



Minnesota Department of **Human Services**

Hospital Presumptive Eligibility (HPE) Procedures Guide

Overview

This guide contains information on all HPE procedures, including:

- How to make an HPE determination
- How to submit the approved HPE application to the Minnesota Department of Human Services (DHS)
- How to issue an HPE approval notice or HPE denial notice
- How to submit a claim for a person who has HPE coverage

Use this guide with the [HPE Policy Guide DHS-7267 \(PDF\)](#). The checklist provided on the next page is designed to be used as a reference to ensure that you do not miss a step in the HPE determination process. Specific instructions on how to carry out each step in the checklist are provided in this guide.

If have questions that are not addressed in either the HPE Policy Guide or the HPE Procedure Guide, call 651-431-3480 or 888-702-9968 (select option 1) for additional assistance.

In this guide, “you” refers to a certified HPE staff member employed by a qualified HPE provider. “We” refers to DHS.

Checklist for HPE Determinations

To determine whether a client is eligible for HPE coverage, you must complete the steps required to answer the following questions:

HPE Processing Requirements

- Does the person have current Medical Assistance (MA) or MinnesotaCare coverage?
- Has the person received HPE coverage during the past 12 months or during the current pregnancy?

HPE Eligibility Determination Process

- Does the person have a basis of eligibility for HPE coverage?
- Does the person have income below the HPE income limit?
- If the person is not a U.S. citizen or a U.S. National, does he or she have a qualifying immigration status for HPE coverage?
- Is the person a resident of Minnesota?
- Did the person sign the HPE application, or did he or she designate another person to sign the HPE application?

Processing an HPE Approval

- Did you fax the approved HPE application to DHS Health Care Eligibility Operations (DHS-HCEO) within five days from the date of approval?
- If you approved HPE coverage, did you issue the person an HPE approval notice and provide help to complete the Insurance Affordability Programs (IAP) application?

Processing an HPE Denial

- If you denied HPE coverage, did you issue the person an HPE denial notice?

Determining the Applicant's Financial Eligibility for HPE Coverage

To determine whether a person is eligible for HPE coverage, you must complete the following steps:

1. Identify a person's basis of eligibility.
2. Determine the person's household size.
3. Determine the person's household income.
4. Compare the person's income and household size to the income limit for the person's basis of eligibility.

A person is eligible for HPE coverage if his or her income is at or below the income limit for the applicable eligibility group and he or she meets the nonfinancial eligibility criteria.

How to Determine the Person's "Basis of Eligibility"

"Basis of eligibility" means that the person fits into a category of people who are eligible for HPE coverage. The terms "basis of eligibility" and "eligibility groups" are often used interchangeably. For more information about which bases of eligibility qualify for HPE coverage, see the [HPE Policy Guide DHS-7267 \(PDF\)](#).

Different bases of eligibility are subject to different income standards when determining eligibility for HPE coverage. For example, an infant is eligible for HPE coverage if his or her household income is at or below 288% of the Federal Poverty Guideline. A parent is eligible for HPE coverage if his or her income is at or below 138% of the Federal Poverty Guideline. This means that, depending on each family member's eligibility group, some members of a family may be eligible for HPE coverage while others are ineligible, even though the family members have the same household income and household size. Refer to the [HPE Income Guidelines DHS-3884 \(PDF\)](#) to see the applicable income limits for the various HPE eligibility groups.

HPE Eligibility Groups

The following groups are **eligible** for HPE coverage (each group listed has a different income limit):

- Infants (0–2 years of age)
- Children (2–19 years of age)
- Children (19 and 20 years of age)
- Adults without children (21–64 years of age) who do not receive Medicare
- Pregnant women
- Parents or relative caretakers of children under age 19
- Former foster care individuals (18–26 years of age)

Keep in mind that several groups that are eligible for MA are ineligible for HPE coverage.

The following MA eligibility groups are **ineligible** for HPE coverage:

- MA for people who are aged (65 years of age and older) or blind or have disabilities
- Children currently in federally funded (Title IV-E) foster care
- People eligible for MA with a spenddown ("medically needy")
- MA for Employed People with Disabilities (MA-EPD)

- MA for women with breast or cervical cancer (MA-BC)
- MA for children with disabilities (TEFRA)

HPE Eligibility Types in EVS

A person with HPE coverage has a major program type of MA. When a person has current HPE coverage, you will see the following eligibility types in the Eligibility Verification System (EVS):

- MA-2A – Adults, parents, stepparents, caretaker relatives of children under age 19
- MA-2C – Children 0–21 years of age
- MA-2F – Former foster children 18–26 years of age
- MA-2P – Pregnant women

Eligibility under More than One Basis of Eligibility

A person who receives Medicare or who is 65 years of age or older is generally **ineligible** for HPE coverage. However, if the person is also a parent or caretaker relative, he or she is eligible for HPE coverage. When reviewing an application for HPE coverage, keep in mind that age or disability status does not preclude eligibility under the parent or caretaker relative basis of eligibility.

Example 1

Mary is 67 years old. She lives with and assumes primary responsibility for her 14-year-old granddaughter. Mary is eligible for HPE coverage under the caretaker relative basis of eligibility.

Example 2

Raquel is 38 years old. She receives Medicare. Raquel lives with her two children, who are 3 and 5 years old. Raquel is eligible for HPE coverage under the parent basis of eligibility.

How to Determine the Applicant's Household Size Using the HPE Rules

HPE provides coverage to people who appear to be eligible for Medical Assistance (MA) based on preliminary information they provide when applying for HPE coverage. Federal law permits states to simplify the household size rules for HPE. For this reason, some of the household size rules for HPE are different from the MA household size rules. For more information on the HPE household size rules, see the [HPE Policy Guide DHS-7267 \(PDF\)](#).

To determine the HPE household size, use the [HPE Income and Household Size Worksheet DHS-3884A \(PDF\)](#). You can get a copy of the worksheet on the [HPE Toolkit: Forms and Documents](#) page.

To determine the applicant's household size, you must know the following:

- The applicant's age.
- Who lives with the applicant.
- The relationship between the applicant and the people with whom he or she lives.

Household Size Rules for HPE Applicants under Age 19

If the applicant is under age 19, count the following people as part of the applicant's household, **if they live with** the applicant:

- Parents or stepparents
- Siblings under age 19
- Spouse
- Applicant's children (biological children, adopted children, or stepchildren)

*Note – If any of the people listed above is pregnant, include the number of babies that the pregnant household member is expecting in the applicant's household size.

Household Size Rules for HPE Applicants 19 Years of Age and Older

If the applicant is 19 years of age or older, count the following people as part of the applicant's household, **if they live with** the applicant:

- Spouse
- Applicant's children (biological children, adopted children, or stepchildren)

*Note – If any of the people listed above is pregnant, include the number of babies that the pregnant household member is expecting in the applicant's household size.

Examples of How to Use the Household Size and Income Worksheet to Calculate Household Size

Example 1: Applicant Jeanette is 29 years old. She lives with a roommate. Jeanette’s household size is 1 because her roommate is not included in her household under the HPE household size rules.

Indicate the number of the following people who live with the applicant	
Applicant is a child under age 19	Applicant is an adult age 19 or older
Parent or stepparent _____	Spouse _____
Siblings under age 19 _____	Applicant’s children under age 19
Spouse _____	<ul style="list-style-type: none"> • Biological • Adopted • Stepchildren _____
Applicant’s children	Are any of these people pregnant?
<ul style="list-style-type: none"> • Biological • Adopted • Stepchildren 	If yes, how many babies is the pregnant woman expecting?
Are any of these people pregnant?	_____
If yes, how many babies is the pregnant woman expecting?	1
_____	(applicant only)
Total + 1(applicant) = _____	Total + 1(applicant) = _____

Example 2: Applicant Michael is 46 years old. He lives with his wife and three children, who are 13, 16, and 20 years old. For HPE, Michael’s household includes his wife and his two children who are under age 19. Michael’s household size is 4 under the HPE household size rules.

Indicate the number of the following people who live with the applicant	
Applicant is a child under age 19	Applicant is an adult age 19 or older
Parent or stepparent _____	Spouse <u>1</u>
Siblings under age 19 _____	Applicant’s children under age 19
Spouse _____	<ul style="list-style-type: none"> • Biological • Adopted • Stepchildren
Applicant’s children _____	2
<ul style="list-style-type: none"> • Biological • Adopted • Stepchildren 	(only two children are under age 19) _____
Are any of these people pregnant? If yes, how many babies is the pregnant woman expecting? _____	Are any of these people pregnant? If yes, how many babies is the pregnant woman expecting? _____
Total + 1(applicant) = _____	Total + 1(applicant) = <u>4</u>

Example 3: Applicant Sofia is 32 years old. Sofia lives with her husband and her two stepchildren, who are 12 and 14 years old. Sofia is pregnant. For HPE, Sofia’s husband, her two children under age 19, and the baby that she is expecting are included in her household size. Sofia’s household size is 5 under the HPE household size rules.

Indicate the number of the following people who live with the applicant	
Applicant is a child under age 19	Applicant is an adult age 19 or older
Parent or stepparent _____	Spouse _____ 1
Siblings under age 19 _____	Applicant’s children under age 19
Spouse _____	<ul style="list-style-type: none"> • Biological • Adopted • Stepchildren
Applicant’s children _____	2
<ul style="list-style-type: none"> • Biological • Adopted • Stepchildren 	Are any of these people pregnant?
Are any of these people pregnant?	If yes, how many babies is the pregnant woman expecting?
If yes, how many babies is the pregnant woman expecting?	1
_____	Total + 1(applicant) =
Total + 1(applicant) = _____	5

How to Determine the Applicant's Household Income Using the HPE Rules

HPE is meant to provide coverage to people who appear to be eligible for MA based on preliminary information they provide when applying for HPE coverage. Federal law permits states to simplify the income counting rules for HPE. For this reason, some of the rules for how to count income for HPE are different from the rules for how to count income for MA.

Under the simplified HPE income rules, some types of income are not counted when determining eligibility for HPE coverage. For a complete list of “countable” and “not countable” income for HPE, refer to the [HPE Policy Guide DHS-7267 \(PDF\)](#).

To determine the HPE household income, use the [HPE Income and Household Size Worksheet DHS-3884A \(PDF\)](#). You can get a copy of the worksheet on the HPE website in the [HPE Toolkit: Forms and Documents](#).

To determine the applicant's income, you must complete the following steps:

1. Determine who must be included in the applicant's household.
2. Determine whether any of these people has HPE countable income.
3. Add the HPE countable income of every household member to the applicant's HPE countable income. The sum is the applicant's household income.

The next pages show examples of how to use the Household Size and Income Worksheet to calculate household income.

Examples of How to Use the Household Size and Income Worksheet to Calculate Household Income

Example 1: Mark is currently homeless, and he lives alone at a local shelter. Mark receives \$721 in Supplemental Security Income (SSI) and \$85 in Minnesota Supplemental Aid (MSA).

Current Month	Applicant	Household Member #1	Household Member #2	Household Member #3	Household Member #4	Household Member #5
Wages/Salary (before taxes) *Note: Do not include the wages or salary of a child under age 19 if the child is not expected to earn more than \$6,000 in the current year.						
Self-employment Income						
Interest and Dividends						
Alimony Received						
Rental Income						
Unemployment Benefits						
Social Security Benefits (SSDI, RSDI – taxable and non-taxable portions)						
Subtotal	\$0					
Add subtotals to calculate the applicant's household income	Applicant's household income =					\$0

Both SSI and MSA are needs-based benefits and are not countable types of income for HPE. Mark's income for the purpose of determining his eligibility for HPE is \$0.

Example 2: Lisa lives with her husband, Michael. Lisa is currently unemployed, and she receives \$150 per week in unemployment benefits. Michael earns \$1,200 per month in wages.

Current Month	Applicant	Household Member #1	Household Member #2	Household Member #3	Household Member #4	Household Member #5
Wages/Salary (before taxes)		\$1,200				
*Note: Do not include the wages or salary of a child under age 19 if the child is not expected to earn more than \$6,000 in the current year.						
Self-employment Income						
Interest and Dividends						
Alimony Received						
Rental Income						
Unemployment Benefits	\$650					
Social Security Benefits (SSDI, RSDI – taxable and non-taxable portions)						
Subtotal	\$650	\$1,200				
Add subtotals to calculate the applicant's household income	Applicant's household income =					<u>\$1,850</u>

Lisa's unemployment income of \$150 x 52 weeks = \$7,800 per year divided by 12 months = \$650 per month.

Michael's wages = \$1,200 per month

The sum of Lisa's unemployment benefits and Michael's wages is \$1,850 per month. Lisa's household income is \$1,850 per month.

Example 3: Lin lives with her three children, who are 12, 14, and 18 years old. Lin receives \$1,500 in Social Security Disability Income (SSDI). Lin’s 18-year-old son works at a part-time job after school. Her son is not expected to earn more than \$6,000 in the current year.

Current Month	Applicant	Household Member #1	Household Member #2	Household Member #3	Household Member #4	Household Member #5
Wages/Salary (before taxes)						
<p>*Note: Do not include the wages or salary of a child under age 19 if the child is not expected to earn more than \$6,000 in the current year.</p>						
Self-employment Income						
Interest and Dividends						
Alimony Received						
Rental Income						
Unemployment Benefits						
Social Security Benefits (SSDI, RSDI – taxable and non-taxable portions)	\$1,500					
Subtotal	\$1,500					
Add subtotals to calculate the applicant’s household income	Applicant’s household income =					<u>\$1,500</u>

Lin’s son’s wages are not countable income because he is not expected to earn more than \$6,000 in the current year. Lin’s household income is \$1,500 per month.

Example 4: Jeff lives with his wife and two children, who are 4 and 6 years old. Jeff is self-employed. Jeff's self-employment income (gross business revenues minus business expenses) is \$2,600 per month. Jeff's wife does not have any income.

Current Month	Applicant	Household Member #1	Household Member #2	Household Member #3	Household Member #4	Household Member #5
Wages/Salary (before taxes) *Note: Do not include the wages or salary of a child under age 19 if the child is not expected to earn more than \$6,000 in the current year.						
Self-employment Income	\$2,600					
Interest and Dividends						
Alimony Received						
Rental Income						
Unemployment Benefits						
Social Security Benefits (SSDI, RSDI – taxable and non-taxable portions)						
Subtotal	\$2,600					
Add subtotals to calculate the applicant's household income	Applicant's household income =					<u>\$2,600</u>

To calculate self-employment income, deduct all business expenses from gross business revenues. Jeff's household income is \$2,600 per month.

Example 5: Monica lives with her boyfriend and their three children, who are 7, 5, and 3 years old. Monica’s self-employment income (gross business revenues minus business deductions) is \$3,000 per month. Monica’s boyfriend has wages of \$3,500 per month. Monica is pregnant.

Current Month	Applicant	Household Member #1	Household Member #2	Household Member #3	Household Member #4	Household Member #5
Wages/Salary (before taxes) *Note: Do not include the wages or salary of a child under age 19 if the child is not expected to earn more than \$6,000 in the current year.						
Self-employment Income	\$3,000					
Interest and Dividends						
Alimony Received						
Rental Income						
Unemployment Benefits						
Social Security Benefits (SSDI, RSDI – taxable and non-taxable portions)						
Subtotal	\$3,000					
Add subtotals to calculate the applicant’s household income	Applicant’s household income =					<u>\$3,000</u>

Monica does not include her boyfriend’s income as part of her household income because her boyfriend is not included in her HPE household. Monica’s household income is \$3,000 per month.

Determining the Applicant's Nonfinancial Eligibility for HPE Coverage

How to Determine Whether the Applicant Is a Minnesota Resident

To be eligible for HPE coverage, a person must attest that he or she is a Minnesota resident. A person is considered a resident of Minnesota if he or she plans to live in Minnesota. Or, if the applicant is a child under age 19, the child is a resident of the state where his or her parent lives. State residency is not based on how long a person has lived in Minnesota, or whether the person has a fixed address in Minnesota. A person is not a resident if he or she is visiting Minnesota for medical treatment or some other purpose.

Examples

Example 1: Jim moved to Minnesota yesterday. He is currently staying with some friends. He is looking for his own apartment. Jim plans to live in Minnesota, and he is not visiting for the purpose of receiving medical treatment. Jim is a resident of Minnesota.

Example 2: Martin has been working in North Dakota on a temporary basis. He let the lease to his apartment in Minneapolis go when he was working in North Dakota. Martin plans to live in Minnesota and take temporary job assignments in North Dakota. Martin is temporarily staying at his mom's house in Minnesota. Martin plans to live in Minnesota (even if he works outside of Minnesota). Martin is not visiting Minnesota. Martin is a resident of Minnesota.

Example 3: Jane rents an apartment in Iowa. She is visiting Minnesota to see her mother. Jane plans to live in Iowa. Jane is not a resident of Minnesota. She is ineligible for HPE coverage.

How to Determine Whether the Applicant Has a Qualifying Immigration Status for HPE Coverage

HPE is designed so that if a person is determined eligible for HPE coverage, he or she should also be eligible for MA. For this reason, if an applicant is not a U.S. citizen or a U.S. national, you must determine whether the applicant has a qualifying immigration status for HPE coverage. Refer to the [HPE Immigration Eligibility Tip Sheet DHS-7267B \(PDF\)](#) to help you determine whether the applicant has a qualifying immigration status.

To determine whether an applicant has a qualifying immigration status for HPE coverage, you must complete the following steps:

1. Determine the applicant's immigration status.
2. Determine when the applicant entered the U.S.
3. Determine the applicant's age.
4. Determine whether the applicant is pregnant.

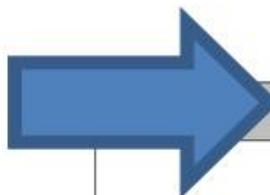
The following examples guide you through making the immigration eligibility determination.

Examples of How to Use the HPE Immigration Eligibility Tip Sheet and the HPE Application to Determine Whether the Applicant Has a Qualifying Immigration Status for HPE Coverage

Example 1: Ana (38 years old) is not a U.S. citizen, and she is not a U.S. national. Ana says that she has been a lawful permanent resident (LPR) since 2008. She entered the U.S. in August 2003. Ana is not pregnant. Ana is eligible for HPE coverage because she is a lawful permanent resident who has resided in the U.S. for five years or more.

What is Ana's immigration status?	When did Ana enter the U.S.?	How old is Ana?	Is Ana pregnant?
Lawful permanent resident (green card holder) for more than five years	August 2003	38 years old	No
Ana has a qualified immigration status for HPE coverage.			

Excerpt from the HPE Immigration Eligibility Tip Sheet:

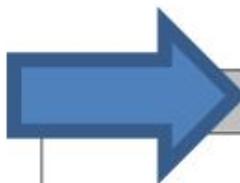


Adults (age 21 through 64) and Parents/Caretaker Relatives	
<p>Does the adult, parent, caretaker relative have one of the immigration statuses listed below?</p>	<p>Yes - Write the adult, parent, or caretaker relative's immigration status in the box provided for Question 6 in Section 2 of the HPE application. The adult, parent, or caretaker relative has a qualifying immigration status for HPE.</p>
	<p>No - Write "none" in the box provided for Question 6 in Section 2 of the HPE application. The adult, parent, or caretaker relative does not have a qualifying immigration status for HPE.</p>
<ul style="list-style-type: none"> ➤ Entered the U.S. before August 22, 1996 (with permission by U.S. Citizenship and Immigration Services) ➤ <u>Lawful Permanent Resident (LPR/Green Card holder who has resided in the U.S. for five years or more)</u> • Asylee • Amerasian 	

Example 2: Abdi (59 years old) is not a U.S. citizen or U.S. national. Abdi was granted asylum by the United States in 2011. Abdi entered the U.S. in 2002. Abdi is eligible for HPE coverage because he is an asylee.

What is Abdi's immigration status?	When did Abdi enter the U.S.?	How old is Abdi?	Is Abdi pregnant?
Asylee	2002	59 years old	No
Abdi has a qualified immigration status for HPE coverage.			

Excerpt from the HPE Immigration Eligibility Tip Sheet:

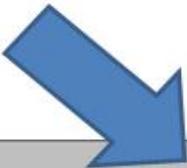


Adults (age 21 through 64) and Parents/Caretaker Relatives	
<p>Does the adult, parent, caretaker relative have one of the immigration statuses listed below?</p>	<p>Yes - Write the adult, parent, or caretaker relative's immigration status in the box provided for Question 6 in Section 2 of the HPE application. The adult, parent, or caretaker relative has a qualifying immigration status for HPE.</p>
	<p>No - Write "none" in the box provided for Question 6 in Section 2 of the HPE application. The adult, parent, or caretaker relative does not have a qualifying immigration status for HPE.</p>
<ul style="list-style-type: none"> ➤ Entered the U.S. before August 22, 1996 (with permission by U.S. Citizenship and Immigration Services) ➤ Lawful Permanent Resident (LPR/Green Card holder who has resided in the U.S. for five years or more) • Asylee • Amerasian • Battered Immigrant 	

Example 3: Lena (28 years old) is not a U.S. citizen or U.S. national. Lena is pregnant. Lena entered the U.S. in January 2014 on an approved family-based immigrant visa. Lena has lawful permanent resident status. Lena is eligible for HPE coverage because she is pregnant.

What is Lena's immigration status?	When did Lena enter the U.S.?	How old is Lena?	Is Lena pregnant?
Lawful permanent resident (green card holder) for less than five years	2014	28 years old	Yes
<p>Lena is eligible for HPE coverage because she is pregnant. Enter "Lawful Permanent Resident (LPR/Green Card Holder)" in the box for Question 6 in Section 2 of the HPE application.</p>			

Excerpt from the HPE Immigration Eligibility Tip Sheet:



Applicant is a Pregnant Woman
 (*Note – All pregnant women who are otherwise eligible for HPE are eligible for HPE regardless of immigration status. DHS must track the immigration status for pregnant women for funding purposes only.)

Does the pregnant woman have one of the immigration statuses listed below?

Yes - Write the pregnant woman's immigration status in the box provided for Question 6 in Section 2 of the HPE application. The pregnant woman has a qualifying immigration status for HPE.

No - Write "none" in the box provided for Question 6 in Section 2 of the HPE application. Even though the pregnant woman does not have one of the listed immigration statuses, she **is eligible** for HPE.

- Administrative order staying removal issued by the Department of Homeland Security
- Applicant for asylum, withholding of removal under 241(b)(3) or under the Convention against Torture.
- Applicant for Cancellation of Removal or Suspension of Deportation
- Applicant for Legalization under IRCA
- Applicants for Special Immigrant Juvenile status under 101(a)(27)(J).
- Asylee
- Battered Spouse, Child and Parent
- Cuban/Haitian Entrant
- Deferred Enforced Departure (DED)
- Granted Withholding of Deportation or Withholding of Removal, under the immigration laws or under the Convention against Torture (CAT)
- Individual with Non-immigrant Status (includes worker visas, student visas, and citizens of Micronesia, the Marshall Islands, and Palau)
- **Lawful Permanent Resident (LPR/Green Card holder)**
- Lawful Temporary Resident
- Legalization under the LIFE Act

Example 4: Gwen (33 years old) is not a U.S. citizen or national. Gwen is pregnant. Gwen says that she does not have one of the immigration statuses listed for pregnant women on the HPE Immigration Eligibility Tip Sheet. Gwen is eligible for HPE coverage because she is pregnant.

What is Gwen's immigration status?	When did Gwen enter the U.S.?	How old is Gwen?	Is Gwen pregnant?
None	Unknown	33 years old	Yes
Gwen is eligible for HPE coverage. She is pregnant.			

Excerpt from the HPE Immigration Eligibility Tip Sheet:



Applicant is a Pregnant Woman

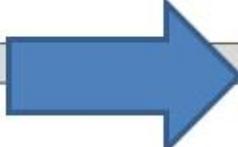
(*Note – All pregnant women who are otherwise eligible for HPE are eligible for HPE regardless of immigration status. DHS must track the immigration status for pregnant women for funding purposes only.)

<p>Does the pregnant woman have one of the immigration statuses listed below?</p>	<p>Yes - Write the pregnant woman's immigration status in the box provided for Question 6 in Section 2 of the HPE application. The pregnant woman has a qualifying immigration status for HPE.</p> <p>No - Write "none" in the box provided for Question 6 in Section 2 of the HPE application. Even though the pregnant woman does not have one of the listed immigration statuses, she is eligible for HPE.</p>
<ul style="list-style-type: none"> • Administrative order staying removal issued by the Department of Homeland Security • Applicant for asylum, withholding of removal under 241(b)(3) or under the Convention against Torture. • Applicant for Cancellation of Removal or Suspension of Deportation • Applicant for Legalization under IRCA • Applicants for Special Immigrant Juvenile status under 101(a)(27)(J). • Asylee • Battered Spouse, Child and Parent • Cuban/Haitian Entrant • Deferred Enforced Departure (DED) • Granted Withholding of Deportation or Withholding of Removal, under the immigration laws or under the Convention against Torture (CAT) • Individual with Non-immigrant Status (includes worker visas, student visas, and citizens of Micronesia, the Marshall Islands, and Palau) • Lawful Permanent Resident (LPR/Green Card holder) • Lawful Temporary Resident • Legalization under the LIFE Act 	

Example 5: Silva (19 years old) is not a U.S. citizen or a U.S. national. She is not pregnant. Silva entered the U.S. in November 2013. Silva has an application for cancellation of removal or suspension of deportation pending. Silva is eligible for HPE coverage because she is a child 21 years of age or younger and she has a lawful immigration status.

What is Silva's immigration status?	When did Silva enter the U.S.?	How old is Silva?	Is Silva pregnant?
Applicant for cancellation of removal or suspension of deportation	2013	19 years old	No
<p>Silva is eligible for HPE coverage. She is under age 21, and she has a lawful immigration status in the U.S.</p>			

Excerpt from the HPE Immigration Eligibility Tip Sheet:


Applicant is a Child (age 0 to 21 years of age)

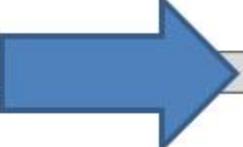
<p>Does the child have one of the immigration statuses listed below?</p>	<p>Yes - Write the child's immigration status in the box provided for Question 6 in Section 2 of the HPE application. The child has a qualifying immigration status for HPE.</p>
	<p>No - Write "none" in the box provided for Question 6 in Section 2 of the HPE application. The child does not have a qualifying immigration status for HPE.</p>

- Administrative order staying removal issued by the Department of Homeland Security
- Applicant for asylum, withholding of removal under 241(b)(3) or under the Convention against Torture.
- Applicant for Cancellation of Removal or Suspension of Deportation
- Applicant for Legalization under IRCA
- Applicants for Special Immigrant Juvenile status under 101(a)(27)(J).

Example 6: Max (20 years old) is not a U.S. citizen or a U.S. national. Max has a valid non-immigrant student visa. Max entered the U.S. in August 2013. Max is eligible for HPE coverage because he is a child under age 21 with a lawful immigration status.

What is Max's immigration status?	When did Max enter the U.S.?	How old is Max?	Is Max pregnant?
Nonimmigrant status with no violation of the terms of the status	2013	20 years old	No
<p>Max is eligible for HPE coverage. He is under age 21, and he has a lawful immigration status in the U.S.</p>			

Excerpt from the HPE Immigration Eligibility Tip Sheet:



Applicant is a Child (age 0 to 21 years of age)

Does the child have one of the immigration statuses listed below?

Yes - Write the child's immigration status in the box provided for Question 6 in Section 2 of the HPE application. The child has a qualifying immigration status for HPE.

No - Write "none" in the box provided for Question 6 in Section 2 of the HPE application. The child does not have a qualifying immigration status for HPE.

- Administrative order staying removal issued by the Department of Homeland Security
- Applicant for asylum, withholding of removal under 241(b)(3) or under the Convention against Torture.
- Applicant for Cancellation of Removal or Suspension of Deportation
- Applicant for Legalization under IRCA
- Applicants for Special Immigrant Juvenile status under 101(a)(27)(J).
- Asylee
- Battered Spouse, Child and Parent
- Cuban/Haitian Entrant
- Deferred Enforced Departure (DED)
- Granted Withholding of Deportation or Withholding of Removal, under the immigration laws or under the Convention against Torture (CAT)
- Individual with Non-immigrant Status (includes worker visas, student visas, and citizens of Micronesia, the Marshall Islands, and Palau)
- Lawful Permanent Resident (LPR/Green Card holder)
- Lawful Temporary Resident
- Legalization under the LIFE Act
- Member of a federally recognized Indian tribe or American Indian Born in Canada
- Paroled into the U.S.
- **Nonimmigrant status with no violation of the terms of the status**
- Pending application for Adjustment to LPR Status
- Order of Supervision

Putting It All Together: Making the HPE Eligibility Determination

Example 1

Mary is 32 years old. She does not receive Medicare. Mary is single and does not have any children. She lives with one roommate. Mary is a U.S. citizen, and she makes Minnesota her home. Mary does not have health coverage. Mary is working at a part-time job, and she earns \$900 per month before taxes. Mary is eligible for HPE coverage under the following basis of eligibility: adults without children 19 through 64 years of age. Mary meets the financial and nonfinancial HPE criteria. Mary is eligible for HPE coverage.

Note: Refer to the most recent version of the [HPE Income Guidelines DHS-3884 \(PDF\)](#) for current income information.

Financial Eligibility Factors			
What is Mary's basis of eligibility?	What is Mary's monthly household income?	What is Mary's household size?	What is the applicable income limit for Mary?
Adult without children 19 through 64 years of age	\$900	1	\$1,343 per month
Nonfinancial Eligibility Factors			
Is Mary a U.S. citizen?		Is Mary a Minnesota resident?	
Yes		Yes	
Is Mary eligible for HPE coverage?		Yes	



Hospital Presumptive Eligibility Income and Asset Guidelines

Effective 7/1/14 - 6/30/15										
Program	Adults Without Children Age 19 through 64		Parents of Children Under Age 19		Children Age 2 through 18		Pregnant Women		Infants Under Age 2	
Family Size	138% FPG		138% FPG		280% FPG		283% FPG		288% FPG	
	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually
1	\$1,343	\$16,116	\$1,343	\$16,116	\$2,723	\$32,676	\$2,753	\$33,036	\$2,801	\$33,612
2	\$1,810	\$21,720	\$1,810	\$21,720	\$3,671	\$44,052	\$3,711	\$44,532	\$3,776	\$45,312
3	\$2,277	\$27,324	\$2,277	\$27,324	\$4,619	\$55,428	\$4,669	\$56,028	\$4,751	\$57,012

Example 2

John is 63 years old. He lives with his 6-year-old granddaughter, and he assumes primary responsibility for her care. John receives SSDI of \$1,450 per month. John is enrolled in and receiving Medicare. John is a U.S. citizen, and he makes Minnesota his home. John is eligible for HPE coverage under the caretaker relative basis of eligibility. John meets the financial and nonfinancial HPE criteria. John is eligible for HPE coverage.

Financial Eligibility Factors			
What is John's basis of eligibility?	What is John's monthly household income?	What is John's household size?	What is the applicable income limit for John?
Caretaker relative	\$1,450	2	\$1,810
Nonfinancial Eligibility Factors			
Is John a U.S. citizen?		Is John a Minnesota resident?	
Yes		Yes	
Is John eligible for HPE coverage?		Yes	



Hospital Presumptive Eligibility Income and Asset Guidelines

Effective 7/1/14 - 6/30/15										
Program	Adults Without Children Age 19 through 64		Parents of Children Under Age 19		Children Age 2 through 18		Pregnant Women		Infants Under Age 2	
Family Size	138% FPG		138% FPG		280% FPG		283% FPG		288% FPG	
	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually
1	\$1,343	\$16,116	\$1,343	\$16,116	\$2,723	\$32,676	\$2,753	\$33,036	\$2,801	\$33,612
2	\$1,810	\$21,720	\$1,810	\$21,720	\$3,671	\$44,052	\$3,711	\$44,532	\$3,776	\$45,312
3	\$2,277	\$27,324	\$2,277	\$27,324	\$4,619	\$55,428	\$4,669	\$56,028	\$4,751	\$57,012

Example 3

Nora is 9 months old. She lives with her mom and dad and her two brothers (3 and 5 years old). Nora’s mom earns \$3,100 per month before taxes. Nora’s dad earns \$3,500 in self-employment income each month. Nora is a U.S. citizen, and she lives with her parents in Minnesota. Nora is eligible for HPE coverage under the infants under age 2 basis of eligibility. Nora meets the financial and nonfinancial HPE criteria. Nora is eligible for HPE coverage.

Financial Eligibility Factors			
What is Nora’s basis of eligibility?	What is Nora’s monthly household income?	What is Nora’s household size?	What is the applicable income limit for Nora?
Infant under age 2	\$6,600	5	\$6,701 per month
Nonfinancial Eligibility Factors			
Is Nora a U.S. citizen?		Is Nora a Minnesota resident?	
Yes		Yes	
Is Nora eligible for HPE coverage?		Yes	



Hospital Presumptive Eligibility Income and Asset Guidelines

Effective 7/1/14 - 6/30/15										
Program	Adults Without Children Age 19 through 64		Parents of Children Under Age 19		Children Age 2 through 18		Pregnant Women		Infants Under Age 2	
Family Size	138% FPG		138% FPG		280% FPG		283% FPG		288% FPG	
	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually
1	\$1,343	\$16,116	\$1,343	\$16,116	\$2,723	\$32,676	\$2,753	\$33,036	\$2,801	\$33,612
2	\$1,810	\$21,720	\$1,810	\$21,720	\$3,671	\$44,052	\$3,711	\$44,532	\$3,776	\$45,312
3	\$2,277	\$27,324	\$2,277	\$27,324	\$4,619	\$55,428	\$4,669	\$56,028	\$4,751	\$57,012
4	\$2,744	\$32,928	\$2,744	\$32,928	\$5,567	\$66,804	\$5,627	\$67,524	\$5,726	\$68,712
5	\$3,211	\$38,532	\$3,211	\$38,532	\$6,515	\$78,180	\$6,585	\$79,020	\$6,701	\$80,412

Example 4

Lucille is 18 years old. Lucille lives with her father, stepmother, and two sisters (14 and 16 years old). Lucille is a lawful permanent resident. She entered the U.S. in September 2013. Lucille’s stepmother is pregnant. Lucille’s father earns \$3,000 per month in wages. The family makes Minnesota the family’s home. Lucille is eligible for HPE coverage under the child 2 through 18 years of age basis of eligibility. Lucille meets the financial and nonfinancial HPE criteria. Lucille is eligible for HPE coverage.

Financial Eligibility Factors				
What is Lucille’s basis of eligibility?	What is Lucille’s monthly household income?	What is Lucille’s household size?	What is the applicable income limit for Lucille?	
Child 2 through 18 years of age	\$3,000	6	\$7,463 per month	
Nonfinancial Eligibility Factors				
Is Lucille a U.S. citizen?	What is Lucille’s immigration status?	When did Lucille enter the U.S.?	Does Lucille have a qualified immigration status for HPE?	Is Lucille a Minnesota resident?
No	Lawful permanent resident	September 2013	Yes	Yes
Is Lucille eligible for HPE coverage?			Yes	



Hospital Presumptive Eligibility Income and Asset Guidelines

Program	Effective 7/1/14 - 6/30/15									
	Adults Without Children Age 19 through 64		Parents of Children Under Age 19		Children Age 2 through 18		Pregnant Women		Infants Under Age 2	
	138% FPG		138% FPG		280% FPG		283% FPG		288% FPG	
Family Size	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually	Monthly	Annually
1	\$1,343	\$16,116	\$1,343	\$16,116	\$2,723	\$32,676	\$2,753	\$33,036	\$2,801	\$33,612
2	\$1,810	\$21,720	\$1,810	\$21,720	\$3,671	\$44,052	\$3,711	\$44,532	\$3,776	\$45,312
3	\$2,277	\$27,324	\$2,277	\$27,324	\$4,619	\$55,428	\$4,669	\$56,028	\$4,751	\$57,012
4	\$2,744	\$32,928	\$2,744	\$32,928	\$5,567	\$66,804	\$5,627	\$67,524	\$5,726	\$68,712
5	\$3,211	\$38,532	\$3,211	\$38,532	\$6,515	\$78,180	\$6,585	\$79,020	\$6,701	\$80,412
6	\$3,678	\$44,136	\$3,678	\$44,136	\$7,463	\$89,556	\$7,543	\$90,516	\$7,676	\$92,112

Example 5

Miklos is a 29-year-old man. He lives with his girlfriend. Miklos earns \$1,250 per month in wages. He is a lawful permanent resident. Miklos entered the U.S. in February 2014. Miklos lives in Minnesota. Miklos is eligible for HPE coverage under the following basis of eligibility: adults without children 19 through 64 years of age. He has a household size of one because his girlfriend is not included in his household size under the HPE household size rules. Miklos meets the financial HPE criteria, but he does not meet the nonfinancial HPE criteria because he has not resided in the U.S. in a qualified status for at least five years.

Financial Eligibility Factors				
What is Miklos' basis of eligibility?	What is Miklos' monthly household income?	What is Miklos' household size?	What is the applicable income limit for Miklos?	
Adult without children 19 through 64 years of age	\$1,250	1	\$1,343 per month	
Nonfinancial Eligibility Factors				
Is Miklos a U.S. citizen?	What is Miklos' immigration status?	When did Miklos enter the U.S.?	Does Miklos have a qualified immigration status for HPE?	Is Miklos a Minnesota resident?
No	Lawful permanent resident	February 2014	No	Yes
Is Miklos eligible for HPE coverage?			No (Miklos appears to be eligible for MinnesotaCare. Hospital staff members should advise him to complete the IAP application.)	

HPE Processing Requirements

Do both of the following before approving or denying HPE coverage:

- Check to see whether the applicant has current MA or MinnesotaCare coverage.
- Check to see whether the applicant has had HPE coverage within the last 12 months or current pregnancy.

If these checks show that the applicant has current MA or MinnesotaCare coverage or has had HPE coverage within the past 12 months or during a current pregnancy, the applicant is ineligible for HPE coverage. If you have determined that an applicant is ineligible for HPE coverage for either of these reasons, you do not need to complete the HPE application. Issue the denial notice indicating why the applicant is ineligible to receive HPE coverage.

Refer to the [HPE Policy Guide DHS-7267 \(PDF\)](#).

How to Check for Current Coverage

Use any of these methods to check for current coverage:

- Check coverage online through MN-ITS.
 - To check current coverage via MN-ITS Eligibility Request (270), follow the instructions in the [MN-ITS User Manual](#).
- Call EVS at 651-431-4399 or 800-657-3613.
 - Follow the automated phone line prompts.
- Call the DHS HCEO staff at 651-431-3480 or 888-702-9968. Press 1 for HPE.
 - Be ready to provide applicant information to the HCEO staff.

Potential HPE applicants who are found in EVS are eligible for HPE coverage only if they have a major program equal to HH, FP, or OO. All other applicants found in EVS are ineligible for HPE coverage.

1. If the applicant has current coverage (this includes any major program other than HH, FP, or OO), issue a denial notice.
2. If the applicant does not have current coverage (“subscriber is inactive”), check for HPE “availability.”

How to Check for HPE “Availability”

As of September 1, 2014, you must confirm that applicants for HPE coverage have not received HPE coverage within the past 12 months or current pregnancy. The 12-month “clock” starts on the HPE begin date.

Example:

Joe Smith received HPE coverage beginning on July 15, 2014. Joe Smith is eligible for HPE coverage again on July 15, 2015.

Accessing the List of People Who Have a Previous HPE Period

We are working on a permanent solution to allow participating HPE providers to search for individual applicants within HPE eligibility information. Until the HPE-eligibility-information search is available in MN–ITS, you must search a PDF list to determine whether the applicant has previously received HPE coverage. The PDF list of people who have been approved for HPE coverage is posted on the HPE Forms page in MN–ITS. The HPE Forms page is the MN–ITS page that houses the HPE approval and denial notices.

To access the list of people who have received HPE coverage within the past 12 months, you must have a MN–ITS user account and access to the HPE Forms page. To get access to the HPE Forms page, your organization’s [MN–ITS Primary Administrator](#) must assign your user account access to that page, in the User Access options for Applications/Forms/Lists. If your hospital’s MN–ITS primary administrator has questions about MN–ITS User Administration or if your hospital would like to change its primary administrator, please have the applicable staff member call the Provider Call Center at 651-431-2700 or 800-366-5411.

Once your hospital’s MN–ITS primary administrator has granted you access to the HPE Forms page, you can find the PDF list of people approved for HPE and the approval and denial notice templates by logging in to [MN–ITS](#) and selecting HPE Forms from the left menu.

You can search the PDF list of people approved for HPE coverage by a client’s first and last name. If you have any questions about whether a person has previously received HPE coverage, call HCEO at 651-431-3480 or 888-702-9968 and select option 1.

The PDF list contains private data. It is your responsibility to ensure that this information is kept private and is used only for the purpose of determining an applicant’s eligibility for HPE coverage. It is a violation of the Minnesota Data Practices Act to search the PDF list for any other purpose. You must not download or save the PDF list in any electronic or printed formats. Only certified HPE staff members employed by qualified HPE providers may search the PDF list. We will monitor entities accessing this information and investigate any unusual usage.

How to Request DHS Security Paper for Printing HPE Notices

Upon a hospital's initial qualification as an HPE provider, we will mail DHS security paper for printing HPE approval notices to the address listed on the HPE Applicant Assurance Statement (DHS-3887).

To request additional reams of paper, call HCEO at 651-431-3480 or 888-702-9968, and select option 1. Please have the following information available to reorder security paper:

- National provider identifier (NPI)
- Contact name
- Contact address
- Number of reams of paper

1. We will mail the paper to the contact name and contact address provided.
2. Allow 14 days from the time of the request for delivery.
3. Hospitals are responsible for securing the DHS security paper to prevent any misuse.

Submitting the Approved HPE Application to DHS

After you review the HPE application and determine that the applicant is eligible for HPE coverage, you must fill in the following information on the top portion of the HPE application:

- Date HPE coverage was approved
- The DHS Learning Center ID of the person who **approved** the HPE application
- The name of the person who completed the HPE application
- The hospital NPI

*Note – The hospital must notify us within five business days of approval of HPE. Hospitals are responsible for submitting approved HPE applications to DHS within five days from the date of approval.

Example:

Minnesota Health Care Programs
Hospital Presumptive Eligibility (HPE) Application

Hospital Use Only		
DATE HPE APPROVED	APPROVED BY (Hospital Staff Person's DHS Learning Center ID#)	HOSPITAL NPI
7/2/2014	87699123	4444448894
APPLICATION COMPLETED BY (Hospital staff name)		
Jane Smith		

Read to the applicant: These questions will help us find out if you can get Hospital Presumptive Eligibility (HPE) benefits. The HPE program gives you temporary MA coverage. This is a voluntary program. This information cannot be shared.

Tell us about the applicant.

LAST NAME	FIRST NAME	MI	(Jr. Sr. II. Etc.)
Johnson	James	S	
DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER	GENDER	
1/1/1972	123-45-6789 <input type="checkbox"/> NOT AVAILABLE	<input checked="" type="radio"/> M <input type="radio"/> F	

Examples of HPE Application and Approval Timelines

Example 1: Jane Doe arrives at the emergency department at 9:00 p.m. on Tuesday, July 1. A hospital staff member completes the HPE application and determines that Jane is eligible for HPE coverage on July 1. The hospital staff member submits the approved HPE application to DHS the next day, July 2. HPE coverage begins the date of the HPE eligibility determination, July 1.

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9:00 p.m. Jane Doe completes HPE application, and certified hospital staff member determines that Jane Doe is eligible for HPE.	2 Hospital staff members submit the HPE application approved on July 1 to DHS.	3 We enter HPE span into DHS claims payment system, and person's HPE coverage is visible in EVS.	4	5
6	7	8	9	10	11	12

Minnesota Health Care Programs
Hospital Presumptive Eligibility (HPE) Application

Hospital Use Only		
DATE HPE APPROVED 7/1/2014	APPROVED BY (Hospital Staff Person's DHS Learning Center ID#) 82937456	HOSPITAL NPI 1234567891
APPLICATION COMPLETED BY (Hospital staff name) Martha Anderson		

Example 2: Jim Johnson arrives at a hospital clinic on Tuesday, July 1. A clinic staff member completes the HPE application for Jim on July 1. The clinic staff member sends the HPE application to the hospital for review on July 3. A hospital staff member who has passed the DHS HPE training approves HPE coverage for Jim Johnson on July 3. Jim's coverage under HPE begins on July 3. Clinic services provided to Jim on Tuesday, July 1, are not covered by HPE coverage. The hospital-owned clinic should help the applicant file the full MA application. If Jim Johnson is approved for MA, his MA coverage will begin on the first day of the month in which he filed his MA application. MA retro coverage is available to Jim Johnson if he was MA eligible in the three-month period before the month the MA application was submitted.

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 10:00 a.m. Jim Johnson is seen at hospital clinic and completes the HPE application.	2	3 Certified hospital staff member reviews and approves Jim's HPE application and sends approved application to DHS by fax.	4 HOLIDAY DHS CLOSED	5
6	7	8	9	10	11	12

Minnesota Health Care Programs
Hospital Presumptive Eligibility (HPE) Application

Hospital Use Only		
DATE HPE APPROVED 7/3/2014	APPROVED BY (Hospital Staff Person's DHS Learning Center ID#) 82937456	HOSPITAL NPI 1234567891
APPLICATION COMPLETED BY (Hospital staff name) Carla Jones		

Proof of HPE Coverage

People who are approved for HPE coverage have two forms of proof of coverage: (1) the approval notice issued by the hospital and (2) their Minnesota Health Care Programs (MHCP) identification (ID) card. Hospitals must provide approved individuals with an HPE approval notice printed on DHS security paper at the time of approval. We will mail the MHCP ID card to the approved person within 10 business days from the date the approved application is entered into the DHS claims payment system.

People approved for HPE coverage can use the approval notice issued by the hospital as proof of coverage to seek services from any MA provider. However, it is important for hospital HPE providers to keep in mind that, for a certain period, the DHS claims payment system will not show the HPE-approved person as covered. The system will not immediately show the person as covered because a hospital has up to five business days from the date of approval to fax the approved HPE application to DHS and we have two business days to enter the HPE coverage into the DHS claims payment system.

During the period between HPE approval and entry of HPE coverage in the DHS claims payment system, outside pharmacies and medical providers are **not** able to confirm HPE coverage using EVS. For this reason, it is extremely important for hospitals issuing HPE approvals to plan for a person's medical needs in the week following approval by the hospital.

After we have entered the HPE coverage in the DHS claims payment system, if the individual has current HPE coverage, any provider with MN-ITS access will see one of the following codes:

- MA-2A – PE Adult/Parent
- MA-2C – PE Child under 21
- MA-2F – PE Former Foster Child to Age 26
- MA-2P – PE Pregnant Woman
- MA-2X – PE CHIP Pregnant Woman

Example:

The shaded area shows the period for which EVS will not show HPE coverage for a person approved for HPE.

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 General Hospital approves HPE for James.	4	5
6	7 General Hospital submits the HPE approval to DHS.	8	9 We enter the HPE coverage for James in the DHS claims payment system.	10 We mail an MHCP ID card to James.	11	12

How to Complete the HPE Approval Notice

You must log in to MN–ITS to access the HPE approval and denial notices. You should fill in the required information using the template in MN–ITS. You must not save the HPE approval or denial template to your computer desktop or other files. Hospitals are responsible for keeping the HPE approval and denial templates secured; misuse of the HPE approval notice subjects a hospital to corrective action up to and including disqualification.

HPE approval notices must be printed on DHS security paper. The security paper is numbered chronologically and is void if copied. A provider should confirm that an HPE approval notice is authentic by checking that the approval notice is printed on security paper.

A qualified hospital must maintain records of all HPE approval notices it issues for three years. The hospital can store these records electronically or as paper copies. A hospital must make all HPE records available to DHS within 30 days of our written request.

The approval notice must contain the following information to be complete:

- Name of the hospital staff member who approved HPE
- HPE Learning Center ID of the hospital staff member who approved HPE
- Signature of the hospital staff member who approved HPE
- Date HPE was approved
- Hospital NPI
- Phone number of the hospital that made the HPE approval
- First and last name of the person approved for HPE
- Date of birth of the person approved for HPE
- PMI# of the person approved for HPE (if known)
- HPE coverage begin date (this is the same as the date of approval)
- HPE coverage end date (this is the last day of the month following the month in which HPE was approved)

The next page provides an example of a completed HPE Temporary Medical Assistance Approval Notice.



Minnesota Health Care Programs (MHCP)

Hospital Presumptive Eligibility – Temporary Medical Assistance (MA) Approval Notice

HOSPITAL STAFF NAME (Please print) Linda Martin	HOSPITAL NPI 1234567891	PHONE NUMBER (651)222-2222
STAFF SIGNATURE Linda Martin <small>Digitally signed by Linda Martin DN: cn=Linda Martin, o.ou, email=Linda.Martin@Hospital.com, c=US Date: 2014.06.18 16:04:02 -0500</small>	DATE 7/1/2014	HOSPITAL STAFF PERSON'S DHS LEARNING CENTER ID 98765432

**KEEP THIS PAPER.
IT IS PROOF OF YOUR TEMPORARY MA COVERAGE.**

You qualify for **temporary** MA. You will get a Minnesota Health Care Programs (MHCP) card in the mail. Show this paper to your medical providers until you get your card.

FIRST NAME Jane	LAST NAME Doe	DATE OF BIRTH 01/01/1972	PMI NUMBER (if known)
COVERAGE BEGIN DATE 7/1/2014 (Hospital staff must insert date of HPE approval)			
COVERAGE END DATE 8/31/2014 (Hospital staff must insert the date of the last day of the month following the month in which HPE was approved OR if you apply for continued MA before the date listed, temporary MA ends on the day the State decides if you qualify for continued MA.)			

How to Complete the HPE Denial Notice

A qualified hospital that denies a person HPE coverage must give the person a denial notice that explains the reason for the denial. The denial notice does not need to be printed on DHS security paper.

Federal regulations do not permit a person who has been denied HPE coverage to appeal the HPE determination. A hospital should encourage a person who has been denied HPE coverage to complete the online Application for Health Coverage and Help Paying costs at www.MNsure.org or to file the paper [Application for Health Coverage and Help Paying Costs DHS-6696 \(PDF\)](#).

A qualified hospital must maintain records of all HPE denial notices it issues for three years. The hospital can store these records electronically or as paper copies. A hospital must make all HPE records available to DHS within 30 days of our written request.

If you have denied HPE coverage, you must check the box next to the reason why HPE was denied. If you know that you will deny HPE coverage because the prospective applicant has current MA or MinnesotaCare coverage, or because the applicant received HPE coverage within the past 12 months or during the current pregnancy, do not require the applicant to complete the HPE application. We recognize that in some circumstances this is not possible because a person completes the HPE application before hospital staff members review the application to make the HPE determination.

The following information must be included in the HPE Temporary MA Denial Notice:

- Name of hospital staff member who denied HPE
- HPE Learning Center ID of the hospital staff member who denied HPE
- Signature of the hospital staff member who denied HPE
- Phone number of the hospital that denied HPE
- The NPI for the hospital that denied HPE
- Date HPE was denied

Also, *one* of the following denial reasons must be checked:

- do not meet the income rules
- do not meet the residency rules
- do not meet the citizenship or immigration rules
- are over age 65
- has Medicare
- had temporary MA coverage (HPE) in the past 12 months or during current pregnancy
- are enrolled in a Minnesota Health Care Program (MA or MinnesotaCare)



Minnesota Health Care Programs (MHCP)

Hospital Presumptive Eligibility – Temporary Medical Assistance (MA) Denial Notice

HOSPITAL STAFF NAME (Please print) Linda Martin	HOSPITAL NPI 1234567891	PHONE NUMBER (651) 222-2222
STAFF SIGNATURE Linda Martin <small>Digitally signed by Linda Martin DN: cn=Linda Martin, o, ou, email=Linda.Martin@Hospital.com, c=US Date: 2014.08.18 16:08:41 -0500</small>	DATE 7/1/2014	HOSPITAL STAFF PERSON'S DHS LEARNING CENTER ID 98765432

You do not qualify for temporary MA coverage because you:

- do not meet the income rules.
- do not meet the residency rules.
- do not meet the citizenship or immigration rules.
- are over 65. You must apply for MA at your county agency.
- have Medicare. You must apply for MA at your county agency.
- had temporary MA coverage within the past 12 months or during this pregnancy.
- are enrolled in a Minnesota Health Care Program.

You may qualify for MA or another health care program. You must fill out an application. You can fill out an application online at www.MNsure.org or print the MNsure Application for Health Coverage and Help Paying Costs (DHS-6696) at www.dhs.state.mn.us/healthcare.

We can give you an application and find someone who can help you fill out the application. You can choose to go to your county agency to apply.

Questions

If you have questions about how to get an application, call 651-431-2670 or 800-657-3739.

Corrective Action

We have yet to finalize corrective action procedures.

Refer to the [HPE Policy Guide DHS-7267 \(PDF\)](#) for the rules regarding corrective action. We are finalizing corrective action procedures. We are treating the first six months of HPE implementation as a pilot period. During this period, we will work with any hospital showing that it is having difficulty complying with DHS HPE policy and procedure and any hospital not meeting its HPE performance metrics.

Payment of Claims during the HPE Coverage Period

Payment of claims for a person who has HPE coverage follows the same process used for fee-for-service MA. Refer to the [MHCP Provider Manual](#).