

New Applicant Process – ESRD Coverage Option

Initial Process for Enrollment/Information for Treatment Centers

Instructions for Treatment Center/Provider personnel who are assisting individuals with End Stage Renal Disease apply for Medicaid on the basis of their condition

Individuals with ESRD may be eligible for the Coverage option, and must meet the following criteria:

- Have Medicare Part A and B
- Current diagnosis of End Stage Renal disease
 - Have income between 150% and 300% of the Federal Poverty Level¹
 - 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.

Treatment Center and or provider assistance in the application process for individuals who need consideration under the ESRD option is suggested, but not required.

Process to ensure that ESRD applicants are considered for eligibility

Step 1:

A Health Coverage application must be filed on line at www.in.gov/fssa/dfr/2999.htm, which is the FSSA Benefits Portal

Note: A separate application is not available for the ESRD option and there is not a question the application which captures an ESRD diagnosis. Applicant should select that they wish to apply for Health Coverage

- Click on Apply Health Coverage Online

2020 FPL Standards

- Individual 150% FPL equal to \$1595 monthly or \$19, 140 annually
- Couple 150% FPL equal to \$2155 monthly or \$25, 860 annually
- 300% FPL equal to \$3,190 monthly or \$38, 280 annually

- All fields marked with an (*) need to be completed
- At the end of the application process a confirmation # will display (this should be written down in the event that the applicant needs to follow up)
- The applicant should electronically sign the application and submit
- 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:

Crucial step:

If this step is not followed, the local DFR office will not be able to identify the application submitted for consideration under the ESRD coverage option and the likelihood for denial is high.

Once application has been submitted process continue with this step

- Treatment center notifies the Regional DFR office through their mailbox an application has been submitted for ESRD option consideration
- Identify the appropriate Regional DFR office mailbox utilizing the following https://www.in.gov/fssa/files/DFR_Map_and_County_List.pdf
- Send the appropriate regional mailbox an e-mail with the subject: ***'New Applicant with Diagnosis of ESRD - Special Application processing requested'***
- 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 during application submission and the date the application was filed)
- Send by secure mail whenever possible
- Once the email is received by the Regional DFR mailbox, the information will be routed to the local office responsible for processing that application by zip code. Local office staff have instructions on how to apply the special processing for 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 the dialysis center 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.

Preferred method – Using the confirmation number obtained during the online application process, navigate to the FSSA Benefits Portal Page www.in.gov/fssa/dfr/2999.htm, and scroll down to the Case Information Section, and you will be able to choose from the following options:

- Access/Print your online application
- Case information.

Note: An account will need to be created for either an agency or individual if your role in assisting with the application will be as an Authorized Representative. Additional information is available at www.in.gov/fssa/dfr/2999.htm, click on “Using the FSSA benefits portal (video)”

If the intent is to only assist the client with the application assisting the client with the application process, recommend that the applicant creates an account from themselves so they are able to review information regarding the status of their application.

- Log in to the account created and enter the requested information for the action requested
- Choose the Print application option. Print out a copy of the application which also includes the application document cover sheet
- Fax the document cover sheet with the Accelerated 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
- Document cover sheets are bar-coded which makes them specific to the applicant. Never attempt to re-use a document cover sheet by copying it, or altering the existing bar-code or blacking out the information

- This will result in the medical information not attaching to the correct applicant's application, or any application which will delay the process

Additional Method

- 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 regional mailbox email address and send through secure mail whenever possible
- The client can bring the Accelerated Diagnosis Certification form to the interview if in person at a local office
- 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