

Washington Apple Health (Medicaid)

HIV/AIDS Case Management Billing Guide

January 1, 2019

Every effort has been made to ensure this guide's accuracy. If an actual or apparent conflict between this document and an agency rule arises, the agency rules apply.

About this guide*

This publication takes effect January 1, 2019, and supersedes earlier guides to this program.

HCA is committed to providing equal access to our services. If you need an accommodation or require documents in another format, please call 1-800-562-3022. People who have hearing or speech disabilities, please call 711 for relay services.

This document is to be used for billing purposes only. Refer to the Department of Health's (DOH) [HIV Community Services Provider Manual](#) for a complete guide to the HIV/AIDS Case Management Program.

Washington Apple Health means the public health insurance programs for eligible Washington residents. Washington Apple Health is the name used in Washington State for Medicaid, the children's health insurance program (CHIP), and state-only funded health care programs. Washington Apple Health is administered by the Washington State Health Care Authority.

What has changed?

Subject	Change	Reason for Change
Client Eligibility: BHO, Changes for January 1, 2019, IMC, and Integrated Apple Health Foster Care	Effective January 1, 2019, some existing integrated managed care regions have new counties and many new regions and counties will be implemented.	Apple Health managed care organizations (MCOs) in certain RSAs will expand their coverage of behavioral health services (mental health and substance use disorder treatment), along with continuing to cover physical health services.

* This publication is a billing instruction.

How can I get agency provider documents?

To access provider alerts, go to the agency's [provider alerts](#) webpage.

To access provider documents, go to the agency's [provider billing guides and fee schedules](#) webpage.

Copyright disclosure

Current Procedural Terminology (CPT) copyright 2018. American Medical Association (AMA). All rights reserved. CPT is a registered trademark of the AMA.

Fee schedules, relative value units, conversion factors and/or related components are not assigned by the AMA, are not part of CPT, and the AMA is not recommending their use. The AMA does not directly or indirectly practice medicine or dispense medical services. The AMA assumes no liability for data contained or not contained herein.

Table of Contents

About this guide2
What has changed?2
How can I get agency provider documents?3

Resources Available5

Program Overview6
Purpose.....6
How can I apply to provide HIV/AIDS case management services?6

Client Eligibility7
Who is eligible for HIV/AIDS case management?7
How do I verify a client’s eligibility?7
Are clients who are enrolled in an agency-contracted managed care organization eligible?.....8
Managed care enrollment.....9
Behavioral Health Organization (BHO)9
Apple Health – Changes for January 1, 201910
Integrated managed care10
Integrated managed care regions11
Integrated Apple Health Foster Care (AHFC)12

Billable Services13
Comprehensive assessment.....13
HIV/AIDS case management – full month.....13
HIV/AIDS case management – partial month13
Monitoring14
Moving from monitoring to active case management14

Coverage Table.....15

Billing16

Alert! This **Table of Contents** is automated. Click on a page number to go directly to the page.



Resources Available

Topic	Resource
Becoming a provider	Department of Health HIV Client Services PO Box 47841 Olympia WA 98501-7841 360-236-3437
Questions about provider participation, case management standards, and reporting requirements	
Submitting a change of address or ownership	See the agency's Billers and Providers website.
Finding out about payments, denials, claims processing, or Health Care Authority managed care organizations	
Electronic billing	
Finding Health Care Authority documents (e.g., billing instructions, provider notices, fee schedules)	
Private insurance or third-party liability	
Medicaid Assistance Customer Service Center	800-562-3022

Program Overview

Purpose

The intended outcomes of Title XIX HIV/AIDS Targeted Medical Case Management are to assist persons living with HIV/AIDS to:

- Gain and maintain access to primary medical care and treatment.
- Gain and maintain access to antiretroviral medications.
- Maintain adherence to treatment and medications.
- Live as independently as possible.

The agency has an agreement with the Department of Health (DOH) to administer the HIV/AIDS Case Management program for eligible clients ([WAC 182-539-0300](#)). HIV Client Services oversees the daily operation of the Title XIX HIV/AIDS Case Management Program. HIV Client Services is located in the office of Disease Control and Health Statistics at the Department of Health.

How can I apply to provide HIV/AIDS case management services?

([WAC 182-539-0300](#))

Only agencies approved by DOH's HIV Client Services can provide HIV/AIDS case management services. To request approval from DOH, complete the Title XIX provider application process and submit the required documents to DOH. See [HIV Community Services Provider Manual](#) for specifics on provider requirements, or call HIV Client Services at 360-236-3437.

Client Eligibility

Who is eligible for HIV/AIDS case management?

([WAC 182-539-0300](#))

To be eligible for HIV/AIDS case management services, a client must:

- Have a current medical diagnosis of HIV or AIDS.
- Not be receiving concurrent HIV/AIDS case management services through another program.
- Require assistance obtaining and effectively using necessary medical, social, and educational services; or need 90 days of continued monitoring.
- Have a benefit service package that covers HIV/AIDS case management.

How do I verify a client's eligibility?

Most Apple Health clients are enrolled in an agency-contracted managed care organization (MCO). This means that Apple Health pays a monthly premium to an MCO for providing preventative, primary, specialty, and other health services to Apple Health clients. Clients in managed care must see only providers who are in their MCO's provider network, unless prior authorized or to treat urgent or emergent care. See the agency's [Managed Care webpage](#), under Apple Health managed care page for further details.

It is important to always check a client's eligibility prior to providing any services because it affects who will pay for the services.

Check the client's Services Card or follow the two-step process below to verify that a client has Apple Health coverage for the date of service and that the client's benefit package covers the applicable service. This helps prevent delivering a service the agency will not pay for.

Is the client enrolled in an agency-contracted managed care organization (MCO), in a behavioral health organization (BHO), or is the client receiving services through fee-for-service (FFS) Apple Health?

Verifying eligibility is a two-step process

Step 1. Verify the patient's eligibility for Apple Health. For detailed instructions on verifying a patient's eligibility for Apple Health, see the *Client Eligibility, Benefit Packages, and Coverage Limits* section in the agency's [ProviderOne Billing and Resource Guide](#).

If the patient is eligible for Apple Health, proceed to **Step 2**. If the patient is **not** eligible, see the note box below.

Step 2. Verify service coverage under the Apple Health client's benefit package. To determine if the requested service is a covered benefit under the Apple Health client's benefit package, see the agency's [Program Benefit Packages and Scope of Services](#) webpage.

Note: Patients who are not Apple Health clients may submit an application for health care coverage in one of the following ways:

1. By visiting the Washington Healthplanfinder's website at: www.wahealthplanfinder.org
2. By calling the Customer Support Center toll-free at: 855-WAFINDER (855-923-4633) or 855-627-9604 (TTY)
3. By mailing the application to:
Washington Healthplanfinder
PO Box 946
Olympia, WA 98507

In-person application assistance is also available. To get information about in-person application assistance available in their area, people may visit www.wahealthplanfinder.org or call the Customer Support Center.

Are clients who are enrolled in an agency-contracted managed care organization eligible?

Yes, if the client meets the criteria under [Who is eligible for HIV/AIDS case management](#) in this guide. When verifying eligibility using ProviderOne, if the client is enrolled in an HCA managed care organization (MCO), managed care enrollment will be displayed on the Client Benefit Inquiry screen. HIV/AIDS Case Management services do not require a referral from the client's MCO. Use these billing instructions to bill the agency directly.

Managed care enrollment

Apple Health (Medicaid) places clients into an agency-contracted MCO the same month they are determined eligible for managed care as a new or renewing client. This eliminates a person being placed temporarily in FFS while they are waiting to be enrolled in an MCO or reconnected with a prior MCO. This enrollment policy also applies to clients in FFS who have a change in the program they are eligible for.

New clients are those initially applying for benefits or those with changes in their existing eligibility program that consequently make them eligible for Apple Health managed care. Renewing clients are those who have been enrolled with an MCO but have had a break in enrollment and have subsequently renewed their eligibility.

Checking eligibility

- Providers must check eligibility and know when a client is enrolled and with which MCO. For help with enrolling, clients can refer to the Washington Healthplanfinder's [Get Help Enrolling](#) page.
- MCOs have retroactive authorization and notification policies in place. The provider must know the MCO's requirements and be compliant with the MCO's policies.

Behavioral Health Organization (BHO)

The Health Care Authority manages the contracts for behavioral health services (mental health and substance use disorder) for the following four Regional Service Areas (RSAs):

- **Great Rivers:** Includes Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum counties
- **North Sound:** Includes Island, San Juan, Skagit, Snohomish, and Whatcom counties
- **Salish:** Includes Clallam, Jefferson, and Kitsap counties
- **Thurston-Mason:** Includes Thurston and Mason counties

To view a map and table of the integrated managed care plans available within each region, please see [Changes coming to Washington Apple Health](#). You may also refer to the agency's [Apple Health managed care webpage](#).

See the agency's [Mental Health Services Billing Guide](#) for details.

Apple Health – Changes for January 1, 2019

Effective January 1, 2019, agency-contracted managed care organizations (MCOs) in certain Regional Services Areas (RSAs) will expand their coverage of behavioral health services (mental health and substance use disorder treatment), along with continuing to cover physical health services. The RSAs are outlined in the [Integrated Managed Care Regions](#) section.

Apple Health clients who are not enrolled in an agency-contracted MCO for their physical health services (e.g., dual-eligible Medicare-Medicaid clients) will still receive their behavioral health services through one of the agency-contracted MCOs. The MCO will provide only behavioral health services for the client.

Most clients will remain with the same health plan, except in regions where client's plan will no longer be available. HCA will auto-enroll these clients to one of the offered plans.

Clients can change their plan at any time by:

- Visiting the [ProviderOne Client Portal](#).
- Calling Apple Health Customer Service toll-free at 1-800-562-3022. This automated system is available 24 hours a day, 7 days a week.
- Requesting a change online through our secure [Contact us – Apple Health \(Medicaid\) client web form](#). Select the topic “Enroll/Change Health Plans.”
- Visiting the [Washington Healthplanfinder](#) (only for clients with a Washington Healthplanfinder account).

Integrated managed care

For clients who live in an integrated managed care region, all physical health services, mental health services, and drug and alcohol treatment are covered and coordinated by the client's agency-contracted MCO. The BHO will not provide behavioral health services in these regions.

Clients living in an integrated managed care region will enroll with an MCO of their choice that is available in that region. If the client does not choose an MCO, the client will be automatically enrolled into one of the available MCOs, unless the client is American Indian/Alaska Native (AI/AN). Clients currently enrolled in one of the available MCOs in their region may keep their enrollment when the behavioral health services are added.

American Indian/Alaska Native (AI/AN) clients living in an integrated managed care region of Washington may choose to enroll in one of the agency-contracted MCOs available in that region or they may choose to receive all these services through Apple Health FFS. If they do not choose an MCO, they will be automatically enrolled into Apple Health FFS for all their health care services, including comprehensive behavioral health services. See the agency's [American Indian/Alaska Native webpage](#).

For more information about the services available under the FFS program, see the agency's [Mental Health Services Billing Guide](#) and the [Substance Use Disorder Billing Guide](#).

For full details on integrated managed care, see the agency's [Changes to Apple Health managed care webpage](#).

Integrated managed care regions

Clients who reside in the following integrated managed care regions and who are eligible for managed care enrollment must choose an available MCO in their region. Details, including information about mental health crisis services, are located on the agency's [Apple Health managed care webpage](#).

Existing integrated managed care regions – Expanding January 1, 2019

- **North Central** (Chelan, Douglas, Grant, and Okanogan counties)
The agency expanded this region to include Okanogan County
- **Southwest Washington** (Clark, Klickitat, and Skamania counties)
The agency expanded this region to include Klickitat County

New integrated managed care regions – Effective January 1, 2019

The following new regions are implemented for integrated managed care:

- **Greater Columbia** (Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, Yakima, and Whitman counties)
- **King** (King County)
- **Pierce** (Pierce County)
- **Spokane** (Adams, Ferry, Lincoln, Pend Oreille, Spokane, and Stevens counties)

Integrated Apple Health Foster Care (AHFC)

Effective January 1, 2019, children and young adults in the Foster Care, Adoption Support and Alumni programs who are enrolled in Coordinated Care of Washington's (CCW) Apple Health Foster Care program will receive both medical and behavioral health services from CCW.

Clients under this program are:

- Under the age of 21 who are in foster care (out of home placement)
- Under the age of 21 who are receiving adoption support
- Age 18-21 years old in extended foster care
- Age 18 to 26 years old who aged out of foster care on or after their 18th birthday (alumni)

These clients are identified in ProviderOne as
"Coordinated Care Healthy Options Foster Care."

Fee-for-service Apple Health Foster Care

Children and young adults in the fee-for-service Apple Health Foster Care, Adoption Support and Alumni programs receive behavioral health services through the regional Behavioral Health Administrative Services Organization (BH-ASO). For details, see the agency's [Mental Health Services Billing Guide](#), under *How do providers identify the correct payer?*

Billable Services

The agency pays HIV/AIDS case management providers for the following services.

Comprehensive assessment

The agency pays for only one comprehensive assessment per client unless:

- There is a 50% change in need from the initial assessment; or
- The client transfers to a new case management provider.

The assessment must cover the areas outlined in the [HIV Community Services Provider Manual](#) (see also [WAC 182-539-0300](#)).

HIV/AIDS case management – full month

The agency pays for one full-month case management fee per client, per month.

Providers may request the full-month payment for any month in which the criteria listed in the [HIV Community Services Provider Manual](#) have been met and the case manager has an individual service plan (ISP) in place for 20 or more days in that month. (See also [WAC 182-539-0300](#)). Monitoring can be billed under case management – full month.

HIV/AIDS case management – partial month

Providers may request the partial-month payment for any month in which the criteria in [WAC 182-539-0300](#) have been met and an ISP has been in place for fewer than 20 days in that month.

Partial month payment allows for payment of two case management providers when a client changes from one provider to another during the month.

Monitoring

Monitoring is a service reserved for stable clients who no longer need an ISP with active elements, but who have a history of recurring need and will likely require active case management in the future.

Case management providers may bill the agency for up to 90 days of monitoring after the last active service element of the ISP has been completed if the following criteria have been met:

- The provider documented the client's history of recurring need.
- The provider assessed the client for possible future instability.
- The provider contacted the client monthly to monitor the client's condition.

Moving from monitoring to active case management

A client who meets the requirements in [WAC 182-539-0300](#) can shift from monitoring to active case management if there is a documented need to resume active case management.

Coverage Table

When billing HIV/AIDS case management services or monitoring, use the following procedure codes with the appropriate modifier. The agency pays full-month fees during monitoring. Modifiers U8 and U9 are payer-defined modifiers. U8 means “full month” and U9 means “partial month.”

Note: Due to its licensing agreement with the American Medical Association, the agency publishes only the official, short CPT® code descriptions. To view the full descriptions, please refer to a current CPT book.

Procedure Code	Modifier	Diagnosis Code	Short Description	Comments
T2022	U8	Limited to diagnosis B20 or Z21	Case management, per month	<p>Full Month. A full-month rate applies when:</p> <ul style="list-style-type: none"> A. The criteria in WAC 182-539-0300 have been met; and B. An individual service plan (ISP) has been in place 20 days or more in that month. <p>Taxonomy: 251B00000X</p>
T2022	U9	Limited to diagnosis B20 or Z21	Case management, per month	<p>Partial Month. A partial-month rate applies when:</p> <ul style="list-style-type: none"> A. The criteria in WAC 182-539-0300 have been met. B. An individual service plan (ISP) has been in place fewer than 20 days in that month. <p>Taxonomy: 251B00000X</p>
T1023		Limited to diagnosis B20 or Z21	Program intake assessment	<p>Full Month. A full-month rate applies when:</p> <ul style="list-style-type: none"> A. The criteria in 182-539-0300 have been met. B. An individual service plan (ISP) has been in place 20 days or more in that month. <p>Taxonomy: 251B00000X</p>

Billing

All claims must be submitted electronically to the agency, except under limited circumstances. For more information, see the agency's [ProviderOne Billing and Resource](#) webpage, *Paperless billing at HCA*. For providers approved to bill paper claims, see the *Paper Claim Billing Resource*.

Providers must follow the billing requirements listed in the Health Care Authority's [ProviderOne Billing and Resource Guide](#).

HIV/AIDS case management services require additional documentation. See the [HIV Community Services Provider Manual](#) for details.

See the [fee schedule](#) for HCA's current maximum allowable fees.