

# Process for Jails to become Certified Medicaid Application Agents

1. Designate staff to be certified assistors. These designated staff will need to complete an online training on Medicaid and the automated online eligibility system; HealthPlanFinder.

[http://www.hca.wa.gov/hcr/me/Pages/training\\_education.aspx](http://www.hca.wa.gov/hcr/me/Pages/training_education.aspx)

2. After staff has completed the training they must complete a quick proficiency test, sign a confidentiality statement, and authorization for a background check.
3. After HCA receives the above documents jail staff are issued HPF IDs and can begin enrolling individuals assuming the facility has a signed MOU with the Health Care Authority.

## Medicaid Applications for Inpatient Hospitalizations

1. Apply for the inmate as if they were releasing answering the incarceration question as 'no' and not awaiting disposition of charges. Enter any income received during the month of the Medicaid need in the appropriate fields.
2. Notify the designated HCA contact via email with details about the medical need – month/day and duration of stay. (mark.westenhaver@hca.wa.gov)
3. HCA staff will do the Medicaid copy back and notify the facility.
4. Facility can go into HPF and close ongoing or continued benefits.

## Processing Medicaid Applications for Releasing Individuals

1. No earlier than 30 days prior to release screen the individual for Medicaid.
2. Enter the individual's information into HPF. Use the HCA or DOC shortened application to gather client info. This form must be retained for 7 years.