



Florida Safe Families Network

Medicaid Eligibility How Do I ... Guide

March 8, 2015

The Florida Safe Families Network (FSFN) How Do I Guide helps you understand the steps to complete your work in the FSFN system. It is a desk reference companion to the User Guide that includes additional details. Visit the DCF FSFN website (<http://fsfn.dcf.state.fl.us>) for the User Guide and additional resources.

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Create Medicaid Eligibility Determination

How Do I...?	Selections	Tips & Guidelines
<p>Create a Medicaid Eligibility Determination</p>	<ul style="list-style-type: none"> • From the FSFN Banner, click the Financial Work icon. • The Create Financial Work page will display. • Click the Eligibility dropdown and select Medicaid Eligibility. • Click the Continue button. • The Medicaid Eligibility Determination page will display. • Click the Search hyperlink, within the Basic Header group box. Person Search will open. • Enter Search Criteria. • Click the Search button. • From the Persons Returned group box, click the Person icon. • Click the Case Folder icon. • Select the radio button for desired case participant. • Click the Selected People button. • The Selected People pop-up page is displayed. • Click the Close button. • The user is returned to the Person Search page. • Select the Continue button. • The Medicaid Eligibility Determination page is displayed. 	<p>NOTE: Medicaid Eligibility can be accessed by choosing the Medicaid Eligibility value in the Eligibility dropdown on the Financial Work page or expanding the case icon on the user's desktop.</p> <p>The page can be created in two ways.</p> <p>The first is upon completion of a Title IV-E Eligibility Determination. A Medicaid Eligibility record will automatically be created for the participant by the system for completion by an authorized user.</p> <p>The second is an authorized user creates a Medicaid Eligibility record manually by selecting the Create Financial Work command button on the banner bar, then selecting Medicaid Eligibility from the Eligibility dropdown menu.</p> <p>A Title IV-E Eligibility record is created when a child is in a removal episode with a paid Out of Home Placement. The Title IV-E Eligibility record will be created upon the first approved, paid Out of Home placement, within a removal episode. Only workers identified as Eligibility Specialists, based on their security profile, can input information on the Eligibility Determination pages.</p> <p>Selecting the Continue button on the Create Financial Work page will launch a blank Medicaid Eligibility Determination page. From here the user selects the Search hyperlink to launch the Person Search page.</p> <p>*Note: For the steps regarding entering the Last and First Name search criteria, if the user knows the Person ID of the</p>



		<p><i>person for which they are creating the Medicaid Eligibility Determination page, s/he can enter the Person ID in place of the Last and First Name. This will eliminate multiple search results from being returned.</i></p> <p><i>Selecting the Continue button on the Person Search page will return the user to the Medicaid Eligibility Determination Page with the following information pre-filled: Child's Name, Case Name, SSN, Person ID, Date of Birth, Medicaid Number and FLORIDA Case Number once it is returned from the FLORIDA system.</i></p> <p><i>The Eligibility Information group box will pre-fill if applicable with the child's Last IV-E Determination Date, IV-E Eligibility status, if the child receives SSI, if the child receives Medicaid Assistance, the Last IV-E Adoption Eligibility Determination, IV-E Adoption Determination Date, and the Adoptions Assistance State.</i></p> <p><i>The Basic Header group box will pre-fill with the Child's Name, Case name, SSN, Person ID, Date of Birth (DOB), Medicaid Number, and FLORIDA Case Number once it is returned from the Florida System.</i></p>
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Document the FLORIDA Tab

How Do I...?	Selections	Tips & Guidelines
<p>Document the FLORIDA tab</p>	<ul style="list-style-type: none"> • Launch the Medicaid Eligibility and select the FLORIDA tab. • In the Child Information group box, click the FLORIDA Search hyperlink for the child. • Click the Search button. • Results are returned. Select the applicable FLORIDA person or click Create for the child. • Click the Citizenship Details hyperlink to verify the details. If any updates are needed, click the Child Name hyperlink in the Basic Header group box to make the appropriate updates on the Person Management record. • Details such as the Child's Removal Address, Worker Address, and Other Medicaid Information are system derived and prefilled if applicable. • Enter any Comments, if necessary. • Click Save. • Click the Submit to FLORIDA hyperlink within the Actions group box to submit the data to FLORIDA. • A Validation prompt will appear to confirm that the information is accurate to the best of your knowledge. Click Yes to complete the submission, or No to return to the Medicaid Eligibility page to make any corrections or updates. 	<p><i>The FLORIDA tab consists of seven group boxes:</i></p> <ul style="list-style-type: none"> - Child Information <ul style="list-style-type: none"> ○ FSFN ○ FLORIDA - Child's Removal Addresses - Worker Address - Medicaid Only Questions - Comments <p><i>The FLORIDA tab collects data to be used by the FLORIDA Interface, including parent and child medical insurance information, absent parent information, the child's removal address, and the worker's address.</i></p> <p><i>The user will select the FLORIDA Search hyperlink, which launches the FL ODS Search Page. Before submission, each FSFN participant, who will be submitted as part of a Medicaid Eligibility record, will have to be searched. The user selects from the returned results. Demographic information pre-fills the FLORIDA group box, of the participant on the Medicaid Eligibility Page. If no suitable results are returned the user may select the Create button.</i></p> <p><i>When the Create button is selected, a participant will be flagged by FSFN to be created in the FLORIDA System as part of this Medicaid Eligibility submission. The participant being created in the FLORIDA System is based on the search criteria when the Create button was selected. That search criteria will also be returned to the FLORIDA group box of the FSFN participant for whom the FL ODS search was initiated.</i></p> <p>NOTE: <i>The Citizenship Details hyperlink only displays if the child is a Qualified Non-Citizen or Non-Qualified Non-Citizen.</i></p> <p>NOTE: <i>The Shelter Ordered Date pre-fills with the most recent 'Completed</i></p>



		<p><i>Date' of any of the following Legal Actions: Shelter Review; Shelter Hearing – Subsequent Removal or Shelter Hearing – Initial, with a 'Result of 'Granted.'</i></p> <p>NOTE: The 'Child's Total Earned Income,' 'Child's Total Unearned Income,' and 'Child's Total Assets' pre-fill from the participant's Assets and Employment record. These fields will update accordingly based on the current time up until the initial record has been submitted. If there is a second initial, the page will become re-enabled and the system will update the information with the current data until submitted.</p>
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Document the Summary Tab

How Do I...?	Selections	Tips & Guidelines
<p>Document the Summary Tab</p>	<ul style="list-style-type: none"> • Click Insert within the Medicaid Eligibility History group box. • The Initiate Action pop-up is displayed • Select the Circuit • Select the applicable CIC Worker or CIC Supervisor • Enter any applicable Comments • Click Save • Click Close • The Medicaid Eligibility page displays and a row populates within the Medicaid Eligibility History group box • Until submitted, the record can be edited by clicking the Edit hyperlink to launch the Initiate Action pop-up page • Once a response for the submitted row is received from FLORIDA the row is updated and captures the applicable Program Type, Medicaid Number, and FLORIDA Case Number. 	<p><i>The Initiate Action pop-up page will display the worker who created the record, the date created, the date this record was submitted to the FLORIDA System, the user who submitted the record to the FLORIDA System, the Circuit and name of the CIC Worker the record was submitted to, Eligibility From, Closure Reasons, Placement Address and the Notification Address.</i></p> <p><i>On the Medicaid Certification pop-up page the user can select an action of Initial, Redetermination, Change, or Close. These actions determine what transaction will be invoked by the FLORIDA Interface, and what information will be transmitted through the FLORIDA Interface to the FLORIDA System.</i></p> <p><i>The Initial Action radio button will only be used for the first submission for a new child in FLORIDA. If the child has been previously sent to FLORIDA or a shell was created through conversion Redetermination will need to be selected.</i></p> <p><i>The Initial Eligibility must be processed through FLORIDA and returned to FSFN before additional actions can be created. Except on the Medicaid Eligibility records created as part of the Create New Case after Finalization process. These records will allow the user to submit Redetermination before Initial determinations are submitted. This will allow users to preserve the Initial determination in the post adoptive case to document a new removal if necessary without having to send a closure request to FLORIDA for the case.</i></p> <p><i>An automated message is generated when information is returned from FLORIDA for each FSFN submission. The automated message will be sent to the worker that completed the Submission to FLORIDA and will</i></p>



identify the status of the record that was sent and the status of the record returned. The message will read: "Eligibility code XXXX [Program Code] which you submitted to the FLORIDA system on XXXX [mm/dd/yyyy] was returned with Eligibility code XXXX [Program Code] on XXXX [mm/dd/yyyy]."

NOTE: Effective From date pre-fills with the current Removal Begin Date. If there is not a current Removal, the Effective From field is null.

NOTE: The Placement Address group box pre-fills with the provider information, of the child's most recent placement. When a change occurs in FSFN, the system automatically generates an Action record if there is an existing Medicaid Eligibility record for which the Initial Action was processed, and automatically captures the following information:

- Action of "Change"
- Eligibility From Date equal to the child's current Removal Begin Date
- Circuit and associated CIC Worker or Supervisor will be derived as the Circuit and CIC Worker or Supervisor captured on the last submission to FLORIDA
- Placement Address will be derived as the child's current Placement Address
- Notification Address will be derived as the same Unit Address captured on the last submission to FLORIDA, if applicable, where the check box was selected
- Comments text field will contain the following text: System generated action based on a change in FSFN.

NOTE: The CIC Worker and CIC Supervisor drop downs dynamically display the applicable workers based on the selected Circuit.

NOTE: Placement Address pre-fills based on the child's current Out of Home Placement.

NOTE: Notification Address pre-fills with



		<p>the address of the worker's Unit who is creating the Initial Action pop-up page.</p> <p>NOTE: When a change occurs in FSFN to the following pieces of work/elements, a new row automatically displays and is captured in the Medicaid Eligibility History group box and the Action is identified as "Change":</p> <ul style="list-style-type: none">○ Placement Changes○ Address Changes○ Last Name, Suffix, First Name or Middle Name Changes○ SSN Changes○ Date of Birth Changes○ Citizenship Changes○ IV-E Eligibility Status Change <p>NOTE: When a change record is automatically generated by FSFN, FSFN automatically performs the "Submit to FLORIDA" function.</p>
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View FLORIDA Changes

How Do I...?	Selections	Tips & Guidelines
View FLORIDA Changes	<ul style="list-style-type: none"> • Click the FLORIDA Changes hyperlink in the Actions group box. • The FLORIDA Changes pop-up page displays. • Click the Review hyperlink. • The FLORIDA Changes Detail pop-up page displays. • Proceed to answer all applicable fields by filling out their respective Yes or No radio buttons or Verified checkboxes. • Click Save to save the accepted/rejected changes and verifications. • Click Close to discard any fields and close the FLORIDA Changes Detail pop-up page. 	<p>NOTE: Each time a change record is received from FLORIDA a row generates on the FLORIDA Changes pop-up page. These are only changes that “originate” from FLORIDA and are independent of changes that originate from FSFN.</p> <p>Each row displays with a Review hyperlink.</p> <p>The SSI Income and SSA Income fields for both FSFN and FLORIDA capture the current “total” SSI and SSA Income</p> <p>NOTE: Only the fields where the data received is different than what is currently captured in FSFN have Yes and No radio buttons enabled or have the Verified check box enabled.</p> <p>NOTE: Upon selecting Save, if Yes is selected the system automatically updates the applicable field in FSFN.</p> <ul style="list-style-type: none"> ○ Last Name, Suffix, First Name, Middle Initial, Date of Birth and SSN will be automatically updated on Person Management. ○ If the name is modified, the previous name will automatically become an AKA on Person Management. ○ If the Date of Birth is modified, the Date of Birth is replaced on Person Management. ○ If the SSN is modified, the previous SSN becomes a new row in the Identification group box on the Basic Tab of Person Management. The row cannot be deleted or modified and is disabled and grayed out. <p>NOTE: For SSI Income and Effective Date, FSFN automatically ends the current Benefit Record for SSI with an End Date that is equal to the Effective Date received from FLORIDA. In addition, FSFN automatically creates a new Benefit Record for SSI with an</p>



		<p><i>Effective Date that is equal to the Effective Date received from FLORIDA.</i></p> <p>NOTE: <i>Once all applicable fields have been reviewed and Yes or No selected, and/or Verified check box selected, upon closing the FLORIDA Changes Detail pop-up page the row reflects a View hyperlink in place of the Review hyperlink.</i></p>
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