

# **Medicaid for County Inmates Program 2018 Pilot**

# Do you currently submit a monthly inmate report to the Social Security Administration?

- If no, then your county is likely not prepared to participate in the 2018 Pilot Program.
- If yes, you should be familiar with a .txt file that looks like this: [Test Data](#)
- Which is saved in the following format:  
PXX.MMDDYY.PRS.RXXXX
- Which you upload to a system that looks like this: [SSA Portal screenshot.docx](#)

# Using the SSA Report for this Program

- Take the monthly file PXX.MMDDYYYY.PRS.RXXXX and rename it using the following format:
  - ACCA\_XX\_MMDDYYYY
    - ACCA remains constant
    - XX = your assigned two digit identifier (*these numbers will be assigned after receipt of your county's signed MOU*)
    - MMDDYYYY = Month, Day, Year you are submitting the file

# Upload File to ACCA

- Log into to ACCA Sharefile system:
  - <https://alabamacounties.sharefile.com/Authentication/Login>
  - You will be assigned a username after receipt of your county's signed MOU

# Due Date

- The ACCA\_XX\_MMDDYYYY file is due on the **first of the month**
  - Maximum 3 day grace period
  - If the report is not submitted by COB on the third day of the month, it **will not be eligible for submission** for the month
- ACCA must transmit each county's report to Medicaid no later than the **fifth of the month**

# Return Files

- Medicaid will deposit a “Return File” each month in its encrypted system
- ACCA will access the system and draw down the file
- ACCA will load the file to each county’s ShareFile folder
  - This will be done by the **20<sup>th</sup> of each month**
  - <https://alabamacounties.sharefile.com/Authentication/Login>

# Monthly Return File

- The file looks exactly like the file submitted by the county for the month, with the addition of a single “indicator” in the final column
  - N - Individual not found on our file(s)
  - I - Individual found on file(s) but inactive
  - M - Individual found but mismatch in SSN and/or Name (may or may not be used)
  - U - Individual is currently suspended on our file(s) but is on ACCA file as being released
  - **B - Individual active but bypassed (not suspended)**
  - **E - Individual suspended on file(s) but remains eligible for inpatient claims**
  - S - Individual suspended on file(s) but is not eligible

# Notifying Alabama Medicaid of Inpatient Visits

- Medicaid must be notified when inmate benefits are due to be reinstated because the inmate is receiving inpatient care in a medical institution
  - This will be for categories **B and E\***
- Medicaid will set up an email address for the “real time” submission of a standardized report

**\*subject to change**



# Payment/Reimbursement Process

1. Inmate is admitted to the hospital and receives necessary services
2. County determines if inmate is potentially eligible for Medicaid benefits by reviewing the Indicator on the Return File
3. County submits Notification of Inpatient Care for potentially eligible inmates via email

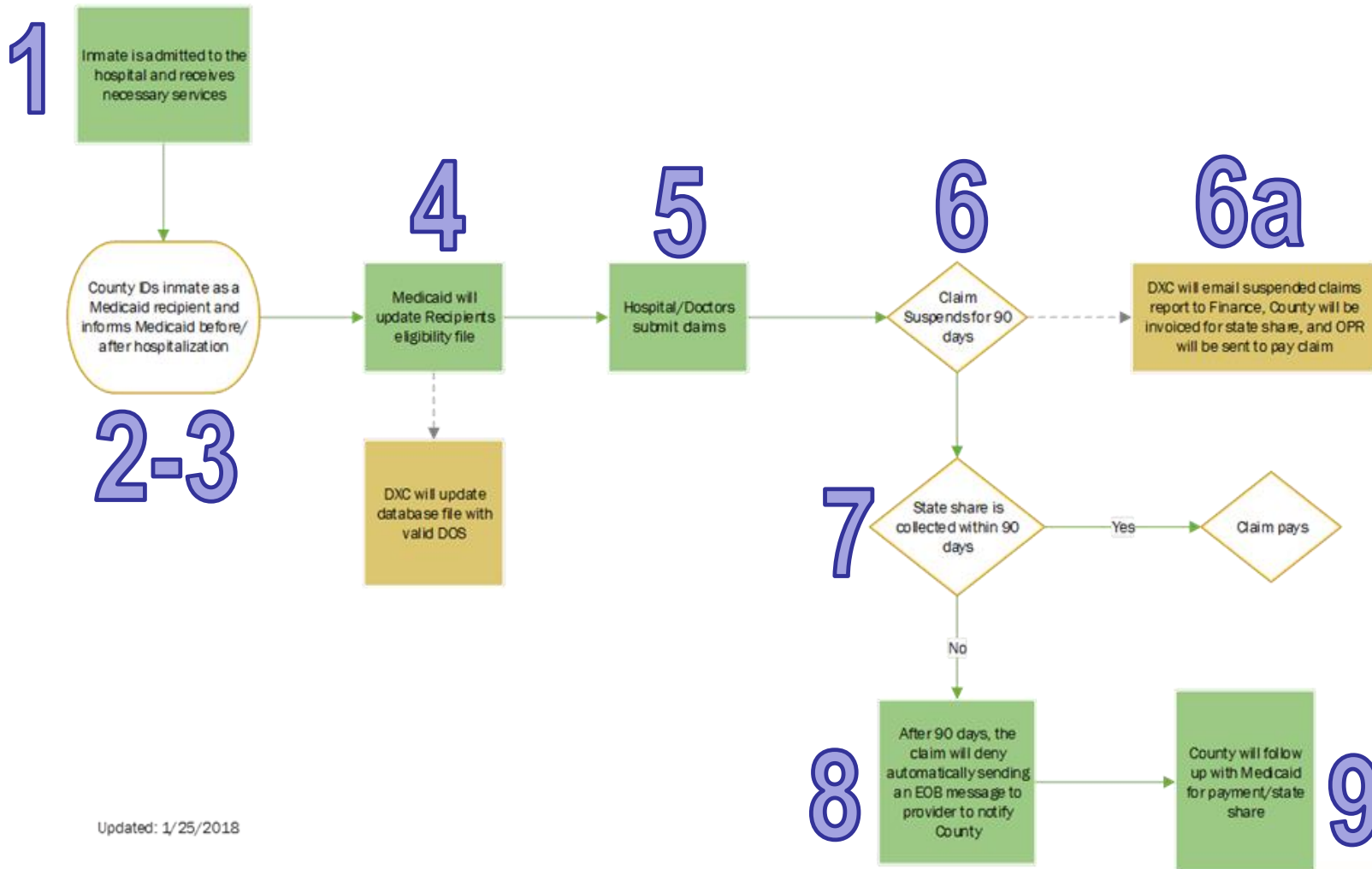
# Payment/Reimbursement Process

4. If eligible, Medicaid updates the Inmate's eligibility file in its system
5. Hospital/Doctor submits a claim for services
6. Medicaid system suspends payment for 90 days
  - a. A report will be sent to Medicaid Finance Division which will invoice the County for the state share

# Payment/Reimbursement Process

7. If the County submits the state share within 90 days of the claim being submitted to Medicaid, the claim will be paid through Medicaid system
8. If the state does not invoice the County OR the state share is not submitted within the “90 day from date-of-claim” window, the Medicaid system will deny the payment
  - In that case, the provider/hospital will notify the County that the claim was denied
9. The County will contact Medicaid and work directly with Medicaid regarding the state share and payment

## Inpatient hospital payment process for Medicaid-eligible County inmates or juveniles



Updated: 1/25/2018

AMA graphic

[www.alabamacounties.org](http://www.alabamacounties.org)



# Next Steps

- Sign and return the [Memorandum of Understanding](#) between your county and the Alabama Medicaid Agency
- Update any points of contact with ACCA
  - We are communicating with only those persons identified on the original notices of intent to participate
  - A county may add as many points of contact as it wishes
- Remain posted for additional instructions to be emailed
  - Usernames and passwords
  - Any changes/updates to the program
  - Announcement of “go-live” date

# Questions?