

GIS 05 MA/046

**TO:** Local District Commissioners, Medicaid Directors, Third Party Supervisors

**FROM:** Betty Rice, Director  
Office of Medicaid Management

**SUBJECT:** QI-1 Re-enrollment Process Upstate NY

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Local District Support Unit:  
Upstate - 518-474-8887 NYC - 212-417-4500

As a result of recent legislation, the Qualified Individual 1 Program (QI-1) has been extended through September 30, 2007. This is to inform local departments of social services that the re-enrollment of the QI-1 Program for Upstate districts will now be initiated through the Client Notice System (CNS). Information for New York City cases will be forthcoming at a later date.

In the past when an individual was determined eligible for the QI-1 program, the case was recorded as denied on WMS. However, with the implementation of eMedNY and to facilitate the re-enrollment process, these cases are now entered on WMS as open cases.

On the weekend of 12/10/05, CNS will produce a Renewal Cover Letter and Renewal Re-enrollment Form which will be sent to active QI-1 enrollees who had cases systemically created in March 2005 and have a From Date of 3/1/05. They will then be required to complete, sign and return the renewal form to their local district office within 30 days from the date of the notice. At the same time a "QI-1 Renewal Report" listing the Case Numbers, Names and Return Dates of the individuals who will be receiving the letter and form will be produced and sent through the BICS queue to the local district offices. The list will be sorted by Fiscal District, Local Office Number, Unit Identifier, Client Identification Number of QI-1 enrollee(s) and Return Date.

If the individual does not return the Renewal Form, the district must close or delete the individual using Reason Codes F10 ("Failure to return recertification form") or U20 ("Verification of factors which affect eligibility. Unable to get information but not good cause"), whichever is appropriate. The local district must also delete the individual from the Buy-In file in eMedNY.

Although the initial run of these notices will be on December 10, 2005, subsequent runs will be done around June 1<sup>st</sup> of each year.