CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

5550 Venture Drive Parma, Ohio 44130
216-201-2000 www.ccbh.net

Melissa Kolenz
Grant Coordinator
mkolenz@ccbh.net

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Ryan White Part A
Cleveland TGA

What is Eligibility?

Definition:

Eligibility- meeting the stipulated requirements, as to participate, compete, or work; qualified.

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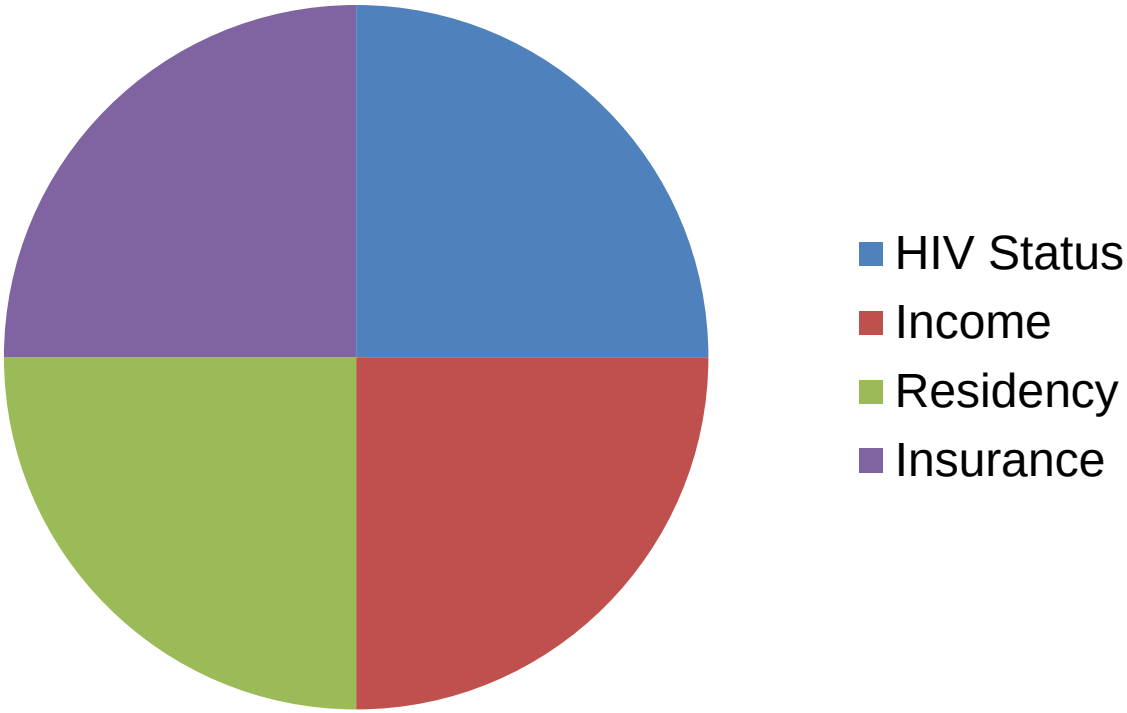
Cleveland's Ryan White Part A

Eligibility Requirements



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Cleveland's Ryan White Part A Eligibility

Applicants must provide documents establishing the following:

1. HIV/AIDS diagnosis

2. Cleveland TGA residency- Currently living in one of these Ohio counties: Ashtabula, Cuyahoga, Geauga, Lake, Lorain or Medina

3. Low-Income- A MAGI-based monthly household income at or below 500% of the current Federal Poverty Level for all service categories.

4. Uninsured or Underinsured- Agencies must explore and eliminate all other possible sources of third party payment before using Ryan White funds to pay for a service(s). Clients with insurance or access to insurance must submit documentation of coverage.

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Electronic Eligibility

- Eligibility is established when all verification and documentation criteria are met.

- Ryan White is the payer of last resort. Agency eligibility staff must screen the client for eligibility for other potential third-party payers and assist the client in completing related applications, as needed.

- All supporting documents MUST be uploaded into CAREWare at the earliest possible date after completion – required before services are billed

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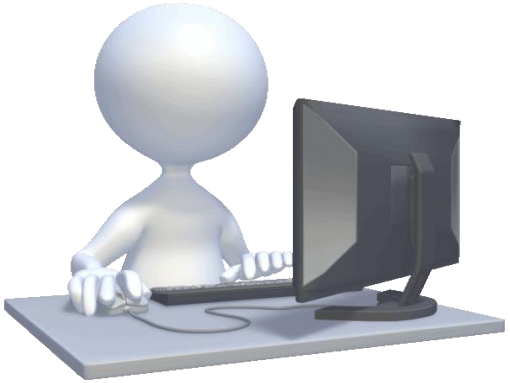
Electronic Eligibility Process

All Electronic Eligibility documents are available on our website!

http://www.ccbh.net/ryan-white/



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Electronic Eligibility Process

1. Complete Eligibility Certification (Every 6 months)
2. Scan eligibility documents and save/name in proper format
3. Upload documents to the “Attachments” tab in client’s CAREWare account;
4. Tab located in CAREWare’s shared domain.

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Electronic Eligibility Process

Documentation Requirements

Document Type	New Eligibility	Annual Eligibility	Semi-Annual Eligibility (No Changes)
Application or Form	X	X	X
Residency	X	X	**No**
Income	X	X	**No**
HIV	X	**No**	**No**
Insurance	X	X	**No**

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Electronic Eligibility Process

The following chart outlines the naming format by eligibility document type:

Eligibility Document	File Name Format
Eligibility Application	mm dd yy APP
Proof of Residency	mm dd yy RES
Proof of Income	mm dd yy POI
Proof of HIV Status	mm dd yy HIV
Proof of Insurance Status	mm dd yy INS
Six Month Recertification-No Change	mm dd yy 6NC

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Electronic Eligibility

- "...the responsibility for documenting the provision of allowable services to eligible clients rests with the agency providing services."
- Review documents BEFORE seeing clients
  - Are eligibility requirements met? Is eligibility current?
- Agencies can not delete files in CAREWare
- Documents should be uploaded within invoicing period
- Step by step instructions in CAREWare manual

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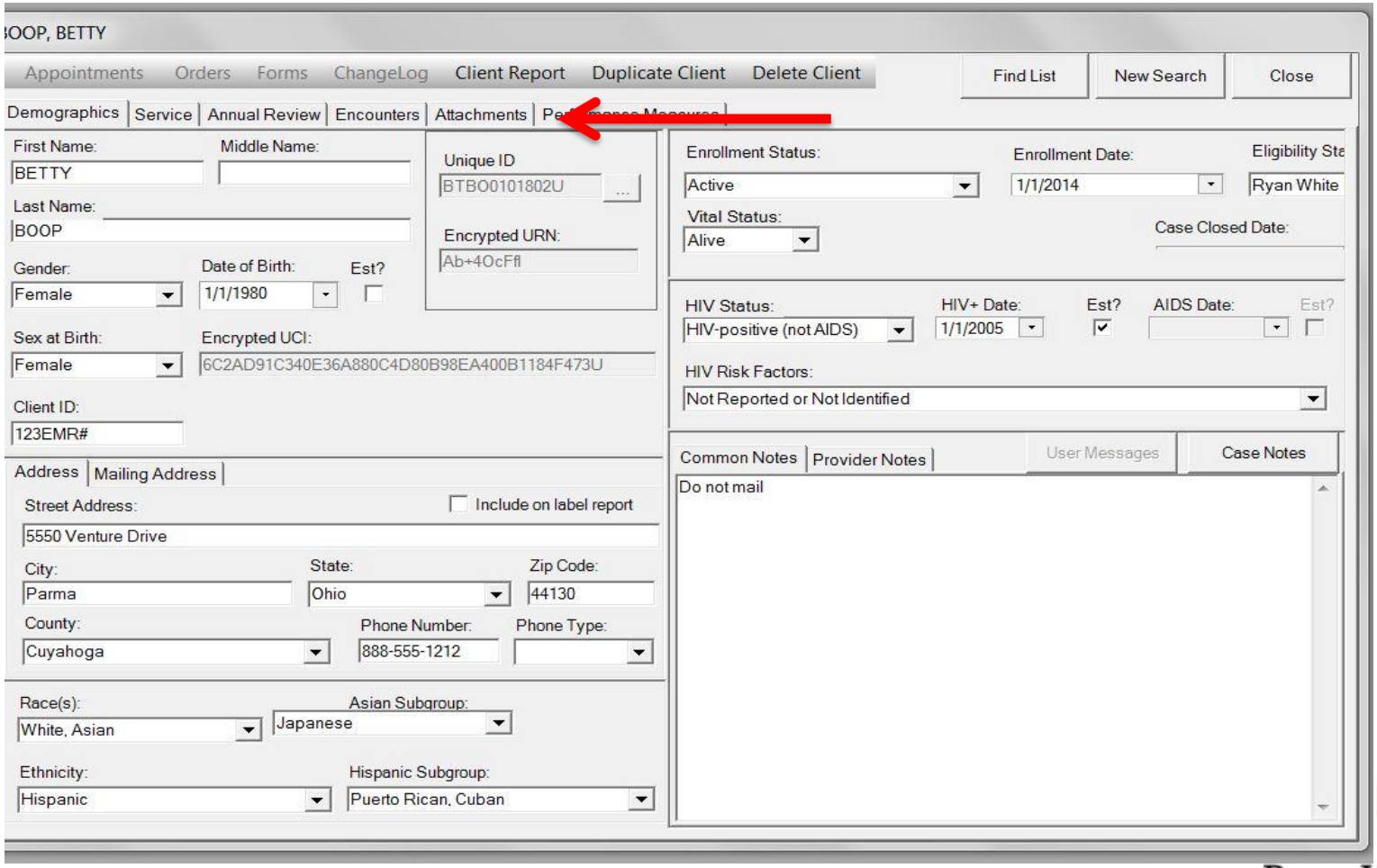
Uploading Electronic Eligibility



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Uploading Electronic Eligibility

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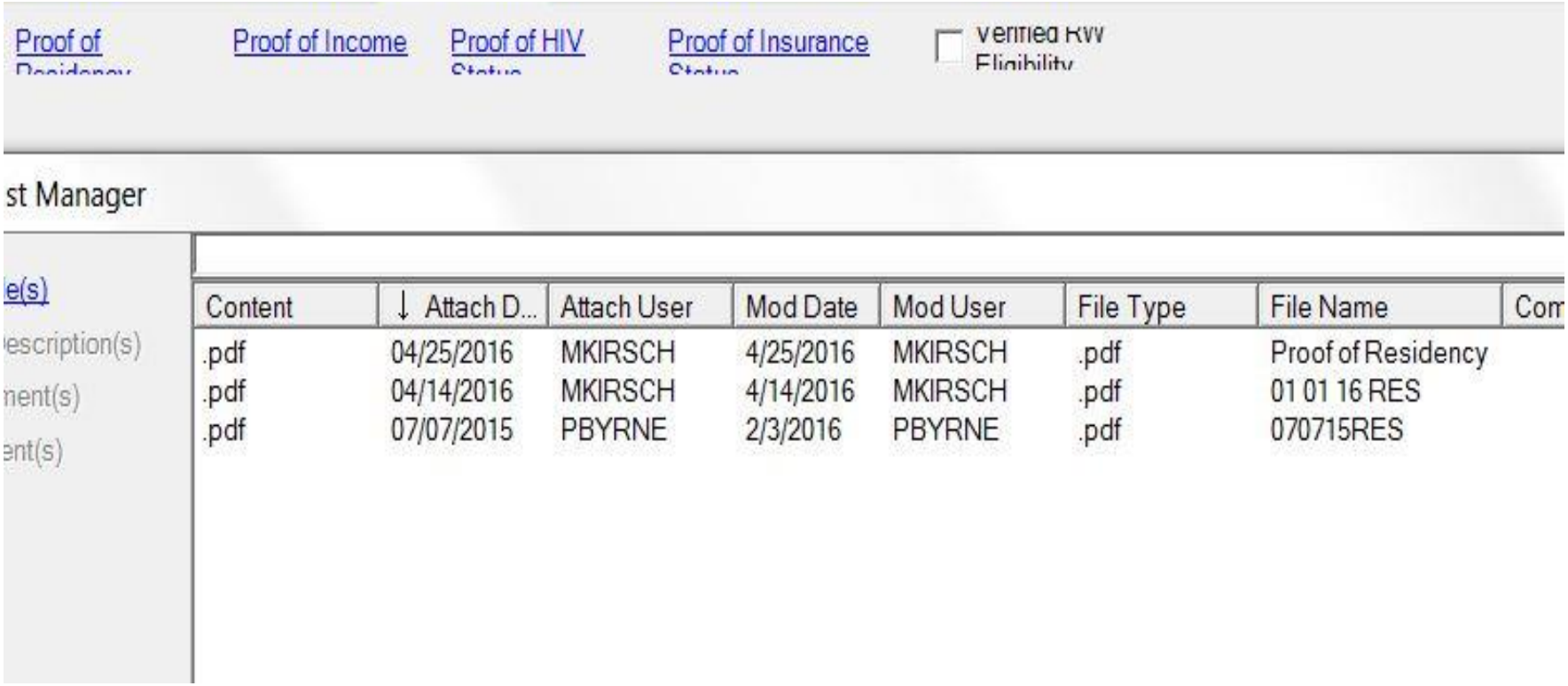
Find the Error in the Uploads



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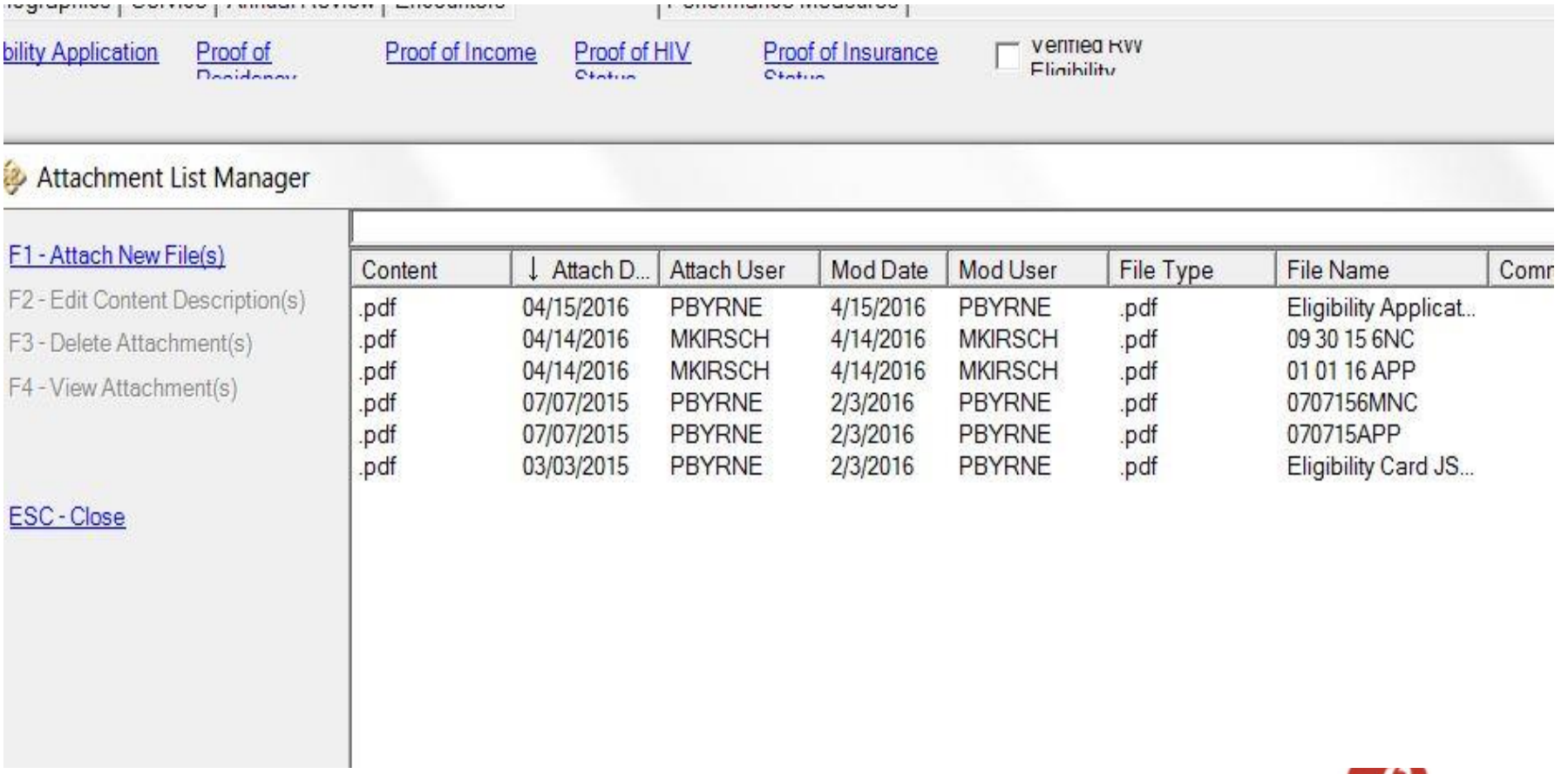

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Frequent Mistakes

- Date incorrect on Eligibility Application
- Eligibility being completed too often
- HIV Status uploaded multiple times
- If one document (i.e. proof of Medicaid) is being used for multiple aspects of eligibility, it needs to be uploaded in EACH category.
- Files named incorrectly
- 6 Month No Change from being used consecutively
- No eligibility uploaded

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Summary

- The agency providing the service is responsible ensuring eligibility requirements are met and eligibility is current in CAREWare
- Electronic eligibility helps lessen the burden on clients; please ensure documents are being uploaded in a timely fashion.
- Make sure you are following naming formats
- Best practice is to review clients eligibility in advance the week before upcoming appointments.
- If you make a mistake uploading contact Kolenz to delete mkolenz@ccbh.net

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