

UPDATED August 10, 2022

Items with grey shading have been updated

TO: Health Home Serving Children and Children's Health Home Care Management Agencies:

RE: Guidance for New MAPP HHTS **“Segment End Date Reason Codes”** to Assist with HCBS Capacity Management

In response to Health Home feedback, the NYS Department of Health (DOH) has updated the MAPP Health Home Tracking System (HHTS) to add and update existing **“segment end date reason codes”**, that will be used to automatically notify NYS DOH's Capacity Management Team for children/youth in the Children's Waiver. To address workload issues and ensure more timely notification of when a member is discharged from children's HCBS, this change to the **“segment end date reason codes”** will automatically affect the member's Recipient Restriction/Exemption (RR/E) K-code and eliminate the need for the HHCM to send a separate secure file transfer (SFT) email through the Health Commence System (HCS).

- **This new process will be effective for July 2022 member disenrollment. These codes should not be utilized for disenrollment's that will be backed dated before July 2022.**

A. New **“Segment End Date Reason Codes”**:

1. **Disenrolled from HH and HCBS (56)** – When a child is disenrolled from Health Home and discharged from HCBS selecting this **“segment end date reason codes”** will flag the Capacity Management Team to end the K codes as of the segment end date.
 - ✓ *The HH Care Manager will not have to send a separate secure file transfer (SFT) email through the Health Commence System (HCS) to end the member's K-code.*
 2. **Disenrolled from HH continue HCBS (57)** – Is to be used **ONLY** when an HCBS eligible child/youth requests to continue HCBS by choice to be transferred to C-YES.
 - Children/youth eligible and enrolled in HCBS **MUST** have care coordination either through the Health Home or C-YES. Children/youth cannot remain in HCBS and receive HCBS without a care manager.
 - Children that have a “Family of One” budgeting and not receiving an HCB Service **MUST** have care management through the Health Home and cannot be transfer to CYES. *This will flag the Capacity Management Team to end the K codes as of the segment end date and lose HCB Services.*
- **Both “segment end date reason codes” (56 & 57) should be utilized instead of other “segment end date reason codes” to ensure NYS DOH Capacity Management receives the information and HH CMs do not need to send an HCBS SFT email.**
 - **Both “segment end date reason codes” (56 & 57) are for HHSC ONLY and built that way in MAPP HHTS so that HHSA cannot accidentally utilize these codes.**

B. Existing “Segment End Date Reason Codes”:

1. **Individual has a new CIN (05)** – When a child has a CIN# change, MAPP HHTS requires that the member’s segment under the old CIN# be end dated for the member and then a new segment be created under the member’s new CIN#. When end dating the segment under the old CIN#, “**segment end date reason code**” of **Individual has a new CIN (05)** should be utilized and the new CIN# should be entered in the **New CIN#** field on the Tracking File Segment Records to connect the cases. The “**segment end date reason code**” of **Individual has a new CIN (05)** will flag the Capacity Management Team that the CIN# has changed, and the K-codes will be changed accordingly.
 - **NOTE:** If the new CIN # is not entered when the segment is ended the information will NOT be sent to the Capacity Management Team and the HH CM **MUST** notify the Capacity Management Shared Mailbox in SFT.
 - The UAS must be updated with the new CIN# at the same time to ensure connectivity with the new segment in MAPP HHTS and the UAS assessment record.
 - ✓ *The HH Care Manager will not have to send a separate secure file transfer (SFT) email through the HCS SFT to end the member’s K-code.*

➤ *Per feedback from the Health Homes, the “**segment end date reason codes**” (55) HCBS Ineligible **will no longer be an active** end date reason code for use in MAPP HHTS.*

Please note, that if the “**segment end date reason codes**” are used incorrectly, children/youth in the Waiver could lose their K-codes and services. Please ensure that these codes are used correctly and appropriately.

Health Homes care managers must still send an email to the Capacity Management Secure File Transfer (SFT) mailbox for children/youth that are going to be discharged from HCBS **ONLY** and remain enrolled in Health Home and other reasons noted here, [communication with doh capacity management.pdf \(ny.gov\)](#)

The NYS DOH is continuing to work towards fully automated system regarding HCBS/LOC Eligibility Determination and the Capacity Management slot assignment.

Any children’s HCBS questions, please email BH.Transition@health.ny.gov. If you have any MAPP related questions, please contact MAPP CCC at mapp-customercenter@cma.com.