

**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 Code of Regulations, Title 15, Section 1324 (Policy and Procedures Manual)
California Department of Health Care Services Medi-Cal Eligibility Procedures Manual
Welfare and Institutions Code (WIC) Sections 602, 14029.5
Government Code (GC) Section 26202
- RESCINDS:** New Procedure Manual Item
- FORMS:** Commitment/Assessment Log (ICMS)
Juvenile Hall Referrals Memo (JH Business Office Memo)
Medi-Cal Benefits Explanation Letter (JH Business Office Letter)
Medi-Cal Application Transmittal (JH Business Office form)
Information Form
- PURPOSE:** To provide instructions on processing Medi-Cal applications prior to a release from custody for youth who are serving commitments of thirty (30) days or more.

I. GENERAL INFORMATION

- A. 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.
- B. 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).
- C. Before providing the above information to SSA, Probation is required to notify the youth's parent(s)/guardian(s), 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 thirty (30) days of the date of the letter.
- D. 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 Application Transmittal Information* form to SSA so that they can determine the youth's Medi-Cal eligibility. The *Medi-Cal Application Transmittal Information* form includes the youth's name, scheduled or actual release date, 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.

- E. 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 forty-five (45) days.
- F. 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.
- G. 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.

II. PROCEDURE

The Juvenile Hall (JH)-Business Office is responsible for processing Medi-Cal Pre-Release Applications for youth in Custody.

- A. The JH-Business Office overnight Booking Clerk prints the [REDACTED] each night and puts it in the JH-Business Office Supervisor's mailbox. This [REDACTED] 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 Information Processing Technician (IPT) to process.
- C. JH-Business Office IPT duties:
 - 1. Review the [REDACTED] and check for the following:
 - If the case is CLOSED.
 - If the youth is serving a commitment of less than thirty (30) days, cross the youth's name off the list.
 - If the youth on the list is to be released to Placement, write "Placement" next to the youth's name.
 - If the youth is scheduled to be released to ACP and will serve less than thirty (30) days in custody, write 'ACP' next to the youth's name.

If the youth falls within any of the above four (4) categories, they are not

eligible for Medi-Cal. Only youth serving a commitment of thirty (30) days or more are eligible. 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 there has been a Medi-Cal Information Letter previously mailed out, note this on the *Commitment/Assessment Log* next to the youth's name.
- 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.
- If there is a "Medi-Cal Application sent to ET" notation, 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 in 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 thirty (30) calendar days from the date on the letter was sent 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 as to this.

- 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 thirty (30) 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 day will be the day the *Medi-Cal Application Transmittal Information* form will be sent to SSA.
- The [REDACTED] is then filed in the JH-Business Office Supervisor's office by date due for submitting documentation to SSA.
- On the day the *Medi-Cal Application Transmittal Information* form is prepared and sent to SSA, an [REDACTED] entry note needs to be made, as well as noted on the [REDACTED].
- The *Medi-Cal Application Transmittal Information* forms are then placed in a manila envelope and send via pony mail to: SSA, [REDACTED].
- Return the [REDACTED] to the JH-Business Office Supervisor.

D. JH-Business Office Supervisor duties:

1. The JH-Business Office Supervisor retains the [REDACTED] for a period of two (2) years, at which point they are destroyed pursuant to GC 26202.
2. Each quarter the JH-Business Office Supervisor provides the JH Division Director with quarterly statistical information on these cases.

REFERENCES:

Procedures:	2-1-210	Medical Consents
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-401	Health Care Procedures
	3-8-401	Health Care Procedures for Probation Staff Youth Leadership Academy

Polices: F-10 Medical Examination and Treatment for Juveniles
G-8 Injuries and Medical Emergencies

C. Ronald

APPROVED BY: