

Bulletin

September 14, 2007

Minnesota Department of Human Services □ P.O. Box 64941 □ St. Paul, MN 55164-0941

OF INTEREST TO

- County Directors
- Social Services Supervisors and Staff
- County Financial Workers
- Community Organizations
- Healthcare Providers
- Pharmacists
- MAXIS and MMIS Users

ACTION/DUE DATE

Please review updates and implement policy changes as discussed in bulletin Program HH updates effective August 1, 2007

EXPIRATION DATE

September 14, 2009

HIV/AIDS Programs (Program HH) updates

TOPIC

- Program HH Auto Enrollment
- Medicare Part D Co-Pay Assistance Program
- Program HH Application Faxing Policy
- Mental Health Program update
- New Program HH New Application Format
- Program HH Enrollment and Applications Processing
- Back to Work Initiative
- Medication Adherence Initiative
- Program HH Staff Contact

PURPOSE

This bulletin is to inform Minnesota Health Care Program (MHCP) providers, community organizations and county social and financial workers of updates on HIV/AIDS programs (Program HH) policies, procedures and new initiatives.

CONTACT

David Rompa, HIV/AIDS Program Administrator at 651-431-2414 or toll free in Minnesota 1-800-657-3671

SIGNED

LOREN COLMAN
Assistant Commissioner
Continuing Care

Background

This bulletin provides an update and important information to providers and county social workers of the services and supports offered through the HIV/AIDS Division for Minnesotans living with HIV/AIDS. The HIV/AIDS program services include:

- AIDS Drug Assistance Program (ADAP)
- ADAP Insurance Program
- Mental Health Program
- Nutrition Program
- Dental Program
- Case Management

Program HH Auto Enrollment

Effective August 1, 2007, all qualified Program HH applicants are automatically enrolled in the Dental, Nutrition and Mental Health programs. Consumers do not have to utilize these programs, but they are now automatically enrolled each year. The Dental Program requires prior authorization for services already identified as needing a prior authorization through Medical Assistance. The Mental Health Program is for consumers who do not have or have exhausted their mental health insurance benefits. Prior authorization for all services is required for the Mental Health Program. The Nutrition Program covers nutritional supplements such as Boost and Ensure. Supplements must be physician prescribed.

Medicare Part D Co-pay Assistance Program

For Program HH consumers who qualify for Medicare Part D Program and fall within the 135-150% of the federal poverty guidelines (or between \$1,149- \$1,277 per month for a household of one), DHS now administers this program—formerly administered by the Minnesota AIDS Project. Enrollees in this program have been notified individually of this program change. Effective July 1, 2007, the co-pay assistance for Medicare Part D clients in this income bracket is shifted to Program HH. Program HH now pays the co-pays and the one time yearly deductible through the existing system for consumers enrolled in Medicare Part D.

Program HH Application Faxing Policy

Beginning in August, completed applications can be faxed into Program HH and will be considered part of the normal application process. Previously, only emergency applications could be faxed. This change is in response to requests to utilize this method of communication. When faxing an application, please ensure all information required for the application is faxed as well as the Program HH application. Due to the amount of administrative time needed with faxing, we are requesting only complete applications be faxed. If an incomplete application is received, Program HH will shred it for confidentiality reasons and notify the sender and the

consumer (if not the same person). The Program HH fax number is (651) 431-7414. Due to Health Insurance Portability And Accountability Act (HIPPA) standards, we cannot accept applications faxed to another number.

Mental Health Program Update

Mental health services have been available through the DHS HIV/AIDS Program (Program HH) since March 1, 2005. Since then, Program HH has experienced low utilization of its Mental Health Program. In an effort to boost utilization, some benefits have been added and expanded. This bulletin serves as a reminder that Program HH mental health services include individual, group, family and couples therapy, and insurance co-payments. Group therapy guidelines and the procedures for mental health services access are detailed below.

Available Mental Health Services

The Program HH mental health benefit is a limited set of outpatient services which includes individual, group, family and couples therapy. *In addition, Program HH mental health dollars can pay the co-pays for mental health services that are covered by other insurance, including Medicare.* The enrolled client must participate in all sessions submitted for reimbursement. A complete list of covered services is posted at <http://www.dhs.state.mn.us/hiv aids>.

Program HH encourages the use of group psychotherapy as indicated by a client's treatment goals. Guidelines for group therapy are as follows:

Group psychotherapy

Program HH covers two group sizes of group psychotherapy:

- psychotherapy provided by one mental health professional for four to eight recipients
- psychotherapy provided by two mental health professionals for nine to 12 recipients who, because of the nature of their emotional, behavioral, or social dysfunction, can derive mutual benefit from interaction in a group setting

The group size applies regardless of the number of Program HH enrollees in the group. When a recipient participates in a group psychotherapy session conducted by two mental health professionals, the recipient's record must document that co-therapy is medically necessary.

When group psychotherapy is rendered by two professionals, the time billed can either be split between the professionals (i.e., an hour of group psychotherapy is rendered, each professional bills for 30 minutes) or the entire session can be billed under one therapist who will then reimburse the second professional.

Program HH covers a total of 78 hours per recipient per calendar year of group psychotherapy. Documentation must show how the group psychotherapy sessions applied to the recipient's treatment goals.

Group psychotherapy parameters:

- Psychotherapy groups can be conducted at or in collaboration with AIDS Service Organizations (ASO).
- a licensed mental health provider must conduct the group.
- faith-based programs meeting all other Program HH requirements are eligible to participate in this initiative.
- if an agency's mental health provider is currently funded with any Ryan White CARE Act (RWCA) dollars, that staff person cannot be reimbursed under this program.
- current RWCA funding being used for Health Education/Risk Reduction cannot be combined with reimbursement for mental health therapy groups.
- therapy groups must adhere to current Program HH guidelines (i.e.: HIV status documentation, information needed to complete Prior Authorizations, etc.).
- a clear conflict resolution and grievance policy must be developed and shared with group members
- therapy groups cannot be peer led.
- A group psychotherapy session may be one hour, one and one-half hours or two hours in length.

Who is eligible to access Mental Health benefits?

To meet the minimum requirements of the Program HH Mental Health Program, a person must:

- be a resident of Minnesota
- be HIV-positive
- have an income under 300 percent of Federal Poverty Guidelines
- have less than \$25,000 in assets
- be enrolled in Program HH
- have no mental health insurance, be able to document that current mental health coverage has been exhausted, or have mental health coverage that requires a co-payment.

All mental health services, including co-payments, must be granted Prior Authorization (PA) by Program HH prior to utilization. Providers must call (651) 431-2398 to verify eligibility and to process the PA. Services are billable when provided through an enrolled Fee-for-Service Minnesota Health Care Program mental health provider only. A fact sheet on completing Prior Authorization forms and billing for mental health services is included with this bulletin. It can also be found on the program Web site at <http://www.dhs.state.mn.us/hiv aids>.

The eligibility type in MMIS indicates the client's approved benefits through Program HH. A recipient may be on one or more of our five programs (Drug, Nutrition, Insurance, Dental or Mental Health). Mental Health does not have its own eligibility type, but is a MHCP Fee-for-Service program. To protect client confidentiality, "HIV" does not appear on any MMIS screen. *County workers, clinic staff and providers are urged to avoid using the term "HIV" when referring to these programs.*

If you are a mental health provider not currently enrolled as a Fee-for-Service Minnesota Health Care Program provider, and you would like to provide services to Program HH clients, contact the Provider Enrollment Help Line at (651) 431-2700 or 1-800-366-5411.

The DHS HIV/AIDS Program receives both federal and state funds. This program is administered, and eligibility is determined, on the state level by the personnel of the Department of Human Services HIV/AIDS Division only. The county financial worker's role in the operation of this program is solely to ensure coordination with other Minnesota Health Care Programs.

Additional information

For more information on the completion of Prior Authorization (PA)'s and/or the billing of mental health services, visit the web site at <http://www.dhs.state.mn.us/hiv aids> or contact April Beachem at Program HH at (651) 431-2398.

To enroll as a Fee-for-Service Minnesota Health Care Program provider in order to provide services to Program HH clients, contact the Provider Enrollment Help Line at (651) 431-2700 or toll-free 1-800-366-5411.

The mental health program does **not** cover the cost of medications. There are a limited number of mental health medications available through the [Drug Reimbursement Program](#).

Program HH New Application

Program HH has a new annual application form as of August 1, 2007. The new application is easier to read, contains better information, and includes a checklist of application materials. The six-month application is renamed the "Six-Month Information Update" and is still required. For consumer ease, it includes check boxes to skip sections that have not changed since the annual application.

Applications for Program HH are available at <http://www.dhs.state.mn.us/hiv aids> and through many community and clinic-based programs throughout Minnesota. Applications are also available through the Program HH office at:

HIV/AIDS Programs
Minnesota Department of Human Services
PO Box 64972
St. Paul, MN 55164-0972
Metro (651) 431-2414
Statewide (800) 657-3761
Fax (651) 431-7448

Program HH Enrollment and Application Processing

As of August 1, 2007 all enrollment and application processing will be on a “first in, first served” basis and not based upon an alphabet system. One eligibility staff will be assigned to all new applications and six-month information updates. The other two staff will work on continuation enrollment. All eligibility staff will be able to answer questions about your application and you do not need to call eligibility staff based on the old assigned alphabet system.

Back to Work Initiatives

In partnership with the Minnesota Work Incentives Connection, Project for Pride in Living (PPL), and Pathways to Employment (Minnesota’s Ticket to Work Grantee), the HIV/AIDS Division is piloting a program to support Program HH consumers in strengthening skills for work readiness. Project for Pride in Living will begin in October to offer a structured four weeks course to enhance and develop employment-readiness skills covering topics such as (but not limited to) interviewing, stress management, preparing for the workplace, and job searching. Additionally, participants will learn about how income can impact public benefits and employment incentives geared to support people with disabilities and employment.

For more information about this initiative or enrollment, please contact Shelly Owen at (651) 431-2403

Medication Adherence Initiatives

The Medication Adherence Initiative would help individuals new to antiretroviral treatment incorporate HIV/AIDS medication into their daily lives or persons changing medications deal with side effects or complications brought on by changing regimens. The goal of the initiative is to help clients take their medications as prescribed without missing doses while helping clients deal with any side effects. The initiative is currently being funded for two years to offer adherence counseling to individuals in the form of a one time counseling session or if needed through an adherence plan drawn up by the counselor and client. These treatment plans can include office visits, home visits, telephone calls or email counseling. Adherence counseling will be open to all eligible HIV-positive clients regardless of which clinic they receive their health care. West Side Community Health Services and Regions Hospitals are the two metro locations funded and the MAYO Clinic is also funded to serve the South Eastern part of the state. In year two, a Duluth area clinic will be funded to provide these services.

For more information about what this initiative, please contact Andy Ansell at (651) 431-2449

Program HH staff contacts

In an effort to serve you better, below is a list of all current DHS HIV/AIDS Division staff members and their contact information. Please do not hesitate to contact us with questions or when you need assistance accessing our programs.

General Program Contact Information

General Number:	(651) 431-2414	Mailing Address:	
Toll Free Number:	1.800.657.3761	Program HH	
TTY Number:	1.800.627.3529	Minnesota Department of Human Services	
Fax Number:	(651) 431-7414	P.O. Box 64972	
Web Site:	http://www.dhs.state.mn.us/hiv aids	St. Paul, MN 55164-0972	
Provider Call Center	(651) 431-2700 or toll free 800.366.5411		

Eligibility Team Contact Information

Linda Atlas – eligibility specialist	(651) 431-2408
Kathy DeHoop – eligibility specialist	(651) 431-2411
Aimee Prudhomme – eligibility specialist, good cause coordinator	(651) 431-4224

Insurance Team Contact Information

Brain Jorgensen – insurance specialist, benefit team leader	(651) 431-2407
Richard Judge – insurance specialist	(651) 431-2419

Data Management Team Contact Information

April Beachem – client services and data management	(651) 431-2398
Jeff Buckles – data specialist	(651) 431-2391
Howard Hickman – project consultant and data management	(651) 431-2410

Administrative Support Team Contact Information

Jill Becker – administrative assistant, intake specialist	(651) 431-2409
Bruce Chandler – administrative assistant	(651) 431-2172

Management & Planning Team Contact Information

Andy Ansell – program development specialist	(651) 431-2449
Mary Grandy – training and special projects coordinator	(651) 431-2849
Redwan Hamza – planning and policy coordinator	(651) 431-2397
Shelly Owen – strategic planner	(651) 431-2403
David Rompa – program administrator	(651) 431-2378
Michelle Sims – case management coordinator	(651) 431-2406
Gloria Smith – accounting officer	(651) 431-2418

Bulletin #07-14-01
September 14, 2007
Page 8

Special Needs

This information is available in other forms to people with disabilities by contacting us at (651) 431-2414 (voice), toll free at 1-800-657-3761 or through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).