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MEDICAID UPDATE:

January 2013

New Procedure to Access NYC Home Care

Prior to September 2012, NYC applicants applying for Medicaid Home Care coverage submitted their applications to a CASA office via the NYC Human Resources Administration Medicaid program. Applicants who did not already have Medicaid would submit both their application and their request for personal care services to the appropriate CASA office. Each CASA office would in turn process both documents.

After September 2012, NYC applicants applying for Medicaid Home Care coverage will submit their Medicaid applications to a Managed Long Term Care agency in NYC. The new procedure will begin in New York City and expand to Long Island and Westchester during January 2013. Other counties will then follow suit.

Starting September 17, 2012, M11Qs will only be processed through the CASA Central Intake Office (NYC HRA Home Care Services Program, 253 Schermerhorn Street 3rd Floor, Brooklyn, NY 11201) regarding limited cases, see criteria set forth below. All other applicants applying for Medicaid Home Care coverage will be referred to New York Medicaid Choice (<http://www.nymedicaidchoice.com/choose/choose-your-plan>) where they will pick their own Managed Long Term Care plan based on the list that is provided.

The following applicants may submit their M11Q form to the CASA Program after the September 17, 2012 deadline. Rather than submitting the M11Q form to the Central Intake Office, applicants meeting one of the following criteria can file their M11Q directly with the appropriate CASA location:

1. Applicants under the age of 21 and are not part of a "mainstream" Medicaid Managed Care Plan. If the applicant is part of an existing plan, he or she must seek services through the plan. Applicants between the ages of 18-21 may enroll in a Managed Long Term Care Plan instead of a mainstream Medicaid Managed Care Plan, only if his or her disability would otherwise qualify him or her for nursing home placement.
2. Adult applicants who are not covered by Medicare and who are not enrolled in a "mainstream" Managed Care Plan. If the applicant is part of an existing plan, he or she must seek services through that plan.
3. Applicants, regardless of age, who prefer to apply for the Consumer-Directed Personal Assistance Program (CDPAP).

4. Those receive Hospice will not be eligible for a Managed Long Term Care plan. They may apply to the CASA program for personal care/home attendant services in order to replace Hospice care. **Indicate HOSPICE PATIENT on the M11Q.**
5. TBI (Traumatic Brain Injury) Waiver participants and applicants. **Indicate TBI WAIVER on the M11Q.**
6. NHTDW (Nursing Home Transition and Diversion) Waiver participants and applicants. The NHTDW Waiver allows individuals with disabilities and seniors the opportunity to come from either a nursing facility or other institution (transition), or use the waiver to prevent institutionalization (diversion). **Indicate NHTDW on the M11Q.**
7. Lombardi Program (Long Term Home Health Care Waiver Program) participants and applicants. **Indicate LOMBARDI on the M11Q.**

If LOMBARDI, HOSPICE, CDPAP, NHTDW, or TBI are not indicated in bold letters, the M11Q will be rejected and applicants will have to choose a Managed Long Term Care plan.

After September 17, 2012, CASA offices will no longer process the M11Q form except for the limited cases referenced above. The new procedures for applying for Medicaid Home Care coverage in NYC are as follows:

1. **Applicants who do not have Medicaid and want to apply for Home Care services:** As of September 6, 2012, the Central Intake Office of HRA Home Care Services Program stated it will continue to process those applications filed with the HCSP Central Intake Office. However, once the Medicaid application is approved, CASA offices will cease to process M11Q forms and approve services unless an applicant falls under an exemption category. Applicants that are not exempt from Managed Long Term Care and have been approved for Medicaid will have to choose their own plan and subsequently enroll in Managed Long Term Care or choose a plan through New York Medicaid Choice.
2. **Apply through a Managed Long Term Care Plan:** Managed Long Term Care Plans have departments that will assist applicants in applying for Medicaid. Each plan will file the application directly with the HRA. However, home care or other services may not be offered to applicants under a Managed Long Term Care Plan if he or she is "Medicaid pending." Applicants will not be enrolled in a plan until Medicaid is approved. An applicant does not need to remain with the plan that helped him or her apply for Medicaid. Applicants can switch plans at any time, effective the 1st of the next month. This is also possible the 1st of the following month, after the 19th of that month.
3. **Community Medicaid Offices:** The HRA has a network of Medicaid offices located in each borough. With CASA offices no longer processing Home Care applications, these offices may be used instead.

4. Exception:

- Applicants who already have Medicaid coverage and want to use CDPAP, is enrolled in Hospice care, wants either the NHTDW or TBI Waiver programs, or is under the age of 21, will file their M11Q forms as they have been filed in the past, directly with the appropriate CASA location. However, their exemption category should be indicated at the top of the M11Q form as referenced above.
- Applicants who already have Medicaid and do not fall into an exemption category can either choose a plan on their own and enroll, or contact New York Medicaid Choice to speak to a representative who can assist the applicant in choosing a plan. Applicants/family members/advocates may contact several plans in order to choose the best plan for the applicant. Enrollment in a plan is effective the 1st of the following month. However, if enrollment occurs on the 19th of the month, it may not be processed until the 1st of the following month.
- **In NYC, all M11Q forms should be filed with a Central Intake Office, not a CASA office. A copy of the M11Q form and the original Medicaid application should be sent to the appropriate CASA office if the applicant does not already have Medicaid. It is recommended that physicians attach a supplemental sheet indicating his or her patient's condition in greater detail. Indicate in the applicant's cover letter that the original M11Q form was submitted to the Central Intake Office in Brooklyn. Attach proof of mailing and delivery. The office of Central Intake is as follows:**

**CENTRAL INTAKE OFFICE
NYC HRA Home Care Services Program
253 Schermerhorn Street 3rd Floor
Brooklyn, NY 11201**

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