



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

**Title:** Medicaid Procedures

**Related Policy:** FDJJ – 9325

### I. DEFINITIONS

**Agency for Health Care Administration (AHCA)** – The single state agency designated to administer the federal Medicaid program, grant licenses to health care providers and facilities, and regulate Florida’s health care system. AHCA is the State of Florida agency that contributes Florida’s portion of Medicaid funding to the U.S. Centers for Medicare and Medicaid Services.

**Chief Probation Officer (CPO)** – The person responsible for supervising juvenile probation and community intervention efforts in each of the 20 judicial circuits. This DJJ staff member serves as the key local contact person for the Department and community partners.

**Committed Youth** – A youth who has been adjudicated delinquent by the court, authorizing the Department to exercise active control over the youth, including, but not limited to custody, care, supervision, urine monitoring, and treatment of the youth in a residential commitment program.

**Department of Children and Family (DCF)** – The state agency providing cash assistance and food stamps, determining Medicaid eligibility, and determining eligibility for and the dissemination of other services to needy children and families.

**Judicial Circuit (Circuit)** – There are 20 judicial circuits in the State of Florida. This term refers to the circuit in which a youth resides, has been adjudicated for a crime committed, and in which the youth may be sent to a residential commitment program.

**Juvenile Justice Information System (JJIS)** – The primary database system used by all DJJ program areas, partners, and contracted Providers to provide data to identify the needed services, document the services provided to youth, maintain youth demographics, trace youth interactions with the Department, and track statuses of interactions, actions, and dispositions of youth in the juvenile justice system.

**Juvenile Probation Officer (JPO)** – The authorized agent of DJJ who performs the intake, case management, probation and other community intervention functions for youth alleged to be delinquent and for delinquent offenders. This position follows a youth from entrance to exit from the juvenile justice system.

**Juvenile Probation Officer Supervisor (JPOS)** – The person responsible for supervising Juvenile Probation Officers by communicating, motivating, training, and evaluating employees, and planning and directing their work.

**Medicaid** – A jointly funded state and federal program of medical assistance, administered by the Florida Agency for Health Care Administration (AHCA), which is available to groups of specific individuals defined in policy. Federal matching funds for Medicaid are available to states under Title XIX of the Social Security

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Act, as amended. The purpose of this federal funding is to enable states to provide a more effective medical assistance program to individuals based on financial need.

**Probation and Community Intervention** – The branch within DJJ responsible for administrative oversight and direction of probation and community intervention programs.

**Region** – A specific geographical area encompassing several distinct judicial circuits. Probation and Community Intervention and Residential Services have three (3) regions, with the North Region being divided by East and West based upon judicial circuits.

**Residential Services** – The branch within DJJ, as established in Ch. 20.316, F.S., responsible for administrative oversight of the residential commitment programs and sites where juvenile offenders are placed due to adjudication and court-ordered commitment, provides services through contracted Providers, facilitates training, and technical assistance for contracted Providers, and provides the placement and classification services for youth adjudicated to commitment.

**Residential Commitment Program** – A program where an adjudicated youth is placed, as a juvenile offender, for treatment in a residential setting. The program’s purpose is to provide the care, custody, control, and treatment needs of the youth within the appropriate adjudicated commitment level to include non-secure, high-risk, or maximum-risk commitment.

**II. STANDARDS/PROCEDURES**

**A. Procedure and Communication Development:**

1. The offices of Research and Data Integrity and Residential Services will work cooperatively with DCF and AHCA to ensure a youth’s Medicaid benefits are appropriately suspended and reinstated, as appropriate, in accordance with DJJ procedures.
2. Each day, the Office of Research and Data Integrity will extract from the JJIS the data set to match with AHCA’s electronic data in the Florida Medicaid database in order to:
  - a. Identify all youth who entered a residential commitment program on the date of the data extraction and those who entered a residential commitment program for the three (3) days prior to the date of the extraction.
  - b. Identify all youth who were discharged from a residential commitment program on the date of the data extraction and those who were discharged from a residential commitment program for the three (3) days prior to the date of the extraction.
3. Each month, the Office of Research and Data Integrity will extract from JJIS the same data criteria to match the data set with DCF’s electronic data in order to:
  - a. Identify all youth who entered a residential commitment program on the date of the data extraction and for the immediate three (3) days prior.
  - b. Identify all youth who were discharged from a residential commitment program on the date of the data extraction and for the immediate three (3) days prior.

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**B. Offender Eligibility Determination Process:**

1. When a youth is admitted to a residential commitment program, Medicaid eligibility shall be suspended by AHCA and DCF for the youth and may not be used for any medical, pharmaceutical, optometric, dental, or psychiatric care.
2. Suspension of Medicaid services shall be initiated, via secured electronic data exchange processes, between DJJ and AHCA on a daily basis, and between DJJ and DCF on a monthly basis.
  - a. The data fields captured and transmitted for each youth between DJJ and the two agencies shall be the same, as described in the data exchange protocol document maintained by DJJ's Office of Research and Data Integrity and the appropriately designated personnel at AHCA and DCF.
3. When a youth is discharged from a residential commitment program, Medicaid eligibility shall be reinstated for the youth by AHCA and DCF as appropriate and in accordance with each agency's policies and procedures.
4. The offices of Probation and Community Intervention, Residential Services, and all DJJ contracted Providers will work cooperatively to:
  - a. Ensure a youth who previously received Medicaid benefits prior to a stay in the care and custody of DJJ for more than 29 days has that Medicaid plan reinstated in a timely fashion.
  - b. Include the youth's Medicaid eligibility status and enrollment in the youth's Transition Plan.
  - c. Coordinate the youth's transitional needs with AHCA, DCF, the family, the home community, the youth's managed care entity of record, and any other health care provider necessary to ensure the youth's success in the home community after residential commitment. The youth's Juvenile Probation Officer, the appropriate Office of Probation and Community Intervention staff member, or the contracted provider assigned to the youth's case shall take the lead to ensure the youth and family have complied with all requirements of DCF in order to reinstate the youth's Medicaid coverage.
  - d. This requires the staff member or contracted provider to physically assist the primary Medicaid account holder in completing online paperwork, making telephone calls, setting up appointments, or getting prescriptions filled.

**III. RESPONSIBILITY AND DUTIES**

**A. Assistant Secretary of Residential Services:**

1. Shall maintain a designated staff member at DJJ Headquarters to serve as the DJJ Medicaid Liaison to work cooperatively with all DJJ program areas, AHCA, DCF, the U.S. Social Security Administration (SSA), and other agents of the State of Florida to facilitate compliance with standard operating procedures as they pertain to Medicaid eligibility for youth in DJJ custody.

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**B. Director of Research and Data Integrity:**

1. Shall maintain a designated staff member who performs the daily data extract from JJIS and transmits same to AHCA; performs the monthly data extract and transmits same to DCF; and who troubleshoots the data integrity of individual youth information transmitted as the need arises during the regular work week.
  - a. The troubleshooting includes (1) analysis of the daily error report generated by AHCA and (2) communication with appropriate CPO, SJPO, and JPO to ensure the corrected information is entered into JJIS where the next data exchange does not result in the same error for a youth's record.

**C. Headquarters Statewide Medicaid Liaison:**

1. Shall serve as Medicaid Liaison to work cooperatively with AHCA, and DCF, and SSA to facilitate compliance with standard operating procedures as they impact youth Medicaid eligibility determination:
  - a. Agency for Health Care Administration
    - i. Administers the Medicaid program by maintaining the offender's Medicaid eligibility file, enrolling/dis-enrolling the offender from Medicaid managed care and reimbursing Medicaid providers for covered services.
    - ii. Provides assistance on an as-needed basis when requested by DJJ Medicaid Liaison.
    - iii. Provides updates or changes in Medicaid policies as they relate to the juvenile offender population to the DJJ Medicaid Liaison for distribution or dissemination to providers, staff, or other liaisons.
  - b. Department of Children and Families
    - i. Determines the youth's eligibility for Medicaid.
2. Shall verify the residential commitment timespan for youth, as requested via confidential encrypted email by AHCA's designated staff in the Third Party Liability Unit, so a youth who may receive Medicaid services or the youth's healthcare provider may receive Medicaid reimbursement in a timely fashion if the youth is or was not in residential commitment on the date of service or at the time the Medicaid benefits are requested.

**D. Chief Probation Officer (Office of Probation and Community Intervention):**

1. Shall be the primary point of contact for data integrity issues pertaining to a youth's Medicaid eligibility.

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**E. Juvenile Probation Officer:**

1. Shall complete a youth's record in the JJIS system to include accurate spelling of all names, accurate dates of birth, and accurate Social Security Numbers for each youth in the Juvenile Probation Officer's case load.
2. Shall coordinate with the circuit's and program's transition specialists and the youth's parent or guardian to ensure the youth's Medicaid eligibility is current prior to the youth's discharge from a residential commitment program.

**IV. ATTACHMENTS – N/A**