Handout #2 Tribal Clinic Health Home Enrollment Process

11/04/2014

Draft

Tribal Clinic PCCM Enrollment

Health Home Lead Eligibility Determination & Enrollment

Tribal Clinic Health Home Eligibility Determination & Enrollment

RDA sends HCA all HH eligible enrollees

HCA staff confirms meet eligibility criteria

Tribal Clinic sends HCA a list of current clients they think will be HH eligible VIA PAPER or PDF (NOT EMAIL) to be HIPAA compliant

HCA staff researches their PRISM score and RAC eligibility

HCA staff selects clients to enroll that month and chooses Leads

HCA staff returns list to Tribal Clinic
VIA PAPER or PDF (NOT EMAIL) to be HIPAA compliant

Tribal Clinic works with client to complete enrollment form Indicates with be dis-enrolled from any PCCM

HCA staff passively enrolls to HH Lead, sending a flat file to P1 to upload data

Tribal Clinic submits submits enrollment form VIA PAPER or PDF (NOT EMAIL) to be HIPAA compliant

P1 passively enrolls AI/AN enrollees to PCCM clinic

Lead can utilize the Clinical Eligibility
Tool and submit client to HCA for
consideration

HCA Program staff may upload data as part of current monthly process

HCA staff may enroll client manually

HCA staff reviews tool, enrolls client in HH manually if appropriate Lead can utilize the Clinical Eligibility Tool and submit client to HCA for consideration

HCA staff reviews tool, enrolls client in HH manually if appropriate

Explore if letter mailed with booklet will require changes (and Service Request?)