJFS and for consistent and accurate data coordination, ODADAS and ODMH are requiring Boards and providers utilize the following processes for enrolling evacuees in MACSIS. If a board or an agency has already implemented other strategies for tracking evacuees, please discontinue those procedures and use the procedures as explained on the following page.

Agencies:

Agencies need to complete a “New Member Enrollment/UCI Request” form (electronic version available at: <http://www.mh.state.oh.us/ois/macsis/forms/new.member.enrollment.pdf>) and a “MACSIS Residency Verification” form (electronic version available at: <http://www.mh.state.oh.us/ois/macsis/policies/rdd/macsis001.pdf>) when submitting a request to a Board for enrollment of a Katrina evacuee. Please follow these guidelines when completing these forms:

New Member Enrollment/UCI Request form

- Use the individuals’ Ohio address for completion of this form.
- Check the “out of state” box.
- Put “KATR” in the “Other 3” field. If known, write the person’s FEMA assigned number directly above the fields titled “Other 1”, “Other 2”, and “Other 3”.

MACSIS Residency Verification form

- Use the individuals’ last known address (prior to coming to Ohio) for completion of this form.

Submit both forms to the ADAMHS/ADAS/CMH Board for enrollment.

Boards:

Boards should generally follow the existing MACSIS procedures for enrolling an out of state client outlined in the Board Operations Manual HIPAA Member Section entitled, “Enrolling a new member in Diamond”. The electronic version of this manual is available at <http://www.mh.state.oh.us/ois/macsis/manuals/hipaa.member.manual.pdf>

- Use the individuals’ Ohio address (as reported on the “New Member Enrollment/UCI Request” form for completing the main MEMBR screen.
- Enter “KAAL” in the sales rep field if the person is from Alabama (as reported on the “MACSIS Residency Verification” form or
- Enter “KALA” in the sales rep field if the person is from Louisiana (as reported on the “MACSIS Residency Verification” form or
- Enter “KAMS” in the sales rep field if the person is from Mississippi (as reported on the “MACSIS Residency Verification” form.
- Access the special functions screen by pushing the “F6” button on your keyboard.
- Select option “N” to access the alternate member address file.
- Complete the alternate member address screen using the information submitted on the “MACSIS Residency Verification” form.
- In the field titled “KATRINA FEMA NUM” you should enter the FEMA number from the “New Member Enrollment/UCI Request” form.

Please contact Douglas L. Day at ODADAS at (614) 644-9144 or Katie Stevenson at ODMH at (614) 387-2799 if you have any questions. Katrina specific information will also be available on the MACSIS website.