

Process to Access Medicaid Funded Nursing Facility Services

1. Long Term Care (LTC) Application Submitted to DSS-Economic Assistance (EA)

- A LTC Application is completed and sent to EA by the individual, family, or nursing facility to seek Medicaid funding for nursing facility services.
- Once the LTC Application is received, EA sends a Request for Medical Information to the nursing facility. Requested information includes:
 - Signed Admission Orders
 - History and Physical completed within the past 60 days
 - Physician Progress Notes
 - Signed Consolidated Physician Orders completed within the past 60 days
 - Nursing Notes
 - Most recent Minimum Data Set (MDS) Assessment
- Once all documentation is received, EA submits a Request for Level of Care Determination to the Division of Long Term Services and Supports' (LTSS) Medical Review Team (MRT).

2. Level Of Care Determination

- MRT reviews the submitted documentation and determines if nursing facility care is appropriate.
- If nursing facility care is appropriate, MRT completes a Level of Care (LOC) Determination and submits back to EA.
- EA simultaneously determines financial eligibility and once all eligibility criteria is met, approves Medicaid funding for nursing facility services.
- EA sends a notice to the nursing facility which indicates the level of care determination.

3. Annual Level of Care Review

- The Registered Nurse from the MRT completes a level of care review on an annual basis, or more frequently, if warranted.