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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 93 LCM-40

Date: April 20, 1993

Division: Health & Long Term  
Care

TO: Local District Commissioners

SUBJECT: Clarification of Medical Assistance Procedures for  
Individuals in Office of Mental Health Certified Family Based  
Treatment Homes

ATTACHMENTS: None

BACKGROUND

92 LCM-8 entitled "The New Provisions for Foster Care Placements Within the Mental Hygiene System as Defined by Chapter 697 of the Laws of 1991" apprised you of the provisions of Chapter 398 of the Social Services Law. Specifically these changes provide the authority to reimburse with foster care funds the cost of placement of children in the care of local districts in a home or facility operated or licensed by the Offices of Mental Health (OMH) and Mental Retardation and Developmental Disabilities (OMRDD) and the Divisions of Substance Abuse Services and Alcohol and Alcohol Abuse Services, now known as Office of Alcoholism and Substance Abuse Services (OASAS).

As specified in the LCM, the State Department of Social Services entered into a Memorandum of Understanding (MOU) with OMH and OMRDD covering placements in family-based care and certain congregate care facilities.

The Medical Assistance implications of 92 LCM-8 provided that cases for these children be established by OMH (district 97) and OMRDD (district 98) in conjunction with this Department which would ensure that local districts be relieved of their share of the Medicaid costs.

This memoranda is provided to give districts additional clarification regarding Medical Assistance for individuals residing in OMH certified Family Based Treatment Homes (FBT).

#### Case Conversion

To facilitate the movement of Medical Assistance cases not yet converted from local districts to OMH and this Department, the following procedures should be followed:

Responsibility for cases for children residing in OMH certified Family Based Treatment (FBT) homes will be transferred in the following manner:

1. The OMH Special Projects Unit (SPU) will obtain rosters of all residents currently residing in FBT homes.
2. SPU will call the LDSS MA unit to request copies of relevant portions of the Medicaid case record.
  - o LDSS should send copies of the records requested to the SPU.
  - o Upon receipt of the records, the SPU in conjunction with this Department, will complete the application/determination process and then call the LDSS to request closure of the LDSS MA case.
  - o LDSS should close the case only upon contact by the SPU. SPU will then open the MA case in District 97.

#### New Cases

A new case is defined as an admission to FBT with a Medical Assistance application date of 5/1/93 or later. Effective 5/1/93, OMH and this Department will take over processing Medicaid for all new admissions. New admissions will be processed as follows:

1. FBT staff will advise SPU of all new admissions to their FBT programs.
2. The SPU will contact the LDSS and request closure of the LDSS MA case.
3. LDSS should close case promptly.
4. SPU, in conjunction with this Department, will file application, determine eligibility and open MA case in District 97.

NOTE: If requested, the LDSS should cooperate with the SPU to furnish copies of pertinent portions of the record in order to allow the opening of MA as quickly as possible so that client's coverage is not unduly interrupted.

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It should be noted that this memo deals only with the OMH FBTP program. As the other OMH children's programs referenced in the DSS/OMH Memorandum of Understanding become operational, additional LCMS will be issued, if necessary.

Questions concerning this LCM should be directed to Eileen Lombardo at (518) 473-5456, user ID 0me330. Case specific FBT questions can be referred to Don Bielak of the Office of Mental Health Special Projects Unit at (716) 473-3238.

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Gregory M. Kaladjian  
Executive Deputy Commissioner