

Required Supporting Documentation for MSC Transactions (MSC1-APPL, MSC2-CHNG, MSC3-WITH)

Note: The following standard requirements identify the minimum required supporting documentation that must accompany MSC transactions (enrollments, withdrawals, terminations). In case by case situations in which the Regional Office Coordinator deems that the standard required document(s) do not sufficiently support the requested MSC transaction the Regional Office Coordinator has the discretion to request additional supporting documents that are needed to accurately and successfully complete the MSC transaction.

FORM / Purpose	Standard Required Forms
MSC1-APPL	<ul style="list-style-type: none"> • Signed MSC1-APPL • Ongoing and Comprehensive Assessment <p>When reviewing and processing the MSC1 – the Regional Office needs to know the following information:</p> <ul style="list-style-type: none"> ✓ Does the individual qualify for transitional billing <p>This information can be noted on the MSC1-APPL, in the comments on CHOICES, or on a cover sheet. Somehow the vendor must communicate this information to the Regional Office. Central Office will not specify how.</p>
MSC2-CHNG	<ul style="list-style-type: none"> • MSC2-CHNG <p>The MSC2-CHNG must be received by the DDRO by the 15th of the month to process for the 1st of the month, any MSC2CHNGs received after the deadline will have to wait until the following month for processing.</p>
MSC3-WITH (general)	See requirements under each specific reason below
<i>No Longer Enrolled in Medicaid</i>	<ul style="list-style-type: none"> • MSC3-WITH
<i>Ineligible residential setting</i>	<ul style="list-style-type: none"> • MSC3-WITH
<i>Enrolled in another Service Coordination program</i>	<ul style="list-style-type: none"> • MSC3-WITH
<i>Individual can't be located – moves without contacting agency</i>	<ul style="list-style-type: none"> • MSC3-WITH • Certified letter and mail receipt documenting attempt to make contact with individual/family.

<p><i>No longer meets the need for Ongoing and Comprehensive Service Coordination</i></p>	<ul style="list-style-type: none"> • MSC3-WITH • Completed MSC Assessment of the Need for Ongoing and Comprehensive Service Coordination supporting the assertion that the person does not meet the need for Ongoing and Comprehensive Service Coordination. • Last 3 months of MSC notes.
<p><i>Voluntary Withdrawal</i></p>	<ul style="list-style-type: none"> • MSC3-WITH • MSC4-VER (completed by DDRO)
<p><i>Deceased</i></p>	<ul style="list-style-type: none"> • MSC3-WITH
<p>Other: District/Borough transfer (Same Vendor or different vendor)</p>	<ul style="list-style-type: none"> • MSC3-WITH (Former Vendor) • MSC1-APPL (New Vendor) • Completed MSC Assessment of the Need for Ongoing and Comprehensive Service Coordination – <u>only in cases in which the individual is also changing MSC vendor (New Vendor)</u>