WA61 SPENDDOWN FOR PREGNANT WOMEN AND CHILDREN

At this time, there is no system functionality to support a Medically Needy Spenddown for pregnant women or children. If a worker determines that a spenddown is appropriate, these steps will need to be followed.

PRIOR MEDICAL SPENDDOWNS (3 month spenddown)

> Step 1 assumes the following has already happened:
> 1.) The worker has already entered the prior medical months on the **Medical Person Detail** page.
> 2.) The worker has already Run EDBC in each of the prior medical months to determine that the applicant is over income – but has NOT Accepted/Saved the EDBC Results; the Cancel button should be clicked instead.
> 3.) The worker has calculated the spenddown amount, using the Spenddown Worksheet (off-system calculation). Any appropriate medical expenses should be used to determine the final spenddown amount <u>before</u> the spenddown is set up in KEES.

STEP 1   Run EDBC for the first month of the spenddown base period. The EDBC will Fail for Over Income.

STEP 2   On the **Medical EDBC Summary** page, select the **Override Program Configuration** button.

STEP 3   On the **Program Configuration Override List** page, select an **EDBC Override Reason** of *Administrative Decision*.

STEP 4   Select a **Program Status** of *Active* and set the **Reporting Type** to *Change Reporting*.

STEP 5   Click the **Override** button for the consumer needing a MEM Role.

STEP 6   On the **Program Configuration Override Detail** page:
- Select a **Role** of *MEM*.
- Select a **Status** of *Active*.
- For QHP Screened select No.
- Under **Role Reason** select the blank value (all the way at the top of the drop-down list)

STEP 7   Select the **Save and Return** button.

STEP 8   On the **Program Configuration Override List** page click the **Save and Return** button.

STEP 9   On the **Medical EDBC Summary** page select the **Override Medical Summary** button.

STEP 10   Click the **Add** button on the **Medical EDBC Override List** page.

STEP 11   Complete the following:

- Set the **Test** category to *Medically Needy*.
- Set the **Test Result** to *Pass*.
- Enter the off-system calculated spenddown amount in the **Premium/LTC Liability/Spenddown** field.
- Enter the first day of the <u>first</u> month in the spenddown base period in the **Start Date** field.
- Enter the last day of the <u>last</u> month of the spenddown base period in the **End Date** field.
- Select the individual's name from the **Person** drop-down.
- Set their **Role** to *MEM*.
- Select the appropriate **Aid Code** from the drop-down.
  - Medically Needy – Child Cost Share (MDN/CH/N/N)
  - Medically Needy – Pregnant Women Cost Share (MDN/PW/N/N)
- Click the **Save and Return** button.

STEP 12   On the **Medical EDBC Override List** page, click the **Save and Return** button.

STEP 13   On the **Medical EDBC Summary** page, confirm the individuals and aid codes are correct, then click the **Accept** button.

STEP 14   On the **EDBC List** page, click the **Save and Continue** button.

STEP 15   Repeat steps 1-13 for each month in the spenddown.

If completing a Prior Medical Spenddown only:

STEP 16   Run a regular EDBC for the application month. This will discontinue the spenddown.

Document Change Log

Date	Version	Author	Change Description
03/05/2014	1.0	J. King	Initial draft completed
12/05/2014	2.6	Patty Rice	Ready for 2.6 Go-Live
06/08/2015	2.7	J. Estes	Updates for 2.7

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