
TITLE: Unborn Activation and Newborn Assignment

PURPOSE: The Process by which an unborn child is notified to the DCF and is made Medicaid eligible upon birth; to establish criteria for newborn enrollment.

PROCEDURE:

A. First Coast Advantage (FCA) will utilize the unborn activation process to facilitate enrollment and be responsible for newborns from the date their enrollment is FCA is effective. Revised 1/1/08: Upon unborn activation, the newborn will be enrolled in the Health plan in which his/her mother is enrolled during the next available Enrollment month after checking the Choice Counseling Enrollment system (BESST) to ensure that the family has not contacted Choice Counseling to enroll the newborn in FCA or in another reform plan. If the family has already made an Enrollment choice, the Agency area office will not enroll the newborn in FCA via this newborn Enrollment process. When Enrollment occurs via the unborn/newborn activation method, the family may change reform health plans for the newborn through Choice Counseling at any time.

B. **Revised 09/01/09: Unborn Activation shall occur through the following process:**

1. Upon identification of a member's pregnancy through medical history, examination, testing, claims, or otherwise, FCA shall immediately notify DCF of the pregnancy and any relevant information known (for example, due date and gender).
 - a. FCA must provide this notification by completing the DCF Excel spreadsheet and submitting it, via electronic mail, to the appropriate DCF Customer Call Center address and copied to MPI at email: mcobaby@ahca.myflorida.com.
 - b. FCA shall indicate its name and number as the entity initiating the referral.
 - c. The DCF Excel spreadsheet and directions for completion are located on the Medicaid web site: <http://ahca.myflorida.com/Medicaid/Newborn/index.shtml>.
2. DCF will generate a Medicaid ID number for the unborn child. This information will be transmitted to the Medicaid fiscal agent. The Medicaid ID number will remain inactive until the child is born and DCF is notified of the birth.



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3. Upon notification that a pregnant member has presented to the hospital for delivery, FCA shall inform the hospital, the pregnant member's attending physician and the newborn's attending and consulting physicians that the newborn is a member only if FCA has verified that the newborn has an unborn record on the system that is awaiting activation. At this time FCA or its designee shall complete and submit the Excel spreadsheet for unborn activation to DCF, and to MPI for its information.
 4. E-mail submissions must have the password-protected spreadsheet as an attachment, and the spreadsheet must contain all pregnancy notifications and newborn births for FCA. FCA should send no more than one e-mail submission, per day, to each DCF customer call center region based on the members' region of residence.
 5. With regard to participating hospitals, FCA must include, as part of its participating hospital contract, a clause that states whether FCA or the hospital will complete the DCF Excel spreadsheet for unborn activation.
 6. FCA shall periodically check Medicaid eligibility to determine if the baby's Medicaid ID has been activated. Frequent monitoring is recommended. Monitoring may be done through the following:
 - a. FCA contracted Medicaid Eligibility Vendor System (MEVS)
 - b. The Medicaid Fiscal Agent's toll-free provider inquiry line and asking a representative for assistance
 - c. The Medicaid Automated Voice Response System (AVRS)
 - d. The X12-270 transmission to the Medicaid fiscal agent.
 7. If the unborn activation process is properly completed by the FFS PSN, the newborn will be enrolled using the process in Exhibit 3 of Attachment II.

C. Revised 09/01/09: Newborn Enrollment shall occur through the following process:

1. The below newborn enrollment process applies only to those newborns for whom FCA followed the unborn activation process specified in Attachment II, Section III, B.3. Newborns not enrolled through the unborn activation process must be enrolled through the Agency's choice counselor/enrollment broker.
2. Once FCA confirms activation of the baby's Medicaid ID, FCA shall submit to the Medicaid area office a request to enroll the newborn, as described below. Newborn enrollments are always effective the next available enrollment month.
 - a. To submit newborn enrollment requests, FCA shall complete an ENR – Newborn Excel worksheet titled



"WORKBOOK-Invol Disenroll – Newborn Enroll.xls," providing all the information required for the newborn's enrollment into FCA. The Excel workbook format and naming convention is provided in the Agency's Report Guide. FCA shall submit the completed workbook to the local Medicaid area office for newborn enrollment processing.

- b. Newborn requests must be submitted electronically to the local Medicaid area office each Wednesday using the Excel workbook template provided by the Agency. All fields must be completed in full. Before sending the workbook by e-mail, FCA must password-protect the Excel file. The password must be sent to the area office in a separate e-mail message.
 - c. Only new newborn enrollment requests are to be submitted each week. If there are no new cases for a particular week, FCA must so indicate in an e-mail to the Agency area office.
3. The Medicaid area office will enroll the newborn in FCA for the next available enrollment month after checking to ensure that the family has not contacted the Agency or its agent to enroll the newborn in another health plan. If the family already has made an enrollment choice, the area office will not enroll the newborn in FCA by the newborn enrollment process. When enrollment occurs by the unborn/newborn activation method, the family may change health plans for the newborn through the Agency or its agent at any time.
 4. Failure to use the unborn activation process for known pregnancies shall result in sanctions.
 5. If a pregnant member presents for delivery without having an unborn eligibility record that is awaiting activation, FCA or designee must submit the spreadsheet to DCF immediately upon birth of the child. The newborn will not automatically become a FCA member upon birth.
- D. Information regarding newborn enrollment, including the mother's responsibility to notify First Coast Advantage and the mother's DCF case worker of the newborn's birth and selection of a PCP; will be provided in the FCA Member handbook.



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- E. Upon activation of a newborn's enrollment, newborns are assigned a PCP as selected by the mother. If the mother does not select a PCP Revised 6/6/06: within 30 days, FCA will assign one to the newborn. Mothers of newborns are informed that they may change the assignment of the newborn's PCP. Member Services will assist the mother in selection of the newborn's PCP.

Revised 3/1/09: Attachments:

Attachment 1 – Provider Inquiry Sheet

Attachment 2 – 2008 DCF Regions and Circuits

Attachment 3 – Provider Inquiry Sheet Completion Guide