



STATE OF MARYLAND

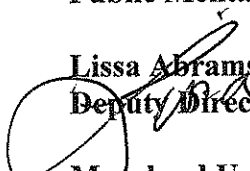
**DHMH**

Maryland Department of Health and Mental Hygiene  
Mental Hygiene Administration  
Spring Grove Hospital Center – Dix Building  
55 Wade Avenue – Catonsville, Maryland 21228

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary  
Brian M. Hepburn, M.D., Executive Director

MEMORANDUM

**TO:** Public Mental Health System (PMHS) Providers

**FROM:**  Lissa Abrams  
Deputy Director, MHA

**RE:** Maryland Uninsured Registration Process for CSA Review

**DATE:** November 2, 2009

As a result of budget cuts, MHA is reducing state funds for eligibility and services for individuals who are uninsured. These changes are in addition to previous budget reductions for uninsured services that eliminated partial hospitalization program services and intensive outpatient services. Beginning November 16, 2009, there will be a new process with the Core Services Agencies (CSA) and providers to request exceptions for individuals who: have an urgent need for mental health treatment, are Maryland residents, and have a mental health diagnosis but who do not meet other uninsured criteria.

**Providers may submit a request for uninsured eligibility through ValueOptions (VO). If VO denies the request, due to the individual not meeting the minimum criteria, the provider may request a review by the CSA for an exception to the criteria due to an urgent care need.**

**The provider may call or FAX a request for urgent care using the designated forms to the CSA of the consumer's county of residence.**

**The CSA will review the request to determine if an urgent care need is met and an exception will be granted. Rationale for the exceptions is to include discharge/release or diversion from a state hospital or other inpatient setting or detention center.**

**If the CSA denies the request, the CSA notifies the provider.**

**If CSA approves the exception, the CSA forwards "State of Maryland -REQUEST FOR REIMBURSEMENT FOR NON-MEDICAID Outpatient SERVICES" form (if member number, Medicaid ID is available, include) and sends to ValueOptions.**

**The “MARYLAND: PROVIDER REQUEST TO CSA FOR URGENT CARE FOR UNINSURED” form will not be sent to VO but retained by the CSA.**

**No later than 2 business days, VO will enter the consumer information into its system (expectation is within 24 hours). VO will update the form with the consumer ID and email back to the CSA with a copy to the provider. The form requires the provider’s email address be included.**

**Uninsured requests in which the consumer does not have a primary mental health diagnosis or is not a Maryland resident will be denied without opportunity for exception.**

**When VO completes a courtesy review, another type of funding stream “MCOU” is assigned. This is not considered an uninsured eligibility span.**

Backdating of uninsured eligibility spans will be allowed in the following scenarios:

- \* the consumer was discharged from a hospital will backdate to discharge date
- \* the notification of termination of Medicaid is within 30 days of the requested uninsured start date
- \* the consumer is receiving care in either Purchase of Care (POC) or Designated Hospital Diversion Programs.

The Uninsured Eligibility Spans will be for six months for new individuals and when spans are eligible for renewal. Individuals must meet financial need criteria of have income of no more than 200% of federal poverty level. Providers are required to maintain appropriate documentation in the medical record.

MHA is making every effort to assure that individuals with the greatest need have access to services. If you have any questions, contact your CSA or me on [abramsl@dhhmh.state.md.us](mailto:abramsl@dhhmh.state.md.us). Thank you.

Attachments: **“State of Maryland -REQUEST FOR REIMBURSEMENT FOR NON-MEDICAID Outpatient SERVICES” form**  
**“MARYLAND: PROVIDER REQUEST TO CSA FOR URGENT CARE FOR UNINSURED” form**

**Uninsured Criteria**

CC: MHA Management Committee  
MHA Facility Directors  
CSA Directors