

SPENDDOWN & MMIS ENTRY REMINDERS

Does the applicant meet all MN non-financial and financial requirements to include applying for other benefits they made be entitled to such as Title II benefits?

- If No, **STOP!** You cannot determine the spenddown.
- If Yes, continue...

Have you verified if the medical expenses are the responsibility of the member?

- If No, **STOP!** If the expenses have been written off or forgiven they are no longer the responsibility of the member and cannot be applied towards a spenddown.
- If Yes, continue...

Did the member meet a spenddown during a retro period where there is limited coverage in place?

- If No, proceed to **blue**
- If Yes, proceed to **orange**

Start Here: No limited coverage in the retro period exists in the MMIS.

Start Here: Limited coverage in the retro period exists in the MMIS.

Step 1. In update mode navigate to the Eligibility Screen.

Send a completed DMAS MMIS Coverage Correction and email it to the DMAS Enrollment Inbox : enrollment@dmas.virginia.gov. DMAS staff will complete the entry of the closed spenddown period and reenter the limited coverage as necessary.

Step 2. Enter the spenddown:
-Application Date: Must be within the 6 month spenddown period.
-Begin Date: Must be the date the member met the spenddown (not the 1st of the month unless actually met on the 1st)
-End Date: Must be the last day of the spenddown period. An end date must always be entered for spenddowns.

Never use the Retro Cancel Reinstatement function to enter a spenddown in the MMIS. This function will not allow you to enter an end date.

REMINDERS

- A new application is required every 6 months for MN only members.
- Current copies of bills must be provided & evaluated every spenddown .
- Spenddowns can never be evaluated in the future. If the member is placed on 2 spenddowns period, the 2nd spenddown cannot be determined until the 1st day of the 2nd spenddown period.

REMINDERS:

- Email the Enrollment Unit for correction of missing end dates on spenddown segments. (Enrollment@dmas.virginia.gov)
- Email the LTC Unit for assistance with LTC level of care issues. (LTCPatientPayIssues@dmas.virginia.gov)