

**MODEL APPLICATION TEMPLATE FOR  
STATE CHILD HEALTH PLAN UNDER TITLE XXI OF THE SOCIAL SECURITY ACT  
STATE CHILDREN'S HEALTH INSURANCE PROGRAM**

**Preamble**

Section 4901 of the Balanced Budget Act of 1997 (BBA) amended the Social Security Act (the Act) by adding a new title XXI, the State Children's Health Insurance Program (SCHIP). Title XXI provides funds to states to enable them to initiate and expand the provision of child health assistance to uninsured, low-income children in an effective and efficient manner. To be eligible for funds under this program, states must submit a state plan, which must be approved by the Secretary. A state may choose to amend its approved state plan in whole or in part at any time through the submittal of a plan amendment.

This model application template outlines the information that must be included in the state child health plan, and any subsequent amendments. It has been designed to reflect the requirements as they exist in current regulations, found at 42 CFR part 457. These requirements are necessary for state plans and amendments under Title XXI.

The Department of Health and Human Services will continue to work collaboratively with states and other interested parties to provide specific guidance in key areas like applicant and enrollee protections, collection of baseline data, and methods for preventing substitution of Federal funds for existing state and private funds. As such guidance becomes available, we will work to distribute it in a timely fashion to provide assistance as states submit their state plans and amendments.

**Form CMS-R-211**

Effective Date: August 26, 2001

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Approval Date:

**MODEL APPLICATION TEMPLATE FOR  
STATE CHILD HEALTH PLAN UNDER TITLE XXI OF THE SOCIAL SECURITY ACT  
STATE CHILDREN'S HEALTH INSURANCE PROGRAM**

**(Required under 4901 of the Balanced Budget Act of 1997 (New section 2101(b)))**

State/Territory: North Dakota  
(Name of State/Territory)

As a condition for receipt of Federal funds under Title XXI of the Social Security Act, (42 CFR, 457.40(b))

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(Signature of Governor, or designee, of State/Territory, Date Signed)

submits the following State Child Health Plan for the State Children's Health Insurance Program and hereby agrees to administer the program in accordance with the provisions of the approved State Child Health Plan, the requirements of Title XXI and XIX of the Act (as appropriate) and all applicable Federal regulations and other official issuances of the Department.

The following state officials are responsible for program administration and financial oversight (42 CFR 457.40(c)):

Name: David J. Zentner	Position/Title: Director, Medical Services
Name: David Skalsky	Position/Title: Director, Healthy Steps Program
Name:	Position/Title:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0707. The time required to complete this information collection is estimated to average 160 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, N2-14-26, Baltimore, Maryland 21244.

**Section 1. General Description and Purpose of the State Child Health Plans and State Child Health Plan Requirements (Section 2101)**

- 1.1 The state will use funds provided under Title XXI primarily for (Check appropriate box) (42 CFR 457.70):
- 1.1.1 ~ Obtaining coverage that meets the requirements for a separate child health program (Section 2103); **OR**
  - 1.1.2. ~ Providing expanded benefits under the State's Medicaid plan (Title XIX); **OR**
  - 1.1.3.  A combination of both of the above.
- 1.2  Please provide an assurance that expenditures for child health assistance will not be claimed prior to the time that the State has legislative authority to operate the State plan or plan amendment as approved by CMS. (42 CFR 457.40(d))
- 1.3  Please provide an assurance that the state complies with all applicable civil rights requirements, including title VI of the Civil Rights Act of 1964, title II of the Americans with Disabilities Act of 1990, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, 45 CFR part 80, part 84, and part 91, and 28 CFR part 35. (42CFR 457.130)
- 1.4 Please provide the effective (date costs begin to be incurred) and implementation (date services begin to be provided) dates for this plan or plan amendment (42 CFR 457.65):

Effective date: August 26, 2001

Implementation date: August 26, 2001

**Section 2. General Background and Description of State Approach to Child Health Coverage and Coordination** (Section 2102 (a)(1)-(3)) and (Section 2105)(c)(7)(A)-(B))

- 2.1. Describe the extent to which, and manner in which, children in the state including targeted low-income children and other classes of children, by income level and other relevant factors, such as race and ethnicity and geographic location, currently have creditable health coverage (as defined in 42 CFR 457.10). To the extent feasible, make a distinction between creditable coverage under public health insurance programs and public-private partnerships (See Section 10 for annual report requirements). (42 CFR 457.80(a))

The Department has used a 1998 survey of the uninsured conducted in conjunction with the Robert Wood Johnson Foundation to estimate the number of insured and uninsured children in North Dakota. While this data is now more than three years old, it remains the most reliable information for North Dakota at this time. We have considered the use of other national data sources but have found that due to sampling errors for small states much of the information is not accurate. For example, the U.S. Census Bureau Health Insurance Coverage Status indicates that the number of children under 18 years of age in 2000 was 127,000. The actual 2000 census data indicates that North Dakota has 160,849 children under 18 years of age. This is a significant difference of more than 26%. This also makes suspect the number of insured and uninsured children because the sampling error for total number of children will also affect the estimated number of children without health insurance.

For the above reason we will continue to utilize the 1998 survey as an estimate of the number of uninsured children in North Dakota until a more accurate national survey tool becomes available for small population states.

The following table provides information on the number of children 0 through 18 years of age residing in North Dakota in 1998, the number who were uninsured, the total number of insured, the number insured by Medicaid and the number of children insured by private plans. As noted above, the data was obtained through a 1998 survey that was conducted under the auspices of the Robert Wood Johnson Foundation Family Survey.

Model Application Template for the State Children's Health Insurance Program

1998 Insured and Uninsured North Dakota Children  
by Poverty Level, Age, and Race/Ethnicity

Demographic Subgroups	Population Distribution	Number of Insured Children*	Number of Uninsured Children	Number of Children with Unknown Status	Number Insured by Medicaid	Number Insured by Private Plans	Number Covered by HIS, Military and Other
<b>1998 North Dakota Population</b>	175,822	160,448	14,663	710	14,833	134,791	24,131
<b>Household Poverty Level</b>							
Unknown	16,004	13,951	1,754	299	1,186	11,435	2,031
<100%	17,689	14,448	2,975	266	7,694	5,253	4,664
100% - 133%	16,011	12,920	3,091	0	3,122	7,250	4,701
134% - 200%	32,868	29,309	3,558	0	1,881	25,534	5,014
Overall 200%	93,250	89,820	3,285	145	950	85,319	7,721
Total Children <=18	175,822	160,448	14,663	710	14,833	134,791	24,131
<b>Age Group</b>							
Less than 1 year	7,265	6,905	231	129	1,029	5,467	818
1 to 5 years	38,992	35,673	3,203	115	4,791	28,501	5,408
6 to 12 years	66,971	59,976	6,818	177	6,271	50,189	8,567
13 to 18 years	62,594	57,894	4,411	289	2,742	50,634	9,338
Total Children <=18	175,822	160,448	14,663	710	14,833	134,791	24,131
<b>Race/Ethnicity</b>							
Unknown	838	607	199	32	30	295	314
White	158,462	144,641	13,200	620	9,995	128,532	13,545
Black	1,742	1,684	58	0	475	856	759
Native American	11,832	11,157	675	0	3,904	3,751	8,831
Asian/Pacific Islander	832	832	0	0	90	599	190
Other	2,116	1,527	531	58	339	758	492
Total Children <=18	175,822	160,448	14,663	710	14,833	134,791	24,131

Source: The Robert Wood Johnson Foundation Family Survey, 1998

\*Children covered by Medicare are included.

ND DEPARTMENT OF HEALTH, OFFICE OF HEALTH DATA

JUNE 7, 1999

The survey indicates that 14,663 children were uninsured in 1998. Of that number, 2,975 children resided in families with income below 100% of the poverty level and 6,649 children resided in families with incomes between 100% and 200% of the federal poverty level. At the time Phase II of the State Children's Health Insurance Program was implemented in North Dakota on October 1, 1999, a total of 20,516 non-disabled children were enrolled in the Medicaid Program. As of May 31, 2002, the number of enrolled non-disabled children had increased to 22,916, an increase of 11.7% or 2,400 children. In addition, a total of 2,452 children were eligible for Phase II, Healthy Steps, of the Title XXI program. Therefore, after 31 months an additional 4,852 children or an increase of 16.3% were covered through Medicaid or Healthy Steps.

While the exact number of uninsured is unknown at this time because of the imprecise national data available to small states, the fact that 4,852 additional children have coverage when the number of children in North Dakota is declining indicates that the two programs have experienced success in reducing the number of uninsured children in North Dakota.

#### PUBLIC HEALTH COVERAGE

The Medicaid Program remains the primary public health insurance program available for families in North Dakota. It provides an array of services to individuals and families who are eligible through the 1931 provision, individuals who are aged, blind or disabled and receive Supplemental Security Income if they meet 209b criteria established by the Department of Human Services. Coverage is also provided for children in foster care and subsidized adoption. In addition, aged, blind and disabled individuals and children and certain caretakers in families who have sufficient income to meet their basic maintenance needs, as defined by the State, (Medically Needy) may be eligible for Medicaid. North Dakota also provides poverty level coverage for pregnant women and children under 6 years of age in families with adjusted net income at or below 133% of the federal poverty level and children 6 through 18 years of age with adjusted net income at or below 100% of the federal poverty level. This group also includes 18-year-old children who are eligible for Medicaid by virtue of the initial SCHIP Medicaid expansion that was approved in October 1998.

Children, adult caretakers and pregnant women who are enrolled in Medicaid through the 1931 provision, poverty level, medically needy or SCHIP expansion categories are required to choose a primary care provider who delivers primary care services and makes referrals for many of the other medical services available through the program. Primary Care Providers receive a monthly administrative fee for managing care and providers receive a fee for service payment for services provided to Medicaid recipients.

In Grand Forks County, children in the above named categories are required to choose between the Primary Care Provider Program and a capitated Health Plan. As of July 1, 2001 a total of 18,500 children were enrolled in the Primary Care Provider Program and 365 children were enrolled in the Health Plan.

Beginning on January 1, 2002, the asset test for Medicaid was eliminated for the children and family coverage groups. Children in families with income within the Medicaid eligibility guidelines that were previously eligible for Healthy Steps because family assets exceeded the Medicaid limits are now eligible for the Medicaid Program. These children are included within the SCHIP Medicaid Expansion Group that was approved by CMS.

The second public program available to children is the Healthy Steps Program, Phase II of SCHIP in North Dakota. It provides private insurance coverage to about 2,450 children whose family net adjusted income is at or below 140% of the federal poverty level and who are not otherwise eligible for the Medicaid Program. The benchmark insurance coverage for this group is the coverage available for State Employees plus preventive dental and vision coverage. The insurance contractors make payments on a fee for service indemnity basis.

## PUBLIC PRIVATE HEALTH INSURANCE PARTNERSHIPS

While not considered a true public/private partnership, the Department does cooperate with Blue Cross/Blue Shield of North Dakota who operates the Caring Program. This program provides limited health and dental coverage to children who are not eligible for Medicaid or Healthy Steps and have gross family income under 200% of the poverty level. Premiums for coverage come from corporate and private donations. If children are not eligible for Medicaid or Healthy Steps, the family is referred to the Caring Program for possible enrollment in that program. Conversely, the Caring Program will encourage families to apply for Medicaid or Healthy Steps if families who apply to that program appear eligible for the two government programs.

2.2. Describe the current state efforts to provide or obtain creditable health coverage for uncovered children by addressing: (Section 2102)(a)(2) (42CFR 457.80(b))

2.2.1. The steps the state is currently taking to identify and enroll all uncovered children who are eligible to participate in public health insurance programs (i.e. Medicaid and state-only child health insurance):

The following are the steps being taken to identify and enroll children who are eligible to participate in the North Dakota Medicaid Program and the Healthy Steps Program.

The Department has established partnerships with numerous other state and local programs that serve children and families. In addition, the Department has reached out to other public health programs to find children who may be eligible for public health programs.

The North Dakota Medicaid and Healthy Steps programs, Women, Infants and Children Program, (WIC), Community Healthcare Association, Maternal and Child Health (MCH), Immunization, Health Passport Smart Card Project, Optimal Pregnancy Outcome Project (OPOP) and the Children's Special Health Services (CSHS) have a statewide interagency agreement that allows exchange of information and coordination both on the state and local levels. This agreement allows the state to share common information that encourages easier access to services, such as eligibility information on behalf of children's health.

Public Health Programs - All 53 counties in North Dakota have local public health units that are enrolled Medicaid Providers. This gives them a direct link to the Medicaid program as providers and connects them to the local county social service offices that determine eligibility. If a child is referred and determined ineligible for Medicaid, the public health clinic refers them to other appropriate programs.

WIC - All local WIC programs are required to refer all potentially eligible recipients to Medicaid. Current WIC guidelines also denote Medicaid income guidelines. Those not participating in Medicaid, but appear potentially eligible are given program information along with the telephone numbers for referral to the nearest county social service agency. WIC will also make referrals to the Healthy Steps Program if families are not eligible for Medicaid. Other state WIC program mandatory contacts include County Social Service Agencies, Homeless and Ministerial health providers, Substance Abuse Centers, Food Pantries, Public Health Units and Indian and Migrant Health Services.

Children's Special Health Services (CSHS) - The CSHS program conducts a variety of outreach and enrollment activities through a network of state and local staff. The CSHS program serves children who may have a chronic or disabling condition. Medicaid and Healthy Steps status is monitored on the 1,700 children served through all areas of the program. For the 500 to 600 children served through the diagnostic and treatment programs, Medicaid eligibility is automatically checked. For children who are not eligible for Medicaid or private insurance, CSHS will link families to other resources such as Healthy Steps, Caring Program for Children and SSI.

The Caring Program for Children - Is a private initiative administered by Blue

Cross/Blue Shield that provides basic health coverage to children aged 18 and under. The program covers its costs with private donations. The Caring Program will refer families to Medicaid or Healthy Steps if individuals appear eligible for either program. Medicaid and Healthy Steps eligibility workers make referrals when a family is not eligible for those two programs.

Rural Health Clinics (RHC's) - North Dakota has approximately 110 Medicaid enrolled Rural Health Clinics that includes border state providers from Montana, South Dakota and Minnesota. The RHC's provide services on a sliding fee scale. Referrals are made to local county social service agencies if a family appears eligible for Medicaid and to the Department of Human Services if the family appears eligible for Healthy Steps.

Federally Qualified Health Center (FQHC) - North Dakota has one designated federally qualified health center in Fargo. The FQHC conducts a financial screen to determine when to refer to other public health insurance programs such as Medicaid and Healthy Steps.

Family Planning Clinics - Family Planning Clinics refer clients to appropriate providers for necessary services that are outside the scope of their practice. Included are referrals for clients in need of primary and preventive services and those who may be eligible for Medicaid, Healthy Steps, WIC and OPOP.

Indian Health Services (IHS) - There are four IHS facilities and one Indian Service Area facility in North Dakota. Each site uses a benefits coordinator to identify and refer potentially eligible children and families to the Medicaid and Healthy Steps Programs. IHS staff receive training designed to identify families who may need referral to other health care programs including Medicaid and Healthy Steps. This allows families to access health care information at different entry points within the IHS system at different times. Continued training occurs between the Department and Benefits Coordinators at Reservation sites.

Optimal Pregnancy Outcome Program (OPOP) - OPOP is a primary prevention program designed to empower pregnant women to make informed health and lifestyle choices for healthy babies. There are 10 OPOP sites in North Dakota. All sites are Medicaid enrolled providers and deliver nursing, dietitian and other appropriate health services to pregnant women. Target populations include pregnant adolescents who may be considered high risk. As part of the OPOP intake process, insurance status is identified and referrals made to the Medicaid or Healthy Steps Programs.

Healthy Start of North Dakota - The Healthy Start program is a Native

American case management program located on the four reservations and the one area service unit in North Dakota. The program is intended to prevent infant mortality in these areas and is funded by a federal grant. Part of the intake assessment for services of this program is to determine if there is Medicaid or Healthy Steps eligibility. The Healthy Start programs are enrolled Medicaid providers who provide certain services through Medicaid. Healthy Start has established referral protocols for both Medicaid and Healthy Steps as part of their case management activity to high-risk pregnant women.

Migrant Health Centers - Migrant Health Centers are located along the North Dakota/Minnesota border and they provide health services to seasonal migrant families. The health centers refer families to the local county social service agencies if it appears they may meet Medicaid eligibility guidelines or refer them to the Healthy Steps enrollment office if appropriate.

Head Start Programs - Local Head Start programs review income and insurance status of all children who apply for that program. They specifically ask if a child is Medicaid eligible. If the family is not currently enrolled, Head Start will refer the family to the local county social service office for an eligibility determination for Medicaid. Head Start also makes referrals to Healthy Steps and the Caring Program for Children if income is above Medicaid income guidelines.

- 2.2.2. The steps the state is currently taking to identify and enroll all uncovered children who are eligible to participate in health insurance programs that involve a public-private partnership:

North Dakota does not have any public/private health insurance programs operating at this time.

- 2.3. Describe the procedures the state uses to accomplish coordination of SCHIP with other public and private health insurance programs, sources of health benefits coverage for children, and relevant child health programs, such as title V, that provide health care services for low-income children to increase the number of children with creditable health coverage. *(Previously 4.4.5.)*  
**(Section 2102)(a)(3) and 2102(c)(2) and 2102(b)(3)(E)) (42CFR 457.80(c))**

The only other public health insurance program available to citizens of North Dakota is Medicaid. We also coordinate outreach efforts with the Caring Program for Children operated by Blue Cross/Blue Shield of North Dakota.

Strategies to coordinate Medicaid with Healthy Steps include the following:

Model Application Template for the State Children's Health Insurance Program

1. As of May 1, 2002, a joint application for Medicaid and Healthy Steps has been developed and is available to applicants. The application is designed to be used for all Medicaid children and family coverage groups including adults and the stand alone SCHIP Healthy Steps Program. In addition, we will continue to utilize the Healthy Steps only application but will no longer be printing any additional forms. When the Department receives an application, it is screened to determine if potential Medicaid eligibility exists. The family receives a notice that the application has been forwarded to the appropriate county social service board office that determines Medicaid eligibility. The Department sends all pertinent information to the appropriate county office. That office reviews the application and makes the final decision regarding Medicaid eligibility.
2. Supplying local county social service offices that determine Medicaid eligibility with outreach materials regarding the Healthy Steps Program.
3. Conducting statewide training forums for outreach partners including county staff who determine Medicaid eligibility.
4. Make referrals to the Caring Program if families are not eligible for Medicaid or Healthy Steps
5. Through cooperative agreements work closely with other agencies who have an interest in uninsured children such as the Title V Program to share information and coordinate outreach activities for all public insurance programs and the Caring Program. (Additional details regarding these relationships are detailed in 2.1 above)

**Section 3. Methods of Delivery and Utilization Controls (Section 2102)(a)(4))**

~ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 4.**

- 3.1. Describe the methods of delivery of the child health assistance using Title XXI funds to targeted low-income children. Include a description of the choice of financing and the methods for assuring delivery of the insurance products and delivery of health care services covered by such products to the enrollees, including any variations. (Section 2102)(a)(4) (42CFR 457.490(a))

The stand alone SCHIP in North Dakota provides a comprehensive array of services through a contract with Noridian Mutual Insurance Company. This company was chosen to pay for necessary medical, dental and vision services through a competitive Request for Proposal process.

Noridian Mutual Insurance Company was formally known as Blue Cross/Blue Shield of North Dakota. They are the primary health insurance entity doing business in North Dakota. They cover more than 50% of all insured individuals in North Dakota. They have an extensive provider network throughout North Dakota. For this reason children eligible for Healthy Steps have excellent access to the services covered under the plan.

The contract is an indemnity product based on a monthly premium that is adjusted every two years to coincide with the biennial budget. The fee structure used by Noridian is identical to what is used to pay for its other commercial insurance coverage. Fee increases are determined actuarially by Noridian and the increases are reviewed and certified as reasonable by the North Dakota Department of Insurance.

We have executed three separate contracts with Nordian for medical, dental and vision coverage. The contracts detail the responsibilities of the insurance company to pay for all approved services in accordance with contract provisions. All non-covered services and limits on services are delineated in the contract and are made available to each enrolled family through coverage handbooks provided by the contractor.

The contracts include language that access to medical services must be available 7 days a week, 24 hours a day and requires the carrier to monitor access, service delivery, client satisfaction and quality assurance for enrollees. Surveys conducted by the contractor indicate excellent client satisfaction with the program.

- 3.2. Describe the utilization controls under the child health assistance provided under the plan for targeted low-income children. Describe the systems designed to ensure that enrollees receiving health care services under the state plan receive only appropriate

and medically necessary health care consistent with the benefit package described in the approved state plan. (Section 2102)(a)(4) (42CFR 457.490(b))

The contractor for the Healthy Steps program performs utilization management functions approved by the department for the fee for service payment process. These functions will ensure that children receive health care that is appropriate, medically necessary and delivered in a cost effective and efficient manner.

The contractor conducts quality and utilization reviews that determine if services provided are medically necessary including but not limited to relationship edits for procedure and diagnosis codes. Any improper claims are denied and where appropriate overpayments will be recouped for claims that have already been paid.

The contractor conducts physician profiling. This process reviews the utilization of services of like specialties across the state. Each specialty is severity adjusted. A comparison and efficiency index is assigned on an episode case basis. If a physician is not within the normal limits of care provided within the specialty group as compared to peers, a review is conducted and if appropriate, an audit is conducted to determine if the services billed are medically necessary.

In addition, focused reviews will be completed in conjunction with studies being performed by the Department for the primary care case management program, aka North Dakota Access to Care Program, and reviews related to services provided by Managed Care Organizations.

**Section 4. Eligibility Standards and Methodology. (Section 2102(b))**

~ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 5.**

4.1. The following standards may be used to determine eligibility of targeted low-income children for child health assistance under the plan. Please note whether any of the following standards are used and check all that apply. If applicable, describe the criteria that will be used to apply the standard. (Section 2102)(b)(1)(A)) (42CFR 457.305(a) and 457.320(a))

4.1.1.  Geographic area served by the Plan: The plan is available to all eligible children on a statewide basis.

4.1.2.  Age: The plan is available to children zero through 18 years of age. Coverage for children who are 18 years of age will continue through the end of the month in which they turn 19 years of age.

4.1.3.  Income:

Healthy Steps program will cover children whose family adjusted gross income is no more than 140% of the federal poverty level.

Financial responsibility will be based on spouse for spouse and parents for children. The income of the spouse and parents are considered available to the child. Natural and adoptive parents, but not stepparents are treated as parents. Under North Dakota law, a stepparent has no legally enforceable obligation to support stepchildren. Therefore, the stepparent's own personal income cannot be considered available in determining Healthy Steps eligibility for a stepchild. To determine eligibility, the stepparent's net income must first be applied against the appropriate income level for the stepparent, spouse and the stepparent's children or children in common. If the stepparent's income is adequate to meet their needs, the natural parent's net earned income is considered in relation to the children for whom the Healthy Steps application is being made.

Except as noted below, all earned income of each family member in a Healthy Steps household must be counted when calculating adjusted gross income including, but not limited to, wages, salaries, commissions, tips, self-employment income and income received under a contract.

Except as noted below, all gross unearned income of each family member of a Healthy Steps household must be counted when calculating adjusted gross income including, but not limited to, child support, alimony, Social Security benefits, pensions, unemployment compensation, worker's compensation, interest, dividends and other similar income.

The following income is excluded from family income:

1. Income which is required to be excluded under other federal statutes and by Public Law including SSI income.
2. Irregular small cash gifts or contributions.
3. In-kind earned income
4. Educational loans, scholarship's fellowships, grants, awards and work study received by a student. A student is described as an individual who regularly attends and makes satisfactory progress in an elementary or secondary educational environment, college, university, vocational or trade school. A child must be a student at the time of application or if the application occurs during a summer vacation period must intend to return to school in the fall;
5. Income earned by a child who is a full-time student or a part-time student who is not employed more than 100 hours per month including VISTA and Job Training Partnership Act income. Student status must be established as described in paragraph four of this section.
6. Money payments made by the Department of Human Services including foster care or subsidized adoption, optional supplementation payments, vocational rehabilitation training funds, family subsidy program and the low income home energy assistance program;
7. Loans from any source that are subject to a written agreement requiring repayment by a household member;
8. Quality Child Care for Meals income;
9. County General Assistance payments;

10. Income Tax refunds; earned income credits or homestead tax credits;
11. Earned or unearned lump sum payments including inheritance monies;
12. Earned or Unearned Workforce Investment Act Payments;
13. Housing allowance received from United States Department of Housing and Urban Development or rent supplements or utility payments provided through the housing assistance program;
14. Refugee sponsorship income;
15. Americorps income;

Income Standard:

Adjusted gross countable family income must be equal to or less than 140% of the federal poverty guidelines based on the size of each household.

Calculating Adjusted Gross Income:

After all countable non-self employment gross income is determined, the following adjustments will be allowed to determine the adjusted gross income for each Healthy Steps household.

1. For family members with earned income, the actual mandatory payroll deductions including federal, state and social security taxes mandatory retirement and mandatory union dues, or \$90 per month, whichever is greater.
2. Reasonable child care expenses, not otherwise reimbursed by other third parties if necessary to engage in employment or training.
3. Court ordered child and spousal support payments if actually paid by a member of the family on behalf of an individual who is not a member of the Healthy Steps Household.

Determination of Adjusted Gross Income for Self Employed

Individuals:

The following method will be used to calculate adjusted gross income for self employed individuals as prescribed by State statute.

1. For all self employed individuals, calculate the average net income after expenses based on either the average of the previous three years of adjusted gross income or the previous year's adjusted gross income, whichever is most advantageous to the applicant, which means the adjusted gross income as computed for an individual for federal income tax purposes under the Internal Revenue Code. If a household has been in business for less than three consecutive years, use the actual number of year(s) the individual was in business and calculate the average yearly income. If the family is currently self employed, but has not previously filed any self employment federal income tax report in the last year, use the best information available to calculate estimated revenue and business expenses to calculate adjusted gross self-employment income.

Budgeting:

The department shall determine family income prospectively for each 12-month certification period at the time of application and at each renewal to determine if eligibility can continue. Gross income of all family members that is not excluded is counted as family income. An adjusted gross income amount is then calculated based on the disregards described previously. An average monthly adjusted gross income will be calculated for the 12 month eligibility period based on an estimate of the average monthly income each household is expected to receive. Income that is received less often than monthly will be prorated over the certification period to determine average monthly income. The estimate will likely be a monthly amount that is expected to be received by families with wages as their main source of income or an annual amount which is prorated over the certification period for self employed families.

Income received weekly will be multiplied by 4.3 to arrive at a monthly amount. Income received every other week will be multiplied by 2.15 to arrive at a monthly amount.

Farm and other self-employment income will be determined by using the previous year's individual income tax form or the last three years of the individual's income tax forms, whichever is most advantageous to the applicant, if appropriate. The adjusted gross income will be divided by 12 to determine the monthly income for the upcoming certification period. If an individual started a business in the previous year that did not cover an entire year, the proration of the monthly income will be based on the actual number of months the business operated during the previous year.

If a family has self-employed income and other earned or unearned income, the two must be added together to arrive at total adjusted gross income. The monthly income from self-employment income should first be calculated. If the average self-employment income is a negative amount, that amount will be subtracted from other earned or unearned income to arrive at total adjusted gross income.

- 4.1.4.  Resources (including any standards relating to spend downs and disposition of resources): There will be no resource test for Healthy Steps eligibility.
- 4.1.5.  Residency (so long as residency requirement is not based on length of time in state):
1. To be eligible to receive Healthy Steps benefits, an individual must be a citizen of the United States or a qualified alien as defined in Public Law 104-193 (401) through (423), (431) and (435), and amended by Public Law 105-33 (5302)(b) and (c), (5303), (5305)(b), (5306), (5562), (5563) and (5571).
  2. A qualified alien as defined in Public Law No. 104-193 (431) and amended by Public Law 105-33 (5302)(c)(3), (5562) and (5571) admitted into the United States prior to August 22, 1996, may receive Healthy Steps insurance coverage.
  3. A qualified alien, as defined in Public Law No. 104-193 (401) and amended by Public Law 105-33 (5302)(c)(3), (5562) and (5571), admitted into the United States after August 22, 1996, may receive Healthy Steps insurance coverage after five years have passed from the child's date of entry into the United States.

State Residency:

1. To be eligible to receive benefits from Healthy Steps, a child must be a resident of the state of North Dakota. A child's residency is based on the residency of the parents of the child. Parents are considered residents if they are residing in the state or indicate they intend to reside in the state on an ongoing basis. North Dakota residency for an adult or an emancipated child is based on the intent of that individual to reside in this state on an ongoing basis.
2. An individual is considered a resident of North Dakota if they are temporarily absent from North Dakota for purposes of employment, schooling, vacation or medical treatment.

- 4.1.6.  Disability Status (so long as any standard relating to disability status does not restrict eligibility): Disability is not a determining factor when establishing eligibility for Healthy Steps and coverage will be provided to children no matter what type of disability or medical condition a child may have.
- 4.1.7.  Access to or coverage under other health coverage: A child who is covered under a group health plan or a single family plan or under other health insurance coverage including coverage which is available through a parent's or legal guardian's employer, as defined by HIPAA, is ineligible for Healthy Steps insurance coverage. A child will not be eligible if the parent of the child is a state employee unless the parent does not have access to state health insurance coverage. Any child that meets current Medicaid eligibility criteria is not eligible for Healthy Steps except that children who would otherwise be eligible for the medically needy program with a recipient liability, the family may choose to enroll in the Healthy Steps program.
- 4.1.8.  Duration of eligibility: The eligibility period in accordance with state law will begin the first day of the month following the date eligibility is established and will end on the last day of the 12th calendar month after the month in which enrollment in Healthy Steps started or the end of the month a child reaches its 19th birthday or the family acquired credible health insurance coverage for the child or a child no longer resides in the household. Any subsequent eligibility period will continue for 12 calendar months.
- 4.1.9.  Other standards (identify and describe):

Household Composition:

1. The following individuals who reside together are included in a household when determining the size of a household and the income to be counted, whether or not a household member is actually eligible to receive Healthy Steps benefit coverage.
    - a. A natural child, adopted child or step child age 0 through 18 years of age and the family size is increased for each unborn when determining the appropriate household size,
    - b. Parents of any child identified in a above,
    - c. Children of any child identified in a above.
  2. Any individual identified in paragraph one who is temporarily absent from the household by reason of employment, school, training, or medical treatment or who is expected to return to the household within 30 days of the date of the Healthy Steps application will be considered as a member of the household.
  3. If an adult is providing care to an unrelated child of a divorced spouse, the household may include the child if the child is expected to continue to reside in the household and meets age requirements outlined in paragraph a.
  4. Children who are inmates of public institutions or children who are residing in Institutions for Mental Diseases are not eligible for the Healthy Steps Program.
- 4.2. The state assures that it has made the following findings with respect to the eligibility standards in its plan: **(Section 2102)(b)(1)(B)) (42CFR 457.320(b))**
- 4.2.1.  These standards do not discriminate on the basis of diagnosis.
  - 4.2.2.  Within a defined group of covered targeted low-income children, these standards do not cover children of higher income families without covering children with a lower family income.
  - 4.2.3.  These standards do not deny eligibility based on a child having a pre-existing medical condition.

4.3. Describe the methods of establishing eligibility and continuing enrollment.  
(Section 2102(b)(2)) (42CFR 457.350)

Enrollment Procedures:

As of May 1, 2002, North Dakota is utilizing a joint Medicaid and Healthy Steps application. The joint application is available at the offices of county social service board offices who determine eligibility for Medicaid, medical providers, other public programs such as Head Start, child advocacy organizations, schools, Indian Health Services and Tribal offices and child care programs. These entities have received training to assist families to complete the application form. In addition, the Healthy Steps application will continue to be accepted at the State office until the current supply in the field is exhausted. This form will not be reprinted in the future.

Applicants have the option of submitting the joint application form to the appropriate county social service board office in their community or sending it to the Department of Human Services. If the application is received by the Department of Human Services, an initial review is completed to determine if all necessary information has been submitted. If information is missing, we will contact the applicant to attempt to obtain the needed information.

The date of the application is the date the application is received either by the Department of Human Services or the appropriate county social service board office.

Applications with complete information will be screened to determine if the applicant may be eligible for Medicaid. If the screening indicates potential Medicaid eligibility, the application and all pertinent attachments are sent to the appropriate county social service board office for processing. Families will receive a notice informing them that the application has been forwarded to the county social service board office for processing.

If the initial screening for Medicaid eligibility indicates the family is ineligible for Medicaid, a Healthy Steps eligibility determination will be made. If eligible, the children will be enrolled in the Healthy Steps Program. If they are ineligible for Healthy Steps, they will receive information about the Caring Program operated by Blue Cross/Blue Shield of North Dakota for which they may be eligible.

If the applicant submits the information to the appropriate county social service board office, the application will be entered into the automated eligibility computer system to determine if Medicaid eligibility exists. If the children are not eligible for Medicaid, the pertinent information will be forwarded to the Department of Human Services to determine if the children are eligible for Healthy Steps coverage.

Children determined eligible for Healthy Steps are eligible for a 12-month period unless a child turns 19 or the children obtain credible health insurance coverage.

Families are required to report any change in circumstances that could affect eligibility. Families receive household status questionnaires during the fourth and eighth months of eligibility asking if any changes in family circumstances have occurred. No information regarding income is requested.

Approximately 45 days before the end of the eligibility period, each eligible family receives a renewal asking for income information and any other changes that could affect continued eligibility. After the information is received, it is reviewed for completeness and if information is missing, families are again contacted to obtain needed data. After all needed information is obtained, a screening for Medicaid eligibility is completed and if potential Medicaid eligibility exists, a joint application will be sent to the family for completion and submission to the appropriate county social service board office.

4.3.1 Describe the state's policies governing enrollment caps and waiting lists (if any). (Section 2106(b)(7)) (42CFR 457.305(b))

Check here if this section does not apply to your state.

4.4. Describe the procedures that assure that:

4.4.1. Through the screening procedures used at intake and follow-up eligibility determination, including any periodic predetermination, that only targeted low-income children who are ineligible for Medicaid or not covered under a group health plan or health insurance coverage (including access to a state health benefits plan) are furnished child health assistance under the state child health plan. (Sections 2102(b)(3)(A) and 2110(b)(2)(B)) (42 CFR 457.310(b) (42CFR 457.350(a)(1) 457.80(c)(3))

At the time an application is received at the Department of Human Services, a screening review is completed to determine if a family may be eligible for Medicaid. Verified income and deduction information is entered into a basic computer program that makes a preliminary determination regarding potential Medicaid eligibility. If the results indicate that any of the children could be eligible for Medicaid, the joint application is forwarded to the appropriate county social service board office for Medicaid processing. The family receives a notice informing them the application has been forwarded to the appropriate county social service board office for processing.

The joint application requests information regarding any current health care coverage a family may have available to them. The information is based on the self-declaration of the applicant. If the applicant indicates that the children have creditable health care coverage, they are denied coverage under the Healthy Steps Program. If potential Medicaid eligibility exists, the joint application will be forwarded to the appropriate county social service board for a Medicaid eligibility determination.

If an application is received from a family who has a family member employed with the state of North Dakota, the application will be denied for Healthy Steps unless it can be documented that the family is not eligible to participate in the coverage offered to state employees. In those instances where benefits are not offered to temporary or other similar employees, families will be allowed to participate in the Healthy Steps Program if they otherwise meet all other eligibility criteria.

At the time an enrollment renewal is received at the Department of Human Services, income and deductions are again verified and the computer program is used to determine if potential Medicaid eligibility exists. If the family appears eligible for Medicaid, they will receive a notice to that affect along with a joint application requesting that they complete it and return it to the appropriate county social service board office so that an eligibility determination can be made.

- 4.4.2. The Medicaid application and enrollment process is initiated and facilitated for children found through the screening to be potentially eligible for medical assistance under the state Medicaid plan under Title XIX. (Section 2102)(b)(3)(B)) (42CFR 457.350(a)(2))

As noted in 4.4.1 above, applications submitted to the Department of Human Services are screened to determine if potential Medicaid eligibility exists. If Medicaid eligibility is indicated, the application and all available required documentation is forwarded to the appropriate county social service board office for processing. Families are notified that the application has been forwarded for a Medicaid eligibility determination.

Joint applications submitted to county social service board offices are entered into the Medicaid eligibility determination computer system to determine eligibility for Medicaid.

This process ensures that all joint applications where potential Medicaid eligibility is indicated go through an official eligibility determination process by the offices designated to make Medicaid determination decisions in North Dakota.

- 4.4.3. The State is taking steps to assist in the enrollment in SCHIP of children determined ineligible for Medicaid. (Sections 2102(a)(1) and (2) and 2102(c)(2)) (42CFR 431.636(b)(4))

As noted in 4.4.1, joint applications that are received by county social service board offices are reviewed to determine if Medicaid eligibility exists. If children are ineligible for Medicaid, the joint application and any pertinent documentation is forwarded to the Department of Human Services if the family

does not have creditable health insurance coverage or would otherwise not meet technical eligibility requirements for the Healthy Steps Program. At the time the information is received, an eligibility determination is made for the Healthy Steps Program and if eligible, the children are enrolled.

This process assures that joint applications where potential Healthy Steps eligibility exists will receive an eligibility determination from the agency designated to make Healthy Steps enrollment decisions.

4.4.4 The insurance provided under the state child health plan does not substitute for coverage under group health plans. Check the appropriate box. (Section 2102)(b)(3)(C)) (42CFR 457.805) (42 CFR 457.810(a)-(c))

4.4.4.1.  Coverage provided to children in families at or below 200% FPL: describe the methods of monitoring substitution.

The joint application utilized by the Healthy Steps Program asks applicants if anyone in the family is covered by creditable health insurance within the last six months. The applicant provides the information through a self-declaration. If any children were covered by creditable health insurance within the last six months, the child is determined not to be eligible for Healthy Steps. Families are informed to reapply after the six-month period has expired.

The Department allows exceptions to this rule that permits this requirement to be waived if loss of health care coverage occurred because of no fault of the family. Examples include loss of job, accepting another job where coverage is not available and in the case of farm families, residing in a county where a federal disaster has been declared and is currently in affect.

4.4.4.2.  Coverage provided to children in families over 200% and up to 250% FPL: describe how substitution is monitored and identify specific strategies to limit substitution if levels become unacceptable.

4.4.4.3.  Coverage provided to children in families above 250% FPL: describe how substitution is monitored and identify specific strategies in place to prevent substitution.

4.4.4.4.  If the state provides coverage under a premium assistance program, describe:

The minimum period without coverage under a group health plan, including any allowable exceptions to the waiting period.

The minimum employer contribution.

The cost-effectiveness determination.

- 4.4.5 Child health assistance is provided to targeted low-income children in the state who are American Indian and Alaska Native. (Section 2102)(b)(3)(D)) (42 CFR 457.125(a))

Children who are also eligible to receive services through the Indian Health Service (IHS) or through Section 638 Tribal contracts will be eligible to enroll in Healthy Steps. Through various outreach processes including the Robert Wood Johnson covering kids grant, a TANF outreach grant and a community access program grant we have encouraged eligible families to enroll in the program.

In addition, we have worked directly with Tribal and Indian Health Service staff to provide information and conduct on-site training sessions to ensure that American Indians are aware of the availability of Healthy Steps and the Medicaid Program. The Department employs an individual whose job is to act as a liaison with Tribes. This individual is used extensively to provide advice, provide assistance on cultural issues and assist in providing training. It is important that American Indian children have the opportunity to obtain appropriate and necessary health care and we are committed to inform them about the availability of Healthy Steps and encourage them to apply for the program.

American Indian children, as defined in section 4(c) of the Indian Health Care Improvement Act, 25 USC 1603 c and who are members of Federally recognized tribes as determined by the Bureau of Indian Affairs, will be exempt from any cost sharing obligations.

**Section 5. Outreach (Section 2102(c))**

Describe the procedures used by the state to accomplish:

Outreach to families of children likely to be eligible for child health assistance or other public or private health coverage to inform them of the availability of the programs, and to assist them in enrolling their children in such a program: (Section 2102(c)(1)) (42CFR 457.90)

Outreach efforts for the SCHIP plan is designed to be a collaborative effort between families and both the state and federal governments to assure children receive health care.

North Dakota uses established relationships with a variety of entities to help identify potentially eligible children and invite them to help put together an outreach system.

North Dakota has developed new relationships with a variety of entities to help identify and enroll potentially eligible children into the North Dakota Medicaid SCHIP programs.

Certain assumptions about the target population for the expanded Medicaid group of children are based on experiences of the North Dakota Medicaid program, The Caring Program for Children, County Social Service Agencies, public and private health care agencies. The plan must invite families who have regular contact with social service agencies, and to other families who have traditionally avoided government programs.

**Identification of Target Populations of Potential SCHIP Enrollees**

The Department of Human Services will work with existing Economic Assistance programs, such as TANF and Food Stamps, to identify children in families who are not eligible for Medicaid, but may be eligible for SCHIP.

**Outreach Strategies for Potential Enrollees**

**Outreach through Maternal Child Health Programs**

Maternal and Child Health Programs coordinates outreach activities with the Department of Human Services through their programs, such as Family Planning, OPOP, WIC, local Public Health Agencies, and Children with Special Health Services. Activities include distribution of written materials such as posters, brochures, and flyers, distribution and assistance in completion of applications. MCH programs that participate in health fairs include SCHIP and Medicaid materials onsite. MCH programs will use their intake processes to include information on public insurance programs.

A toll-free number is in place within the state MCH agency. The toll free is used to answer questions related to Child Find activities and also includes information and referral processes for the Healthy Steps and Medicaid programs.

#### Outreach Through Private Providers

Healthy Steps coordinates outreach activities with Primary Care Providers and Medicaid recipients. A new recipient newsletter has been developed for all Medicaid Primary Care Physician enrollees. The North Dakota Medicaid Program publishes a quarterly newsletter sent to over 20,000 Medicaid providers statewide. Healthy Steps information has been and will continue to be included in these publications on a routine basis.

The North Dakota Medical Association, Academy of Pediatrics, Dental Association, and Primary Care Association received Healthy Steps program information and has shared this information with their members. The information describes program benefits and how to access services.

Providers, such as clinics, hospitals, and dental offices, received Healthy Steps and Medicaid program information, such as flyers, brochures, and applications, to identify and refer potential eligible children to these programs.

#### Outreach Grant Programs

The North Dakota Covering Kids Grant utilizes at least three full time outreach workers in three regions, including two Indian reservations. The workers conduct face to face outreach with groups and individuals to assist in enrollment of children in Medicaid and Healthy Steps. The workers target rural counties hardest hit by the agricultural crisis. Agriculture programs, such as Extension Services, Farmers Union, Farm Credit Agencies, Farm Implement Dealers, Rural Electric Cooperatives, through the statewide Coalition of Rural Survivor's Task Force, are helping to deliver the message of Medicaid and Healthy Steps to farm and other rural families.

The Community Access Partnership (CAP) grant, a multi-year initiative to hire and place 14 resource coordinators in clinic and hospital settings to perform outreach and enrollment activities began on July 1, 2001. The Department is coordinating training activities with the newly hired resource coordinators and will also provide ongoing technical assistance and support to grant personnel.

### Outreach Through Native American Health Programs

The Department will continue to work with Tribal leaders to develop outreach strategies for North Dakota's Native American population. IHS facilities use their benefits or business office procedures for determining third party payment sources including Medicaid and Healthy Steps. Native American MCH programs use their connections with other providers and programs to facilitate referral to Medicaid and Healthy Steps. The Healthy Start program uses their broad-based network as case managers to access coverage for Healthy Steps and Medicaid for their clients.

The Medical Assistance Division collaborated with the North Dakota TANF program to provide funding for two reservation outreach workers. The two sites are located on reservations that were not included in the North Dakota Covering Kids pilot projects. Training and technical assistance will be provided on an ongoing basis to the TANF funded outreach workers.

### Outreach Through Schools

The Department coordinates outreach activities with the Department of Public Instruction and local school districts using the following methods:

1. The State Department of Public Instruction included a tear off on the Free and Reduced Meals Application for the current school year that explains the Healthy Steps program. Each school has a supply of applications for Healthy Steps and the schools give each family an application for Healthy Steps if they have indicated interest on the tear off portion of the Free and Reduced Meals Application.
2. The North Dakota Principals, Teachers, and School Counselors Association will include Healthy Steps information in newsletters and gatherings through their activities.
3. The North Dakota PTA (Parent and Teacher Associations) will distribute information to their local schools. Public health nurses who provide services in local schools will have Healthy Steps information and applications available on site.

### Outreach Through Business

The Healthy Steps and Medicaid programs will use a variety of outreach strategies targeted through state and local business, including the printing Healthy Steps information on milk cartons, educational forums to human resource managers, flyers and printed information on

store receipts through retail businesses, information included in utility bills and presentations at small business owners State Tax Department seminars.

### Outreach Through Head Start Programs

The North Dakota Head Start Collaboration Coordinator has been a part of the Healthy Steps and Medicaid outreach group from its inception. Local Head Start programs will use the following strategies to conduct outreach and assist in enrollment for both programs including:

1. Healthy Steps and Medicaid brochures and applications are provided to Head Start families during Head Start enrollment and to new Head Start families throughout the year
2. Assist families in completing the Healthy Steps and Medicaid applications by making copies of social security and income verifications and helping families locate required verification information.
3. Training parent volunteers to assist families during the enrollment process, and sharing Healthy Steps and Medicaid program information with local Head Start Health Advisory Committees.

### Outreach Through State and Local Advocacy Groups

The following advocacy groups and associations have been involved and will continue their involvement with outreach planning for the North Dakota Healthy Steps and Medicaid programs, North Dakota Board of Social Welfare, Family Voices, Federation of Families, North Dakota Mental Health Association, and Department of Human Services Tribal Liaison offices.

Outreach strategies will include the following: Assistance to families in completion of applications, distribution of Healthy Steps and Medicaid written materials at state and local gatherings, including eligibility information in newsletters, and technical assistance in writing more family friendly, culturally relevant and simple program information.

### Outreach Through Child Care Programs

Updated Information on public insurance programs will be distributed to all 3,082 licensed, registered, and self-certified centers, preschool, family day care, group day care, multi-licensed, and reservation based childcare programs throughout North

Dakota.

The Department will also work through the three health nurse consultants contracted with the North Dakota Resource and Referral Centers to provide health information to licensed childcare providers. The nurses will help providers distribute written materials about public insurance programs.

#### Outreach Through Religious Groups

The North Dakota Catholic Conference has been an active participant in development of public insurance programs. They distribute written material to their local communities and churches through articles in church bulletins, newsletters, and group gatherings.

#### Outreach Through Other Methods

Pediatrician outreach through an AAP (American Academy of Pediatrics) Grant. A North Dakota AAP affiliated pediatrician was awarded a grant to conduct one on one outreach to each of the state's 77 pediatricians. The outreach includes two visits to each of the pediatric offices throughout North Dakota. The first visit was to assess the physician's awareness of coverage programs, provide education about the programs, determine the type and amount of printed outreach materials in each office, and provide them with additional materials. The second visit is to assess the physician's awareness of coverage programs and look at the outreach materials in each office in order to determine if the initial contacts were effective.

Outreach will be coordinated through North Dakota Extension Programs, Community Action Programs, and North Dakota Rural Survivors Task Force members. The outreach will be through distribution of written information including the Healthy Steps and Medicaid brochures and applications.

#### Outreach Through Written and Network Media

The North Dakota Department of Human Services will coordinate with the public information director to develop timely press releases through weekly and daily newspapers, newsletters of professional associations, advocacy groups, and Chambers of Commerce. All written outreach materials, such as brochures, flyers, and posters, will display the 1-800 number to call and receive the information necessary to apply for public insurance programs. A communication plan to address short and long term

media outreach is in place.

The North Dakota Department of Human Services has a website for Healthy Steps that allows the user to print an application that can be completed and mailed in for processing.

Coordination of outreach efforts between the North Dakota Healthy Steps Program, Medicaid, other children's public/private health insurance programs and services will be ongoing. The Medical Services Division (Medicaid, Healthy Steps and Children With Special Health Services), and Children and Family Services Division are within the Department of Human Services. The Title V and Title X programs are within the same physical building as Human Services. The Title V, Medicaid, and CSHS programs meet on a quarterly basis to discuss mutual program issues.

Children can enroll or receive assistance in enrolling at our single FQHC in Fargo and Rural Health Clinics throughout the state.

Local county social service agencies will inform families who have been denied Medicaid eligibility of the Health Steps program and share information collected in the eligibility determination process with Healthy Steps if the county and family agree to do so.

Healthy Steps will refer applicants who appear to be Medicaid eligible to local county social service agencies and conduct follow up of these children. Coordination and enrollment activities for Medicaid and Healthy Steps have been enhanced since the joint application was implemented in May 2002.

The Department conducts training for county social services and gives these offices Healthy Steps flyers, brochures and applications for children who are not eligible for Medicaid but may be eligible for Healthy Steps.

Education sessions for all outreach partners were held August through November 2001. The purpose of the sessions were to provide information that allows the partners to identify families who may be eligible for Healthy Steps or Medicaid, assist families in completing applications for Healthy Steps and Medicaid, explain the benefits of both programs, enabling families to make informed choices and introduction of the new joint application for the Medicaid and Healthy Steps programs.

Coordination efforts have also been described in Section 2.3.

**Section 6. Coverage Requirements for Children's Health Insurance (Section 2103)**

~ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 7.**

6.1. The state elects to provide the following forms of coverage to children:  
(Check all that apply.) (42CFR 457.410(a))

6.1.1. ~ Benchmark coverage; (Section 2103(a)(1) and 42 CFR 457.420)

6.1.1.1. ~ FEHBP-equivalent coverage; (Section 2103(b)(1))  
(If checked, attach copy of the plan.)

6.1.1.2. ~ State employee coverage; (Section 2103(b)(2)) (If checked, identify  
the plan and attach a copy of the benefits description.)

6.1.1.3. ~ HMO with largest insured commercial enrollment (Section  
2103(b)(3)) (If checked, identify the plan and attach a copy of the  
benefits description.)

6.1.2.  Benchmark-equivalent coverage; (Section 2103(a)(2) and 42 CFR 457.430)  
Specify the coverage, including the amount, scope and duration of each  
service, as well as any exclusions or limitations. Please attach a signed  
actuarial report that meets the requirements specified in 42 CFR  
457.431. **See instructions.**

North Dakota uses the Public Employees Retirement System Health  
Care Plan (PERS) as the benchmark coverage for Healthy Steps. Most  
state employees have the option to obtain coverage through this plan  
that provides comprehensive family health care coverage with no  
required premium payment. All services in the current plan will be  
available to enrolled children except for the cost of delivery of  
newborns.

In addition to the standard PERS coverage, Healthy Steps enrolled  
children will receive a package of preventive dental services and vision  
care. Also, an extensive number of deductibles and coinsurance  
amounts required in the PERS plan were replaced with a modest  
package of cost-sharing for eligible families.

The signed actuarial report has previously been provided to CMS.

6.1.3. ~ Existing Comprehensive State-Based Coverage; (Section 2103(a)(3) and 42  
CFR 457.440) [Only applicable to New York; Florida; Pennsylvania]  
Please attach a description of the benefits package, administration, date  
of enactment. If  existing comprehensive state-based coverage  is

modified, please provide an actuarial opinion documenting that the actuarial value of the modification is greater than the value as of 8/5/97 or one of the benchmark plans. Describe the fiscal year 1996 state expenditures for existing comprehensive state-based coverage.

- 6.1.4. ~ Secretary-Approved Coverage. (Section 2103(a)(4)) (42 CFR 457.450)
- 6.1.4.1.  Coverage the same as Medicaid State plan
  - 6.1.4.2.  Comprehensive coverage for children under a Medicaid Section 1115 demonstration project
  - 6.1.4.3.  Coverage that either includes the full EPSDT benefit or that the state has extended to the entire Medicaid population
  - 6.1.4.4.  Coverage that includes benchmark coverage plus additional coverage
  - 6.1.4.5.  Coverage that is the same as defined by existing comprehensive state-based coverage
  - 6.1.4.6.  Coverage under a group health plan that is substantially equivalent to or greater than benchmark coverage through a benefit by benefit comparison (Please provide a sample of how the comparison will be done)
  - 6.1.4.7.  Other (Describe)

- 6.2. The state elects to provide the following forms of coverage to children: (Check all that apply. If an item is checked, describe the coverage with respect to the amount, duration and scope of services covered, as well as any exclusions or limitations) (Section 2110(a)) (42CFR 457.490)

- 6.2.1.  Inpatient services (Section 2110(a)(1))

Inpatient services include all bed, board, general nursing, special care units when medically appropriate and necessary, ancillary services when appropriate and necessary, anesthesia and all medical and surgical services provided by a physician except that no payment will be made for the costs associated with the delivery of a child for either the hospital or the attending physician. These services also include appropriate services provided by hospitals operated by the Indian Health Service or Tribal Section 638 facilities.

Reconstructive surgery to restore bodily function or correct deformity resulting from diseases, trauma, congenital or developmental anomalies or previous therapeutic processes are covered.

Coverage for organ transplants include kidney, heart, heart-lung, single or double lung, liver, cornea and pancreas if medically appropriate. Requires prior authorization and must be provided at an approved transplant center.

Bone marrow transplants or other forms of stem cell rescue with related services and supplies are limited to certain diseases and conditions as follows:

1. Autologous bone marrow transplants are only allowed for the following diagnoses: non-Hodgkin's lymphoma, stage III or IV; Hodgkin's disease (lymphoma) stage III or IV; neuroblastoma, stage III or IV; acute lymphocytic or non-lymphocytic leukemia in first or subsequent remission; germ cell tumors and breast cancer.
2. Allogeneic bone marrow transplants are only allowed for the following diagnoses: non-Hodgkin's lymphoma, stage III or IV; Hodgkin's disease (lymphoma) stage III or IV; neuroblastoma, stage III or IV; chronic myelogenous leukemia in blast crisis or chronic phase; and acute lymphocytic or non-lymphocytic leukemia (acute myelocytic leukemia) in first or subsequent remission, but at high risk for relapse.
3. Allogeneic bone marrow transplants for non-malignancies are only allowed for the following diagnoses: severe aplastic anemia; homozygous beta-thalassanemia; Wiskott-Aldrich syndrome; severe combined immunodeficiencies; infantile malignant osteopetrosis; mucopolysaccharidoses; mucopolipidoses; and myelodysplastic syndromes.

All other forms of bone marrow transplants or peripheral stem cell transplants are not covered including related services and supplies. Related services and supplies include all services and supplies that are not medically appropriate and necessary for a child's receipt of chemotherapy or radiation therapy requiring stem cell support, and includes specifically and without limitation, chemotherapy and radiation therapy when supported by transplant or other stem cell rescue procedures.

Coverage is not available for chemotherapy or radiation therapy together with all related services and supplies when the dose or manner of administration is expected to result in damage to or suppression of the bone marrow, the blood or blood forming systems, warranting or requiring receipt by the patient of autologous, allogeneic or syngeneic

stem cells, or that are derived from the bone marrow or the peripheral blood, unless the procedure is specifically allowed as a covered service detailed above.

Prior approval is required for all bone marrow transplants and must be performed at an approved transplant center.

Coverage is not available for small intestine transplants or donor organs or tissue other than human donor organs or tissue.

Limitations:

Cosmetic surgery will not qualify as reconstructive surgery when performed for the treatment of a psychological or psychiatric condition. Surgery and related services primarily intended to improve appearance and not to restore bodily function or correct deformities resulting from disease, trauma, congenital or developmental anomalies or previous therapeutic processes are not considered a covered service.

Sterilization procedures or procedures to evaluate and reverse sterilization are not covered.

Surgery for morbid obesity is limited to one lifetime operative procedure per enrollee. No benefits are available for repair or modification of any or all types of surgical morbid obesity procedures unless there are special circumstances.

Coverage is not available for services that are primarily for diagnostic examinations, physical therapy, rest care, convalescent care, custodial care, maintenance care and sanitarium care or inpatient services performed primarily for the purpose of administering allergy, sensitivity, food challenge or related testing, clinical ecology, and vitamins or dietary nutritional supplements.

Coverage is not available for routine circumcisions for either the hospital or the professional performing the surgery.

Each family will be responsible for a \$50 deductible for the first day for each individual inpatient hospital stay. American Indian children are exempt from this requirement.

Preauthorization is required for all inpatient hospital admissions unless the admission is the result of a medical emergency. An emergency is

defined as a medical condition which most non-medical people think is

life-threatening or could cause death or severe permanent damage to a person or unborn baby if not treated immediately.

#### Exclusions

No coverage is available when a child is admitted to an inpatient facility prior to the effective date of the child's eligibility for the Healthy Steps Program.

6.2.2.  Outpatient services (Section 2110(a)(2))

Outpatient services including outpatient surgery services are covered including emergency care. These services also include services provided through hospitals operated by the Indian Health Services or Section 638 Tribal operations.

Families are responsible to pay a \$5 co-payment for each visit to an outpatient hospital emergency room. American Indian children are exempt from this requirement.

6.2.3.  Physician services (Section 2110(a)(3))

Physician services include medical office and home visits, consultations and similar services that are medically necessary and appropriate at no cost to the family of enrolled children.

Coverage is available for second surgical opinions, radiation and chemotherapy services except where otherwise prohibited, dialysis treatment and home infusion therapy services. Home infusion therapy must be preauthorized. Services covered include the provision of nutrients, antibiotics and other drugs and fluids intravenously, through a feeding tube, or by inhalation, necessary supplies and therapeutic drugs or other substances.

Allergy services are available including direct skin testing and patch testing when ordered by a physician and are performed in accordance with guidelines and criteria for specific IgE testing (RAST), Rinkel Immunotherapy (Serial Endpoint Dilution Titration), the fluorescent allergosorbent test (FAST), total serum IgE concentration, bronchial challenge testing, conjunctival challenge testing and food challenge testing when specific indications are present.

Coverage is not available for nasal challenge testing, provocative/neutralization testing for food and food additive allergies,

leukocyte histamine release, Rebeck skin window test, passive transfer or Prausnitz-Kustner test, cytotoxic food testing, metabisulfite testing, candidiasis hypersensitivity syndrome testing, IgE level testing for food allergies, general volatile organic screening test and mauve urine test.

Coverage is not available for desensitization treatment, provocation/neutralization therapy for food/chemical or inhalant allergies by sublingual, intradermal and subcutaneous routes, urine autoinjections, repository emulsion therapy, candidiasis hypersensitivity syndrome treatment or IV vitamin C therapy.

Coverage is not available for clinical ecology, orthomolecular therapy, vitamins, dietary nutritional supplements, food challenge or related testing rendered on an outpatient basis.

Preventive care that includes all appropriate immunizations and wellness services are covered. This includes all recommended immunizations by the North Dakota Health Department. Wellness visits include up to 7 physician visits in the first year of life, newborn hearing screening, no more than two home nursing visits for newborns if requested by physician and the family, developmental screening at ages 9 months and two years and coverage of nutrition services for diabetes, hyperlipidemia, eating disorders, chronic renal failure and phenylketonuria. Coverage for nutritional care is limited to no more than 2 office visits per year for hyperlipidemia and gestational diabetes and 4 office visits for the other covered conditions.

Other wellness services include up to three well care and immunization visits for enrolled children 13 through 24 months of age and one visit per year for enrolled children 25 months through 18 years of age. Children 6 through 18 years of age are also allowed one preventive screening service per year that can include a sports or school physical.

Wellness services include diabetic education services. These services are limited to one five day intensive program or a 16 hour outpatient program limited to 2 sessions per lifetime.

Coverage is not available for any other annual, periodic or routine examinations except those specified above or for immunizations required because of a child's employment, occupation or immunizations required for foreign travel.

Costs associated with the delivery of a child are not included in this health benefit package.

Coverage is not available for any form of thermography for any use or indication.

Coverage is not available for acupuncture performed by any provider.

Coverage is not available for any outpatient provider for palliative or cosmetic foot care, foot support devices, except custom made support devices, or subluxation of the foot, care of corns, bunions, except for capsular or bone surgery, calluses, toenails, fallen arches, weak feet, chronic foot strain and symptomatic complaints of the feet, except that services are available for the care of corns, calluses and toenails when medically appropriate and necessary for children with diabetes or circulatory disorders of the legs or feet.

6.2.4.  Surgical services (Section 2110(a)(4))

Covered for all necessary and appropriate medical procedures whether performed in an inpatient hospital, outpatient hospital, ambulatory surgical center, Indian Health Service Hospital or Clinic or Tribal Section 638 Facility or office setting in accordance with any requirements set forth in sections 6.2.1 and 6.2.2 relating to inpatient and outpatient hospital surgical services.

Coverage is not available for treatment leading to or in connection with sex change or transformation surgery and related complications.

Surgical services are covered without any cost sharing requirement unless they occur as part of an inpatient hospital stay or a hospital emergency room visit.

6.2.5.  Clinic services (including health center services) and other ambulatory health care services. (Section 2110(a)(5))

Covered for all appropriate and necessary services for all certified Federally Qualified Health Centers, Rural Health Clinics, Indian Health Services or Tribal Section 638 outpatient clinic services.

6.2.6.  Prescription drugs (Section 2110(a)(6))

Covered for all appropriate and medically necessary prescription drugs that are authorized by a professional licensed to write prescriptions. Coverage for diabetic supplies, syringes, lancets and test strips are included in this benefit.

There is no coverage for any medication or device designed to prevent pregnancy including any oral or other forms of contraceptive drugs, contraceptive devices or appliances or delivery . Coverage is not available for any medications obtained without a prescription order or any charges for the administration of legend drugs or insulin that may be self administered.

A co-payment of \$2 per prescription will be required for each prescription and refill dispensed under the insurance plan. American Indian children are exempt from this requirement.

6.2.7. ~ Over-the-counter medications (Section 2110(a)(7))

6.2.8.  Laboratory and radiological services (Section 2110(a)(8))

Covered for all appropriate and necessary services that have been ordered by a physician or other practitioners within the scope of their practice as authorized by state law. There is no cost sharing for this service.

6.2.9.  Prenatal care and prepregnancy family services and supplies (Section 2110(a)(9))

Covers prenatal care provided by a physician or certified nurse/midwife, prenatal nutritional counseling limited to one visit per pregnancy and one ultrasound per pregnancy unless additional services are determined to be medically necessary.

There is no coverage for the cost of the delivery of a vaginal delivery or cesarean section for the hospital, physician, nurse midwife, birthing center or any other services directly associated with the birth of a child.

Coverage is not available for any costs associated with surrogate pregnancy, gestational carrier pregnancy, assisted conception or any other services related to conception or pregnancy in anything other than the genetic mother's uterus, donor sperm utilized for artificial insemination or any and all extraordinary procedures to induce fertilization or enhance conception with professional or technical assistance, including gamete intrafallopian transfer, zygote intrafallopian transfer, in vitro fertilization, peritoneal oocyte and sperm transfer, tubal ovum transfer or intracytoplasmic sperm injection.

Postnatal and interruptions of pregnancy including miscarriage is a covered service.

Coverage is not available for the insertion and routine removal of intrauterine devices, contraceptive delivery systems, evaluations and procedures to evaluate sterilization reversals, reversal of sterilization procedures or any other procedures or supplies designed to prevent pregnancy including oral and other forms of contraceptive drugs, contraceptive devices and appliances.

- 6.2.10.  Inpatient mental health services, other than services described in 6.2.18., but including services furnished in a state-operated mental hospital and including residential or other 24-hour therapeutically planned structural services (Section 2110(a)(10))

Covers up to 60 days per year for either psychiatric or substance abuse inpatient hospital treatment for mental illness. Prior authorization is required for all admissions.

Covers up to 120 days per year for Residential Treatment Services. Prior authorization is required for all admissions.

Each family will be responsible for a \$50 deductible for the first day of every inpatient hospital stay. The deductible does not apply to residential treatment services.

- 6.2.11.  Outpatient mental health services, other than services described in 6.2.19, but including services furnished in a state-operated mental hospital and including community-based services (Section 2110(a)(11))

Covers partial hospitalization for no more than 120 days per child per year. Preauthorization is required.

Available inpatient days may be traded for additional days of partial hospitalization beyond the 120 limit described above at a rate of two days of partial care for each day of inpatient hospital care. No more than 46 days of inpatient services may be traded for additional partial hospitalization services. Preauthorization is required.

Covers up to 30 hours per year for outpatient psychiatric services including diagnostic, evaluation and treatment services provided by a physician, licensed clinical psychologist, social worker and treatment services provided by a psychiatric nurse.

Group psychotherapy is also available. Two hours of group therapy reduce available outpatient benefits by one hour. Preauthorization is required.

Coverage is also available for the intensive outpatient program. This service is a formal program for a child who requires more than one visit per week for mental health services but does not require the intensity of inpatient hospital or partial hospitalization. Generally more than one treatment modality is used and a plan must identify a treatment goal that is related to the child's diagnosis. Preauthorization is required.

Exclusions:

Coverage is not available for services provided by a social worker who does not meet the qualifications required by state law or a psychologist who is not eligible for listing in the National Register of Health Service Providers.

Special education, counseling or care of learning disorders or behavioral problems whether or not associated with a manifest mental disorder or other disturbance.

Sex therapy services.

Bereavement, codependency, marital, family, sex or interpersonal relationship, gambling addiction or nicotine addiction counseling services or services provided by a vocational residential rehabilitation center or a community reentry program.

- 6.2.12.  Durable medical equipment and other medically-related or remedial devices (such as prosthetic devices, implants, eyeglasses, hearing aids, dental devices, and adaptive devices) (Section 2110(a)(12))

Rental or purchase of home medical equipment is covered when prescribed by a physician and required for therapeutic use. No benefits are allowed for motorized equipment except wheelchairs with prior approval. No coverage is available for batteries required for home equipment. Covered services include replacement and repairs when medically appropriate and necessary.

Coverage is available for the purchase, fitting and necessary

adjustments of prosthetic appliances and supplies that replace all or part of a body part. Benefits are available only for standard appliances. Covered services include replacement and repairs when medically appropriate and necessary.

Coverage is not available for any testicular prostheses regardless of the cause of the absence of the testicle.

The rental of medically appropriate and necessary oxygen equipment and the administration of the oxygen is a covered service.

Orthotic devices that are medically appropriate and necessary when ordered by a physician or podiatrist are covered. Benefits are not available for leisure or recreational activities or to allow a child to participate in a sports activity.

Coverage is not available for personal hygiene and convenience items including air conditioners, humidifiers or physical fitness equipment.

Hearing Aids are covered when medically necessary and appropriate. Benefits are limited to \$3,000 per enrolled child every three years. Prior approval is required.

Coverage is not available for electronic speech aids, robotization devices, robotic prosthetics, myoelectronic prosthetics, customized cutaneous dermal protective covers, and endolite prosthetic systems or artificial organs.

Coverage is available for one set of eyeglass frames every 24 months and one set of lenses every 12 months for each child. The amount allowed for each frame is \$80. Any amount over that cost is the responsibility of the family.

If desired, contact lenses may be substituted for eyeglass frames and lenses. Payment allowances are limited to the allowance for frames and prescribed lenses that are considered appropriate and medically necessary.

Medically appropriate and necessary medical equipment and supplies are subject to a maximum benefit allowance of \$6,000 per member per year for all covered services received.

6.2.13.  Disposable medical supplies (Section 2110(a)(13))

Coverage is provided for medically appropriate and necessary supplies

for the administration of prescription medications or drugs such as hypodermic needles and syringes and ostomy supplies.

Medically appropriate and necessary medical equipment and supplies are subject to a maximum benefit allowance of \$6,000 per member per year for all covered services received.

6.2.14.  Home and community-based health care services (See instructions) (Section 2110(a)(14))

Coverage is provided for a homebound child in the child's place of residence. The service must be on a part-time visiting basis in accordance with a physician's prescribed plan of treatment that is approved prior to admission into home health care.

Services are available only if, in the absence of home health care, a child would require inpatient hospital or skilled nursing facility services.

Covered services include registered nurse, licensed vocational nurse or licensed practical nurse; physical, occupational or speech therapy; medical and surgical supplies; administration of prescribed drugs; oxygen, including administration; and home health aide services when a child is receiving daily covered skilled nursing services or therapy services.

Coverage is not available for dietitian services, homemaker services, maintenance care, custodial care, food or home delivered meals, respite care or home health care or supplies for children who are ventilator dependent unless a skilled nursing facility bed is not available. In the event a skilled nursing facility bed is not available, the maximum benefit allowance will be the average semi-private room rate for a skilled nursing facility bed.

6.2.15.  Nursing care services (See instructions) (Section 2110(a)(15))

**PRIVATE DUTY NURSING SERVICES**

Coverage is available for services provided by a registered nurse or licensed practical nurse when ordered by a physician.

Payment is not available to a nurse who lives in the child's home or is a member of the child's immediate family.

Coverage is not available for maintenance care.

- 6.2.16.  Abortion only if necessary to save the life of the mother or if the pregnancy is the result of an act of rape or incest (Section 2110(a)(16))

Coverage is limited to abortions that are necessary to prevent the death of a woman.

Coverage is not available for other abortions including abortions for removal of all or part of a multiple gestation.

- 6.2.17.  Dental services (Section 2110(a)(17))

Coverage is provided for emergency, diagnostic and well child dental care including preventive and restorative services. These services include emergency palliative treatment, simple extractions, pulpotomies on deciduous teeth, routine oral examinations, dental x-rays that include bitewing, full-mouth and panoramic, routine prophylaxis, sealants, topical fluoride applications, space maintainers, amalgam and resin restorations, stainless steel crowns and administration of anesthesia.

Routine oral examinations and topical fluoride applications are limited to no more than twice per year. Prophylaxis is limited to no more than four per year. Bitewing x-rays are limited to no more than once during a year. Full mouth and panoramic x-rays are limited to once every three years.

No coverage is available for orthodontic services or any other services not specifically identified above.

Coverage is also available for appropriate and necessary treatment of an accidental injury to the jaw, sound natural teeth, dentures, mouth or face that occurs after the date a child is enrolled in Healthy Steps. Treatment must occur within 12 months of the date of injury. Injury is defined as an external force that causes a specific impairment to the areas described above. Injury that is a result of chewing or biting is not considered an accidental injury.

- 6.2.18.  Inpatient substance abuse treatment services and residential substance abuse treatment services (Section 2110(a)(18))

Covers up to 60 days per year for each enrolled child for inpatient substance abuse and mental illness services.

Each family will be responsible for a \$50 deductible amount applied to the first day of admission for every inpatient hospital stay. American Indian children are exempt from this requirement.

Admission for detoxification is limited to 5 days per admission unless further acute care is medically appropriate and necessary. Days of detoxification will count against the 60 day per year limit whether the service was provided in an inpatient hospital or a substance abuse facility.

6.2.19.  Outpatient substance abuse treatment services (Section 2110(a)(19))

Coverage for partial hospitalization for mental illness and substance abuse is available, but is limited to no more than 120 days per year, except when substitution for inpatient days occurs. Preauthorization is required.

Available inpatient days may be traded for additional days of partial hospitalization. Each inpatient day is equivalent to two days of partial care. No more than 46 days of inpatient hospital services may be traded for additional partial hospitalization services for mental illness or substance abuse services. Preauthorization is required.

Coverage is provided for outpatient substance abuse services. Coverage is limited to no more than 20 visits per child per year that includes diagnostic, evaluation and treatment services provided by a physician, licensed clinical psychologist or licensed addiction counselor.

Coverage for group psychotherapy services is available. Two group psychotherapy visits will reduce available substance abuse benefits by one visit. Preauthorization is required.

6.2.20. ~ Case management services (Section 2110(a)(20))

6.2.21. ~ Care coordination services (Section 2110(a)(21))

6.2.22.  Physical therapy, occupational therapy, and services for individuals with speech, hearing, and language disorders (Section 2110(a)(22))

PHYSICAL THERAPY

Coverage is available for physical therapy services performed by or under the direct supervision of a physical therapist to restore maximum function following disease, injury or loss of body part. Services will be limited based on a predetermined number of visits based on the presenting condition.

Coverage is available for treatment of chronic conditions such as multiple sclerosis, progressive rheumatoid arthritis or cerebral palsy when medically appropriate and necessary.

Coverage is not available for maintenance care including such care related to the treatment of chronic conditions.

Coverage is not available for massage therapy provided by a masseuse or masseur.

#### OCCUPATIONAL THERAPY

Coverage is available for occupational services performed by or under the direct supervision of a licensed occupational therapist for the treatment of a physically disabled child by means of constructive activities designed and adapted to promote the restoration of a child's ability to satisfactorily accomplish the ordinary tasks of daily living.

Coverage is limited to a maximum of 90 consecutive days per condition beginning on the day the first service was provided. After 90 days services will be reviewed to determine if additional services should be available based on medical appropriateness and need.

Coverage is not available for maintenance care.

#### SPEECH THERAPY

Coverage is available for speech therapy services performed by or under the direct supervision of a certified speech therapist for the correction of a speech impairment resulting from disease, surgery, injury, congenital anomaly or previous therapeutic process. Prior authorization is required and services must be provided in accordance with a prescribed plan of treatment ordered by a physician.

Coverage is not available for maintenance care or for group speech therapy services.

Care must be delivered based on a prescribed treatment plan ordered by a physician.

Preauthorization is required and service must be delivered in accordance with a prescribed plan of treatment.

Coverage is not available for physical, occupational or speech therapy associated with work hardening programs, prevocational evaluations or functional capacity evaluations

6.2.23.  Hospice care (Section 2110(a)(23))

Coverage is available for hospice benefits when provided through an organized and approved hospice program. Preauthorization is required.

Services are limited to treatment of children who have been diagnosed with a condition where there is a life expectancy of 6 months or less.

6.2.24.  Any other medical, diagnostic, screening, preventive, restorative, remedial, therapeutic, or rehabilitative services. (See instructions) (Section 2110(a)(24))

PROFESSIONAL VISION SERVICES PROVIDED BY AN OPTOMETRIST

Coverage is available for emergency and well child services that include treatment of sore eyes, foreign body removal and sudden impairment of vision, annual routine complete examinations and visits to supervise patching progress and orthoptics for children with amblyopia. Benefits are limited to a lifetime maximum of 16 visits per child.

Examinations are limited to no more than one per year.

Coverage is not available for any other service or material that may be provided through an optometrist.

CHIROPRACTIC SERVICES

Coverage is available for medically appropriate and necessary services provided within the scope of licensure and practice of a chiropractor to the extent services would be covered if provided by a physician.

Benefits are not available for maintenance care.

BIOFEEDBACK

Coverage is available for chronic headaches, gastrointestinal disorders, neuromuscular disorders and panic disorders.

Coverage is limited to no more than four sessions per child per year.

TEMPOROMANDIBULAR (TMJ) OR CRANIOMANDIBULAR JOINT TREATMENT (CMJ)

Coverage is available for TMJ and CMJ that includes surgical and nonsurgical services when treatment is medically appropriate and necessary. Services must be prior authorized.

Coverage for surgical services are subject to a lifetime maximum of \$10,000 per child. Coverage for nonsurgical services including diagnostic and biofeedback services, supplies and outpatient treatments are subject to a lifetime maximum of \$2,500 per child. Coverage for splints are limited to no more than \$275 and are subject to the nonsurgical service lifetime maximum.

Coverage is not available for orthodontic services or osseointegrated implant surgery or related services performed for the treatment of temporomandibular or craniomandibular joint disorder(s).

6.2.25. ~ Premiums for private health care insurance coverage (Section 2110(a)(25))

6.2.26.  Medical transportation (Section 2110(a)(26))

Coverage is available for medically appropriate and necessary ambulance services to the nearest facility equipped to provide the required level of care. Coverage is provided from the home or site of accident or emergency, between hospitals, or between a hospital and a skilled nursing facility.

Coverage for air ambulance is available only if it is not medically appropriate and necessary to transport by ground ambulance. Preauthorization is required.

6.2.27. ~ Enabling services (such as transportation, translation, and outreach services (See instructions) (Section 2110(a)(27))

6.2.28.  Any other health care services or items specified by the Secretary and not included under this section (Section 2110(a)(28))

Skilled nursing facility services that are medically appropriate and necessary that include skilled nursing services and supplies generally provided in a skilled nursing facility are covered. Preauthorization is required.

Coverage is not available for maintenance or custodial care.

The following is a general list of exclusions not associated with a particular service.

1. Services not prescribed or performed by or under the direct supervision of a professional health care provider consistent with the professional health care

provider's licensure and scope of practice.

2. Services provided and billed by a registered nurse (other than an advanced practice registered nurse), physician extender, intern, licensed athletic trainer or other paramedical personnel.
3. Any drug, device, medical treatment or procedure that is experimental or investigative.
4. Services, treatment or supplies that the contractor determines are not medically appropriate or necessary.
5. Standby services provided or billed by a health care provider.
6. Services when benefits are provided by any governmental unit or social agency. Medicare Part A and B will be considered the primary payor with respect to benefit payments unless otherwise required by federal law.
7. Illness or injury caused directly or indirectly by war or an act of war or sustained while performing military services, if benefits for such illness or injury are available under the laws of the United States or any political subdivision thereof.
8. Illness or bodily injury that arises out of and in the course of a child's employment if benefits or compensation for such illness or injury are available under the provisions of a state workers' compensation act, the laws of the United States or any state or political subdivision thereof.
9. Loss caused or contributed by a child's commission or attempted commission of a felony or a child's involvement in an illegal occupation.
10. Any services when benefits are provided by a dental or medical department maintained by or on behalf of an employer, mutual benefit association, labor union, trust, or similar person or group.
11. Services provided by a health care provider who is a member of the child's immediate family.
12. Telephone consultations or charges for failure to keep a scheduled visit or charges for completing of any forms required by the contractor.
13. Health screening assessment programs or health education services, including services provided through the rental or purchase of TV, audiovisual tapes or pamphlets.

14. Health and athletic club membership or facility use, and all services provided by the facility, including physical therapy, sports medicine therapy and physical exercise.
  15. Complications resulting from noncovered services received by a child.
  16. Services prescribed by, performed by or under the direct supervision of a nonpayable health care provider.
  17. Services that a child has no legal obligation to pay in the absence of this or any similar coverage.
  18. Cost sharing amounts.
  19. Services, treatments, or supplies not specified as a covered service in this coverage plan.
- 6.3 The state assures that, with respect to pre-existing medical conditions, one of the following two statements applies to its plan: (42CFR 457.480)
- 6.3.1.  The state shall not permit the imposition of any pre-existing medical condition exclusion for covered services (Section 2102(b)(1)(B)(ii)); **OR**
  - 6.3.2.  The state contracts with a group health plan or group health insurance coverage, or contracts with a group health plan to provide family coverage under a waiver (see Section 6.4.2. of the template). Pre-existing medical conditions are permitted to the extent allowed by HIPAA/ERISA (Section 2103(f)). Please describe: *Previously 8.6*
- 6.4 **Additional Purchase Options.** If the state wishes to provide services under the plan through cost effective alternatives or the purchase of family coverage, it must request the appropriate option. To be approved, the state must address the following: (Section 2105(c)(2) and(3)) (42 CFR 457.1005 and 457.1010)

- 6.4.1.  **Cost Effective Coverage.** Payment may be made to a state in excess of the 10% limitation on use of funds for payments for: 1) other child health assistance for targeted low-income children; 2) expenditures for health services initiatives under the plan for improving the health of children (including targeted low-income children and other low-income children); 3) expenditures for outreach activities as provided in section 2102(c)(1) under the plan; and 4) other reasonable costs incurred by the state to administer the plan, if it demonstrates the following (42CFR 457.1005(a)):

6.4.1.1. Coverage provided to targeted low-income children through such expenditures must meet the coverage requirements above;

**Describe the coverage provided by the alternative delivery system. The state may cross reference section 6.2.1 - 6.2.28. (Section 2105(c)(2)(B)(i)) (42CFR 457.1005(b))**

6.4.1.2. The cost of such coverage must not be greater, on an average per child basis, than the cost of coverage that would otherwise be provided for the coverage described above.; **Describe the cost of such coverage on an average per child basis.** (Section 2105(c)(2)(B)(ii)) (42CFR 457.1005(b))

6.4.1.3. The coverage must be provided through the use of a community-based health delivery system, such as through contracts with health centers receiving funds under section 330 of the Public Health Service Act or with hospitals such as those that receive disproportionate share payment adjustments under section 1886(c)(5)(F) or 1923 of the Social Security Act. **Describe the community based delivery system.** (Section 2105(c)(2)(B)(iii)) (42CFR 457.1005(a))

6.4.2. ~ **Purchase of Family Coverage.** Describe the plan to purchase family coverage. Payment may be made to a state for the purpose of family coverage under a group health plan or health insurance coverage that includes coverage of targeted low-income children, if it demonstrates the following: (Section 2105(c)(3)) (42CFR 457.1010)

6.4.2.1. Purchase of family coverage is cost-effective relative to the amounts that the state would have paid to obtain comparable coverage only of the targeted low-income children involved; and **(Describe the associated costs for purchasing the family coverage relative to the coverage for the low income children.)** (Section 2105(c)(3)(A)) (42CFR 457.1010(a))

6.4.2.2. The state assures that the family coverage would not otherwise substitute for health insurance coverage that would be provided to such children but for the purchase of family coverage. (Section 2105(c)(3)(B)) (42CFR 457.1010(b))

6.4.2.3. The state assures that the coverage for the family otherwise meets title XXI requirements. (42CFR 457.1010(c))

## Section 7. Quality and Appropriateness of Care

~ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue on to Section 8.**

7.1. Describe the methods (including external and internal monitoring) used to assure the quality and appropriateness of care, particularly with respect to well-baby care, well-child care, and immunizations provided under the plan. (2102(a)(7)(A)) (42CFR 457.495(a))

Will the state utilize any of the following tools to assure quality?  
(Check all that apply and describe the activities for any categories utilized.)

7.1.1.  Quality standards

The Department of Human Services contracts with Noridian Mutual Health Insurance to provide medical, dental and vision services to eligible children. The contractor has a current Certificate of Authority from the Insurance Department. The contractor is also required to maintain a Quality Assurance/Quality Improvement Plan that summarizes the contractor's quality assurance system including but not limited to the following standards for the entire range of clinical care and services provided:

- ◆ Detailed quality objectives and timetables for accomplishing these objectives. Section 9 contains many of the quality indicators the Department will be using to measure the quality of services provided to children eligible for Healthy Steps.
- ◆ Description of the quality assurance committee structure.
- ◆ Identification of contractor staff responsible for quality assessment and improvement.
- ◆ Description of the manner in which providers participate in quality assurance and improvement activities. The contractor uses provider profiling on a statewide basis to identify quality issues and bring them to the attention of practitioners.
- ◆ Credentialing procedures.
- ◆ Standards of clinical care that address preventive services and are based on reasonable scientific evidence and are regularly reviewed by clinicians and distributed to providers. The contractor periodically sends information to providers relating to standards based on the Academy of Immunization Practices and educational materials relating to specific disease states such as asthma, diabetes and lipid lowering agents.
- ◆ Standards of service accessibility. The contractor has an

extensive provider network that includes 100% of hospitals, 99.6% of all physicians actively practicing in North Dakota, 99.1% of optometrists and 64.1% of dentists participate in the provider network that provides services to eligible children.

- ◆ Medical records standards, including medical records confidentially provisions
- ◆ Utilization review standards and processes. The contractor has developed this requirement and it is on file with the Department of Insurance.
- ◆ Quality indicator measures and clinical study designs. Quality measures and clinical study have been designed and incorporated into the quality objectives covered in Section 9 of this plan. HEDIS standards will be utilized where appropriate. Other standards were developed based on the agreement between the Department and the Contractor that are designed to improve the delivery of services for enrolled children.

The Department is especially aware of the need to encourage the use of preventive services for eligible children. As such, we have established goals that are designed to track and improve the delivery of preventive services that include immunizations, well baby and well childcare. A Healthy Steps report card has been developed that will be used to track the progress made to improve the delivery of preventive care services to enrolled children. Goals have been established that will encourage the contractor to educate families and providers about the importance of preventive care and encourage families to seek appropriate immunization and well baby, well child visits in order to ensure that children remain healthy during their formative years.

In addition, the contractor will also have goals for other preventive service improvement including dental and vision visits and hospital emergency service usage. The contractor will also be monitoring with the plan of reducing the rate of institutional psychiatric and chemical dependency services, improving the management of asthma and diabetes, thus reducing the need for expensive hospital interventions.

- ◆ Quality Assurance and Quality improvement plan documentation methods. This information is included in the Healthy Steps Report Card process.
- ◆ Description of how quality improvement activities are integrated with other plan or management functions. The contractor and the Department have periodic discussions regarding quality measures in order to improve or change the quality improvement process. In many instances the Department is using similar measures when establishing quality indicators for the Medicaid program. We are then able to draw

comparisons between the programs to assist in identifying issues and improving performance.

- ◆ Monitoring the effectiveness of the client grievance process, including identification of contractor staff with specific responsibility to resolve problems. The contractor maintains a quarterly grievance report. The Medical Director for the contractor is responsible for resolving any grievances received from the families of enrolled children.

7.1.2. ☒ Performance measurement

The contractor for the Healthy Steps program will assure that high quality and appropriate services are provided to enrolled children. The contractor is required to collect and report data for the following areas that are similar to that required by the Department from our capitated service providers. Modified HEDIS measures will be acceptable, if available.

- ◆ Childhood Immunizations.
- ◆ Adolescent Immunizations
- ◆ Well Baby Visits
- ◆ Well Child Visits
- ◆ Newborn Hearing Screenings
- ◆ Developmental Screenings
- ◆ Preventive Dental Services
- ◆ Optometric Services
- ◆ Preventive Health Promotion Activities
- ◆ Membership Surveys
- ◆ Indicators of contractor financial stability

Most of the measurements noted above are included in the Healthy Steps Report Card, a required reporting tool by the contractor used to track progress in meeting specific goals for quality improvement. The contractor has encouraged preventive health promotion activities such as sending out annual birthday cards for enrolled children reminding them to make appointments for preventive dental and vision services. The contractor has completed two membership surveys that are used to evaluate the quality of services being provided to enrolled children.

7.1.3. ☒ Information strategies

The contractor has developed Healthy Steps enrollee education materials to ensure those children and their families are informed of their benefits, their rights and their responsibilities. The educational material includes information regarding covered services, limitations, grievance procedures, toll-free numbers available to answer questions

about covered services and grievance procedures and policies on referrals and after hours care.

7.1.4.  Quality improvement strategies

The contractor has developed an internal measurement and monitoring system that is used to inform providers with emphasis on preventive and coordinated care according to clinical standards and guidelines that includes annual HEDIS information that is shared with providers.

7.2. Describe the methods used, including monitoring, to assure: **(2102(a)(7)(B)) (42CFR 457.495)**

7.2.1 Access to well-baby care, well-child care, well-adolescent care and childhood and adolescent immunizations. **(Section 2102(a)(7)) (42CFR 457.495(a))**

The Department is committed to ensure that enrolled children have access to preventive services. Several of the objectives outlined in Section 9 of this plan are designed to monitor the provision of these services and to devise ways of improving the number of preventive services if targets are not being met including educational efforts for families and providers.

The contractor also conducts yearly surveys that assists in identifying preventive service usage and needs and will be used to correct any issues raised by families concerning access to important preventive services that include preventive physician visits and appropriate immunizations for enrolled children.

7.2.2 Access to covered services, including emergency services as defined in 42 CFR .457.10. **(Section 2102(a)(7)) 42CFR 457.495(b))**

The contractor survey of families seeks information regarding the availability and use of services including hospital emergency room services. The surveys are monitored to determine if any deficiencies exist and action is then taken to correct any apparent problems with access to services.

Emergency room services must be available to all enrollees and are not subject to any prior approval requirements.

The contractor has an extensive provider network that includes all licensed hospitals in the state and more than 99% of practicing physicians. This network allows enrolled children the opportunity to receive needed care throughout the state including rural areas.

7.2.3 Appropriate and timely procedures to monitor and treat enrollees with chronic, complex, or serious medical conditions, including access to an adequate

number of visits to specialists experienced in treating the specific medical condition and access to out-of-network providers when the network is not adequate for the enrollee's medical condition. (Section 2102(a)(7)) (42CFR 457.495(c))

Children with chronic, complex or serious medical conditions may seek the services of any specialist participating in the contractor's provider network without the need to seek prior approval. Since more than 99% of all physicians participate in that network, access to specialty care is excellent.

While most conditions can be treated by specialists within the contractor's network, there are certain instances when out of network specialty services are indicated. These services are available from providers located in Minneapolis or Rochester, Minnesota. Participating physicians in North Dakota may make appropriate referrals to these specialists if the services are not available in North Dakota.

The yearly survey conducted by the contractor has a section dedicated to availability of specialty care. Responses are monitored to ensure that specialty services are readily available to enrolled children.

- 7.2.4 Decisions related to the prior authorization of health services are completed in accordance with state law **or**, in accordance with the medical needs of the patient, within 14 days after the receipt of a request for services. (Section 2102(a)(7)) (42CFR 457.495(d))

The contractor follows the Utilization Review Accrediting Council of Facilities regarding prior authorization of services and adheres to the 14-day time frame.

**Section 8. Cost Sharing and Payment** (Section 2103(e))

~ **Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan**, and continue on to Section 9.

8.1. Is cost-sharing imposed on any of the children covered under the plan? (42CFR 457.505)

8.1.1.  YES

8.1.2. ~ NO, skip to question 8.8.

8.2. Describe the amount of cost-sharing, any sliding scale based on income, the group or groups of enrollees that may be subject to the charge and the service for which the charge is imposed or time period for the charge, as appropriate.  
(Section 2103(e)(1)(A)) (42CFR 457.505(a), 457.510(b) &(c), 457.515(a)&(c))

8.2.1. Premiums: No premiums are imposed on covered children

8.2.2. Deductibles: A \$50 deductible is applied for the first day of each inpatient hospital admission in a general hospital, an inpatient psychiatric facility or a substance abuse inpatient facility.

8.2.3. Coinsurance or copayments: A \$5 co-payment will be applied for each emergency room visit to a hospital. A \$2 co-payment will be applied for each allowable prescription drug.

8.2.4. Other: There are no other cost-sharing requirements in the Healthy Steps Program.

8.3. Describe how the public will be notified, including the public schedule, of this cost-sharing (including the cumulative maximum) and changes to these amounts and any differences based on income. (Section 2103(e)((1)(B)) (42CFR 457.505(b))

All eligible families of enrolled children will receive a handbook from the insurance carrier that includes information regarding their cost sharing responsibilities. The information is distributed during the first month the children are enrolled in the program. Each family receives notice of the amount of their cumulative maximum at the time they are determined eligible for the Healthy Steps Program.

Cost sharing information is available for the general public through brochures that are distributed throughout the state to various advocacy groups, government agencies, providers and others interested in promoting health care coverage. Information regarding cost sharing is also posted on the department's Website.

8.4. The state assures that it has made the following findings with respect to the cost

sharing in its plan: (Section 2103(e))

- 8.4.1.  Cost-sharing does not favor children from higher income families over lower income families. (Section 2103(e)(1)(B)) (42CFR 457.530)
- 8.4.2.  No cost-sharing applies to well-baby and well-child care, including age-appropriate immunizations. (Section 2103(e)(2)) (42CFR 457.520)
- 8.4.3  No additional cost-sharing applies to the costs of emergency medical services delivered outside the network. (Section 2103(e)(1)(A)) (42CFR 457.515(f))

- 8.5. Describe how the state will ensure that the annual aggregate cost-sharing for a family does not exceed 5 percent of such family's income for the length of the child's eligibility period in the State. Include a description of the procedures that do not primarily rely on a refund given by the state for overpayment by an enrollee: (Section 2103(e)(3)(B)) (42CFR 457.560(b) and 457.505(e))

Cost sharing is limited to no more than 5% of gross income for each eligible family. Each family receives a notice that lists the children who are eligible for Healthy Steps. The notice also informs families of the maximum amount of cost-sharing each family is responsible to pay each year. They are advised to keep track of their cost sharing expenditures and when the cost-share payments reach the limit they are told to inform the department and provide documentation. At that time we will inform the insurance carrier that the children are no longer subject to any cost-sharing for the remainder of the year and the department will authorize a premium increase to the insurance carrier to cover the additional costs because cost-sharing no longer applies for those children. The insurance carrier issues new cards indicating that the family is no longer subject to any cost sharing.

- 8.6 Describe the procedures the state will use to ensure American Indian (as defined by the Indian Health Care Improvement Act of 1976) and Alaska Native children will be excluded from cost-sharing. (Section 2103(b)(3)(D)) (42CFR 457.535)

North Dakota uses a self-declaration process to ensure that American Indian children are excluded from cost-sharing. The application requests race information for each applicant. If the applicant indicates that the child is American Indian, it is assumed that they meet the definition as described in the Indian Health Care Improvement Act of 1976.

North Dakota has four recognized Reservations and one Indian Service Area. Nearly all Indians in the state either reside on these reservations or have moved to other areas from the reservations. They originate from tribes that are recognized under the Indian Health Care Improvement Act. Therefore, the department concluded that self-declaration of race is appropriate.

If a child is identified as American Indian, the insurance carrier is notified. The Department makes a premium payment to the carrier that is slightly higher in order to cover the extra costs of not applying co-payments for services provided to enrolled children. The insurance cards issued by the insurance carrier informs providers that the child is not subject to any of the co-payments that apply to other enrolled children.

- 8.7 Please provide a description of the consequences for an enrollee or applicant who does not pay a charge. (42CFR 457.570 and 457.505(c))

Enrolled children in the Healthy Steps program are not subject to disenrollment if they fail to pay cost-sharing to providers. It is the responsibility of the parents of an enrolled child to pay the cost-sharing amount directly to the provider of service. The provider may take any ordinary means available to collect the amount due. Program enrollment will continue as long as a child is eligible for the Healthy Steps whether or not the family pays the cost sharing amounts to the appropriate providers.

- 8.7.1 Please provide an assurance that the following disenrollment protections are being applied:

- State has established a process that gives enrollees reasonable notice of and an opportunity to pay past due premiums, copayments, coinsurance, deductibles or similar fees prior to disenrollment. (42CFR 457.570(a))
- The disenrollment process affords the enrollee an opportunity to show that the enrollee's family income has declined prior to disenrollment for non payment of cost-sharing charges. (42CFR 457.570(b))
- In the instance mentioned above, that the state will facilitate enrolling the child in Medicaid or adjust the child's cost-sharing category as appropriate. (42CFR 457.570(b))
- The state provides the enrollee with an opportunity for an impartial review to address disenrollment from the program. (42CFR 457.570(c))

- 8.8 The state assures that it has made the following findings with respect to the payment aspects of its plan: (Section 2103(e))

- 8.8.1.  No Federal funds will be used toward state matching requirements. (Section 2105(c)(4)) (42CFR 457.220)
- 8.8.2.  No cost-sharing (including premiums, deductibles, copays, coinsurance and all other types) will be used toward state matching requirements. (Section 2105(c)(5) (42CFR 457.224) (Previously 8.4.5)
- 8.8.3.  No funds under this title will be used for coverage if a private insurer would have been obligated to provide such assistance except for a provision limiting this obligation because the child is eligible under the this title. (Section 2105(c)(6)(A)) (42CFR 457.626(a)(1))

- 8.8.4.  Income and resource standards and methodologies for determining Medicaid eligibility are not more restrictive than those applied as of June 1, 1997. (Section 2105(d)(1)) (42CFR 457.622(b)(5))
- 8.8.5.  No funds provided under this title or coverage funded by this title will include coverage of abortion except if necessary to save the life of the mother or if the pregnancy is the result of an act of rape or incest. (Section 2105)(c)(7)(B)) (42CFR 457.475)
- 8.8.6.  No funds provided under this title will be used to pay for any abortion or to assist in the purchase, in whole or in part, for coverage that includes abortion (except as described above). (Section 2105)(c)(7)(A)) (42CFR 457.475)

**Section 9. Strategic Objectives and Performance Goals and Plan Administration (Section 2107)**

- 9.1. Describe strategic objectives for increasing the extent of creditable health coverage among targeted low-income children and other low-income children: (Section 2107(a)(2)) (42CFR 457.710(b))

Strategic Objective 1: Reduce the number of North Dakota children, from birth to age 19 who are uninsured

Strategic Objective 2: Improve access to health care services for North Dakota children enrolled in SCHIP.

Strategic Objective 3: Ensure that children enrolled in SCHIP receive timely and comprehensive preventive health care services

Strategic Objective 4: Ensure that children enrolled in SCHIP receive high-quality health care services

Strategic Objective 5: Improve the health status among children enrolled in SCHIP.

- 9.2. Specify one or more performance goals for each strategic objective identified: (Section 2107(a)(3)) (42CFR 457.710(c))

The Department is acutely aware that outcome measurements are an integral part of SCHIP. We realize that merely making services available does not ensure that children are receiving necessary services or that they are receiving quality health care services. The performance measures outlined below are designed to ensure that enrolled children receive appropriate and necessary health care services.

In order to meet yearly federal reporting requirements we intend to gather information based on services provided between July 1 and June 30 of each year, our state fiscal year. This will permit us to ensure that data provided to CMS is accurate and meaningful.

Performance Measures for strategic Objective 1: Reduce the number of North Dakota children from birth to age 19 who are uninsured

- 1.1 By December 31, 2002, at least 660 additional previously uninsured low-income children will be enrolled in Medicaid and Healthy Steps Programs.
- 1.2 By December 31, 2002, the percentage of children from birth to 19 years of age without health insurance will be decreased by about 5% in the overall uninsured rate based on the 1998 survey conducted with the cooperation of the Robert Wood Johnson Foundation

Performance Measures for Strategic Objective 2: Improve access to health care services for North Dakota children enrolled in SCHIP.

- 2.1 By June 30, 2002 and annually thereafter, at least 90% of children enrolled in SCHIP will have an identified primary care location.
- 2.2 By June 30, 2003 and annually thereafter, there will be a decrease in the proportion of enrolled children in SCHIP who were unable to obtain needed medical care during the previous year as measured through a survey of enrolled families.
- 2.3 By June 30, 2003 and annually thereafter, at least 40% of children enrolled in SCHIP will have received a preventive dental service before age 8.

Performance Measures for Strategic Objective 3: Ensure that children enrolled in SCHIP receive timely and comprehensive preventive health care services.

- 3.1 By June 30, 2004, and annually thereafter, at least 50% of the children who turned two years of age during the preceding year and were continuously enrolled in SCHIP will have received at least four well-child visits during the first 24 months of life
- 3.2 By June 30, 2003, and annually thereafter, at least 40% of three through six-year-old children who were continuously enrolled in SCHIP during the preceding year will have received one or more well care visits with a primary care provider.
- 3.3 By June 30, 2003, and annually thereafter, at least 80% of two-year-old children enrolled in SCHIP will have received all age appropriate immunizations using the HEDIS measure definition
- 3.4 By June 30, 2003 and annually thereafter, at least 50% of 13-year-old children enrolled in SCHIP will have received a second dose of MMR and the appropriate dose of Hepatitis B vaccine
- 3.5 By June 30, 2003, and annually thereafter, at least 45% of eight-year-old children enrolled in SCHIP will have received a vision screening examination

Performance Measures for Strategic Objective 4: Insure the children enrolled in this Medicaid Expansion receive high quality health care services

- 4.1 By June 30, 2004, the annual readmission rate for asthma hospitalizations among children enrolled in SCHIP will have decreased compared to the rate during the previous year
- 4.2 By June 30, 2003, and annually thereafter, the average number of emergency

room hospital visits will decline for children enrolled in SCHIP.

- 4.3 By June 30, 2003, at least 80% of families with children enrolled SCHIP who are surveyed will report overall satisfaction with their health care

Performance Measures for Strategic Objective 5: Improve health status among children enrolled in this Medicaid Expansion

- 5.1 In order to track improvement in oral health hygiene, by June 30, 2003, and yearly thereafter, the average number of fillings for enrolled children age 6 through 18 who have been continuously eligible for the last 12 months will be reduced by 10% when comparing the first six months of eligibility to the last six months of eligibility for each calendar year.
- 5.2 By June 30, 2003, establish baseline quality indicators and measurement standards for enrolled children with a diagnosis of diabetes and by June 30, 2004 and annually thereafter, track improvements to ensure that the health status of these children improve over time
- 5.3 In order to track improvements in the delivery of mental health services in the least restrictive setting, by June 30, 2003, and yearly thereafter, the rate of admissions for inpatient hospitalizations and the number of admissions and length of stay residential treatment services for enrolled children with mental illness will have decreased compared to the rate during the previous year.
- 5.4 In order to improve the overall health of enrolled children currently and into their adulthood, by June 30, 2003 develop baseline quality indicators and measurement standards for enrolled children with a diagnosis of obesity and by June 30, 2004, and annually thereafter, track improvement to ensure that the health status of these children improve over time.
- 9.3. Describe how performance under the plan will be measured through objective, independently verifiable means and compared against performance goals in order to determine the state's performance, taking into account suggested performance indicators as specified below or other indicators the state develops:  
(Section 2107(a)(4)(A),(B)) (42CFR 457.710(d))

Strategic Objective 1: Reduce the number of North Dakota children from birth to 19 years of age who are uninsured

The Department will compare the actual number of children enrolled in the Medicaid and Healthy Steps Programs with the number of children enrolled as of January 1, 2002.

The Department will show that the percentage of uninsured children has decreased by about 5% based on the 1998 survey conducted in cooperation with the Robert Wood

Johnson Foundation.

Strategic Objective 2: Improve access to health care services for North Dakota children enrolled in SCHIP.

The Department will collect and report data that will show how many eligible children have selected a primary care provider.

The Department will conduct a survey on a periodic basis of families with children enrolled in the program to determine if families have access to needed care

The Department through evaluation of paid provider claims will identify those children who have received preventive dental care compared to those who have not received this service.

Strategic Objective 3: Ensure the children enrolled in SCHIP receive timely and comprehensive preventive health care services

The Department will use information from our claims data and the immunization registry to track the age appropriate services and report how well children are receiving the identified preventive services.

Strategic Objective 4: Ensure the children enrolled in SCHIP receive high quality health care services

The Department will track and report the rate of readmissions for asthma hospitalizations for enrolled children

The Department will track and report using claims data information on the trends in the use of emergency room services by enrolled children

The Department through the use of a family survey will determine the satisfaction level of medical services received by children enrolled in this Medicaid Expansion Program.

Strategic Objective 5: Improve health status among children enrolled in SCHIP

The Department through analysis of claims data will track children with a diagnosis of diabetes and obesity to determine if improvement in selected quality indicators have improved over time.

The Department will track the number of dental fillings received by enrolled children and report results with the anticipation that regular dental care and proper oral hygiene will reduce the number of cavities in children over time.

The Department will track children with mental illness diagnosis and report progress

in the reduction of hospitalizations and residential treatment service admissions and length of stay over time

Check the applicable suggested performance measurements listed below that the state plans to use: (Section 2107(a)(4))

- 9.3.1.  The increase in the percentage of Medicaid-eligible children enrolled in Medicaid.
- 9.3.2.  The reduction in the percentage of uninsured children.
- 9.3.3.  The increase in the percentage of children with a usual source of care.
- 9.3.4.  The extent to which outcome measures show progress on one or more of the health problems identified by the state.
- 9.3.5. ~ HEDIS Measurement Set relevant to children and adolescents younger than 19.
- 9.3.6. ~ Other child appropriate measurement set. List or describe the set used.
- 9.3.7.  If not utilizing the entire HEDIS Measurement Set, specify which measures will be collected, such as:
  - 9.3.7.1.  Immunizations
  - 9.3.7.2.  Well child care
  - 9.3.7.3. ~ Adolescent well visits
  - 9.3.7.4.  Satisfaction with care
  - 9.3.7.5.  Mental health
  - 9.3.7.6.  Dental care
  - 9.3.7.7.  Other, please list: Other areas of performance measurement include access to primary care, vision care, asthma inpatient hospital reductions, reduction in emergency room visits, quality improvement for children with diabetes and those with an obesity diagnosis.
- 9.3.8. ~ Performance measures for special targeted populations.
- 9.4.  The state assures it will collect all data, maintain records and furnish reports to the Secretary at the times and in the standardized format that the Secretary requires. (Section 2107(b)(1)) (42CFR 457.720)
- 9.5.  The state assures it will comply with the annual assessment and evaluation

required under Section 10. Briefly describe the state's plan for these annual assessments and reports. (Section 2107(b)(2)) (42CFR 457.750)

The state assures that it will comply with the annual assessment and evaluation required under Section 10.1 and 10.2

The state will on an annual basis assess and evaluate the operation and effectiveness of this plan and report all findings to CMS by January 1 of each year. The data sources will include but are not limited to, claims data available through the decision support system obtained from Noridian Mutual Health Insurance Company, other reports provided by Noridian, and other information available through the North Dakota Department of Human Services, the North Dakota Department of Health, the Indian Health Service, the Census Bureau and other entities who might have accurate data concerning the number of uninsured children residing in North Dakota.

- 9.6.  The state assures it will provide the Secretary with access to any records or information relating to the plan for purposes of review of audit. (Section 2107(b)(3)) (42CFR 457.720)
- 9.7.  The state assures that, in developing performance measures, it will modify those measures to meet national requirements when such requirements are developed. (42CFR 457.710(e))
- 9.8. The state assures, to the extent they apply, that the following provisions of the Social Security Act will apply under Title XXI, to the same extent they apply to a state under Title XIX: (Section 2107(e)) (42CFR 457.135)
- 9.8.1.  Section 1902(a)(4)(C) (relating to conflict of interest standards)
- 9.8.2.  Paragraphs (2), (16) and (17) of Section 1903(i) (relating to limitations on payment)
- 9.8.3.  Section 1903(w) (relating to limitations on provider donations and taxes)
- 9.8.4.  Section 1132 (relating to periods within which claims must be filed)
- 9.9. Describe the process used by the state to accomplish involvement of the public in the design and implementation of the plan and the method for insuring ongoing public involvement. (Section 2107(e)) (42CFR 457.120(a) and (b))

During the last legislative session, the Healthy Steps program was thoroughly discussed including the use of a joint application for Medicaid and SCHIP. Any major changes concerning the operation of the Healthy Steps Program will require legislative approval. In North Dakota, the legislative process is open to anyone who wishes to

testify on any bill and all bills must be voted on by the legislature. This process provides the citizens of North Dakota with ample opportunity to provide input before final action is taken by the legislature.

In addition, the Department will provide an opportunity for public input whenever major changes in the state plan are finalized and before the plan is submitted for approval. Comments from all interested parties will be solicited either in writing or orally. These comments will be reviewed and considered prior to the submission of any substantial change to the state plan.

Ongoing input from the public will continue. For example, a legislative interim committee is monitoring the State Children's Health Insurance Program in North Dakota to determine if any changes need to be made in the future. Interim committee meetings are open to any interested party who wishes to provide input about this program.

The Department will also utilize the Medical Care Advisory Committee which is made up of providers, advocates and recipients to provide input and advice regarding the ongoing operation of the Medicaid Expansion and the separate Healthy Steps Program.

9.9.1 Describe the process used by the state to ensure interaction with Indian Tribes and organizations in the state on the development and implementation of the procedures required in 42 CFR . 457.125. (Section 2107(c)) (42CFR 457.120(c))

Whenever a major change in the state plan is anticipated, the Department will send a letter to the tribal chairman in each of the four Indian Reservations and one Indian Service Area. They will receive information about the proposed changes in the Title XXI Program and will be requested to provide any written comments about the proposed changes.

In addition, if requested, we will schedule informational meetings regarding the proposed changes at any Reservation or Service Area requesting a meeting. We will accept both written and oral comments from any interested party concerning the proposed changes. All comments received will be analyzed and considered prior to the submittal of any substantial change in the state plan.

9.9.2 For an amendment relating to eligibility or benefits (including cost sharing and enrollment procedures), please describe how and when prior public notice was provided as required in . 457.65(b) through (d).

Prior to any change in eligibility or benefits procedures are implemented, the Department will schedule a series of public meetings throughout the state. All interested parties will be invited to provide comments regarding the proposed changes. Written and oral comments will be accepted. The Department will analyze and consider all comments before implementing any changes that

could adversely affect the eligibility or benefits of children currently enrolled in the program.

9.10. Provide a one year projected budget. A suggested financial form for the budget is attached. The budget must describe: (Section 2107(d)) (42CFR 457.140)

- . Planned use of funds, including --
  - Projected amount to be spent on health services;
  - Projected amount to be spent on administrative costs, such as outreach, child health initiatives, and evaluation; and
  - Assumptions on which the budget is based, including cost per child and expected enrollment.
- . Projected sources of non-Federal plan expenditures, including any requirements for cost-sharing by enrollees.

**Section 10. Annual Reports and Evaluations (Section 2108)**

10.1. Annual Reports. The state assures that it will assess the operation of the state plan under this Title in each fiscal year, including: (Section 2108(a)(1),(2)) (42CFR 457.750)

10.1.1.  The progress made in reducing the number of uncovered low-income children and report to the Secretary by January 1 following the end of the fiscal year on the result of the assessment, and

10.2.  The state assures it will comply with future reporting requirements as they are developed. (42CFR 457.710(e))

10.3.  The state assures that it will comply with all applicable Federal laws and regulations, including but not limited to Federal grant requirements and Federal reporting requirements.

**Section 11. Program Integrity (Section 2101(a))**

**Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan, and continue to Section 12.**

11.1  The state assures that services are provided in an effective and efficient manner through free and open competition or through basing rates on other public and private rates that are actuarially sound. (Section 2101(a)) (42CFR 457.940(b))

11.2. The state assures, to the extent they apply, that the following provisions of the Social Security Act will apply under Title XXI, to the same extent they apply to a state under Title XIX: (Section 2107(e)) (42CFR 457.935(b)) *The items below were moved from section 9.8. (Previously items 9.8.6. - 9.8.9)*

11.2.1.  42 CFR Part 455 Subpart B (relating to disclosure of information by providers and fiscal agents)

11.2.2.  Section 1124 (relating to disclosure of ownership and related information)

11.2.3.  Section 1126 (relating to disclosure of information about certain convicted individuals)

11.2.4.  Section 1128A (relating to civil monetary penalties)

11.2.5.  Section 1128B (relating to criminal penalties for certain additional charges)

11.2.6.  Section 1128E (relating to the National health care fraud and abuse data collection program)

**Section 12. Applicant and enrollee protections** (Sections 2101(a))

- Check here if the state elects to use funds provided under Title XXI only to provide expanded eligibility under the state's Medicaid plan.**

Eligibility and Enrollment Matters

- 12.1 Please describe the review process for **eligibility and enrollment** matters that complies with 42 CFR . 457.1120.

Requirements for the processing of SCHIP applications in contained in North Dakota Administrative Code, Chapter 75-02-02.2. The state operates a program specific review process. The Department is required to promptly make an eligibility determination. In almost all cases the review is completed before the end of the month in which the Department receives the application.

The Department provides a written notice to each applicant whenever the department denies, suspends or terminates eligibility. The notice includes the effective date of the action taken, the reason for the action taken and the appeal rights available to the applicant. The appeal rights information includes information on filing a written appeal with the appeals supervisor within thirty days after the date of the notice of decision.

If a timely filed appeal is received, the department must conduct an administrative hearing in accordance with requirements outlined in 42 CFR 457.985.

Health Services Matters

- 12.2 Please describe the review process for **health services matters** that complies with 42 CFR . 457.1120.

North Dakota operates a statewide standard review process that is contained in Chapter 26.1-36-42 of the North Dakota Century Code that meets the requirements prescribed in 42 CFR 457.1120. This chapter requires all health insurance companies to establish and maintain a procedure for resolving complaints by covered persons regarding any aspect of the plan.

In addition to the above statewide standard review, the department also permits enrollees that are dissatisfied with the final decision of the insurance carrier to appeal that decision to the department.

Premium Assistance Programs

- 12.3 If providing coverage through a group health plan that does not meet the requirements

of 42 CFR . 457.1120, please describe how the state will assure that applicants and enrollees have the option to obtain health benefits coverage other than through the group health plan at initial enrollment and at each redetermination of eligibility.

Not applicable in North Dakota