

**Bureau of Managed Care
Managed Care Organizations
Policy / Procedures**

General Contract Monitoring

Participant Transfer: Guidance for MCOs When Enrollees Become Ineligible for Contractor Services but Remain Eligible for HCBS Waiver or Equivalent Home Care Services

When a Contractor becomes aware that an Enrollee is no longer eligible for Contractor services but continues to be eligible for Waiver or equivalent home care services, the Contractor shall transmit the Enrollee's existing service plan to the applicable State agency within fifteen (15) days after new coverage information is reflected in MEDI.

The relevant transfer form must be transmitted, depending on the services for which the Enrollee is eligible:

1. The Long-Term Services and Supports (LTSS) Enrollment Transition Information (ETI) form is sent to the Department of Rehabilitation Services (DRS) for any member on the Persons with Disabilities waiver, Traumatic Brain Injury waiver, or HIV/AIDS waiver.
2. The MCO Participant Transfer Form is sent to the Department on Aging (DoA).
3. The LTSS ETI form is sent to the Division of Specialized Care for Children (DSCC) for a child transitioning into the Medically Fragile Technology Dependent (MFTD) waiver. The MCOs do not manage this waiver; *however*, they should be working with DSCC when someone is leaving their plan because the child has been approved for the MFTD waiver. Adding MFTD will encourage MCOs to share care plan information with DSCC.
4. Supportive Living Providers (SLP) do not receive a letter from the MCO because the RN on staff already has the service plan.
5. The Abbreviated ETI form is used only with Department permission when there is a large exit of Home and Community-Based Services (HCBS) membership.

Each form includes details of where and to whom (which email address or individual) the form must be sent.

Policy History

General Contract Monitoring

Participant Transfer: Guidance for MCOs When Enrollees Become Ineligible for Contractor Services but Remain Eligible for Waiver Services

Date	Action	Policy Originator
February 2019	Contract Clarification	Lauren Tomko

Policy Revisions	Revision Approved
[revision date]	[name of person who approved revision]