

**DEPARTMENT OF HEALTH SERVICES  
DIVISION OF HEALTH CARE ACCESS AND  
ACCOUNTABILITY  
ADMINISTRATOR'S MEMO SERIES**

**NOTICE: 13-09**

**DATE: October 1, 2013  
DISPOSAL DATE: None**

**RE: Guidance on Reporting Cost  
and Activities**

**TO:** County Departments of Human Services Directors  
County Departments of Social Services Directors  
Tribal Chairpersons/Human Services Facilitators  
Tribal Economic Support Directors

**FROM:** Brett Davis, Administrator  
Division of Health Care Access and Accountability

**PURPOSE**

The purpose of this administrator's memo is to provide guidance on how to report the time and costs of activities related to determining individuals' eligibility for Medicaid (MA)/BadgerCare Plus (BC+) and/or completing other eligibility and/or enrollment functions within the Federal Health Insurance Marketplace or Exchange. This includes:

- Reporting time and activity within the federally mandated Random Moment Sampling (RMS) process; and
- Claiming reimbursement through the Community Aids Reporting System (CARS).

**BACKGROUND**

The Federal Patient Protection and Affordable Care Act (PPACA) established the Federal Health Insurance Marketplace or Exchange as a resource for individuals and families to purchase affordable private health insurance. The Marketplace will begin accepting applications on October 1, 2013 for coverage effective January 1, 2014.

As part of the Marketplace roll-out, CMS is requiring the Department of Health Services (DHS) to separately track certain work activities related to the Marketplace within the RMS process. This code will be known as The Marketplace Exchange code (320). The code is designed to be utilized mainly for activities that occur once the Marketplace has determined that the applicant is ineligible for MA/BC+. This code should be utilized effective October 1, 2013.

## PROCEDURES

### I) Reporting Worker Activities within the RMS System

- a. The Marketplace Exchange code (320) should be used for the following types of activities:
  - i. Assisting individuals with process of **enrolling** in a Marketplace qualified health plan (QHP)
  - ii. Assisting individuals with Marketplace QHP selection
  - iii. Attending the Marketplace segment of the Certified Application Counselor (CAC) training\*
  
- b. The existing program codes MA (170) or BC+ (175) should be used with activity code (400) Screening and Intake, (405) Eligibility Determination/Re-Determination, or (410) Case Services/Case Management/Processing for the following types of activities:
  - i. Assisting individuals with completion of the **eligibility** portion of the Marketplace **application**
  - ii. Troubleshooting with the Marketplace before an individual's Marketplace eligibility is determined;
  - iii. Assessing customer needs (in person or by telephone) and making the appropriate referral for application purposes
  - iv. Processing referrals received back from the Marketplace.
  - v. Attending the BadgerCare+ segment of the CAC training\*

Guidance on reporting for the RMS cost pools will be provided to agency financial managers at a later date.

Please note that Tribal IM workers are not included in the IM/CC RMS process.

**\*Note:** For CAC training, either code may apply, depending on time RMS inquiry is received.

### II) Claiming Reimbursement for Costs within the CARS System

The costs associated and/or allocated to the **Marketplace** function/activities listed in I.(a) above may not be claimed for reimbursement under the Income Maintenance contracts. Therefore they should **not** be claimed on the monthly expense report for Profiles 76, 77, or 78.

Activities/functions listed in I. (b) above related to applying for financial assistance and determining eligibility for MA/BC+ are allowable IM expenditures. They may be

claimed for reimbursement on the monthly expense report on Profiles 76, 77 or 78, as appropriate.

### **CENTRAL OFFICE CONTACTS**

For questions or assistance regarding any of the information contained in this memo, please contact Debbie Waite at (608) 261-9421 or by e-mail at [Deborah.Waite@dhs.wi.gov](mailto:Deborah.Waite@dhs.wi.gov).

For fiscal questions or assistance regarding program cost reporting, please contact Andre Small at (608) 261-6943 or by e-mail at [Andre.Small@dhs.wi.gov](mailto:Andre.Small@dhs.wi.gov).