



STATE OF MISSOURI  
DEPARTMENT OF MENTAL HEALTH

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DATE: January 28, 2014  
TO: All Contracted ADA Treatment Programs  
FROM: Nora Bock, Director of Adult Community Programs *NB*  
RE: Medicaid Eligibility Screening and the Medicaid "Sweep" Process

On September 1, 2010, it became a **contractual requirement** that *providers must screen all uninsured consumers admitted for treatment for potential Medicaid eligibility*. The attached DMH Medicaid Screening Tool was and is to be utilized for this purpose. In the event the screening tool indicates a consumer might be eligible for Medicaid, the provider shall help the consumer apply for Medicaid and any other benefits for which they might be eligible. Community support may be billed for such activities when the individuals providing the services meet the qualifications of a community support specialist.

It is extremely important that Medicaid benefits be obtained for anyone determined eligible for two primary reasons:

1. It affords the consumer better access to a wider range of healthcare services; and,
2. It helps CSTAR programs stretch their allocations further.

As you know, applying and being determined eligible for Medicaid can be a long process. However, when Medicaid benefits are awarded, they are awarded retroactively to the date of application. Although providers may have already billed for services provided during the interim, fortunately, CIMOR has a way of dealing with this retrospective eligibility. The "**Medicaid Sweep**" is done once every quarter to identify those consumers that were paid from non-Medicaid funds but have become retroactively Medicaid eligible.

**The Medicaid Sweep process automatically voids the non-Medicaid encounter and sends a claim to Medicaid for payment.** In May, June and July, a report is run to identify those consumers who have become Medicaid-eligible and whose services could be manually billed to Medicaid to free up non-Medicaid funds. It is up to each individual provider to determine if they want to work the report. A CIMOR Priority notice will be sent out at the beginning of the fiscal year identifying the dates the sweep will run during that fiscal year.

You are referred to your contract for more information about the Medicaid Eligibility Screening requirement. If you have any questions about the "sweep" process, please e-mail the CIMOR DBH Support Center by clicking the blue "Help" link found in the upper right corner of the portal, <https://portal.dmh.missouri.gov>.

Thank you.

NB:ldn

Attachment

ec: Laurie Epple  
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Rhonda Turner  
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## DMH Medicaid Screening Tool

**1. Is the client under age 19?**

Yes, submit application

No, continue screening

**2. Is the client pregnant?**

Yes, submit application

No, continue screening

**3. Is the client the parent of a child under age 19 who lives in the client's home?**

Yes, submit application

No, continue screening

**4. Is the client age 65 or over?**

Yes, submit application

No, continue screening

**5. Is the client receiving SSI or Social Security Disability benefits?**

Yes, submit application

No, continue screening

**6. Does the client have a medical condition, other than substance abuse, that prevents him or her from maintaining on-going employment at this time?**

Yes, submit application

No, continue screening

**7. Is the client blind?**

Yes, submit application

No, the client is not eligible

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If the answer to **questions 1, 2, or 3 is yes**, have the client (or parent, if the client is a child) sign an Authorized Representative form, available at <http://dmh.mo.gov/ada/provider/RapidMedicaidEligibility.htm>) and assist the client in submitting a MO HealthNet for Kids, Pregnant Women, and Parents application (form IM-1UA or on-line application at <http://www.dss.mo.gov/mhk/appl.htm>) to the Family Support Division.

If the answer to **questions 4, 5, 6, or 7 is yes**, have the client sign an Authorized Representative form and assist the client in submitting a MO HealthNet for Elderly, Blind, and Persons with Disabilities application (form IM-1MA) to the Family Support Division.