

Instructions for Documenting “Applying for Medi-Cal”

11/5/2020

This instruction is geared for the documentation of the Financial Eligibility form for patients who obtain Medi-Cal benefits during treatment. This includes individuals who do not have Medi-Cal coverage and individuals who have out of county Medi-Cal when entering treatment.

Initial entry of Financial Eligibility

SAPC currently allows up to 30 days of reimbursable treatment (this policy will end on December 31, 2020) while providers assist patients with applying for benefits or transferring Medi-Cal to LA County. Patients whose current Medi-Cal is assigned to a different county (not LA County) are treated the same as “Applying to Medi-Cal” within Sage and should be indicated as such. Patients who are “Applying for Medi-Cal” need to be indicated as such on the Financial Eligibility with a primary guarantor of “Applying for Medi-Cal” and a secondary guarantor of LA County Non-DMC as seen in Figure 1 below.

Figure 1: Applying for Medi-Cal

Guarantor Selection	
Change Order	Guarantor Name
↓ ↑	Applying for Medi-Cal
↓ ↑	LA County - Non DMC
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;">-- Guarantors --</div> <div style="background-color: #c00; color: white; padding: 2px 10px; border-radius: 3px;">Add Guarantor</div> </div>	

During the course of treatment, providers are to use the case management benefit to assist the patient with applying for Medi-Cal or transferring Medi-Cal, either in person at a local DPSS office, through the Customer Service Center 899-613-3777, or via the [Your Benefits Now \(YBN\)](#) portal. For transferring Medi-Cal from a different county to LA County, the patient must complete an Inter County Transfer form (ICT) at a local DPSS office. In addition to the case management benefit, providers can also claim for incentive payments if completing the forms online using Your Benefits Now portal.

Once Enrolled with LA County Medi-Cal

Once the patient is officially enrolled in Medi-Cal, providers must immediately update the Financial Eligibility in Sage by adding the DMC guarantor with the effective date of Medi-Cal. Providers need to also update the “Applying for Medi-Cal” guarantor with the “Coverage Expiration Date” to the day before Medi-Cal was effective (Figure 2).

Figure 2: Coverage Expiration Date for Applying for Medi-Cal After Benefits Acquisition

Coverage Expiration Date	05/31/2020
Effective Date Of Contract	01/01/2000

The “DMC Medi-Cal” guarantor must be added and set as the primary guarantor using the “Change Order” arrows to move “California Department of Alcohol and Drugs” to the top of the list order (Figure 3). Providers must ensure the “**Coverage Effective Date**” (Figure 4) within the guarantor details corresponds to the same date the Medi-Cal Benefits became effective. This information is available on the benefits card or the notification sent to the patient. It is recommended that the patient apply online through the YBN portal so that any needed information can be accessed online easily.

Figure 3: Benefits Acquired During Treatment

Guarantor Selection	
Change Order	Guarantor Name
↓ ↑	CALIFORNIA DEPARTMENT OF ALCOHOL AND DRU
↓ ↑	LA County - Non DMC
↓ ↑	Applying for Medi-Cal
-- Guarantors --	
Add Guarantor	

Figure 4: DMC guarantor Coverage Effective Date- Reflects first date of active coverage

Coverage Effective Date	06/01/2020
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Additionally, all DMC guarantors must have a policy number AND a Subscriber Client Index Number (CIN) listed on the guarantor details page (figure 5). SAPC recommends using the CIN for both the policy number and CIN fields.

Figure 5: Policy and CIN#- Guarantor Details

Subscriber Policy Number	90000000A
Subscriber Medicaid #	
Subscriber Client Index #	90000000A

Patients may also enter treatment as eligible for MHLA benefits and apply at the time of admission similar to Applying for Medi-Cal. However, since there is no Applying for MHLA option as a guarantor, providers should list this as LA County Non DMC only. In the Policy field, please enter “MHLA” as the policy number.

MHLA applications are typically processed much quicker than DMC applications, sometimes within a few days of application. Providers may decide to wait before entering the Financial Eligibility or submitting

an authorization until the application is approved and an MHLA number is assigned. This could avoid having multiple authorizations for the same treatment episode. Once the application is approved and a MHLA number has been assigned, providers should update the Cal-OMS Admission information to include this information (see figure 6).

Figure 6: Entering MHLA Information on Cal-OMS Admission

CIN <input type="text"/>	Other Funding Programs (Choose all that apply) Juvenile in Custody Probation Camp <input checked="" type="checkbox"/> My Health LA <input type="checkbox"/> None <input type="checkbox"/> Perinatal Service <input type="checkbox"/> Private Pay <input type="checkbox"/> Probation / Day Reporting Center <input type="checkbox"/> Probation JJCPA <input type="checkbox"/> Probation Title IV E <input type="checkbox"/> Prop 47 <input type="checkbox"/> Prop 57 <small>Ctrl+click to choose multiple items If Medi-Cal beneficiary is "Yes" or "Pending", My Health LA cannot be selected</small>
Probation PDJ Number <input type="text"/>	CalWORKs Case Number <input type="text"/>
Please select camp: <input type="text" value="-Please Choose One-"/>	Other Camp (Specify): <input type="text"/>
General Relief Case Number <input type="text"/>	DCFS Case Number <input type="text"/>
Drug Court Case Number <input type="text"/>	AB 109 Case Number <input type="text"/>
AB 109 PB Number <input type="text"/>	CalWORKs Recipient <input type="text" value="No"/>
Substance Abuse Treatment Under CalWORKs <input type="text" value="No"/>	What is your My Health LA Participant ID (13 digits)? <input type="text"/>
Please select MHLA medical home provider/clinic: <input type="text" value="-Please Choose One-"/>	Is the client in or being admitted to Recovery Bridge Housing? <input type="text" value="No"/>