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| LOCAL COMMISSIONERS MEMORANDUM |  
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-24

Date: March 4, 1994

Division: Health & Long Term  
Care

TO: Local District Commissioners

SUBJECT: Takeover of Administrative Responsibility for  
Chapter 621 Eligible Persons Who Are Applicants/  
Recipients of Medical Assistance (MA), Residing  
in the Office of Mental Retardation and Developmental  
Disabilities State Operated Community Residences  
(SOCRs)/Individual Residential Alternatives  
(SOIRAs)

ATTACHMENTS: Revenue Support Field Office (RSFO) Contact List  
(Not Available On-Line)

Background

"Chapter 621" eligible individuals are defined as those persons who have had a continuous Office of Mental Retardation and Developmental Disabilities (OMRDD)/Office of Mental Health (OMH) inpatient stay for a period of five years, which can include receipt of family care services. These individuals are State charges and therefore are the fiscal responsibility of the Department of Social Services (Department).

Chapter 277 of Laws of 1979 added Section 365.5 to Social Services Law which allowed the Department to retain administrative responsibility for providing MA to Chapter 621 eligible individuals. In 1981, the Department assumed responsibility for the provision of MA to Chapter 621 eligibles in Intermediate Care Facilities for the Developmentally Disabled (ICFDDs). The Department is now assuming administrative responsibility for Chapter 621 eligible individuals in OMRDD operated Community Residences (SOCRs) and Individual Residential Alternatives (SOIRAs). Currently, there are approximately 1,400 such individuals statewide.

The Department, in conjunction with the OMRDD RSFOs, will transition cases in March, 1994 for Erie County and April, 1994 for the rest of the state. However, we anticipate that Clinton, Montgomery, Putnam, Schoharie, Sullivan and Yates Counties will not be impacted, as no such cases have been identified in those districts. Districts will be provided with a list of the affected individuals at the beginning of the transition month by the OMRDD RSFO. The RSFO managers will also be contacting their associated counties shortly to discuss and plan the transition. Districts will be asked to close identified MA cases effective the last day of the transition month so that the RSFO may open a "District 98" case (OMRDD State charge) effective the first day of the following month.

#### Case Conversion

To facilitate the movement of MA case responsibility for these individuals from districts to the Department, the following procedures must be followed during the month of transition:

1. The responsible RSFO will send districts a roster of Chapter 621 eligible SOCR/SOIRA individuals with open MA cases in their district and request that these cases be closed effective 03/31/94 for Erie County and effective 04/30/94 for the rest of the state. The roster will list the persons' names in alphabetical order, sorted by MA case type (20 or 22).
  - o Districts are requested to appoint a contact person to communicate with OMRDD, and to contact the OMRDD RSFO if a different sorting order is necessary.
2. Districts must close cases promptly with the appropriate effective date as described in item #1 above.
3. If any individual has an active Restriction/Exception which was entered by the districts, the code should be terminated with the same effective date as the MA closing. (The RSFOs will re-enter these codes as appropriate.)
4. The OMRDD RSFOs will open MA cases in "District 98" effective 04/01/94 for Erie County cases and effective 05/01/94 for cases in the rest of the State.
  - o The new District 98 MA authorization date will be opened for the remainder of the district's MA authorization period.
5. The OMRDD RSFO staff will perform a complete re-investigation prior to the next recertification.

NOTE: LDSS may direct questions regarding individual Chapter 621 eligibility to the RSFO. A listing of contact persons is attached.

New Cases

A new case is defined as a new admission to a SOCR or SOIRA with an MA application date of 04/01/94 or later. The RSFO in conjunction with the Department will complete the application, determine eligibility and proceed with the opening of an MA case in District 98 for these cases. Districts should return all applications received for Chapter 621 eligible SOCR/SOIRA individuals whose application date is 04/01/94 or later to the responsible RSFO.

Pending Cases

MA applications for Chapter 621 SOCR/SOIRA persons which have not resulted in a denied or opened MA case as of 04/01/94 should be withdrawn by the districts and the documentation returned to the RSFO. The RSFO in conjunction with the Department will be responsible for the processing of these cases. If eligible, RSFOs must open a District 98 MA case using the requested effective date (this date may be prior to the first day of the transition month).

The district office remains responsible for the MA case processing for non-Chapter 621 eligible people in SOCRs and SOIRAs. The RSFO staff will continue to file MA applications with the district for these persons.

Questions concerning this LCM should be directed to Ann Clearwater at 518-473-5314, user ID 89A728. Case specific questions can be referred to the appropriate OMR RSFO.

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Sue Kelly  
Deputy Commissioner  
Division of Health & Long Term Care