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| CHELAN-DOUGLAS CDRSN/PHP POLICY AND PROCEDURE MANUAL | | Chapter: | 1.13 |
| Title: | INTRODUCTION AND ADMINISTRATIVE POLICIES | Page: | 1 of 2 |
| | | Date Effective: | July 1, 2002 |
| Subject: | DISENROLLMENT | Date Revised: | July 1, 2004 |
| | | Authorizing Signature: | |

AUTHORITY: Guiding Principle(s): Effectively Managed
WAC 388-865-0340
DSHS/MHD – CDRSN/PIHP contract
42 CFR 438.226; 438.56(b)(1)(2)(3); 42 CFR 438.56(e)(1)(2)

SCOPE: This policy applies to Chelan-Douglas Regional Support Network/Prepaid Health Plan (CDRSN/PIHP) and its contractors (agencies/providers), and subcontractors (referred to as contractors or agencies or providers throughout this policy).

PURPOSE: This policy describes the process for disenrollment from the CDRSN/PIHP.

DEFINITIONS: “Enrollee” means: A Medicaid recipient who is currently enrolled in a CDRSN/PIHP.

“Enrollment” means: The total number of covered persons in a health plan. Also refers to the process by which a health plan signs up groups and individuals for membership, or the number of enrollees who sign up in any one group.

POLICY: The CDRSN/PIHP complies with the disenrollment requirements and limitations set forth in the BBA regulations, as it pertains to the CDRSN/PIHP’s request for disenrollment of a particular enrollee.

NOTE: WASHINGTON STATE MAA CURRENTLY RETAINS RESPONSIBILITY FOR ENROLLMENT AND DISENROLLMENT, WORKING WITH MHD. THIS POLICY AND PROCEDURE WILL ONLY ADDRESS THE SITUATION OF THE PIHP’S REQUEST TO DISENROLL AN ENROLLEE. ALL OTHER ENROLLMENT AND DISENROLLMENT BBA REGULATIONS WILL NOT BE ADDRESSED IN THIS POLICY AND PROCEDURE.

PROCEDURE: Disenrollment requested by the CDRSN/PIHP must follow the BBA guidelines below:

1. The CDRSN/PIHP must specify the reasons for which the CDRSN/PIHP may request disenrollment of an enrollee.
2. The CDRSN/PIHP may not request disenrollment because of the following reasons:
 - a. an adverse change in the enrollee's health status
 - b. the enrollee's utilization of medical services
 - c. diminished mental capacity
 - d. uncooperative or disruptive behavior resulting from his or her special needs (except when his or her continued enrollment in the CDRSN/PIHP seriously impairs the entity's ability to furnish services to either this particular enrollee or other enrollees;
3. The CDRSN/PIHP must specify the methods through which it will assure the State that it does not request disenrollment for reasons other than those permitted under the contract.
4. Timeframe for disenrollment determinations: Regardless of the procedures followed, the effective date of an approved disenrollment must be no later than the first day of the second month following the month in which the enrollee or the PIHP, . . . files the request.
5. If the MCO, PIHP, . . . or the State agency (whichever is responsible) fails to make the determination within the timeframes specified in paragraphs(e)(1) of this section, the disenrollment is considered approved.

SEE ALSO: Glossary of Terms and Acronyms