

The logo features a stylized human figure in green, composed of a vertical line for the body and a curved line for the arms, with a small green circle for the head. 

# South Carolina Department of Health & Human Services

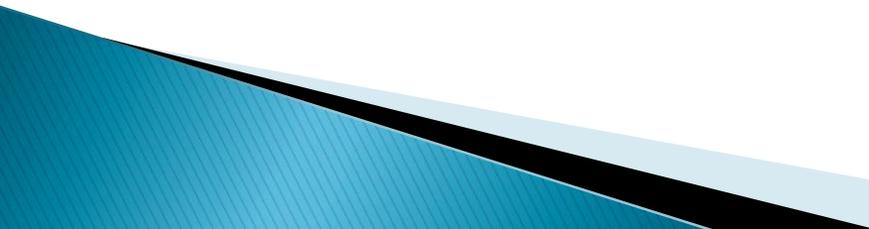
*Our mission is to manage the Medicaid program to provide the best healthcare value for South Carolinians.*

***SPONSORED MEDICAID WORKER PROGRAM***

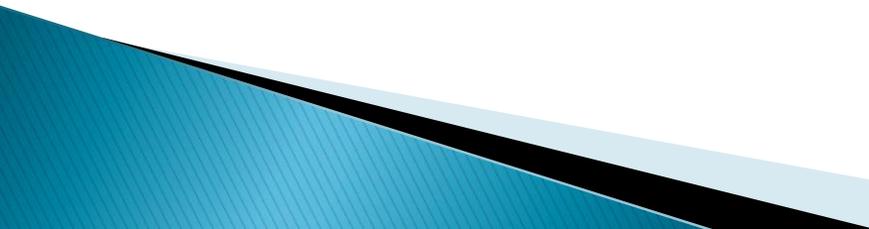
# What is the Sponsored Medicaid Worker Program (SMWP)?

- ▶ A program that provides a means for Medicaid providers to have a sponsored Medicaid eligibility worker(s) placed in their facility where their patients receive services. Eligible Medicaid providers include, but are not limited to:
  - Hospitals
  - Health Centers
  - Nursing Homes
  - Local Government
  - State Government Agencies
  - School Districts
  - Manage Care Organizations
  - Physician Practices

# Provider Benefits of the Sponsored Medicaid Worker Program (SMWP)

- Knowledgeable staff on-site to address Medicaid eligibility questions for applicants and providers
  - Medicaid applications taken on-site
  - Medicaid determinations made on-site
  - Inquiry capability, which includes verification of Medicaid eligibility or ineligibility for billing purposes and the status of an application during eligibility determination process
  - Troubleshooting and resolution of eligibility issues
  - Sponsors receive quarterly worker productivity reports generated by the worker
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# Cost of Having a Sponsored Medicaid Eligibility Worker

- Sponsors pay 50% of the total cost of the budget for a sponsored Medicaid eligibility worker and all associated costs including supplies, equipment and furniture if required; cost is approximately \$21,000 annually
  - Sponsored Medicaid eligibility worker(s) salaries are based on 12 months of employment
  - Salary cost is prorated if the contract is initiated less than 12 months
  - Payment is due at the signing of the contract
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# Sponsor Responsibility

- Provide state matching funds
  - Provide office space and furniture if not included in the agreement
  - Provide work area that ensures all communication with the client is conducted in privacy and kept confidential
  - Report any problems and/or concerns related to the employee or Agreement to the Regional Administrator or SCDHHS state office
  - Provide an on-site coordinator for the sponsored Medicaid eligibility worker(s) and contact local SCDHHS supervisor regarding daily operations and productivity
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# DHHS Responsibility

- Workers employed through the Sponsored Medicaid Worker Program (SMWP) are SCDHHS employees and they are hired, trained and supervised by SCDHHS
  - Provides quarterly worker productivity reports generated by the worker
  - Assigns local supervisor to meet with sponsor at least quarterly to discuss effectiveness of program, eligibility issues and productivity
  - Ensures sponsor has a sponsored Medicaid eligibility worker(s) on-site 100% of the time unless sponsor agrees to an alternate work schedule or coverage
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# The Process to Getting Started

➤ Contact:

- Angelica Coleman, Contract Manager

803-898-4601

[colemana@scdhhs.gov](mailto:colemana@scdhhs.gov)

or

- Rudy Long, Bureau Chief

Eligibility Processing

803-898-3939

[longry@scdhhs.gov](mailto:longry@scdhhs.gov)

# Request for Sponsored Medicaid Worker Program Packet

- ▶ The Sponsored Medicaid Worker Packet includes:
  - Declaratory Statement of your intent to contract for a sponsored Medicaid eligibility worker(s)
  - A W-9 Federal Form to be completed and returned
  - A W-9 Federal Instructions on how to complete form
  - A draft description of the Memorandum of Agreement/Contract
  - A sample budget for sponsoring the Medicaid Eligibility Worker(s)

# Frequently Asked Questions

- 1. What is our first step in getting a sponsored Medicaid eligibility worker(s)?** Complete and return declaratory form, indicate the number of workers you want to sponsor, personal computer equipment and any furniture you need for the worker(s).
- 2. Who will be handling the process?** Our Contract Manager will coordinate the contractual process between the local SCDHHS office and the sponsor. Two final contracts and signature instructions will be sent from SCDHHS Division of Contracts to the sponsor. Once the contract is signed, one of our Regional Administrators will contact you to meet and discuss the hiring of the sponsored Medicaid eligibility worker(s), daily operations and supervision of the worker(s).

# Frequently Asked Questions

## **3. What does the sponsored Medicaid eligibility worker(s) need?**

They will need private office space for confidential interviews, desk, chair, side chair, two file cabinets, phone, computer (preferably a laptop), printer/fax, DSL internet line, and office supplies. All or some of the equipment and furniture listed above can be purchased as part of the contract. Sponsors must provide 50% of the cost.

## **4. Who hires the sponsored Medicaid eligibility worker(s)?** SCDHHS is responsible for the hiring process. The local supervisors coordinate potential employee interviews and hires the sponsored Medicaid eligibility worker(s). The sponsored Medicaid eligibility worker(s) is a SCDHHS employee.

# Frequently Asked Questions

**5. What do I pay and when?** Sponsors pay 50% of the total cost of the budget for a sponsored Medicaid eligibility worker, which is approximately \$21,000 annually. Sponsored Medicaid eligibility worker(s) salaries are based on 12 months of employment, however, we prorate the salary cost if the contract is initiated less than 12 months. Furniture and equipment can be included in the budget. Payment is due at the signing of the contract.