



Module 5: MADAP Eligibility: Application Approval and Eligibility Renewal

MADAP Eligibility

**Maryland Department of Health
Prevention and Health Promotion Administration**



About *Alive!* Maryland



The **Maryland Department of Health** has engaged with **HealthHIV** to launch *Alive! Maryland*, the first-ever comprehensive capacity building initiative for the infectious disease and primary care workforces in the State of Maryland.

For more information on this initiative and a listing of trainings, resources, and events, please visit

www.alivemaryland.org

HealthHIV



Services



- Individualized trainings and technical assistance
- CME-eligible virtual trainings and self-paced curricula
- Downloadable resources and toolkits for community partners
- Interactive MDH training calendar

CBA and Training Core Content Areas



- Effective HIV, Viral Hepatitis, STI Prevention, Care, and Treatment Programs for specific populations
- Health Equity
- Financial and Grants/Management/Compliance
- Care and Treatment
- Organizational and Infrastructure Development
- Prevention and Surveillance
- Ending the HIV Epidemic (EHE)

Objectives

To discuss:

the MADAP eligibility determination process

the revised six-month verification review

the annual renewal and other updating requirements for active clients

Reexamine the case presentation to review the MADAP determination process

Processing MADAP Applications

Determining eligibility:

- Only complete applications (including documentation) are processed.
- MADAP eligibility staff have 3-4 business days in which to process an application, once the complete application is received.
- The MADAP eligibility period is for a maximum duration of 12 months
- Eligibility is given from the 1st day of the month in which the application was received (unless otherwise determined by MADAP)
- If the applicant is requesting MADAP Plus assistance, also, the insurance staff will verify client's health insurance plan once MADAP eligibility is approved.

Processing MADAP Applications

- Eligible applicants are mailed an acceptance letter and MADAP card; ineligible applicants are mailed a denial letter.
- If the MADAP application is incomplete, the client will be sent a letter requesting the missing information. The client and/or client's case manager will be called to request missing information.
- If the application remains incomplete for 30 business days, the application will be denied, and the client will be mailed a denial letter.
- Clients must complete an annual verification for MADAP to maintain their eligibility.

New Visit: Preston Parker

April 2022

- ❑ 26 y/o single graduate student who shares an apartment with a classmate
- ❑ Part-time rideshare driver, earns \$450/week plus tips
- ❑ Coverage on parent's insurance policy ended March 31, 2022
- ❑ Tested HIV+ 3 weeks ago after a negative HIV test six months earlier
- ❑ Lab results for CD4 count, HIV RNA viral load and Hepatitis panel and new prescriptions from Nurse Practitioner have been received

Follow-up Visit: Preston Parker

April 2022

Mr. Parker returns to his case manager a week after his intake visit with his completed MADAP Enrollment application, pay stubs, postmarked envelope, old insurance card and enrollment confirmation for a new qualified health plan.

Ms. Hamilton, the case manager, has the nurse practitioner complete the medical form and submit it with the MADAP Enrollment form, proof of address and income, insurance information and Urgent MADAP coversheet to MADAP.

Mid-Year Verification Overhaul

Mid-Year Verification Process

- MADAP will conduct an internal mid-year eligibility review to verify each client's status:
 - Address
 - Household size
 - Income
 - Insurance coverage
- No forms or written notification will be sent to clients *unless* changes have occurred or MADAP cannot confirm a client's eligibility.

Continuing Eligibility - Short and Sweet

Federal Mandate

- ❑ Updated federal requirements mandate that MADAP verifies a client's continued eligibility annually. The annual verification is due by the end of the 12th month after the initial MADAP enrollment.
- ❑ Annual CEV Form – annually (12th month) or after a lapse in eligibility, the client needs to verify eligibility by submitting a completed and signed Annual CEV Form along with required documents.

New Annual Continuing Eligibility Verification

MADAP Renewal

- Clients must complete and submit their annual CEV with proof of address, proof of income and insurance information.
- Clients are mailed an annual Continuing Eligibility Verification 75 days prior to the end of their eligibility and a reminder notice 30 days prior to the end of their eligibility.*
- Extensions of MADAP eligibility will not be granted beyond end of 12-month coverage period. Clients must submit a completed annual CEV to continue MADAP eligibility.

Common Problems

Problems with applications include:

- Medicaid eligibility has not been checked by EVS prior to submitting a MADAP application
- The *Enrollment Application* form is not completely filled out
 - Client has not reported the number of children under age 19 within the household (If there are no children, client/case manager should **write 0**; do not leave the answer blank.)
 - Citizenship or permanent residency status has not been indicated (This is significant as status can determine if client might be eligible for Medicaid).

Common Problems

- The *Enrollment Application* is not adequately signed:
 - Client's signature is missing or not dated
 - The spouse's signature is missing (The spouse's signature is required unless client and spouse live in separate housing or are geographically separated)
 - The provider did not sign or date the medical form (The provider's signature must be dated; a case manager's or nurse's signature can not be accepted as a substitute).

Common Problems

- The information on the medical form is inadequate (new clients only)
 - The provider did not indicate that the client is taking or will be taking medications on the MADAP formulary
 - Labs are not dated within the last 12 months
- Missing or inadequate income documentation
 - Client's income documentation is missing or not dated within the past 60 days
 - Income documentation is not provided or within the past 60 days for other household members

Closing for Module 5

This module has described

- the MADAP application review and eligibility determination
- the overhaul of the 6-month eligibility review
- the annual MADAP renewal process

Considered common problems associated with the application process

Next: Module 6 – Urgent MADAP and the Temporary Assistance Program (TAP)

Resources/References

- Maryland AIDS Drug Assistance Program (MADAP)
Infectious Disease Prevention and Health Services Bureau
Prevention and Health Promotion Administration
Maryland Department of Health
<https://health.maryland.gov/phpa/OIDPCS/Pages/MADAP.aspx>
- MADAP Standard Operating Procedures and Reference Guide
% MADAP
- Code of Maryland Regulation (COMAR)
Title 10: Maryland Department of Health; Subtitle 18
www.dsd.state.md.us
- Maryland Medicaid Programs
<https://mmcp.health.maryland.gov>
<https://encrypt.emdhealthchoice.org/emedicaid>

Resources/References

- Annual Update of the HHS Poverty Guidelines
<https://www.federalregister.gov/documents/2022/01/21/2022-01166/annual-update-of-the-hhs-poverty-guidelines>
- Resource and Cost-Sharing Limits for Low-Income Subsidy (LIS)
<https://www.cms.gov/Medicare/Prescription-Drug-Coverage/LimitedIncomeandResources>
- Program Parts & Initiatives/ADAP
Ryan White HIV/AIDS Program (RWHAP)
HIV/AIDS Bureau, Health Resources and Services Administration (HRSA)
<https://ryanwhite.hrsa.gov/about/parts-and-initiatives>
<https://ryanwhite.hrsa.gov/about/parts-and-initiatives/part-b-adap>