A Guide to HCBS Eligibility information in MAPP HHTS

July 2020

Determining HCBS Eligibility in MAPP HHTS

There are three ways to determine HCBS eligibility using MAPP HHTS:

• Using the Assessment File Download*

• Using the Enrollment File Download*

• Using the CIN Search function

• *MAPP user must have a connection to the member to see this information

Assessment File Download

- Log into MAPP HHTS using the "Worker" role.
- Download the Assessment File using the "Quick Links".
  o This file contains the all the CANS and HCBS information for a provider's members (see instructions on next slide).
- The current *File Specifications Document*, can be found at the following link: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/docs/mapp_hhts_file_specifications_v3.4.1.pdf

The section that covers the *Assessment File* details is located on page 76.

Downloading the Assessment File

1. **Log into MAPP HHTS using the "Worker" role.**

2. **Select "Download File" from the Quick Links**

3. **Click on the Download hyperlink**

4. **Select "Assessment Download" from the Drop down box and click "Download"**
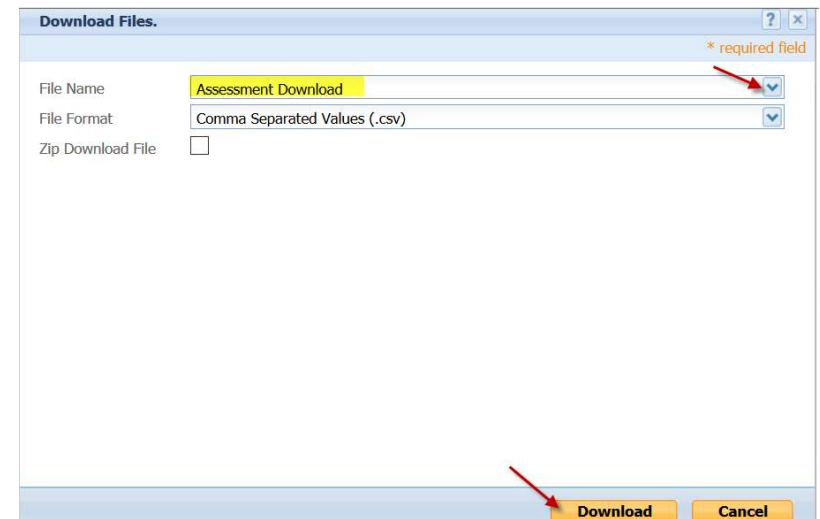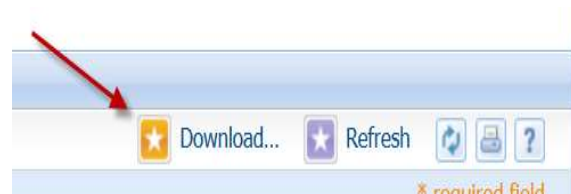
Assessment Download File Information

	Assessment Download File				
Field #	Field	Start Pos	Length	End Pos	Format
1	Member ID	1	8	8	Alphanumeric
2	Member First Name	9	30	38	Alpha
3	Member Last Name	39	30	68	Alpha
4	Assessment Type	69	1	69	Alpha (HCBS/CANs)
5	Assessment Outcome	70	1	70	Alpha (C/N/H/M/L)
6	Finalized Date	71	8	78	MMDDYYYY, Numeric
7	Assessor Organization Name	79	40	118	Alpha
8	Assessor Organization MMIS ID	119	8	126	Numeric
9	HH Name	127	40	166	Alphanumeric
10	HH MMIS Provider ID	167	8	174	Numeric
11	Target Population	175	1	175	Numeric (0/1/2/3)

Editing Logic

1) Member's identifiable information (#1-3)
   a) **Member ID** (field #1) is populated based on the data that is submitted in the person record in UAS
   b) The system uses the data populated in **Member ID** (field #1) to pull **Member First Name** (field #2) and **Member Last Name** (field # 3) from MDW
2) Fields displaying Assessment information (#4-8, 11)
   a) **Assessment Outcome** (field #5) displays the outcome of the Assessment
      i) For HCBS this includes either 'C' for LOC or 'N' for Not LOC
      ii) For CANs this includes 'H', 'M' or 'L' to indicate the acuity level

Assessment Type	Assessment Outcome
H	C
H	N
H	C
H	C
H	C
H	N
H	C
H	C

Enrollment Download File

- Use the Child HCBS Flag in the Enrollment Download file. (This is located on page 64-65 of File Specifications Document v. 3.4.1)

- On June 5, 2020, MAPP HHTS Release 3.4 was implemented. This included an enhancement that changed the definition of the HCBS flag on the Enrollment Download file.

- Now a 'Y' only appears in that field, when a member has a K1.

- This field will was renamed "Child HCBS Flag Based on R/E Code".

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Downloading the Enrollment File

1. Log into MAPP HHTS using the "Worker" role.
2. Select "Download File" from the Quick Links
3. Click on the Download hyperlink
4. Select "Enrollment Download File" from the Drop down box, select which segment status you'd like in included in the file, and click "Download"

Updated Field for HCBS Information

The Enrollment Download file description is located on page 64-65 of File Specifications Document (shown below). This is located in field #34

30	Adult or Child Services Provided Indicator	357	1	357	C	Alpha (A/C)
31	Current MCP Name	358	40	397	C	Alpha
32	Current MCP MMIS Provider ID	398	8	405	C	Numeric
33	Pend Reason or Segment End Date Reason Comment	406	300	705	C	Alphanumeric
34	Child HCBS Flag Based on R/E Code	706	1	706	C	Alpha (Y/N)
35	Transfer Initiator MMIS ID	707	8	714	C	Numeric

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The Member CIN Search Download (CSD)

- The R/E code information is found in Fields 84-94 of the CIN Search Download file. The member CIN Search (covered on page 72 of the File Specifications Document).

- The CIN Search Download file can be used to view a member's RE codes. The CIN Search Download file currently contains up to 16* of the member's current and past RE codes. The member report contains the member's most recent 5 RE code, including the codes' start/end dates.

- An enhancement is scheduled in Release 3.5 (November 2020) for more comprehensive member R/E information for members that your organization has a connection with in MAPP HHTS. Additional information regarding MAPP HHTS Release 3.5 will be coming as we approach the implementation date.

*most recent 5 R/E code information displayed in unique fields on the file and codes 6-16 are displayed at the end of the file in the **Medicaid Recipient Exemption Code 6 to 16** field.*

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Using the CIN Search Download (CSD)

1. Log into MAPP HHTS (Screener, Read Only or Worker Role)
2. Select "Member CIN Search" from the Quick Links
3. Enter the CIN(s) in the field and select the appropriate delimiter and preferred file format
4. Click "Download Search Results" for the CSD report.

CIN Search Download File in MAPP HHTS

- Click "Yes". You will now be directed to the "Search File Download" page
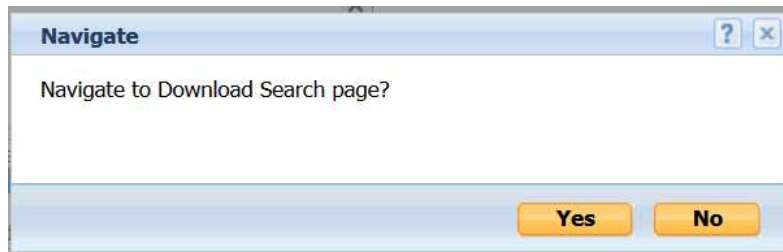
- Once the file has completed processing it will show as "Processed"
- Click on the action toggle (shown below) and select "Download File Content"

CIN Search Download File Continued

Navigate to the R/E Code fields (85-94) of the file to review (see example of report below)

Medicaid Recipient Exemption Code 1	Medicaid Recipient Exemption Description 1	Medicaid Recipient Exemption Code 2	Medicaid Recipient Exemption Description 2
K1	HCBS AT LEVEL OF CARE ACUITY	K3	HCBS SERIOUS EMOTIONAL DISTURBANCE
K1	HCBS AT LEVEL OF CARE ACUITY	K3	HCBS SERIOUS EMOTIONAL DISTURBANCE
K1	HCBS AT LEVEL OF CARE ACUITY	K3	HCBS SERIOUS EMOTIONAL DISTURBANCE
K1	HCBS AT LEVEL OF CARE ACUITY	K3	HCBS SERIOUS EMOTIONAL DISTURBANCE

If a member has more than 5 R/E codes, those additional codes (up to 16) will be shown in field #112, titled "Medicaid Recipient Exemption Code 6 to 16".

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Health Home Program Contact Information

- Questions regarding billing of transitioning Children's HCBS services contact the children's team at HHSC@health.ny.gov
- MAPP HHTS issues, contact: MAPP Customer Care (518) 649-4335 or email MAPP-CustomerCareCenter@cma.com
- Health Home Program and Policy questions, contact the DOH Health Home Provider Line (518) 473-5569 or submit an email using the HH email web form: https://apps.health.ny.gov/pubdoh/health_care/medicaid/program/medicaid_health_homes/emailHealthHome.action
- MAPP HHTS resources and presentations can be found here: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/index.htm