

## Immediate Eligibility Form- Instructions

The purpose of this form is to determine whether a child entering custody is eligible for immediate access to TennCare benefits. It is to be completed by the Family Service Worker and included in the intake packet that is sent to the Health Advocacy Representative (HAR) within the first 24 hours of DCS custody. The HAR then submits the completed form to the regional Maximization Specialist (the Maximization Specialist must receive this as it serves as an application) and sends a copy to the Select Kids Unit at [SelectKids\\_GM@bcbst.com](mailto:SelectKids_GM@bcbst.com).

Sometimes children enter custody on a different Managed Care Organization (MCO), so following these steps helps ensure that the MCO is changed to TennCare Select as soon as possible to prevent any delay in services.

**Part 1:** Enter the DCS Health Advocacy Representative Information

**Part 2:** Enter the Child/Youth applicant information

**Part 3:** Contact number for BlueCare when a child/youth needs Case Management services.

**Part 4:** Enter all provider and any other insurance information, if applicable.

Ensure to sign and date the form at the bottom.

### Third Party Liability (TPL)

- Potential Third Party liability will be noted on the Immediate eligibility form and will be researched by the Select Kids unit.
- If confirmed, SelectKids will send a TPL letter to the HAR.
- HAR must notify the Maximization Specialist and FSW, and then scan a copy of the letter and any other insurance information into TFACTS.

An Immediate Eligibility (IE) Letter is assigned by TennCare Select and a letter is mailed to the regional HAR.

### Action taken by the Maximization Unit

Based on the information provided on the Immediate Eligibility Form, the Maximization Unit completes the Immediate Eligibility segment in the TennCare Eligibility Determination System (TEDS) and completes the youth's eligibility within 45 days.

### YDC status (YDC's are not eligible for Immediate Eligibility)

- Immediate eligibility will include if a youth is in a Youth Development Center (YDC).
- If a youth is NOT in a YDC, then the eligibility will be completed.
- If a youth goes to a YDC, the eligibility is not accessed (except for inpatient hospitalization).

Note: The Bureau of TennCare receives a daily report indicating status of YDC and claims (except for inpatient hospitalization) are denied if submitted.

### PCP Assignment

- TennCare Select staff will contact the child's current placement/caregiver as indicated in TFACTS to ascertain PCP selection. TennSelect staff will inform regarding case management availability and TennCare services.
- Once the PCP assignment is made, TennCare Select generates the insurance eligibility card and is mailed to the HAR. Upon receipt, the HAR scans and attaches the card into TFACTS and provides a copy to the FSW. The FSW then provides a copy to the youth's current placement caregiver.