

STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
SBCH PROGRAM - REIMBURSEMENT AND CON
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Bulletin – Medicaid Eligibility System

September 1, 2015

In September 2015, districts will begin to utilize a new method for determining Medicaid eligible students within their district. The new Medicaid verification system has been created to provide an automated, HIPAA and FERPA compliant, and secure process by which SBCH school districts, or their identified billing vendor are able to identify students who are actively eligible for Medicaid on a specified date for verification, reporting and claiming purposes.

SBCH districts, or their identified billing vendor will install free software to enable the exchange of files with HP, then upload a request file of student data to the interChange secure server (Last Name, First Name, DOB, Match Date, Gender and if on file, Parental Consent). The file is input (uploaded) to the new Medicaid verification system and a client match file (output) is generated. The client match file is then made available on the secure server for the SBCH district, or their identified billing vendor to download. The returned file will have the same information that the district sent, as well as several columns to the right with “E” or “I” for eligibility, address, and, if E and the district has Parental Consent, the Medicaid ID number. It will also indicate the number of match levels from 1 to 10. Unlike the current system, the new system allows for the secure upload to be completed as many times during a month as the district / billing vendor wishes. It is important to note that if you have a billing vendor listed, they will be the PRIMARY user of this new system.

Hewlett Packard (HP) is the DSS contractor for this file transfer process. HP will provide user IDs to each SBCH organization, and their identified billing vendor by secure email to use with the application. Instructions for use are attached to this email and posted on both the SBCH webpage and the HP website for reference. Districts are encouraged to speak with their billing vendor to coordinate completion of this task. Districts are also encouraged to understand the process.

Questions regarding use of the system, the data returned, and technical matters relating specifically to the eligibility system should be directed to the HP designated email address indicated in the instructions provided.

The following timeline has been forwarded to HP for working with districts to institute the new system. Remember, the existing system will stay in place until all districts are using the system.

- September 1st** – Those districts working with a billing vendor (CompuClaim, Kinney, LPVEC, and Centris)
- September 18th** – Ashford, Bethany, Bridgeport, Bristol, East Hartford, Enfield, Guilford, Hartford, Manchester, Mansfield, Meriden, North Haven, Norwalk, Waterbury
- October 2nd** – Hampton, Marlborough, Montville, Newtown, Oxford, Scotland, Sprague, Stratford, Torrington, Union, Waterford, Windham, Woodstock
- October 16th** – Region 8, Region 13, Region 15, Region 16, and Region 17

Please contact me should you have any questions regarding this bulletin.