



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 – Joshua M. Sharfstein, M.D., Secretary
Brian M. Hepburn, M.D., Executive Director

MEMORANDUM

TO: Providers of Public Mental Health System

FROM: Brian M. Hepburn, M.D.
Executive Director, MHA

RE: Uninsured Eligibility – Requirements for Documentation

DATE: April 18, 2011

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The Mental Hygiene Administration (MHA) provides reimbursement for individuals who are not eligible for Medicaid but who are financially needy, and require mental health treatment or rehabilitation services. In order for the state to pay with state general funds for services, an individual must meet MHA's uninsured eligibility criteria. Providers enter the information regarding an individual's uninsured eligibility through ValueOptions system.

In order to request an uninsured eligibility span, the provider is required to document and verify the person's uninsured eligibility. MHA is requiring providers to maintain documentation in the medical record to validate the individual's uninsured eligibility. The documentation is to include, at a minimum, the following:

1. Maryland Residency
 - a. photo ID (driver's license or state MVA identification) or
 - b. utility bill, lease, or notation in the record that the consumer is homeless
2. 200% of Federal Poverty Level (any of the following)
 - a. SSI award letter or recent pay stubs or
 - b. If no income, then consumer must sign a "no income statement", and
3. Application for Benefits (either of the following)
 - a. Copy of the application submitted for benefits or
 - b. Since not all applications submitted receive an acknowledgement, a notation in the record that the consumer went to the benefits office with the provider and applied for

MA, SSI or SSDI, or other applicable entitlement will suffice. This requires consumer signature.

4. As applicable, consumer Received PMHS Services in the Past Two Years
 - a. Authorization forms, medical records, or claims paid.
5. As applicable, consumer Released from Prison, Jail or Dept. of Correction within the last 3 months
 - a. Copy of release papers or notation in the record, or
6. As applicable, consumer discharged from a Maryland-based Psychiatric Hospital within last 3 months
 - a. Discharge summary note or
 - b. Aftercare plan

MHA is directing the Core Service Agencies and ValueOptions, when audits are conducted, to include a sample review of records to determine if the documentation in the medical record supports the uninsured eligibility criteria. If an uninsured individual had their eligibility determined by another provider, the current provider is required to review the person's eligibility and confirm if the individual continues to meet the uninsured criteria. This will require supporting documentation in the current provider's medical record.

Failure to maintain supporting documentation may result in a retraction of funds. These uninsured eligibility documentation requirements will be effective June 1, 2011. Thank you.

CC: MHA Directors
MACSA Directors
Herb Cromwell
Mary Mastrandrea