

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

FROM: Betty Rice, Director
Bureau of Consumer & Local District Relations

SUBJECT: QI-1 Re-enrollment Process Upstate NY; and New Client Notices for Use with the QI-1 Program

EFFECTIVE DATE: Immediately

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

This is to inform local departments of social services that the re-enrollment of the QI-1 Program for Upstate districts will be initiated through the Client Notice System (CNS). The run of these notices will include all cases with a "From Date" before 1/1/06. At this time we would also like to inform local districts of two new client notices that were created for use with the QI-1 Program: "Continue Payment of Medicare Part B QI-1" and "Discontinue Medicare Buy-In Program QI-1".

On the weekend of June 10, 2006, CNS will produce a Renewal Cover Letter, Renewal Re-enrollment Form and a Documentation Checklist which will be sent to all active QI-1 enrollees who have a "From Date" before 1/1/06. 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 returns the Renewal Form and meets all qualifications to continue, the district should use Reason Code C23, "Continue Payment of Medicare Part B QI-1". If the individual does not return the Renewal Form, the district must close or delete the individual using Reason Code X18, "Discontinue Medicare Buy-In Program QI-1". **The local district must also delete the individual from the Buy-In file in eMedNY.** Please note that these reason codes will not be available until the July 17, 2006 migration.

All Upstate cases with a "From Date" equal to or greater than 1/1/06 will be recertified at the next recertification date in June 2007. Subsequent runs will be done in June of each calendar year thereafter. Information for New York City cases will be forthcoming at a later date.