

### **Purpose:**

These instructions are intended to provide hospitals and hospital CEOs with high-level, step-by-step instructions on how to enroll in the Hospital-Based Presumptive Eligibility (HBPE) program in West Virginia. These instructions provide a step-by-step guide on what hospitals must do to take part in the HBPE program.

### **About HBPE:**

- The Affordable Care Act (ACA) added section 1902(a)(47)(B) of the Social Security Act (SSA) to give hospitals the option, as of January 1, 2014, to determine presumptive eligibility for certain Medicaid coverage groups.
- A qualified hospital may elect to make presumptive eligibility determinations for populations whose eligibility is determined using the Modified Adjusted Gross Income (MAGI) methodology.
- Determinations are made based on preliminary information and according to policies and procedures established by the state Medicaid agency.
- Hospitals wishing to participate in the HBPE program must agree to and follow all policies in the Income Maintenance Manual (Chapter 1, 1.2. 8) and the BMS policy found at <http://www.dhhr.wv.gov/bms/>

### **Hospital Enrollment in HBPE Overview:**

- Before hospitals are permitted to make HBPE determinations, they must enroll in West Virginia's HBPE program.
- Only qualified hospitals may enroll.
- A qualified hospital must:
  - Complete and submit the full HBPE hospital enrollment packet.
  - Assess Medicaid eligibility according to state and federal requirements.
  - Not assess eligibility for Medicaid based on disability or other factors outside of those outlined by federal and state policies.
  - Assist applicants with completion of the full Medicaid application.
  - Not delegate authority to another entity to determine presumptive eligibility.
  - Only allow authorized hospital employees to conduct the presumptive eligibility determinations.
  - Follow state and federal privacy and security requirements.
  - Follow state requirements for data submission.
  - Meet state-specified performance standards.
  - Be subject to corrective action if such standards are not met.
- Hospital must identify employees who will complete the training and become "authorized hospital employees" or "AHEs."
- AHEs must satisfactorily complete training.
- Employees must be trained by BMS and may not "cross-train" other hospital staff.
- Only AHEs who have completed the training will get access to the system (inROADS) to make HBPE determinations.

### **Hospital HBPE Enrollment Steps:**

1. The forms you need are found on this page and include:
  - a. The hospital application to determine presumptive eligibility for Medicaid
  - b. Administrative User Agreement

## Instructions for Hospitals Enrolling in Hospital-Based Presumptive Eligibility

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- c. Data Release Agreement
  - d. HIPAA Business Associate Agreement
  - e. Hospital Application for HBPE Addendum, if you want to utilize a DHHR hospital worker, or a third party vendor to determine presumptive eligibility.
2. The hospital application to determine presumptive eligibility for Medicaid form must be signed by the CEO.
  3. Identify one system administrator at the hospital and have this individual complete the Administrative User Agreement. This person will be responsible for adding users, deleting users, re-setting passwords, etc.
  4. Complete one Data Release Agreement for the hospital.
  5. Complete and return the HIPAA Business Associate Agreement
  6. If applicable, complete and sign the HBPE Addendum.

All forms may be submitted by:

- Mail to WV DHHR, Bureau for Medical Services, Attn: Cynthia Engle, 350 Capitol Street, Room 251, Charleston, WV 2530;
  - E-mail to [Cynthia.L.Engle@wv.gov](mailto:Cynthia.L.Engle@wv.gov); or
  - Fax to 304-558-1542
7. Identify all Authorized Hospital Employees (AHE) who will be making the determinations. These employees must have completed the HBPE training course and have a certificate showing their successful completion of the course. Have each AHE complete the inROADS Individual User Agreement (one per person) this is done on-line once the Administrative User has set them up in WWinroads.

### Questions:

If you have questions about the HBPE program, enrollment process, enrollment forms/agreements, or trainings please contact:

Cynthia Engle, Program Manager, BMS  
Phone: 304-356-4839  
[Cynthia.L.Engle@wv.gov](mailto:Cynthia.L.Engle@wv.gov)