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EDMUND G. BROWN JR.  
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OFFICE OF AIDS  
AIDS Drug Assistance Program (ADAP)

Management Memorandum  
Memorandum Number: 2012-10

DATE: October 26, 2012

TO: ADAP COORDINATOR AND  
ADAP ENROLLMENT WORKERS IN SACRAMENTO COUNTY

SUBJECT: IMPORTANT UPDATE FOR ADAP ENROLLMENT APPLICATION  
PROCESSING

The Low Income Health Program (LIHP) is administered by the California Department of Health Care Services (DHCS) and established at the county level. Sacramento's LIHP provides healthcare coverage to adults, 19 to 64 years of age, with incomes up to 67 percent of the federal poverty level (FPL), legal residents, and not otherwise eligible for Medi-Cal. It is important to note that **individuals with private insurance and/or Medicare are eligible for Sacramento's LIHP.**

For more information regarding LIHP, please visit the DHCS website at:  
<http://www.dhcs.ca.gov/provgovpart/Pages/LIHP.aspx>.

### **LIHP Screening and Application for ADAP Clients**

As stated in the December 22, 2011, [ADAP Management Memo No. 2011-06](#), as an interim process, ADAP Enrollment Workers in all counties were to inform Ramsell (the ADAP statewide pharmacy benefits manager) of any ADAP clients that had become enrolled in LIHP by using the Client Update Form. Effective November 1, 2012, this

interim process is no longer necessary for ADAP clients that are enrolling or recertifying in **Sacramento County**. On November 1, 2012, the ADAP enrollment/recertification process, accomplished through Ramsell, will begin tracking client eligibility status for LIHP. For clients enrolled in LIHP prior to November 1, 2012, the ADAP Enrollment Workers should continue to update Ramsell with this information as the information becomes available by utilizing the client update form.

New enrollment forms that include LIHP screening questions will be activated on the Ramsell ADAP enrollment website in your county on November 1, 2012. These forms will require the ADAP Enrollment Worker to determine if the client may be eligible for LIHP and track the client's LIHP application process as described below. The new forms will be activated on November 1, 2012, for Sacramento County.

All ADAP applicants who may qualify for LIHP must be referred to apply to LIHP **EXCEPT** for applicants with private insurance or Medicare Part D. ADAP will continue to cover any prescription co-pays and/or medication deductibles for private insurance and Medicare Part D clients, whether or not they are co-enrolled in a county LIHP, since county LIHPs cannot cover these costs. Enclosed for your reference is a LIHP Overview for Sacramento County, which includes LIHP-specific eligibility criteria.

ADAP Enrollment Workers who do not refer an ADAP applicant to apply for LIHP must indicate the reason for the LIHP non-referral (e.g., income exceeds FPL, has another third party payer such as private insurance or Medicare Part D, county LIHP has an enrollment cap, etc.) and obtain proof substantiating the non-referral reason and maintain it in the client eligibility file.

The ADAP applicant has 30 days after the date of initial ADAP application/recertification to provide proof of LIHP application. (Note: this is consistent with the 30-day grace period allowed for ADAP clients that must apply to Medi-Cal.) During this period, the client will continue to be eligible for ADAP services. Failure to provide the required proof within 30 days will result in ADAP eligibility suspension until such proof is provided. If the client presents at an ADAP pharmacy, the client will receive a last fill for a 30-day supply of medication. (Please see the enclosed document, LIHP Screening during ADAP Enrollment and Recertification in Counties Currently Screening ADAP Clients for LIHP.) Once s/he has provided that proof of LIHP application, a LIHP application processing grace period is established based on how long it typically takes the county LIHP to complete the processing of LIHP applications and make an eligibility determination. The grace period for Sacramento County is 45 calendar days.

During the LIHP application processing grace period, the ADAP applicant will have interim eligibility and receive ADAP services. Prior to the end of the grace period, the ADAP applicant must provide proof of their LIHP eligibility determination and the ADAP Enrollment Worker must reflect this in Ramsell. Failure to provide the required proof within 45 days will result in ADAP eligibility suspension until such proof is provided. If the client presents at an ADAP pharmacy, the client will receive a last fill for a 30-day supply of medication. Once the ADAP Enrollment Worker updates Ramsell with the date of LIHP enrollment, the client will no longer have access to medications through ADAP and must go to a LIHP pharmacy to obtain their medications. The exception to this rule is clients with private insurance and Medicare Part D who are also potentially eligible for or co-enrolled in LIHP. These clients can remain co-enrolled in ADAP. If the ADAP applicant provides a valid denial for LIHP eligibility, the grace period is removed and ADAP eligibility is maintained. Failure to cooperate with the LIHP application process or requirements is not a valid reason for denial. Documentation of LIHP enrollment or valid denial must be maintained in the ADAP client file.

If the LIHP application grace period has expired and the LIHP application has not been processed by the county LIHP, the client must provide proof that the LIHP application/eligibility determination is still pending. The ADAP Enrollment Worker must request a grace period extension/justification for the pending LIHP application, using the ADAP Client Update Form. The LIHP application grace periods will be reviewed by the Office of AIDS (OA) prior to approval. If OA finds that a LIHP application processing grace period listed in the preceding table subsequently changes, then OA will adjust the grace period for that county LIHP.

### **Ramsell's Website**

Effective November 1, 2012, the Ramsell secure website for ADAP enrollment processing will track LIHP screening in Sacramento County. ADAP Enrollment Workers will be required to answer the client questions pertaining to LIHP and provide updates as the client moves through the LIHP screening and application process.

The ADAP paper application has also been updated and contains all of the LIHP screening questions that must be completed by ADAP Enrollment Workers in Sacramento County. Access to the updated application can be obtained in the "Forms" section of the Ramsell secure website at: [www.publichealthrx.com](http://www.publichealthrx.com).

If you have questions regarding the Ramsell secure website or the application form, please contact a Ramsell Client Support Representative at 1 (888) 311-7632, option 8.  
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**Mandatory Enrollment Worker Training for LIHP Screening**

OA and Ramsell will be conducting one Webinar training for all ADAP Enrollment Workers located in Sacramento County that will initiate ADAP LIHP Screening on November 1, 2012. The training will provide ADAP Enrollment Workers with technical assistance and instructions for completing the new LIHP screening process that has been incorporated into the ADAP enrollment process. The one and one-half hour training will review both the manual and electronic application processes and allows time for questions and answers.

Ramsell will send Webinar training registration very soon. You must register in order to attend the Webinar training. If you have any additional questions, please contact a Ramsell Client Support Representative at 1 (888) 311-7632, option 7. The training date and time are as follows:

Tuesday      October 30, 2012      2:00 – 3:30 p.m.

**County Questions Regarding LIHP**

If you have questions regarding your county's LIHP, please contact your local LIHP Coordinator, Chris Silva at (916) 875-6089, and/or ADAP Coordinator, Maureen Pongyan at (916) 914-6213. If you cannot resolve your LIHP questions at the local level, please contact your OA ADAP Coordinator, Tasha Sosa at (916) 449-5948.



Celia Banda-Brown, Chief  
ADAP Section  
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## SACRAMENTO COUNTY LIHP PROGRAM OVERVIEW

Program Name	Sacramento County Low Income Health Program		
Start Date	11/1/12		
LIHP Programs	Medicaid Coverage Expansion (MCE)		
Age	19-64 / Not Medi-Cal eligible		
Residency	County resident		
Eligibility Income Limits (%FPL)	MCE 67%		
Income/ Exclusions	LIHP program (STCs based on Medi-Cal rules) <ul style="list-style-type: none"> <li>• Based on net countable income</li> </ul>		
Related County LIHP Criteria for Income	Earned: Medi-Cal standards per STC's w/ proof	Unearned: Medi-Cal standards per STC's w/ proof	In-Kind: Medi-Cal standards per STC's
U.S. Citizenship/ Immigration	Must be citizen or eligible alien. Need verification of citizenship and identity per Deficit Reduction Act (DRA)		
County Residency	Required County resident by proof of county residency (details not specified).		
Property	No Asset Test		
Retro-active eligibility	None		
Redetermination	Annually		

