

**PROCESSING MEDI-CAL PRE-RELEASE APPLICATIONS FOR YOUTH IN
JUVENILE FACILITIES**

- AUTHORITY:** All County Letter 07-34 (Medi-Cal Pre-Release Application Process for Wards in County Juvenile Facilities)
California Department of Health Care Services Medi-Cal Eligibility Procedures Manual
Welfare and Institutions Code (WIC) Sections 602, 14029.5, **14184.102, WIC14184.100**
Government Code (GC) Section 26202
- RESCINDS:** Procedure Manual Item 2-1-209, dated 09/30/21
- FORMS:** Juvenile Hall Referrals Memo (JH Business Office Memo)
Medi-Cal Benefits Explanation Letter (JH Business Office Letter)
Medi-Cal Referral Form (JH Business Office form)
OCPD Consent for Medical Care and Physical Examination (F057-7001.13)
- PURPOSE:** To provide support to youth in custody on processing Medi-Cal applications prior to a **youth's** release.

I. GENERAL INFORMATION

- A. Pursuant to **WIC 14184.102**, state law mandates that **California Department of Health Care Services (DHCS) administer and that Correctional Facilities and Medi-Cal behavioral health delivery systems implement the CalAIM Justice-Involved Initiative, which includes the provision of target pre-release Medi-Cal benefits to qualified justice-involved individuals. Reference WIC 14184.100 or the CalAIM Terms and Conditions.**
- B. Article 6 of the Medi-Cal Eligibility Procedures Manual states that a youth loses Medi-Cal eligibility if they are 1) in a detention facility due to criminal activity and are a resident of a public facility and 2) is on probation with a plan of releases which includes residence in a detention facility. As such, establishing Medi-Cal eligibility through the pre-release application ensures that eligibility takes effect as soon as the youth is released from custody.
- C. Pursuant to WIC 14029.5, when the Court, as part of a disposition, orders a WIC 602 youth, committed to a juvenile facility for a period of thirty (30) days or more, Probation is required to provide specified information relating to the youth's scheduled release from the facility to the Orange County Social Services Agency (SSA). **Based upon the CalAIM initiative, all youth in a juvenile facility will be screened for Medi-Cal eligibility with this information provided to SSA.**
- D. Before providing the above information to SSA, Probation is required to notify the youth's parent(s)/guardian(s), **verbally and/or** in writing (*Medi-Cal Benefits Explanation* letter), of the opportunity for them to seek Medi-Cal benefits for their child, as well as notifies them of their right to opt out of this eligibility determination. Additionally, they are advised that Probation is mandated to submit the required

information to SSA if the parent(s)/guardian(s) do not respond or opt out of the eligibility determination within **ten (10)** days of the date of the letter.

- E. Pursuant to WIC 14029.5 (a)(1), if the youth's parent(s)/guardian(s) do not respond to the letter or do not opt out of the Medi-Cal eligibility determination, Probation forwards the completed *Medi-Cal Referral* form to SSA so that they can determine the youth's Medi-Cal eligibility. The *Medi-Cal Referral* form includes the youth's name, scheduled or actual release date, **date of arrest**, **Probation case number**, **Social Security number**, **date of birth**, **residence address upon release**, **assigned Deputy Probation Officer**, parent(s)/guardian(s) names and contact information, any known information regarding the youth's Medi-Cal status prior to disposition, and sufficient information, when available, in order for SSA to begin the process of determining the youth's eligibility for benefits.
- F. Upon receipt of the above information, SSA initiates a Medi-Cal application and determines the youth's eligibility for benefits under the Medi-Cal program. SSA then contacts the youth's parent(s)/guardian(s) to arrange for completion of the application. SSA expedites the application of a youth who is scheduled to be released in fewer than **thirty (30)** days.
- G. If SSA determines the youth does not meet the eligibility requirements, they, with the consent of the youth's parent(s)/guardian(s), forward the youth's information to the appropriate entity to determine eligibility for the Healthy Families Program or other appropriate health coverage program.
- H. If SSA determines that a youth meets eligibility requirements for the Medi-Cal program, they will provide documentation to enable the youth to obtain necessary medical care upon their release from custody.
- I. **If the youth is released from the juvenile facility prior to SSA contacting, the Juvenile Hall Release Unit will provide the youth with Medi-Cal information.**

II. PROCEDURE

The Juvenile Hall (JH)-Business Office is responsible for **submitting Medi-Cal Referral forms to SSA** for youth in custody.

- A. The Booking Clerk prints the Commitment/Assessment Log from the [REDACTED] each night and puts it in the JH-Business Office Supervisor's mailbox. This log contains the daily list of youths who received a commitment.
- B. The JH-Business Office Supervisor reviews this list daily and provides a copy to the JH-Business Office to process.
- C. JH-Business Office duties:
 - 1. Review the [REDACTED] and check for the following:
 - If the case is CLOSED. **No further action.**
 - If the youth on the list is to be released to Placement, write "Placement" next to the youth's name.

If the youth falls within any of the above **two (2)** categories, they are not eligible for Medi-Cal. As such, a *Medi-Cal Benefits Explanation* letter does not need to be mailed to the parent(s)/guardian(s).

2. Review [REDACTED]

Under [REDACTED], enter the youth's L# and select the *NOTES* tab to check for the following:

- If the youth's parent(s)/guardian(s) have "Opted Out" of the Medi-Cal program, note this on the [REDACTED] next to the youth's name.

The *Medi-Cal Benefits Explanation* letter does not need to be mailed to parent(s)/guardian(s) of youth who fall into this category.

3. Mailing the *Medi-Cal Benefits Explanation* letter

In all other instances, the *Medi-Cal Benefits Explanation* letter will be prepared and mailed to the youth's parent(s)/guardian(s). The youth's parents have **ten (10)** calendar days from the date on the letter to respond.

Note this on the [REDACTED] next to the youth's name and make an ICMS entry indicating the date the letter was mailed.

4. *Medi-Cal Benefits Explanation* letter returned and labeled "Return to Sender"

- When *Medi-Cal Benefits Explanation* letters come back marked "Return to Sender", double check department records to verify the youth's home address.
- Check the returned letter for the following:
 - Apartment # missing from the address.
 - Updated address not input at time the original letter was sent.
 - Mailed to incorrect address.
 - Parent/Guardian contact information is different than the youths.
- If the address on file matches what is on the envelope, route the returned *Medi-Cal Benefits Explanation* letter to the youth's file, whether the youth is in custody or not. Make an [REDACTED] entry documenting the letter has been placed in the youth's file.
- If the address of the parent(s)/guardian(s) has changed, send out a new *Medi-Cal Benefits Explanation* letter and make an [REDACTED] entry of the date the new letter was mailed.

Regardless of the above, maintain records of the date the original letter was sent as this is when the **ten (10)** day timeline starts for forwarding records to SSA.

5. Processing the Medi-Cal Benefits Explanation Letter

- Initial and date the [REDACTED] This will confirm that the *Medi-Cal Benefits Explanation* letters were sent out. That date the *Medi-Cal Referral* form will be sent to SSA.
- The [REDACTED] is then filed in the JH-Business Office Supervisor's office by due date for submitting documentation to SSA.
- On the day the *Medi-Cal Referral* form is prepared and sent to SSA, [REDACTED] **should be updated**, as well as noted on the [REDACTED]
- The *Medi-Cal Referral* forms are then **transmitted via an email database sent to SSA.**

D. **Medical Consent**

1. **The Juvenile Hall Medical Unit obtains parental consent for Medical Care and Physical Examination.**
2. **Follow up is conducted by the Transitional Case Coordinators.**
3. **The business office staff uploads this consent form into [REDACTED] and booking staff updates [REDACTED].**

E. JH-Business Office Supervisor duties:

1. The JH-Business Office Supervisor retains the [REDACTED] to periodically provide the Orange County Probation Department with statistical information regarding these cases. The Commitment/Assessment Logs will be retained for a period of two (2) years, at which point they are destroyed pursuant to GC 26202.
Transitional Case Coordinator duties:
2. **Within 48-72 hours of a youth's entry into Juvenile Hall, the Transitional Case Coordinators (TCC) will contact the youth's parents/guardians to obtain their response to the Medi-Cal questionnaire. If a youth is over the age of 18, the TCC Officers may speak with the youth directly to obtain the responses to the questionnaire.**
3. **Once these responses are obtained, the Medi-Cal questionnaires should be sent directly to SSA for statistical purposes. If information is requested about Medi-Cal services, the TCC Officers will send the request to our Business Office who in turn submits a Medi-Cal referral to SSA.**

4. **The TCC Officers will also be responsible for processing any information requests from the unit inquiry boxes.**

REFERENCES:

Procedures:	2-1-210	Medical Consents
	3-11-002	Integrated Case Management System (ICMS) Automated and Manual Logbook
	3-12-001	Health Care Procedures for Probation Staff
Policies:	F-10	Medical Examination and Treatment for Juveniles
	G-8	Injuries and Medical Emergencies

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APPROVED BY: