



STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

Wendy E. Saunders
Chief of Staff

May 20, 2008

Dear MA Director:

On April 25, 2008, you received a WMS Coordinator Letter detailing systems procedures to suspend Medicaid eligibility for certain incarcerated individuals.

That Letter explained the details of prison file matches with WMS. Section A.1 details activities of the State Interim Unit to suspend single individuals in a Medicaid or Family Health Plus Case. This process will begin later this week.

Section A.3 details procedures to handle incarcerated individuals residing in a multi-person case. The first monthly report of these multi-individual cases (WINR5612- PRISONERS CLOSING CASE ELIGIBILITY REPORT) will be available through the BICS queue tomorrow (May 21). You will only receive a report if you have a case for the reporting month. We expect these reports to be printed mid-month.

It is necessary for you to analyze these cases and, if appropriate, to delete the incarcerated individual and rebudget the community case. It will be necessary to open separate single individual 'suspended' cases for incarcerated individuals admitted April 1, 2008 or later. (Individuals with an Admission (Incarceration) Date prior to April 1, 2008 should be deleted using pre-April coding.) In addition, if the incarcerated individual is enrolled in a Managed Care Plan, it is advisable to disenroll the individual before you provide suspended coverage. Until further notice, failure to process transactions in this order will result in the 04 (Suspended) Coverage Code changing to Fee for Service Coverage as part of the disenrollment process.

If you have any questions regarding these procedures, please contact Layne Gilpin at 518-474-6798. If you need a copy of the April 25, 2008 WMS/CNS Coordinator Letter, you can access it through the intranet at: <http://health.state.nyenet/rev2008coord.htm> or you can contact Gail Moore at 518-408-0002.

Sincerely,

Dennis DiMuria

Dennis DiMuria
Director, Bureau of Upstate Eligibility Systems
Division of Program Operations & Systems
Office of Health Insurance Programs

cc: Commissioner