

BHH Enrollment and Payor Field Guidelines

Individual's Status	Tumbleweed Roster	DDaP/WITS	Opt Out Form
Auto enrolled and consenting	X in Enrolled column	BHH payor start date	n/a
Auto enrolled and opting-out	X in Withdrawn column	BHH payor end date	Fax completed (see withdrawal form instructions)
Auto enrolled and withdrawing	X in Withdrawn column	BHH payor end date	Fax completed (see withdrawal form instructions)
Undecided	X in Undecided column AND X in Withdrawn column	BHH payor end date PNP LMHAs enter by 6/30/15 State LMHAs enter by 7/31/15	Fax (complete bottom portion only)
Unable to reach after 5 attempts	Indicate in Other column AND X in Withdrawn column	BHH end date PNP LMHAs enter by 6/30/15 State LMHAs enter by 7/31/15	Fax (complete bottom portion only)
Re-enrolled	X removed from Withdrawn column & new start date added in Enrolled column	New BHH payor start date & no BHH payor end date	Refax previous withdrawal form, indicating revocation
Discharged from all services (LMHA and BHH)	Indicate in Discharged column	Discharge	n/a
Discharged from LMHA services, but still BHH client	X in Enrolled	Discharge, but status of BHH services on hold	n/a
No Medicaid (<u>not</u> due to spend down)	Indicate no Medicaid in Other column	Follow agency process	n/a
No Medicaid (due to spend down)	X in Enrolled column	No action	n/a
Incarcerated	Indicate incarcerated in Discharge column	BHH payor end date	n/a
Long Term Inpatient	X in Enrolled column <u>OR</u> Indicate in Discharged column	BHH payor start date only <u>OR</u> Discharge	n/a
Waiver	X in Waiver column	BHH payor start date and guidelines TBD	n/a
Out of CM Catchment Area	X in Enrolled column	BHH payor start date	n/a
Receiving services at 2 BHHs	Contact DMHAS	Contact DMHAS	n/a
Deceased	Indicate in Discharged column	Discharge	n/a