MEPD and TW Bulletin 23-13

Date: August 04, 2023

To: Eligibility Services Supervisors and Staff
Program Managers
Regional Directors
Regional Attorneys
Hearings Officers

From: Gina Carter, Interim Deputy Associate Commissioner
Access and Eligibility Services Program Policy
State Office 2115

Subject: **Automation of Form H3038-P, CHIP Perinatal - Emergency Medical Services Certification**

The information in this bulletin will be included in a future handbook revision, if required. Until the handbook is updated, staff must use the information in this bulletin. If you have any questions regarding the policy information in this bulletin, follow regional procedures.

Active bulletins are posted on the following websites:

- [Medicaid for the Elderly and People with Disabilities Handbook (MEPDH)](https://hhs.texas.gov/laws-regulations/handbooks/mepd/policy-bulletins) at https://hhs.texas.gov/laws-regulations/handbooks/mepd/policy-bulletins;
- [Texas Works Handbook (TWH)](https://hhs.texas.gov/laws-regulations/handbooks/texas-works-handbook/texas-works-bulletins) at https://hhs.texas.gov/laws-regulations/handbooks/texas-works-handbook/texas-works-bulletins.

Automation of Form H3038-P, CHIP Perinatal - Emergency Medical Services Certification

Background

CHIP perinatal (TA 85) covers labor with delivery charges for households with income above the income limit for Medicaid for Pregnant Women (TP40), but not for households that qualify for Emergency Medicaid (TP 36) coverage (women who do not meet citizenship requirements, and whose household income is at or below the income limit for TP 40).

These Medicaid-eligible households must submit Form H3038-P, CHIP Perinatal – Emergency Medical Services Certification, to apply for Emergency Medicaid to pay for these charges. A woman certified for TA 85 with household income above the TP 40 income limit cannot be certified for Emergency Medicaid to cover the labor with delivery charges. (TWH A-128.3 CHIP Perinatal Application Process).

Currently, staff must manually enter information from the Form H3038-P into the Texas Integrated Eligibility Redesign System (TIERS) to process an application for TP 36. Once staff process the application, the woman is certified for TP 36, and the newborn child is certified for Medicaid for Newborn Children (TP 45).

To streamline the application process and eliminate the need for manual data entry, data entry and eligibility of Form H3038-P is being automated.

Current Policy

TA 85, TP 36, and TP 45
Pregnant women who qualify for TP 40 except for not meeting the citizenship or immigration requirements must submit Form H3038-P.

Current Process
Upon receipt of Form H3038-P, staff must manually data enter the information from the form into TIERS and then process the application to determine eligibility for TP 36 and TP 45. (TWH A-128.3, CHIP Perinatal Application Process).

New Policy

TA 85, TP 36, and TP 45
The current policy for determining eligibility is not changing.

New Process
As a result of the automation of Form H3038-P, staff are no longer required to manually enter the information from the form into TIERS. The information is

automatically captured using Optical Character Recognition (OCR) and entered in the appropriate Logical Unit of Works (LUWs).

In addition, if OCR is successful, the system will auto-process the CHIP-P EDG termination and complete the eligibility determination for TP 36 and TP 45 with no staff action required. If OCR is unsuccessful, an exception will occur for staff action.

Automation
The following alert – *Process a Form 3038P or Alert 912: Process Mass Update Exception for H3038-P* task – requires staff action when an exception occurs:

TLM Alert Name/Number: Alert 912: Process Mass Update Exception for H3038-P
TLM Task Comments Language: Comments (Exception Reason): Mass update was not able to dispose, please run EDBC and dispose accordingly, or **Comments (Exception Reason)**: "Run Eligibility and dispose case for EDG number"

Changes to TIERS will implement with TIERS Release 115.1 on August 5, 2023.

Correspondence
Correspondence changes are not required.

Handbook
The Texas Works Handbook is scheduled to be updated in the January 2024 revision.

Training
Training is not required.

The *R115.1 H3038-P Automation* job aid provides an overview of the automation process and is available for staff in the Job Aid Repository (JAR) located in The LOOP.

Effective Date
This policy is effective August 5, 2023.