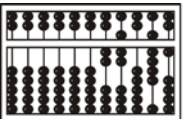# Transitioning PSSHSP from CNYRIC to McGuinness Medicaid Service Bureau

Medicaid using Preschool and CPSE Portal
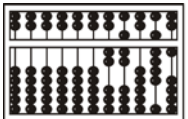
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Medicaid Alert 16-02

- Issued March 1, 2016

- Announced CNYRIC would no longer provide provide Medicaid claiming services in support of Preschool/School Supportive Health Services Program (SSHSP) after 2016-17 school year

- Indicated Counties will either need to use ePACES or contract with an enrolled Medicaid Service Bureau

CNYRIC Claiming

Currently, all Preschool Medicaid claiming goes through the BOCES Central NY Regional Information Center (CNYRIC). CNYRIC supports two methods of claiming

▶ Client Claiming – Counties use web pages to data enter children's demographic information and attendance

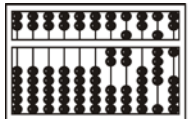▶ Integration – Counties data enter attendance into Preschool and then upload files from Preschool to CNYRIC

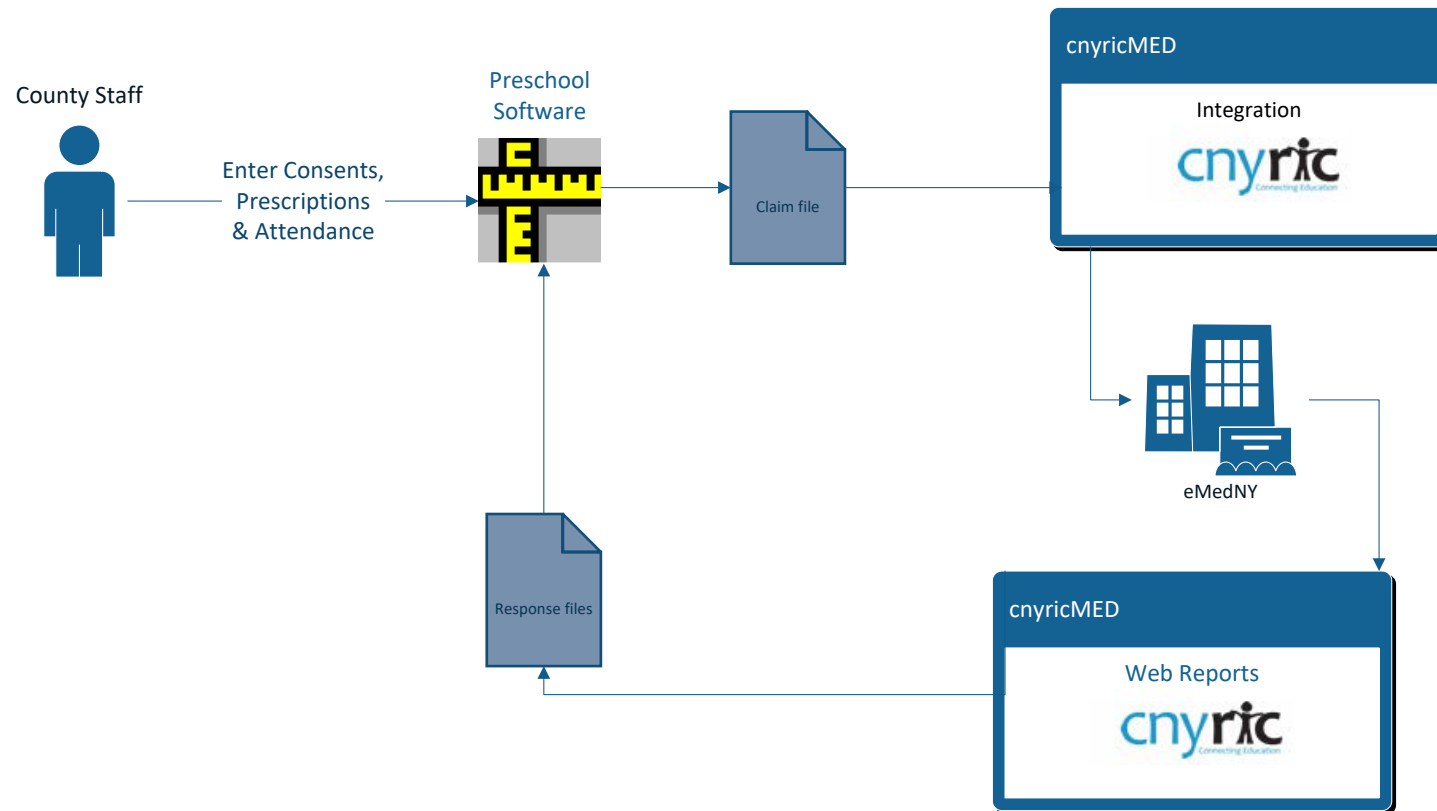JAMES McGUINNESS & ASSOCIATES INC. Consultants

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CNYRIC Client Claiming
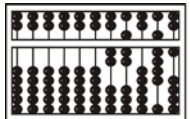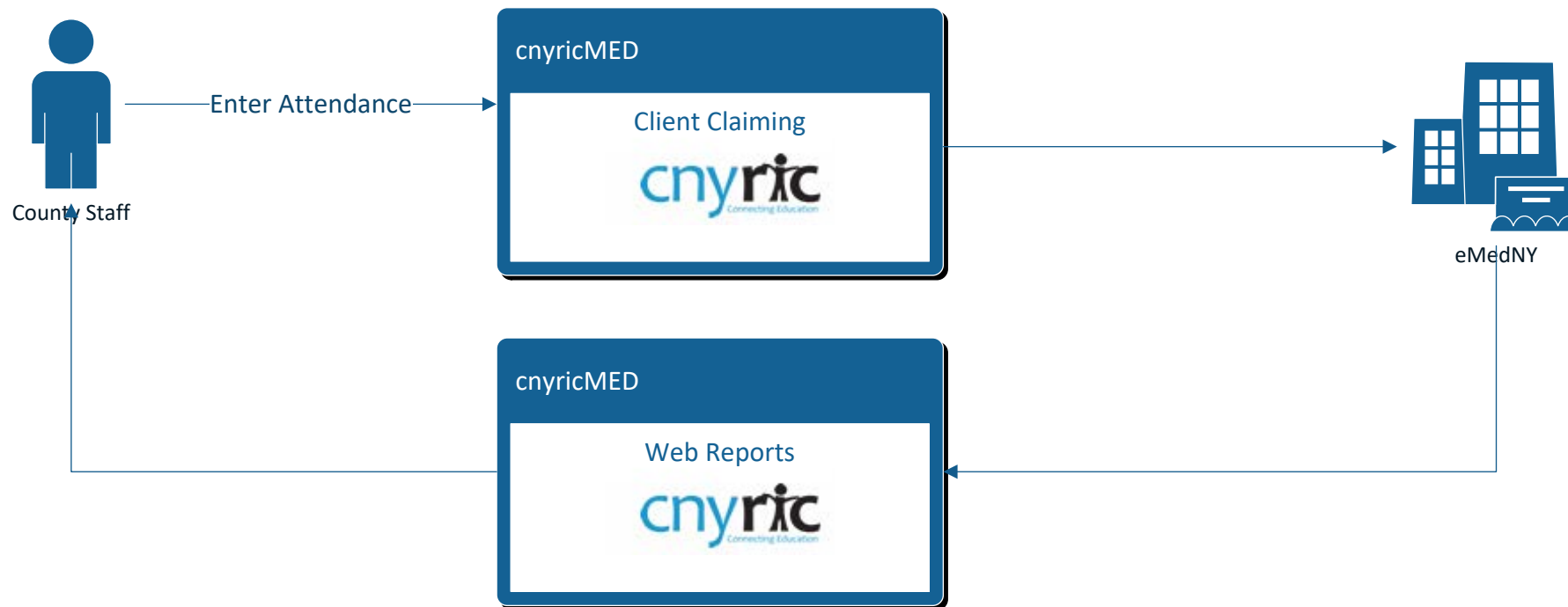
Integration
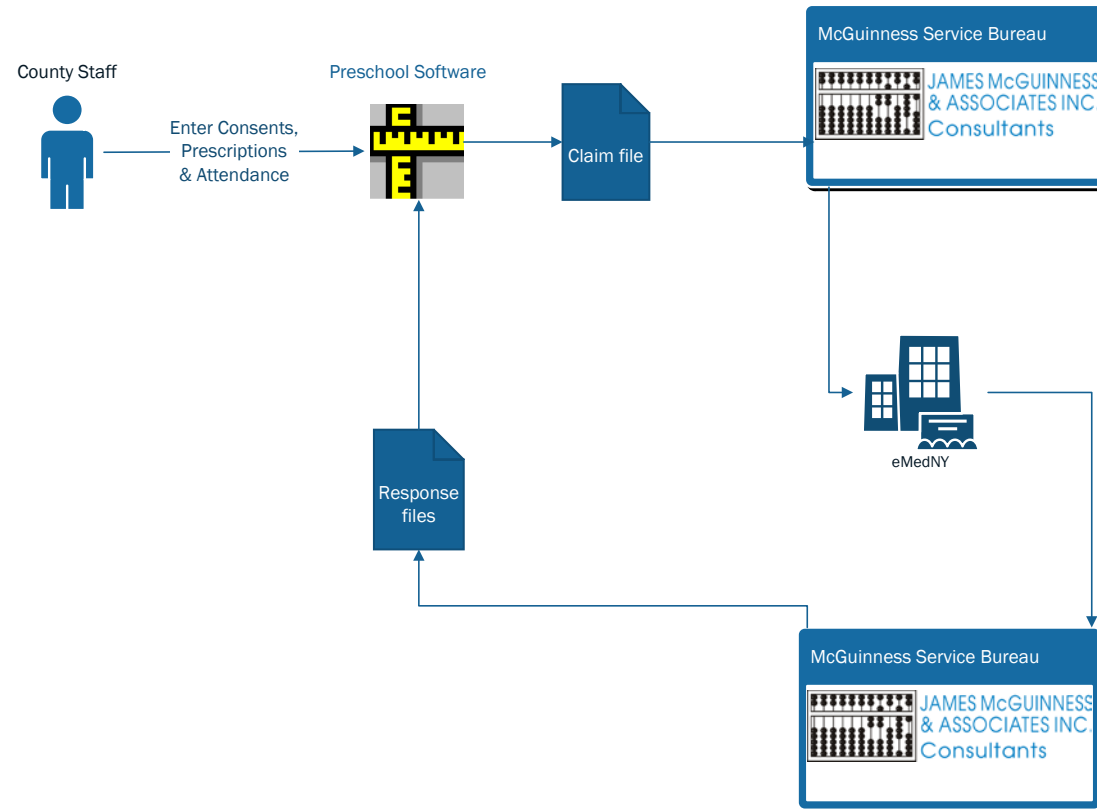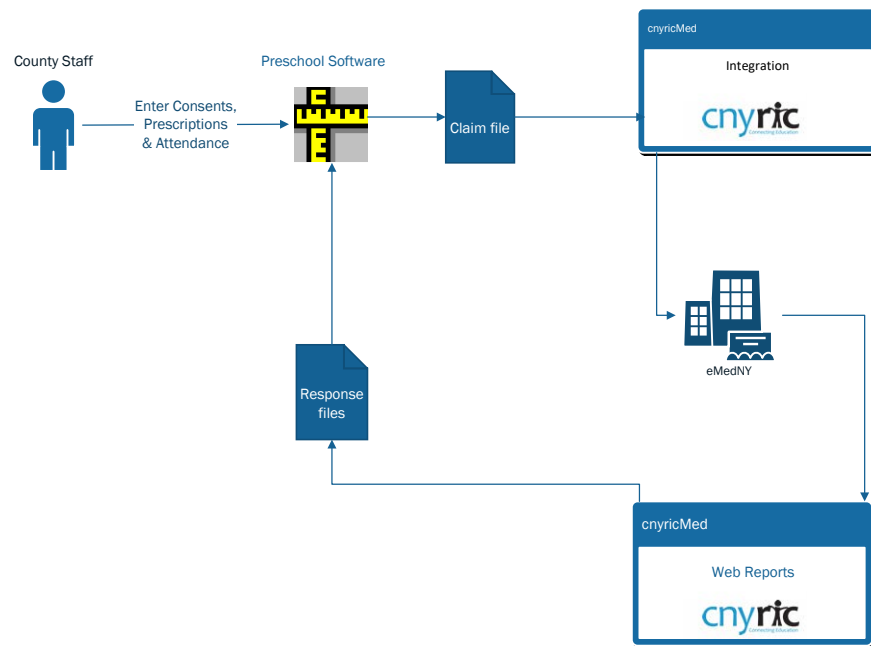
McGuinness Medicaid Service Bureau

Comparison of CNYRIC Integration vs McGuinness Medicaid Service Bureau
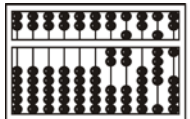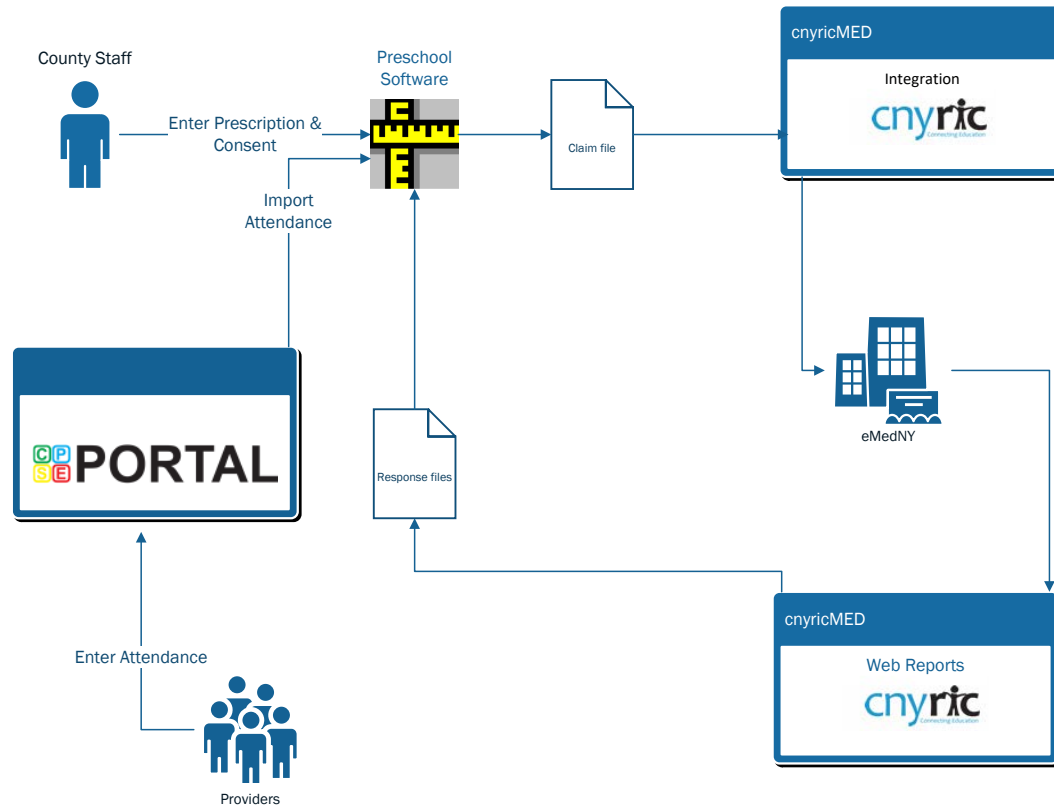
CPSE Portal + Integrated

CPSE Portal + McGuinness Medicaid Service Bureau
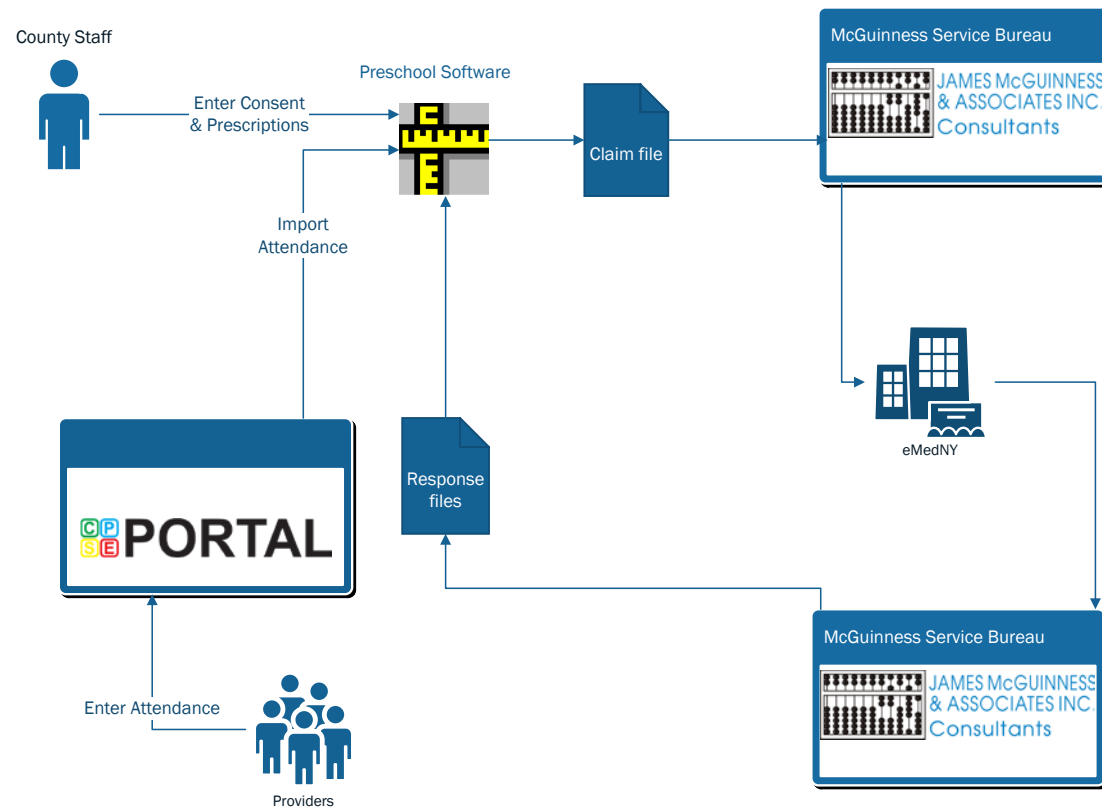
CPSE Portal + Integrated vs CPSE Portal + MMSB
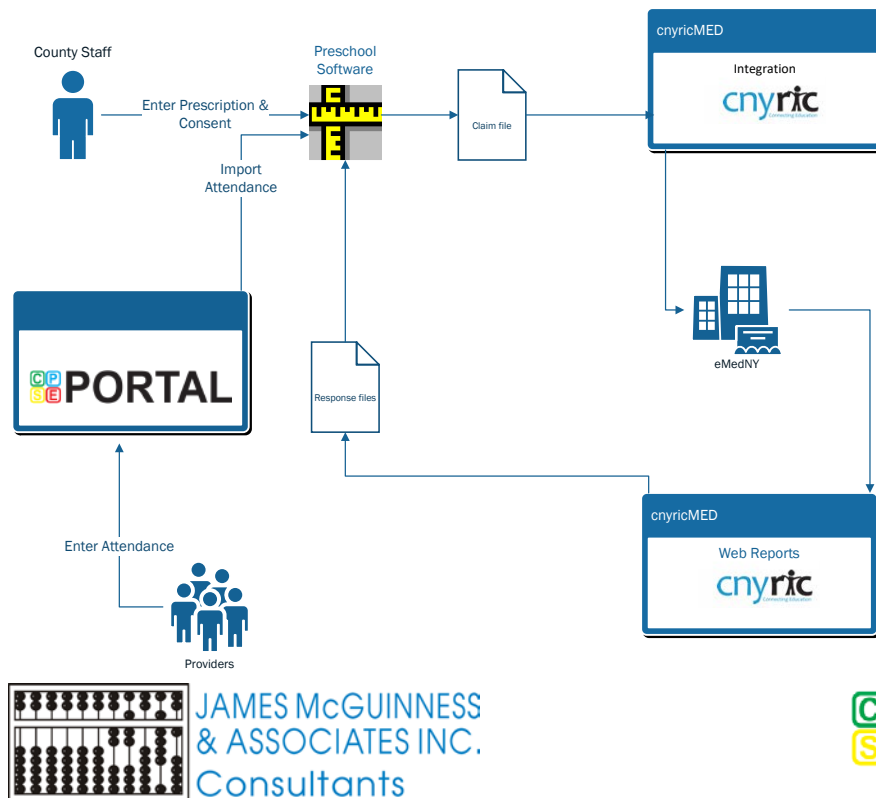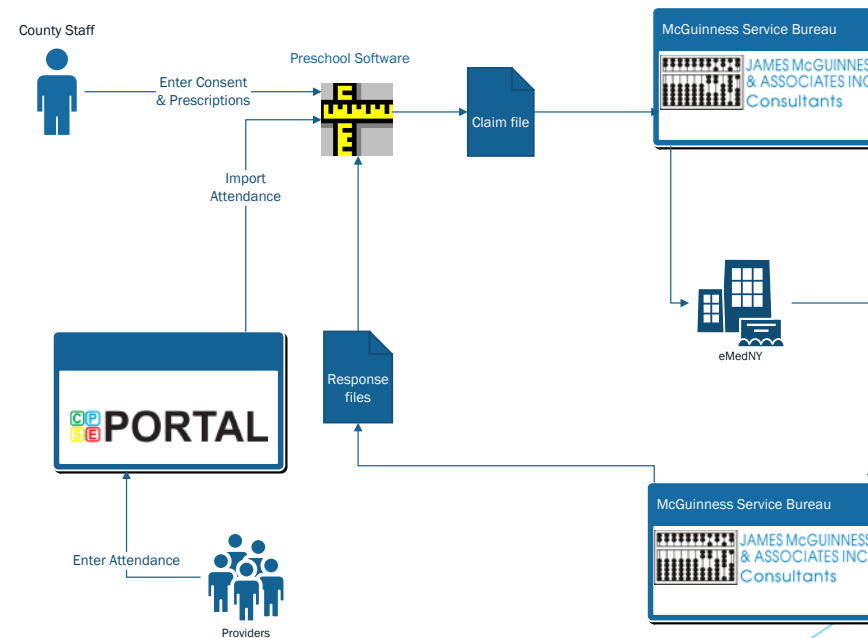
Transition Plan

1. First, transition from cnyricMED Client Claiming to cnyricMED Integrated

2. Second, transition from cnyricMED integrated to McGuinness Medicaid Service Bureau

ClientClaiming

Integration Claiming via CNYRIC

Claim via McG Service Bureau

11/1/2016

3/30/2017
End of CNYRICMed

5/1/2017
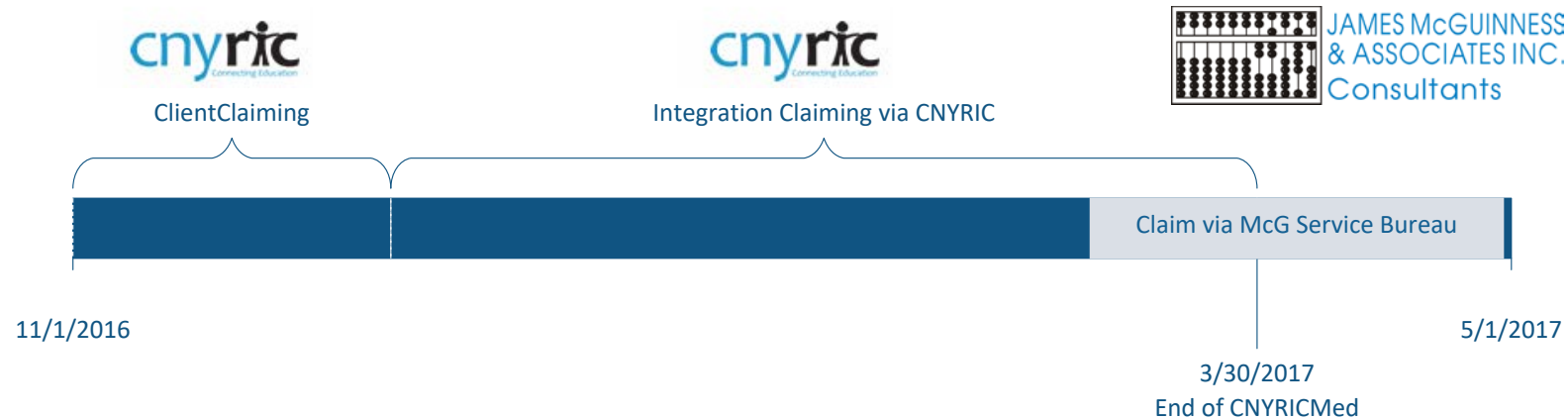
Transition Timing
cnyricMED Client Claiming to cnyricMED Integrated

▶ Need to stay with client claiming until you are ready to enter all claims into Preschool. Once you switch, the web entry goes away.

▶ We suggest plan for that to be by January

ClientClaiming

Integration Claiming via CNYRIC

Claim via McG Service Bureau

11/1/2016

5/1/2017

3/30/2017
End of CNYRICMed

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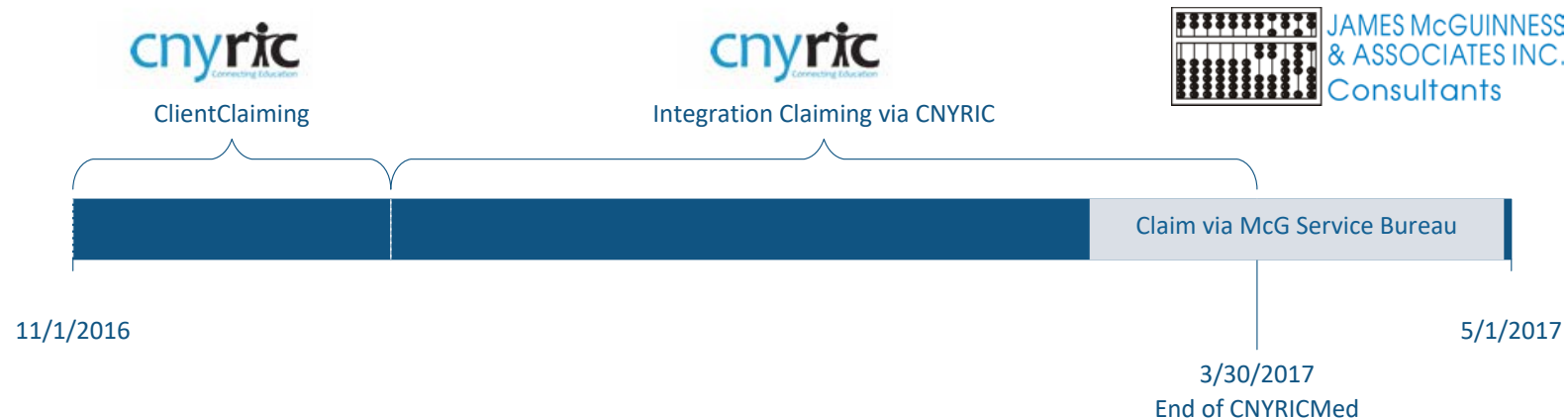
Transition Timing
cnyricMED Integrated to McGuinness MSB

▶ In order to continue taking advantage of CIN Lookup via CNYRIC, we suggest holding off until as late as possible (March)
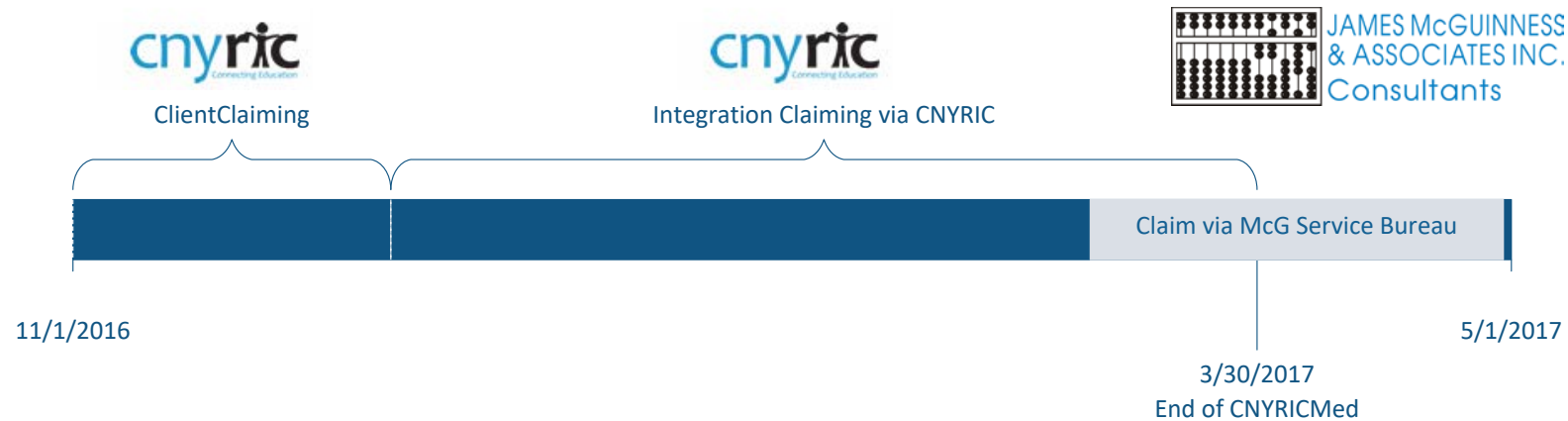
MSB Information Form

County Name	Your County Name
NPI for SSHSP/PSHSP	NPI registered with Medicaid for Preschool
Tax ID	County FEIN (Federal Employer Identification Number)
Medicaid Provider #	8 digit Medicaid #
BEDS Code	12 digit SED Code (aka, LEA Code, SED Provider Code)
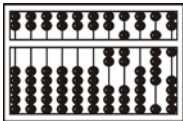
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MSB Information Form

	Service Location on file with Medicaid	
Address		
City		
State		
Zip + 4		

- This location is on file with Medicaid

- We need to send this and it is supposed to match what Medicaid has on file

- You can phone eMedNY (800 343-9000) and provide your NPI to obtain this information
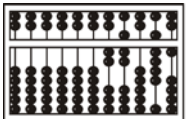
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eMedNY Forms

https://www.emedny.org/info/ProviderEnrollment/allforms.aspx

▶ These forms need to be completed

  ▶ Trading Partner Agreement

  ▶ Certification Statement for ETIN

  ▶ Electronic or PDF Remittance Advice Request**

  **Must complete Certification first/at the same time

Trading Partner Agreement
Agreement between County and eMedny indicating use of our ETIN (AXWR)

TRADING PARTNER AGREEMENT

This Trading Partner Agreement ("*Agreement*") is made and entered into on this _____ day of _____, 20___ (the "*Effective Date*"), by and between _____ ("*Trading Partner*"), whose provider identifier is _____, and Electronic Transmitter Identification Number (ETIN) is AXWR_____, _____ tate Department of Health ("*NYS Medicaid*").

County Name

County Provider#
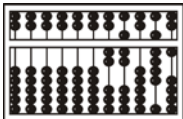
AXWR ← Our ETIN

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Certification Form

Annual certification of validity of claims from County to eMedny via our ETIN

Our ETIN ←

Our Name →

AXWR

(1) ETIN _____   (2) BILLING SERVICE NAME (IF APPLICABLE) _____   James McGuinness & Associates

eMedNY/MEDICAID MANAGEMENT INFORMATION SYSTEM

CERTIFICATION STATEMENT FOR PROVIDER BILLING MEDICAID

(3) As of (date) __01/01/2017__, all claims submitted electronically or on paper to the State's Medicaid fiscal agent, for services or supplies furnished

(4) by (provider name) __County Name_____

(5) (10-digit National Provider ID (NPI) -- REQUIRED unless exempted from NPI)

County NPI

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Electronic or PDF Remittance Advice Request

Instructs eMedNY where to send remittances for claims submitted for County NPI via our ETIN

Provider Information

Provider Name **County Name**

Provider Identifiers Information

Provider Identifiers

Provider Federal Tax Identification Number (TIN) or Employer Identification Number (EIN):

☐ TIN ☐ EIN **County TaxID**

National Provider Identifier (NPI) *(Required, unless exempt)*: **County NPI**

Other Identifiers – Assigning Authority – New York Medicaid

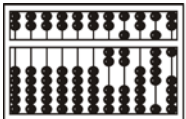Trading Partner ID: MMIS Provider ID # *(Required, if NPI exempt)*: _____

Trading Partner ID: ETIN: AXWR ⬅ **Our ETIN**

> **NOTE:** The ETIN listed on this form above will also serve as the **DEFAULT ETIN** for reporting paper claim submissions, state submitted adjustments/voids, and Medicare crossover claims, unless you indicate an alternate ETIN, which is set up for electronic/PDF remittances, in this field: _____ ⬅ **Your ETIN**

Provider Contact Information

Provider Contact Name Contact **County Information**

Telephone Number _____ Extension _____

Email Address _____ FAX Number _____

Electronic Remittance Advice Information

Method of Retrieval

Remittance Type (**Choose one**): ☑ 835/820 Electronic Remittance ☐ PDF *(eXchange delivery method only)*

Remittance Delivery Method (**Choose one**): ☑ eXchange ☐ FTP ☐ Core WEB Services

eXchange, Core WEB Services **or** FTP User ID: NYSSHSP ⬅ **Our ETIN's UserID**
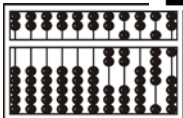
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Help us to serve you

- Please keep us updated and let us know
    - When you send in the Trading Partner Agreement
    - When you send in the ETIN Certification
    - When you send in the Electronic Remittance Request
    - Any responses from eMedNY
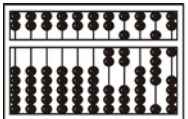
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CIN Determination vs. Eligibility Lookup

- For the purposes going forward beyond CNYRIC these are two separate processes

- CIN Determination is the method for determining and individual CIN.
  - eMedNY only supports lookup via SSN
- Eligibility lookup
  - eMedNY supports checking whether a particular CIN or SSN is eligible for Medicaid on a particular date of service

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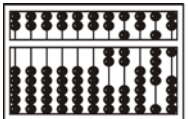
Medicaid Alert 16-09

Questions and Answers to Support Transition to Direct Billing of Preschool/School Supportive Health Services (issued December 9, 2016)

▶ Provided Q&A for following topics

  ▶ Medicaid Eligibility and CIN

  ▶ Service Bureaus, Trading Partner Agreements and ETIN

  ▶ Billing and Claiming

  ▶ Training and help

Question 228

228. **Q. How can school districts/counties verify a student's Medicaid eligibility?**

A. To verify a student's Medicaid eligibility a provider must have either a CIN or a social security number. The Department o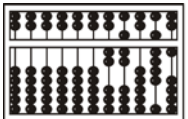f Health understands that State and federal education laws and regulations severely limit a school district's ability to obtain social security numbers for its students and limit the use of such personal information (These laws and regulations include, but are not limited to, the NYS Personal Privacy Protection Law (Public Officers Law Article 6-A), Commissioner's Regulations on enrollment (8 NYCRR 100.2(y)), and the federal Tax Reform Act of 1976 (42 USC Section 405 (c)(2)(C)(i)).) While the Medicaid program does not employ a similar limitation, SSHSP providers should use the CIN for Medicaid eligibility verification purposes.
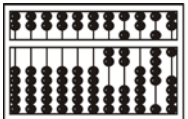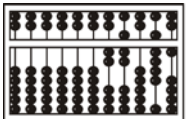
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Question 229

229. **Q. What are some steps a school district/county should take to find out a student's CIN?**

A. School districts/counties have several opportunities to obtain a student's CIN once parental consent to bill Medicaid has been granted, including but not limited to the following:

- Request the student's CIN when the Parental Consent Form is signed; record the CIN on the Parental Consent Form.
- Request that Medicaid cards are brought to CSE/CPSE meetings.
- Request that the ordering practitioner include the student's CIN on written orders/referrals for SSHSP services when they have that information in their patient records.
- If the school district/county billed in the past, pull CIN from previous billing records or web reports.
- Explore opportunities to work with local Social Services or Medicaid Offices to identify students' CINs.
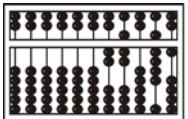
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Question 230

230.   Q. **Given that the CNYRIC student matching process will no longer be available after March 31, 2017, what actions are the Department of Health and State Education Department taking to assist providers in determining whether a student is Medicaid eligible?**

A. To check eligibility, Medicaid providers, including school districts and counties, must have either a client identification number (CIN) or a social security number. Following discussions among the State Education Department (SED), the Department of Health (DOH), and Medicaid Data Warehouse representatives, the SED and DOH are pursuing a systems project that will result in a limited matching process. Additional information on this process will be forthcoming in 2017. This limited matching process (exact matches) is intended to supplement, not supplant, the steps SSHSP providers will take to obtain CINs and to ensure they have current eligibility information for students receiving SSHSP services.

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Questions 231 & 232

231. **Q. How can SSHSP providers verify students' Medicaid eligibility?**

   A. There are three ways to verify Medicaid eligibility with a CIN (or social security number):
   - ePACES: Free Internet-based application
   - Audio Response Unit: (touch-tone telephone method) 1-800-997-1111
   - Alternate access: Batch and Real-time 270/271 Eligibility Inquiry & Response

232. **Q. Will SSHSP providers be able to do batch eligibility checks?**

   A. Yes. SSHSP providers can purchase HIPAA compliant software which batches and submits the eligibility verification request to eMedNY (via a 270 request transaction). A HIPAA compliant response (via a 271 response transaction) is then received back from eMedNY. Additional information may be accessed online at:
   https://www.emedny.org/ProviderManuals/AllProviders/MEVS/MEVS_Batch_Auth/FTP%20Batch%20Instructions%20Manual.pdf
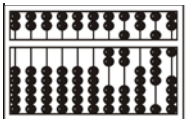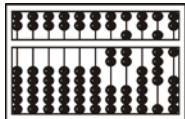
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CIN Collection/Determination strategies

▶ Should you / could you

- ▶ Begin collecting SSNs for children?

- ▶ Update Parental Consent to request CIN?

- ▶ Provide training to districts to assist with obtaining CINs at CPSE meetings?

- ▶ Modify written order forms to request Medicaid CIN?

- ▶ Work with local DSS to lookup CINs (eMedNY Phase 2)?

- ▶ Obtain CIN through Early Intervention?

- ▶ Continue to press SED/DOH to provide a lookup mechanism? YES

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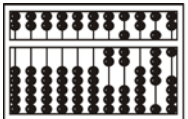CPSE PORTAL

CIN Lookup

- We question DOH/SED about a replacement for the CNYRIC CIN lookup process.

- Their response was

   "DOH and SED are currently working on a process at DOH where a SSHSP enrolled district or county can submit specific information (ex. first name, last name, DOB, Sex, County of residence-Note: The exact information submission requirements are still under discussion) directly to a DOH website to obtain a CIN# match information for use in the SSHSP claiming process.
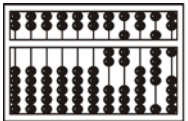
   There will be more information to come on this issue soon."

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Questions

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