



## PENINSULA RSN

### ADMINISTRATION POLICIES AND PROCEDURES

**Policy Name:** MEDICAID/TXIX ELIGIBILITY VERIFICATION    **Policy Number:** 2.05

**Reference:** DSHS Contract, 42 CFR 438

**Effective Date:** 5/2000

**Revision Date(s):** 11/2011

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Policy: Corrective Action Plans

#### PURPOSE

To ensure the Peninsula Regional Support Network (PRSN) network providers verify Medicaid/TXIX eligibility as part of the Intake Authorization process. Verification must be performed prior to an intake from PRSN.

#### PROCEDURE

PRSN providers are required contractually to have online capability for eligibility checking. The PRSN provides eligibility look up capability to all PRSN provider organizations in on-line database located in Profiler in real time, as updates are received from the state.

PRSN requires its providers to verify eligibility for all services, providing the funding information at time of authorization request. When a consumer calls requesting services, he/she is asked for a brief statement of their mental health problems or needs.

If the consumer has a mental health need that appears to be a covered service and meets the State-wide Access to Care Standards, the consumer is then asked about their method of payment. If the consumer has Medicaid Coupons with Title XIX eligibility, they are asked for their Provider 1 number.

The provider verifies the eligibility by using an inquiry of the PRSN Enrollment Database. The provider verifies the Provider 1 number and enters the information in the client's file.

## **MONITORING**

This policy is mandated by contract and statute.

1. This Policy is monitored through use of PRSN:
  - Annual PRSN Provider and Subcontractor Administrative Review
  - Annual Fiscal Review- Federal Block Grant projects
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval. Reference PRSN Corrective Action Plan Policy.