

Delayed Discontinuance for MDN Spenddowns

Due to the Reviews Discontinuance Batch being delayed, there are several Medically Needy spenddown base periods that ended the same month as the Review Due month. Since these cases are remaining open, but the base periods have ended, and no eligibility is being sent to KMMS, staff must follow this process to reinstate the MDN coverage until the Review is processed.

Before Proceeding

The following instructions apply to cases that have **NOT** sent benefits to KMMS without the base period.

In KMMS, the benefits for the Medically Needy would be displayed in the Benefit Plan tab. If benefits were sent for a month that has already been issued and that would be included in the new base period being set up for the delayed discontinuance, please do **not** use these instructions.

If benefits **have** been sent to KMMS, please send the case number, member name, and client ID in an email to kdhe.EligibilityBAs@ks.gov with the subject line: DELAYED DISC – SD ELIG SENT W/O BASE PERIOD, cc: April Dales and Jennifer Sanders.

The screenshot displays the KMMS system interface. At the top is a toolbar with buttons: Open Tab, save, cancel, help, Audit, and Show All. Below this is a form with fields for Member ID, Name, SSN, Gender, Date of Birth, Age, Medicare ID, ID Status, Linked ID, Case #, Case Name, Death Date, Medicare Responsible Person, Hospice, CSHCN, TPL, and Level of Care. A tabbed interface below the form shows four tabs: Base Information, Benefit Plan (highlighted with a red box), Patient Liability, and Level Of Care. Under the Benefit Plan tab, there are dropdown menus for Status (set to Active Only) and Benefit Plan Type (set to Eligibility Types). Below these is a table with the following data:

Benefit Plan	Status	Effective Date	End Date	Eligibility Type	Date Last Updated
MN - Medically Needy	Active	03/01/2023	04/30/2023	MAJOR	06/08/2023

The first row of the table is highlighted with a red box.

Process

1. Review the previous spenddown base period in KMMS to note the SOC amount and the 'met/unmet' status. In the screenshot below, the SOC amount is \$0 for base period 12/22-5/23 and the spenddown is 'met' because there is information displayed in the **Spenddown Met** section on the **Spenddown Liability** tab in KMMS.

The screenshot displays the 'Spenddown Liability' tab in KMMS. It features a table of base periods, a details section for the current period, and a history section. A red box highlights the 'Spenddown Liability' tab, and a red callout points to the 'Spenddown Met' section.

Base Period Start Date	Base Period End Date	Amount	Is Updated	Date Created	Date Last Updated
12/01/2022	05/31/2023	0.00		11/03/2022	11/03/2022
06/01/2022	11/30/2022	0.00	Y	05/10/2022	07/11/2022
12/01/2021	05/31/2022	5510.00	Y	12/01/2021	03/31/2022

~~Spenddown Base Period Details~~

Effective Date: 12/01/2022 End Date*: 05/31/2023

Total Spenddown Amount*: \$0.00 Remaining Amount: \$0.00

delete add

~~Spenddown Base History~~

Amount	Date Created
\$0.00	11/03/2022

~~Spenddown Met~~

Effective Date	End Date	Date Created	Source	Date Last Updated
12/01/2022	05/31/2023	11/03/2022	K	11/03/2022

If the spenddown is unmet, this section will be blank

2. Update the Review Due month in KEES to the come-up month.
3. Review the Medical expenses applied to the previous spenddown in KEES to determine the following:
 - a. If the spenddown was met due to PHE, ensure the COVID expense record is high-dated.
 - b. If the spenddown was met due to claims billed in KMMS, and add an expense record with the following and leave high-dated:
 - i. Expense Category: Medical Expenses
 - ii. Expense Type: Medical Expense (Medical Only)
 - iii. Description: *Unwinding Delayed Disc*
 - iv. Frequency: Semi- Annually
 - v. Amount: \$999,999.99

4. Run EDBC starting in the first unpaid benefit month to set up a new 6-month base period. Save and Accept the results. Continue running and EDBC through the come-up month. Save and Accept the results. Send all appropriate notices. Create a journal for all case actions completed. Complete the *No Eligibility - Base Period Ending* task.
5. Update the Review Due month back to the original Review Due month. This will ensure that when the Reviews Discontinuance batch is turned back on, it will run for the correct Review Due month.

Once the review has been processed, complete the following (either A or B):

- A. If they remain eligible for MDN and were previously on a met spenddown due to PHE, the *COVID* expense would be end dated and then re-run EDBC for the come-up. This base period should remain the same and the spenddown amount should re-adjust. The end date entered will depend on what date the Review is being processed. Please see **IMPORTANT NOTE** below for guidance using the **KDHE Processing Deadlines** chart.
- B. If they remain eligible for MDN and were previously on a met spenddown due to claims billed to KMMS, the *Delayed Disc* expense would be end dated and then re-run EDBC for the come-up. This base period should remain the same and the spenddown amount should re-adjust. Please see **IMPORTANT NOTE** below for guidance using the **KDHE Processing Deadlines** chart.

IMPORTANT NOTE: There may be times when a spenddown base period changes from \$0 (met) to a share of cost (unmet) when the review is worked. Example: If a \$0 spenddown is given for 6/23-11/23, then in the month of 7/23 there is an income change reported while processing the review, the recalculated spenddown would now have a share of cost starting in 7/23. The spenddown will go from a met spenddown to an unmet spenddown in KMMS beginning in the month of 7/23 or 8/23, depending on what date the income change was processed in KEES (this would also apply to an expense change).

KMMS will update the spenddown from 'met' to 'unmet' if the spenddown amount is changed from \$0 to an amount. KMMS will use the **MMIS Spenddown Met to Unmet** column on the attached **KDHE Processing Deadlines** chart to determine what to shorten the met segment to. If the change is received by June 10th, the met segment will be through 6/30/2023, if it is received between June 9th and July 14th the met segment end date will be 7/31/2023. After July 14th, the met segment end date will be 8/31/2023.

KDHE Processing Deadlines – Fiscal Year 2024								
Benefit Month	MMIS Monthly	Come Up Month Available	Review Batch	MMIS Spenddown Met to Unmet	Change	Close	Review Discontinuance	Buy-In
June 2023	5/22	4/19	5/5	5/12	5/18	5/18	5/17	5/19
July 2023	6/22	5/19	6/9	6/9	6/19	6/16	6/15	6/20
August 2023	7/21	6/17	7/7	7/14	7/20	7/19	7/18	7/20
September 2023	8/23	7/20	8/11	8/11	8/18	8/17	8/16	8/18
October 2023	9/21	8/18	9/8	9/15	9/19	9/18	9/15	9/20
November 2023	10/23	9/19	10/6	10/13	10/19	10/19	10/18	10/20
December 2023	11/20	10/20	11/9	11/9	11/17	11/16	11/15	11/20
January 2024	12/20	11/17	12/8	12/15	12/20	12/19	12/18	12/20
February 2024	1/23	12/20	1/5	1/12	1/18	1/18	1/17	1/19
March 2024	2/21	1/19	2/9	2/9	2/16	2/15	2/14	2/20
April 2024	3/21	2/16	3/8	3/15	3/20	3/19	3/18	3/20
May 2024	4/22	3/20	4/5	4/12	4/18	4/18	4/17	4/19
June 2024	5/22	4/19	5/10	5/10	5/20	5/17	5/16	5/20