

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-10</p>	<p align="center">Policy # 24.1</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities</p>	<p>Related Standards & References: Department of Human Services Online Directives Information System, Volume II/MA, MT17-10/05 Section 2066 Placement Outside of the Home</p> <p>Department of Community Health Contract The Georgia Department of Community Health and AMGP Georgia Managed Care Company, Inc. D/B/A Amerigroup Community Care for Provision of Services to Georgia Families - Children in Foster Care or Receiving Adoption Assistance and Certain Youths Committed into Juvenile Justice</p>	
<p>Chapter 24: Federal Programs</p>	<p>Effective Date: 6/11/18 Scheduled Review Date: 6/11/19</p>	
<p>Subject: Medicaid Application /IV-E for Youth in Non-Secure Residential Programs</p>	<p>Replaces: 9/20/17</p>	
<p>Attachments:</p> <p>A - Georgia Department of Human Services Medicaid and IV-E Application – Form 223 B - Form 223 Instructions C - Georgia Department of Human Services Removal Home Income and Asset Checklist – Form 224 D - Form 224 Instructions E - Georgia Department of Human Services Medicaid and IV-E Redetermination – Form 226 F - Form 226 Instructions</p>	<p>APPROVED:</p>  <hr/> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice may apply for Medicaid and Title IV-E for all youth in community residential programs. The Department of Juvenile Justice will enroll/transition youth placed in non-secure residential placement into the Georgia Foster Care, Adoption Assistance, and Juvenile Justice Medicaid Care Management Organization (CMO).

II. DEFINITIONS:

Community Case Manager (CCM): Juvenile Probation/Parole Specialist I, II, or III (JPPS) or Juvenile Probation Officer I or II who provides direct supervision and coordination of services for a youth. The Community Case Manager also includes any member of an established case management team who may perform case management tasks.

Medicaid: The federal and state-funded medical insurance program that provides health care services to individuals who meet the requirements for income, resources and citizenship. Medicaid provides support for pregnant women, children, retirees age 65 and older, and people who are legally blind or disabled. Medicaid also oversees a number of waiver programs that provide home and community based medical, behavioral and social services to enrollees. As part of the Children’s Health Insurance Program (CHIP), Medicaid administers Peach Care for Kids®, a comprehensive managed care program for uninsured children in low-income families living in Georgia.

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Title IV-E: Provides federal government matching funds to reimburse for the costs of community residential programs for youth who meet federal eligibility criteria.

Regional Medicaid Eligibility Specialist (RMES): Staff responsible for determining Medicaid and Title IV-E eligibility for youth placed in non-secure community residential programs.

Step-down: The discretionary release of a youth from secure residential custody to non-secure residential custody during the second half of the restrictive custody portion of a Class B Designated Felony disposition for a youth who is classified as high or moderate risk.

Care Management Organization (CMO): Entity responsible for the care coordination of all health/behavioral health services of DJJ youth placed in non-secure community residential placements.

Medicaid Coordinator: Staff responsible for coordinating transition to the CMO.

III. PROCEDURES:

- A. All committed youth who are in RYDC awaiting a community residential program and youth with no other form of health insurance who have an Alternative to Detention court order for a contract/group home shall have an application for Medicaid and Title IV-E (Form 223 and 224) submitted to the Regional Medicaid Eligibility Specialist for a determination of eligibility. An application is not required if the youth is in DFCS custody.
 - 1. The Community Case Manager (CCM) shall submit completed Form 223 (Attachment A) using the instructions (Attachment B) and Form 224 (Attachment C) using the instructions (Attachment D) via email/fax to the Regional Medicaid Eligibility Specialist (REMS) no later than 72 hours after the youth's screening for residential placement. The forms must be accompanied by all court orders, petitions, complaints, copy of social security card, copy of birth certificate and copy of private insurance card (if applicable).
 - 2. The CCM or Case Expeditor may submit completed Form 223 (Attachment A) and Form 224 (Attachment C) via email/fax to the RMES no later than 72 hours after the youth is placed in a contract group home as an alternative to detention, if the youth does not have any other form of health insurance. The forms must be accompanied by all court orders, petitions, complaints, copy of social security card, copy of birth certificate and copy of private insurance card (if applicable).
- B. All committed youth who are awaiting a community residential program at home shall have an application for Medicaid and Title IV-E (Form 223 and 224) submitted to the RMES for a determination of eligibility.

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1. The CCM shall submit completed Form 223 (Attachment A) and Form 224 (Attachment C) via email/fax to the RMES no later than 24 hours after the youth is placed in a community residential program. The forms must be accompanied by all court orders, petitions, complaints, copy of social security card, copy of birth certificate and copy of private insurance card (if applicable).
- C. The RMES shall send written notification of the eligibility determination no later than 72 hours after receipt of application.
- D. The RMES shall send Form 226, Medicaid and IV-E Redetermination (Attachment E) using the instructions (Attachment F), to the CCM within 30 days of a six or 12-month review of eligibility becoming due. The CCM shall complete Form 226 and return via email/fax to the RMES within 10 days of receipt.
- E. The RMES shall send written notification of the continuing eligibility determination no later than 72 hours after receipt of Form 226.
- F. The CCM shall notify the RMES via email of all placement changes no later than 24 hours after the event occurs.
- G. The CCM shall notify the RMES via email of changes in the youth's income (e.g. Social Security benefits, child support, etc.) within 10 days of receiving information.

IV. COMMITTED YOUTH:

- A. Youth screened for residential placement awaiting placement at RYDC:
 1. Residential Placement Specialist (RPS) shall notify the Medicaid Coordinator of the screening decision.
 2. The CCM shall submit a Medicaid application for all youth awaiting placement via fax/email to the RMES within 72 hours of the screening decision. RPS shall notify the Medicaid Coordinator and RMES by the end of their work shift, when youth are moved from RYDC to a non-secure residential placement.
 3. Medicaid Coordinator shall notify the CMO within 24-72 hours of placement via an e-form to facilitate enrollment. The CCM shall not complete or submit e-forms.
- B. Youth Screened for Residential Placement awaiting placement at home:
 1. CCM shall submit Medicaid application to Regional Medicaid Eligibility Specialist within 72 hours after the youth enters placement.

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2. RPS shall provide notification by the end of their work shift to the Medicaid Coordinator and RMES following the youth's transition from home to non-secure residential placement. Medicaid Coordinator shall notify Amerigroup within 24-72 hours of placement via an e-form to facilitate enrollment. The CCM shall not complete or submit e-forms.

C. Youth in YDC awaiting step-down placement:

1. For Class B youth who have met all step-down criteria, have completed their 50% secure confinement time, and are approved for step-down; the CCM shall submit Medicaid application to the RMES. The application can be submitted as soon as all step-down requirements are met, step-down is approved and the youth is officially awaiting a residential placement.
2. For all other youth (non-Class B's) transitioning from YDC to non-secure community residential placement, the CCM shall submit their Medicaid application on the day of their release from YDC.

- D. The RPS must provide notification of all placement changes to the Medicaid Coordinator and the RMES by the end of work shift. Notification should include: Name of youth, date of placement change, placement name, placement address, and placement telephone number.

- E. When a joint DFCS/ DJJ youth is placed, the CCM shall notify DFCS case manager.

V. INTAKE YOUTH

A. Judge orders alternative to detention:

1. Case Expeditor shall notify Medicaid Coordinator of the Judge's order, if the youth has no other form of health insurance.
2. By the end of the work shift, the Case Expeditor shall notify the Medicaid Coordinator and RMES, when the youth enters the non-secure residential placement.
3. Case Expeditor or CCM shall submit Medicaid application upon the youth entering placement.
4. The Medicaid Coordinator shall notify the CMO within 24-72 hours of placement via an e-form to facilitate enrollment. The CCM or the Case Expeditor shall not complete or submit e-forms.

- B. The CCM shall notify the Medicaid Coordinator and RMES via email of all placement changes no later than 24 hours after the event occurs. Notification should include:

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name of youth, date of placement change, placement name, placement address, and placement telephone number.

- C. When a youth in DFCS custody is placed, the CCM or Case Expeditor shall notify DFCS case manager.

VI. LOCAL OPERATING PROCEDURES REQUIRED: NO