

New Applicant Process – ESRD Coverage Option

Initial Process for Enrollment

Information for Treatment Centers

This process is intended for use by providers who are helping individuals with End Stage Renal Disease apply for Medicaid on the basis of their condition.

On a temporary basis, until the state has received federal approval and implemented the long term 1915(i) ESRD eligibility option, individuals with End Stage Renal Disease may be eligible for the End Stage Renal Disease Coverage option. Eligible individuals must:

- Have Medicare
- Be diagnosed with End-Stage Renal Disease
- Have incomes between 150 and 300 percent of the federal poverty level¹
 - Note individuals with Medicare and incomes under 150 percent 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 be institutionalized
- Be otherwise eligible for Medicaid

Similar to the previous Spend Down program, individuals eligible under this short term solution will have an ESRD liability applied, and this liability will be due to providers. Information on long term solution for individuals with incomes under 300 percent FPL that have ESRD will be distributed as it becomes available.

Providers' involvement in the application process for individuals with ESRD who need consideration under the ESRD option is required. The below steps outline the process for providers to ensure that their ESRD patients are reviewed for eligibility under this option.

Step 1: A Medicaid application must be filed for the individual. Treatment center personnel may assist the ESRD applicant with filing the Medicaid application by following the below steps.

- This application is filed on-line at www.dfrbenefits.in.gov
 - Click on link "Apply for Benefits Online"
 - At the FSSA Benefits Portal, select "Apply for Health Coverage, SNAP and/or Cash Assistance online"
 - Select the Health Coverage Application option then click on Apply Online
 - Complete the application for the person needing assistance and click Next to continue
- ** All fields marked with an (*) need to be completed****
- Whenever a confirmation number is offered, record this number for future usage (There will be two numbers. The first number is necessary to complete or change an

¹ As of 2015, 150 percent of the federal poverty level is equal to \$17,655 annually or \$1,471 monthly for an individual and \$23,895 annually or \$1,991 monthly for a couple. 300 percent of the federal poverty level is equal to \$35,310 annually or \$2,943 monthly for an individual and \$47,790 annually or \$3,983 monthly for a couple.

unfinished application. The second number is the confirmation number that identifies that online application. These numbers will be very similar)

- At the end of the application, be sure the client electronically signs the application and submits
- 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: Treatment center notifies the Regional DFR office an application has been submitted *****This is the crucial step in the process – without this notification, the local DFR office will have no way to identify the application as an application for consideration under the ESRD coverage option and the likelihood of denial is high.***

- Identify the appropriate local office using the reference guide Included with these instructions.
- Send the appropriate local office an email with ‘*New Applicant with Diagnosis of ESRD - Special Application processing requested*’ in the subject line and 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 in Step 1), and the date the application is filed. Use secure mail whenever possible. For reference an example email is included with these instructions. All information is needed to guarantee that the application will be identified for consideration under the ESRD coverage process.
- Once the email is received by the Regional DFR mailbox, it will be routed to the local office responsible for processing that application. Using the identifying information provided in the email, a worker will know this application will need to have the special processing rules for ESRD applied. Local office staff will have instructions on how to apply the special processing for current ESRD coverage option.

Step 3: Complete the Accelerated Diagnoses Certification Form.

Step 4: Provide 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.

1. **Preferred method** – Using the 2nd confirmation number obtained during the online application process, go to the Benefits Portal Page <https://www.ifcem.com/CitizenPortal/application.do>, select the Access/Print your online Application option, enter the confirmation number, the last name of the applicant and their zip code. Choose the Print application option. Print out a copy of the application for the client, which also includes the application document cover sheet. Fax the document cover sheet with the ESRD 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. Please keep in mind the document cover sheets are bar-coded which makes them specific to the applicant. Trying to re-use a document cover sheet by copying it will only result in attaching medical information to the wrong individual’s application. “Blanking out” the bar-code will

result in the information not getting attached to any application, but rather having to go through a lengthy matching process which only delays the application process.

2. 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 email address based on the clients address and send using secure e-mail whenever possible.
3. The client can bring the Accelerated Diagnosis Certification form with them to the interview.
4. 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.

**Regions, Regional Email address and Counties
Attached to each Region as of 12/18/2015**

Region 1 Lake DFR.region1@fssa.in.gov	Region 2 (St. Joseph) DFR.region2@fssa.in.gov	Region 3 (Allen) DFR.region3@fssa.in.gov
Counties	Counties	Counties
Lake , Porter, Jasper, Newton, Benton	Laporte, St. Joseph, Starke, Pulaski, Fulton, Marshall, Elkhart, LaGrange	Allen, Dekalb, Noble, Huntington, Adams, Jay, Steuben, Whitley, Koskiosko, Wells, Jay
Region 4 (Grant) DFR.region4@fssa.in.gov	Region 5 (Marion) DFR.region2@fssa.in.gov	Region 6 (Allen) DFR.region3@fssa.in.gov
Counties	Counties	Counties
Grant, Carroll, Miami, Howard, Blackford, Randolph, White, Cass, Wabash, Tipton, Madison, Delaware	Johnson, Morgan Monroe Marion County Central 3266 N Meridian Ste 400 Indianapolis, In Serves the following zip codes (46202, 46204, 46205, 46208, 46222 and 46228) Marion County South 3906 Madison Ave Indianapolis, In 46227 Serves the following zip codes (46107, 46203, 46227, and 46237)	Allen, Dekalb, Noble, Huntington, Adams, Jay, Steuben, Whitley, Koskiosko, Wells, Jay

Region 7 (Vanderburgh) DFR.region7@fssa.in.gov	Region 8 (Clark) DFR.region8@fssa.in.gov	Region 9 (Tippecanoe) DFR.region9@fssa.in.gov
Counties	Counties	Counties
Vanderburgh, Warrick, Pike, Sullivan, Crawford, Martin, Daviess, Dubois, Posey, Spencer, Gibson, Greene, Lawrence, Orange, Knox, Perry	Clark, Bartholomew, Brown, Decatur, Dearborn, Ohio, Switzerland, Jefferson, Ripley, Jennings, Scott, Jackson, Washington, Floyd, Harrison	Bone, Clinton, Fountain, Hamilton, Montgomery, Tippecanoe, Warren Marion County North 2620 E Kessler Blvd Suite 100 Indianapolis, In 46220 Serves the following zip codes (46216, 46220, 46226, 46235, 46236, 46240, 46250, 46256, 46260, 46268, and 46278)
Region 10 (Wayne) DFR.region10@fssa.in.gov		
Counties		
Wayne, Henry, Union, Franklin, Fayette, Rush, Shelby, Hancock Marion County East 1213 N Arlington Ave Indianapolis, In 46219 Serves the following zip codes (46201, 46218, 46219, 46229, 46239, 46259)		

Example Email

