Bulletin

November 28, 2006

OF INTEREST TO

- County Directors

- Financial Assistance Supervisors and Financial Workers

- Social Services Supervisors and Staff

- Tribal Social Services Directors

- MilleLacs Tribal TANF

- MinnesotaCare Operations

- Community Organizations

ACTION/DUE DATE

December 1, 2006

EXPIRATION DATE

This information is effective through the release of the redesigned HCPM. After that, refer to the HCPM home page.

Redesign of the Health Care Programs Manual

TOPIC

The Health Care Programs Manual (HCPM) has been redesigned using a web-based format.

PURPOSE

To provide information on the purpose for the redesign and the changes made to the HCPM.

CONTACT

MinnesotaCare Operations, Counties and Tribal Agencies, submit policy questions to HealthQuest.

All others direct questions to:
    Health Care Eligibility and Access (HCEA)
    PO Box 64989
    540 Cedar Street
    St. Paul, MN 55164-0989

SIGNED

BRIAN J. OSBERG
Assistant Commissioner
Health Care Administration

I.   Background

The current Health Care Programs Manual (HCPM) was issued in 1998, when health care program policy was separated from cash assistance and food program policy information in the Combined Manual. The HCPM is currently available in two formats, on the MAXIS system and on the DHS public Web site.

DHS is issuing a redesigned, Web-based HCPM. This new format utilizes various advances in technology, including enhanced navigation and search capabilities.

This initial release of the redesigned HCPM will enable staff to become acclimated to the new format prior to HealthMatch implementation. It will also give agencies the opportunity to ensure that their systems allow workers to operate in a Web-based environment on a daily basis.

II.   Introduction

The redesigned HCPM will be released on December 1, 2006. It will supersede the current HCPM effective December 1, 2006.

The release of the manual will be announced in a MAXIS e-mail to "ALL." A manual letter will be issued with the release of the redesigned HCPM.

III.   Action Required

A. Accessing the Health Care Programs Manual

1. Redesigned HCPM linked to DHS public web site
Effective December 1, 2006, the redesigned HCPM will be linked to the DHS public Web site (www.dhs.state.mn.us) on the Publications and CountyLink pages.

a. MAXIS e-mail to ALL will include the new universal resource locator (URL), or Web address, for the redesigned HCPM.

b. Users are encouraged to add the new URL to their "Favorites" or "Bookmarks" list in their Web browser.

2. Availability of current HCPM
Effective December 1, for access to policy manual information for periods prior to December, the current HCPM will remain available as follows:

a. The MAXIS version of the current manual will be end-dated November 30, 2006. It will remain available for footer months prior to December 2006.

b. The version currently on the DHS Web site will be archived. There will be a link to this archived version on the DHS Web site and on the home page of the redesigned HCPM.

    3. System and software requirements
The system and software requirements for accessing the manual are the same as those for the health care online courses. These requirements can be found on CountyLink at:

http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_02 6289.hcsp.

B. Redesigned Content

    1. Policy content
The redesigned Health Care Programs Manual consists of information from the current HCPM, as well as new information or clarification from bulletins, HealthQuest responses, POLI/TEMP, and other sources.

    a. The first manual letter, which will be available on the home page on December 1, will include further information about policy clarifications and changes that were made during the redesign process.

    b. The manual home page will highlight and include links to recent bulletins or other information that will be incorporated in upcoming manual updates.

    2. Other content
The primary emphasis for this redesign was policy content; however:

    a. Some system instructions are still included.

    b. Some additional policy or other relevant information has been incorporated from POLI/TEMP.

    c. More system and procedural content is expected to be included at HealthMatch implementation.

C. Manual Organization

    1. Chapters
The current HCPM is divided into 18 chapters, and follows a format similar to the Combined Manual. The redesigned HCPM is divided into 30 chapters and is in a new format to facilitate online use.

    2. Organizational changes

    a. The redesigned HCPM is renumbered, and many chapters and sub-sections have new names. There is an easy-to-navigate table of contents, as well as Index and Search functions, to assist users in locating information.

    b. For an overview of the organizational changes, see the chapter-level crosswalk in Attachment A. The crosswalk compares both "current HCPM to redesigned HCPM" and "redesigned HCPM to current HCPM" views.

3. Web-based format

The web-based format allows for many links within and between manual chapters, and to other resources (such as forms from DHS eDocs).

    a. Related topics for each manual page may be linked from within the text, or noted at the end of the Web page.

    b. Web links are not possible for POLI/TEMP references. Users must still navigate to those references in MAXIS.

    c. Directions for using the redesigned HCPM are on the home page.

D. Questions

1. Questions or comments about the HCPM

Send any questions or comments about the format/organization of the redesigned HCPM to the DHS HCPM team at DHS.HC.Manual@state.mn.us. The bottom of each manual page has a link to the HCPM team e-mail address.

2. Policy questions

Policy questions should continue to be directed to HealthQuest. Follow your agency's HealthQuest procedures.

IV. Attachments

Attachment A – Crosswalk from current HCPM to the redesigned HCPM

V. Special Needs

This information is available in other forms to people with disabilities by contacting us at (651) 431-2283 (voice) or toll free at (800) 938-3224, or through the Minnesota Relay Service at (800) 627-3529 (TDD), 711, or (877) 627-3848 (speech to speech relay service).

"Crosswalk"

Chapter reference guide for the redesigned Health Care Programs Manual.

Current HCPM chapter	Primary location in redesigned HCPM
0902 Glossary	Glossary function (available on every page)
0903 Client Rights and Responsibilities	05 Client Rights 06 Client Responsibilities
0904 Applications	07 Applications
0905 Reviews and Renewals	08 Renewals
0906 Technical/Procedural Eligibility	10 Social Security Number 11 Citizenship and Immigration Status 12 Certification of Disability 13 State and County Residence 14 Living Arrangement 16 Medical Support 18 Deeming of Income and Assets
0907 Eligibility Groups and Bases of Eligibility	03 Eligibility Groups and Bases of Eligibility
0908 Household Composition	17 Household Composition 18 Deeming Income and Assets
0909 Assets	18 Deeming of Income and Assets 19 Assets
0910 Other Health Coverage	15 Insurance and Third-Party Liability
0911 Income	18 Deeming of Income and Assets 20 Income
0912 Income Eligibility	21 Income Calculation (Community) 22 Standards and Guidelines 23 Long-Term Care and Elderly Waiver
0913 Premiums and Spenddowns	21 Income Calculation (Community) 23 Long-Term Care and Elderly Waiver 24 Medical Spenddowns 25 Premiums
0914 Service Delivery	28 Health Care Service Delivery
0915 Changes in Circumstances	Changes are now included in the chapter covering the general subject matter, such as: 03 Eligibility Groups and Bases of Eligibility (Enrollee Becomes Pregnant, Change in Eligibility Group or Basis of Eligibility) 15 Insurance and Third-Party Liability (Change in Other Health Coverage) 17 Household Composition (Adding/Removing Household Members) 20 Income (Change in Income) 25 Premiums (Fail to Pay Premium)
0916 Notices	26 Notices
0917 Appeals	27 Appeals
0918 Other Related Programs	30 Other Related Programs

Redesigned HCPM chapter	Primary location in current HCPM
01 Introduction	N/A (new chapter)
02 Minnesota Health Care Programs	N/A (new chapter)
03 Eligibility Groups and Bases of Eligibility	0907 Eligibility Groups and Bases of Eligibility 0915 Changes in Circumstances
04 Social Security Administration Benefits	0911 Income
05 Client Rights	0903 Client Rights and Responsibilities
06 Client Responsibilities	0903 Client Rights and Responsibilities
07 Applications	0904 Applications
08 Renewals	0905 Reviews and Renewals
09 Verification Requirements	0904 Applications
10 Social Security Number	0906 Technical/Procedural Eligibility
11 Citizenship and Immigration Status	0906 Technical/Procedural Eligibility
12 Certification of Disability	0906 Technical/Procedural Eligibility
13 State and County Residence	0906 Technical/Procedural Eligibility
14 Living Arrangement	0906 Technical/Procedural Eligibility
15 Insurance and Third-Party Liability	0910 Other Health Coverage
16 Medical Support	0906 Technical/Procedural Eligibility
17 Household Composition	0908 Household Composition 0915 Changes in Circumstances
18 Deeming Income and Assets	0908 Household Composition 0909 Assets 0911 Income
19 Assets	0909 Assets
20 Income	0911 Income 0915 Changes in Circumstances
21 Income Calculation (Community)	0912 Income Eligibility
22 Standards and Guidelines	0912 Income Eligibility
23 Long-Term Care and Elderly Waiver	0908 Household Composition 0912 Income Eligibility 0913 Premiums and Spenddowns 0918 Other Related Programs
24 Medical Spenddowns	0913 Premiums and Spenddowns
25 Premiums	0913 Premiums and Spenddowns 0915 Changes in Circumstances
26 Notices	0916 Notices
27 Appeals	0917 Appeals
28 Health Care Service Delivery	0914 Service Delivery
29 Quality Assurance	N/A (new chapter)
30 Other Related Programs	0918 Other Related Programs