New Applicant Process – ESRD Coverage Option

Initial Process for Enrollment

Information for Treatment Centers

This process is intended for providers who are assisting individuals with End Stage Renal Disease (ESRD) apply for Medicaid on the basis of their condition.

Individuals with ESRD may be eligible for the ESRD Coverage option, and individuals must:

- Have Medicare Part A and B
- Current diagnosis of End Stage Renal disease
- Have income between 150% and 300% of the federal poverty level[^1]
  - Note individuals with Medicare and income under 150% FPL may be eligible for other programs not limited to individuals with ESRD.
- Have resources less than $1,500 for an individual or $2,250 for a couple
- Not institutionalized
- Be otherwise eligible for Medicaid
- Meet all non-financial Medicaid eligibility requirements

Similar to the previous Spend Down program, individuals eligible under this solution will have an ESRD spenddown/liability applied and this spenddown/liability will be due to providers. Information on long term solution for individuals with income under 300% FPL that have ESRD will be distributed as it becomes available.

Providers’ involvement in the application process for individuals who need consideration under the ESRD option is suggested. The below steps outline the process for providers to ensure that their ESRD patients are reviewed for eligibility under this option.

**Step 1:**

A Health Coverage application must be filed for the individual, and treatment center personnel may assist the ESRD applicant with filing the application by following the below steps. **(A separate application is not available for ESRD)**

[^1]: Federal poverty levels are set by the government and are used to determine eligibility for various government programs. They are updated annually and vary based on family size and composition. For example, as of the time of this writing, the 2018 standards for an individual with ESRD are:

- 150% of the federal poverty level is equal to $18,216 annually or $1,518 monthly for an individual and $24,696 annually or $2,058 monthly for a couple.
- 300% of the federal poverty level is equal to $36,420 annually or $3,035 monthly for an individual.
- This application is filed on-line at www.in.gov/fssa/dfr/2999.htm

1. Click on link “Apply for Benefits Online”
- Select the Health Coverage Application option then click on Apply Online
- Complete the application for the person needing assistance and click Next to continue
  - ** All fields marked with an (*) need to be completed**
- Whenever a confirmation number is offered, have this number recorded for future usage (There will be two numbers. The first number is necessary to complete or change an unfinished application. The second number is the confirmation number that identifies that online application. (**These numbers will be very similar**)
- At the end of the application, be sure the client electronically signs the application and submits

The application will be received and registered by the Document Center. An interview will be scheduled for the client (either by phone or in office, depending on indicator on application) to be conducted by the local office.

**Step 2:**

Treatment center notifies the Regional DFR office through their mailbox an application has been submitted **This is the crucial step in the process – without this notification, the local DFR office will have no way to identify the application as an application for consideration under the ESRD coverage option and the likelihood of denial is high.**

- Identify the appropriate Regional DFR office mailbox utilizing https://www.in.gov/fssa/dfr/2999.htm
- Send the appropriate region an e-mail with ‘New Applicant with Diagnosis of ESRD - Special Application processing requested’) in the subject line and include sufficient information to identify the applicant including the applicants: name, date of birth, last 4 digits of social security number, application confirmation
number (obtained in Step 1), and the date the application is filed. Use secure mail whenever possible. For reference an example email is included with these instructions.

- All information is needed to guarantee that the application will be identified for consideration under the ESRD coverage option.
- Once the email is received by the Regional DFR mailbox, it will be routed to the local office responsible for processing that application by zip code. Using the identifying information provided in the email, a worker will know this application will need to have the special processing rules for ESRD applied. Local office staff will have instructions on how to apply the special processing for current ESRD coverage option.

**Step 3:**

Local Office must send the Accelerated Diagnoses Certification Form to the dialysis center application submitter or their designee. The form should be returned by one of the methods identified below.

**Step 4:**

Return the Accelerated Diagnoses form to FSSA by one of the following methods. This will ensure the form is attached to the individual's application for Medicaid. The client cannot be considered for the ESRD coverage option until this form is received.

1. **Preferred method** – Using the 2nd confirmation number obtained during the online application process, go to the Benefits Portal Page [https://www.ifcem.com/CitizenPortal/application.do](https://www.ifcem.com/CitizenPortal/application.do), select the Access/Print your online Application option, enter the confirmation number, the last name of the applicant and their zip code. Choose the Print application option. Print out a copy of the application for the client, which also includes the application document cover sheet. Fax the document cover sheet with the ESRD diagnosis form to 1-800-403-0864. **Do not fax the printed application!** The application has been submitted online and the printed application is just a copy for the applicant. Using this process ensures the diagnosis form is electronically attached to the application.
2. Please keep in mind the document cover sheets are bar-coded which makes them specific to the applicant. Attempting to re-use a document cover sheet by copying it will only result in attaching medical information to the wrong individual’s application. “Blanking out” or altering bar-code will result in the information not getting attached to any application, but rather having to go through a lengthy matching process which only delays the application process.

3. The Accelerated Diagnosis Certification form can be attached to the secure email being sent to the DFR Regional mailbox email. As described in Step 2, locate the correct DFR email address based on the clients address and send using secure e-mail whenever possible.

4. The client can bring the Accelerated Diagnosis Certification form with them to the interview.

5. If the Accelerated Diagnoses Certification Form is not provided by the time of the interview, the client will need to sign a release for Medical information form at the local DFR office. That release will be sent to the physician in order to obtain verification. This is a very lengthy process and delays the processing of the application.