

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
Dallas Regional Office  
1301 Young Street, Suite 833  
Dallas, Texas 75202



**DIVISION OF MEDICAID & CHILDREN'S HEALTH - REGION VI**

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July 15, 2014

**Our Reference: SPA LA 13-0052 MM4**

Ms. Ruth Kennedy, State Medicaid Director  
Department of Health and Hospitals  
Bienville Building  
628 North 4<sup>th</sup> Street  
Post Office Box 91030  
Baton Rouge, LA 70821-9030

Attn: Darlene Budgewater  
Jodie Hebert

Dear Ms. Kennedy:

We have reviewed the proposed amendment to your Medicaid State Plan submitted under Transmittal Number 13-0052 MM4. The SPA establishes the designated single state agency responsible for the administration of the Medicaid program in Louisiana. This SPA is in the Medicaid Model Data Lab (MMDL) format.

Transmittal Number 13-0052 MM4 is approved with an effective date of December 31, 2013 as requested. A copy of the HCFA-179, Transmittal No. 13-0052 MM4 dated December 27, 2013 is enclosed along with the approved plan pages.

If you have any questions, please contact Ford Blunt III at [ford.blunt@cms.hhs.gov](mailto:ford.blunt@cms.hhs.gov) or by phone at (214) 767-6381.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Brooks", is positioned below the word "Sincerely,".

Bill Brooks  
Associate Regional Administrator

Enclosures

## Medicaid State Plan Eligibility: Summary Page (CMS 179)

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State/Territory name: Louisiana

**Transmittal Number:**

*Please enter the Transmittal Number (TN) in the format ST-YY-0000 where ST= the state abbreviation, YY = the last two digits of the submission year, and 0000 = a four digit number with leading zeros. The dashes must also be entered.*

LA-13-0052

**Proposed Effective Date**

12/31/2013

(mm/dd/yyyy)

**Federal Statute/Regulation Citation**

42 CFR 431.10

**Federal Budget Impact**

	Federal Fiscal Year	Amount
First Year	2014	\$ 0.00
Second Year	2015	\$ 0.00

**Subject of Amendment**

This SPA establishes the designated single state agency responsible for the administration of the Medicaid program in Louisiana.

**Governor's Office Review**

Governor's office reported no comment

Comments of Governor's office received

Describe:

No reply received within 45 days of submittal

☒ Other, as specified

Describe:

The Governor's office does not review State Plan material.

**Signature of State Agency Official**

Submitted By:

Roberta Diaz

Last Revision Date:

Jul 9, 2014

Submit Date:

Dec 27, 2013

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Date Received: 12/27/2013

Date Approved: 07/15/2014

Signature of Regional Official:



PRINTED NAME and Title: Bill Brooks, Associate Regional Administrator  
Division of Medicaid and Children's Health



# Medicaid Administration

OMB Control Number 0938-1148

OMB Expiration date: 10/31/2014

## State Plan Administration Designation and Authority

A1

42 CFR 431.10

### Designation and Authority

State Name:

As a condition for receipt of Federal funds under title XIX of the Social Security Act, the single state agency named below submits the following state plan for the medical assistance program, and hereby agrees to administer the program in accordance with the provisions of this state plan, the requirements of titles XI and XIX of the Act, and all applicable Federal regulations and other official issuances of the Department.

Name of single state agency:

Type of Agency:

- ☐ Title IV-A Agency  
☒ Health  
☐ Human Resources  
☐ Other

Type of Agency

The above named agency is the single state agency designated to administer or supervise the administration of the Medicaid program under title XIX of the Social Security Act. (All references in this plan to "the Medicaid agency" mean the agency named as the single state agency.)

The state statutory citation for the legal authority under which the single state agency administers the state plan is:

The single state agency supervises the administration of the state plan by local political subdivisions.

☐ Yes ☒ No

☒ The certification signed by the state Attorney General identifying the single state agency and citing the legal authority under which it administers or supervises administration of the program has been provided.

**An attachment is submitted.**

The state plan may be administered solely by the single state agency, or some portions may be administered by other agencies.

The single state agency administers the entire state plan under title XIX (i.e., no other agency or organization administers any portion of it).

☐ Yes ☒ No

State: Louisiana

Date Received: 27 December 2013

Date Approved: 15 July 2014

Date Effective: 31 December 2013

Transmittal Number: 13-0052 MM4

TN No: 13-0052-MM4 APPROVAL DATE: 07/15/2014

EFFECTIVE DATE: 12/31/2013

STATE: Louisiana

PAGE: A1 Page 1

LA 13-0052-MM4 Page 2

State: Louisiana  
Date Received: 27 December 2013  
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## Medicaid Administration

☒ Waivers of the single state agency requirement have been granted under authority of the Intergovernmental Cooperation Act of 1968.

The waivers are still in effect.

☒ Yes ☐ No

Enter the following information for each waiver:

Remove

Date waiver granted (MM/DD/YY): 06/18/14

The type of responsibility delegated is (check all that apply):

- ☐ Determining eligibility  
☒ Conducting fair hearings  
☐ Other

Name of state agency to which responsibility is delegated:

Division of Administrative Law (DAL)

Describe the organizational arrangement authorized, the nature and extent of responsibility for program administration delegated to the above named agency, and the resources and/or services of such agency to be utilized in administration of the plan:

DHH delegates its authority to conduct fair hearings to the DAL. The parties acknowledge that the authority is to conduct the entire Medicaid fair hearing function and issue a recommended decision regarding all applicant, beneficiary, and provider appeal cases as defined in a written Memorandum of Understanding.

In the MOU, the DAL also agrees to comply with any and all federal / state notice and hearing requirements contained in the Code of Federal Regulations 42 CFR Section 431, subpart E, the Louisiana Revised Statutes (and the rules properly promulgated there under) and the Louisiana Medicaid State Plan and subsequent amendments.

DHH retains final decision making authority to reject, modify, or approve decisions adverse to DHH (i.e. if the DAL decision varies, amends or modifies the initial decision rendered by DHH). This authority includes overturning both findings of fact and legal conclusions.

DAL acknowledges and agrees that it will act as a neutral and impartial decision-maker on behalf of the Medicaid agency in recommending decisions for all Medicaid cases that will comply with all applicable federal and state laws, rules, regulations, policies, and guidance governing the Medicaid program.

The methods for coordinating responsibilities among the agencies involved in administration of the plan under the alternate organizational arrangement are as follows:

DHH retains oversight of the State Plan and has established a process to monitor the entire appeals process, including the quality and accuracy of the final decisions made by DAL.

DHH ensures that every applicant and enrollee is informed, in writing, of the fair hearing process and how to contact either agency to obtain information about fair hearings and that DAL will comply with all applicable federal and state laws, rules, regulations, policies, and guidance governing the Medicaid program.

Add



# Medicaid Administration

- ☐ The agency that administers or supervises the administration of the plan under Title X of the Act as of January 1, 1965, has been separately designated to administer or supervise the administration of that portion of this plan related to blind individuals.

The entity or entities that have responsibility for determinations of eligibility for families, adults, and for individuals under 21 are:

- ☒ The Medicaid agency
- ☒ Single state agency under Title IV-A (in the 50 states or the District of Columbia) or under Title I or XVI (AABD) in Guam, Puerto Rico, or the Virgin Islands
- ☒ An Exchange that is a government agency established under sections 1311(b)(1) or 1321(c)(1) of the Affordable Care Act

The entity that has responsibility for determinations of eligibility for the aged, blind, and disabled are:

- ☒ The Medicaid agency
- ☐ Single state agency under Title IV-A (in the 50 states or the District of Columbia) or under Title I or XVI (AABD) in Guam, Puerto Rico, or the Virgin Islands
- ☐ An Exchange that is a government agency established under sections 1311(b)(1) or 1321(c)(1) of the Affordable Care Act
- ☒ The Federal agency administering the SSI program

Indicate which agency determines eligibility for any groups whose eligibility is not determined by the Federal agency:

- ☒ Medicaid agency
- ☐ Title IV-A agency
- ☐ An Exchange

The entity or entities that have responsibility for conducting fair hearings with respect to denials of eligibility based on the applicable modified adjusted gross income standard are:

- ☒ Medicaid agency
- ☐ An Exchange that is a government agency established under sections 1311(b)(1) or 1321(c)(1) of the Affordable Care Act
- ☒ An Exchange appeals entity, including an entity established under section 1411(f) of the Affordable Care Act

Name of entity:

The agency has established a review process whereby the agency reviews appeals decisions made by the Exchange or Exchange appeals entity or other state agency, but only with respect to conclusions of law, including interpretations of state or federal policies.

☒ Yes ☐ No

## State Plan Administration

### Organization and Administration

A2

42 CFR 431.10  
42 CFR 431.11

### Organization and Administration

Provide a description of the organization and functions of the Medicaid agency.

State: Louisiana  
Date Received: 27 December 2013  
Date Approved: 15 July 2014  
Date Effective: 31 December 2013  
Transmittal Number: 13-0052 MM4



## Medicaid Administration

The Department of Health and Hospitals (DHH) is the single State agency designated to administer the Medicaid Program under title XIX of the Social Security Act. The Bureau of Health Services Financing (BHSF) is the agency within DHH that is responsible for administering the State's Medicaid program and is responsible for determining the following: 1) eligibility policy and criteria, service coverage, and payment policies for the Medicaid and CHIP programs; 2) ensuring the State's health care programs maximize federal funding to finance health care services for the indigent; 3) developing effective methods for managing the utilization of health care services and the cost of care in the State's programs; and 4) analyzing existing health care financing policies to ensure that they promote efficient, effective, and economical provisions of care.

BHSF is headed by the State Medicaid Director, who with an executive management team of five (5) Deputy Directors and two (2) Medical Directors, provide management, policy direction, strategic and financial planning for the agency as well as disseminating work assignments and coordinating operations for attainment of agency goals and objectives. The five Deputy Directors are as follows:

**1) Medicaid Deputy Director - Financial:**

Responsible for the oversight and management of the financial aspects of the Medical Vendor Administration (the budgetary operations for BHSF) including the Medical Vendor Payments and Administration budgets; managed care finance; contracts; rate setting and audits.

**2) Medicaid Deputy Director - Eligibility Systems Section; MMIS; Recovery & Premium Assistance:**

Responsible for system administration pertaining to payment of claims, Medicaid eligibility data, and administration of Third Party Liability programs and systems. Responsibilities include management of the Fiscal Intermediary contract, Eligibility Systems maintenance and support contract, Third Party Liability and other administrative contracts.

**3) Medicaid Deputy Director - Eligibility Field Operations; Medicaid Member Support:**

Responsible for the initial determination and redetermination of eligibility for all Medicaid and CHIP populations, except those determined by the single state IV-A agency and the Federal agency administering the SSI program, at office locations throughout the State; maintains a customer support call center; administers the Medicaid Eligibility Quality Control program; and handles Eligibility Field Operations which is divided into eight regional divisions specializing in certain eligibility functions such as initial eligibility determination of MAGI, Non-MAGI, or Long-term care groups and redetermination of eligibility. These regional divisions are state employees within DHH.

**4) Medicaid Deputy Director - Policy and Compliance; Program Supports and Waivers:**

Responsible for maintaining the Medicaid State Plan and Administrative Rules governing eligibility, scope of benefits, and reimbursement policies; developing policy for programs administered and/or monitored by DHH; as well as ensuring coordination and consistency among health care reimbursement policies developed by the various administrative sections within DHH; and ensuring compliance with State and Federal regulations. Responsibilities also include oversight and management of all aspects of the Medicaid supports and waiver programs.

**5) Medicaid Deputy Director - Medicaid Benefits & Services; Medicaid Quality Management; Medicaid Managed Care:**

Responsible for ensuring the efficient, effective delivery of quality health care services to individuals served by programs administered by BHSF through informed benefit design; utilization management; continuous program evaluation, quality measurement and improvement practices. These responsibilities encompass preventive, acute, and chronic/long-term care services delivered through both the managed care and fee-for-service delivery systems.

The DHH Administrative Review Unit (ARU) is the section within DHH responsible for reviewing the findings of fact and legal conclusions for appeal decisions made by the DAL. Additionally, the head of the ARU is the liaison with the DAL. DHH actively works with the DAL to ensure all aspects of the Medicaid fair hearing process comply fully with all federal and state regulations and policy. The relationship between DHH and the DAL is very professional and cooperative, with common goals of protection of the individual's fair hearing rights and full compliance with the 90 day federal time limit for issuance of a final decision.

Upload an organizational chart of the Medicaid agency.

**An attachment is submitted.**

State: Louisiana  
Date Received: 27 December 2013  
Date Approved: 15 July 2014  
Date Effective: 31 December 2013  
Transmittal Number: 13-0052 MM4



## Medicaid Administration

Provide a description of the structure of the state's executive branch which includes how the Medicaid agency fits in with other health, human service and public assistance agencies.

The state's executive branch consist of the governor and nine other state elected officers. Under the governor there are 14 departments/divisions which carry out day-to-day operations of state government and/or provide services to Louisiana citizens. These make up the governor's Cabinet. The Cabinet leaders are appointed by (with the approval of the legislature), and report directly to, the governor.

DHH, the single state Medicaid agency, provides health and medical services for uninsured and medically indigent persons. The Division of Administration, which includes the Division of Administrative Law (DAL), is responsible for conducting Medicaid fair hearings and is the central management and administrative support agency for the State. The Department of Children and Family Services (DCFS), which is the state's Title IV-A agency, administers social services programs such as the food stamp program, child welfare, and other public assistance programs. All of these entities are in the governor's Cabinet.

### Entities that determine eligibility other than the Medicaid Agency (if entities are described under Designation and Authority)

Remove

Type of entity that determines eligibility:

- ☒ Single state agency under Title IV-A (in the 50 states or the District of Columbia) or under Title I or XVI (AABD) in Guam, Puerto Rico, or the Virgin Islands
- ☐ An Exchange that is a government agency established under sections 1311(b)(1) or 1321(c)(1) of the Affordable Care Act
- ☐ The Federal agency administering the SSI program

Provide a description of the staff designated by the entity and the functions they perform in carrying out their responsibility.

The Department of Children and Family Services is the single state agency under Title IV-A. Within DCFS, the Child Welfare Division make eligibility determinations for Medicaid.

The Child Welfare Division determines adoption assistance and foster care payments for children under Title IV-E of the Social Security Act and for whom Medicaid must be provided under 42 CFR 435.145, Children with Non-IV-E Adoption Assistance group under 42 CFR 435.227, and Reasonable Classification of Individuals under Age 21 placed in foster care homes by public agencies under 42 CFR 435.222.

Remove

Type of entity that determines eligibility:

- ☐ Single state agency under Title IV-A (in the 50 states or the District of Columbia) or under Title I or XVI (AABD) in Guam, Puerto Rico, or the Virgin Islands
- ☒ An Exchange that is a government agency established under sections 1311(b)(1) or 1321(c)(1) of the Affordable Care Act
- ☐ The Federal agency administering the SSI program

Provide a description of the staff designated by the entity and the functions they perform in carrying out their responsibility.

The Federally-Facilitated Marketplace (FFM) will be determining eligibility for Medicaid for groups of individuals whose income eligibility is determined based on MAGI income methodology and who apply through the FFM. The FFM will not be assigning an individual who is determined eligible for Medicaid whose income eligibility is determined using MAGI methodology to a specific eligibility group, determining cost-sharing (if applicable), or assigning a benefit package – functions that will be performed by the single state agency.

Remove



## Medicaid Administration

Type of entity that determines eligibility:

- ☐ Single state agency under Title IV-A (in the 50 states or the District of Columbia) or under Title I or XVI (AABD) in Guam, Puerto Rico, or the Virgin Islands
- ☐ An Exchange that is a government agency established under sections 1311(b)(1) or 1321(c)(1) of the Affordable Care Act
- ☒ The Federal agency administering the SSI program

Provide a description of the staff designated by the entity and the functions they perform in carrying out their responsibility.

Pursuant to a 1634 agreement, the Social Security Administration determines Medicaid eligibility for Supplemental Security Income recipients.

Add

Entities that conduct fair hearings other than the Medicaid Agency (if are described under Designation and Authority)

Remove

Type of entity that conducts fair hearings:

- ☐ An Exchange that is a government agency established under sections 1311(b)(1) or 1321(c)(1) of the Affordable Care Act
- ☒ An Exchange appeals entity, including an entity established under section 1411(f) of the Affordable Care Act

Provide a description of the staff designated by the entity and the functions they perform in carrying out their responsibility.

OMEA will conduct Medicaid fair hearings for individuals whose Medicaid eligibility has been determined and found ineligible for Medicaid by the Federally-facilitated Marketplace (FFM). These will be individuals whose income eligibility is determined based on MAGI income methodology and who applied for health coverage through the FFM.

Add

Supervision of state plan administration by local political subdivisions (if described under Designation and Authority)

Is the supervision of the administration done through a state-wide agency which uses local political subdivisions?

☐ Yes ☒ No

The types of the local subdivisions that administer the state plan under the supervision of the Medicaid agency are:

- ☐ Counties
- ☐ Parishes
- ☐ Other

Are all of the local subdivisions indicated above used to administer the state plan?

☐ Yes ☐ No

### State Plan Administration

#### Assurances

A3

42 CFR 431.10  
42 CFR 431.12  
42 CFR 431.50

State: Louisiana  
Date Received: 27 December 2013  
Date Approved: 15 July 2014  
Date Effective: 31 December 2013  
Transmittal Number: 13-0052 MM4



## Medicaid Administration

### Assurances

- ☒ The state plan is in operation on a statewide basis, in accordance with all the requirements of 42 CFR 431.50.
- ☒ All requirements of 42 CFR 431.10 are met.
- ☒ There is a Medical Care Advisory Committee to the agency director on health and medical services established in accordance with meeting all the requirements of 42 CFR 431.12.
- ☒ The Medicaid agency does not delegate, to other than its own officials, the authority to supervise the plan or to develop or issue policies, rules, and regulations on program matters.

Assurance for states that have delegated authority to determine eligibility:

- ☒ There is a written agreement between the Medicaid agency and the Exchange or any other state or local agency that has been delegated authority to determine eligibility for Medicaid eligibility in compliance with 42 CFR 431.10(d).

Assurances for states that have delegated authority to conduct fair hearings:

- ☒ There is a written agreement between the Medicaid agency and the Exchange or Exchange appeals entity that has been delegated authority to conduct Medicaid fair hearings in compliance with 42 CFR 431.10(d).
- ☒ When authority is delegated to the Exchange or an Exchange appeals entity, individuals who have requested a fair hearing are given the option to have their fair hearing conducted instead by the Medicaid agency.

Assurance for states that have delegated authority to determine eligibility and/or to conduct fair hearings:

- ☒ The Medicaid agency does not delegate authority to make eligibility determinations or to conduct fair hearings to entities other than government agencies which maintain personnel standards on a merit basis.

### PRA Disclosure Statement

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 0938-1148. The time required to complete this information collection is estimated to average 40 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 comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.

V 20130917

State: Louisiana  
Date Received: 27 December 2013  
Date Approved: 15 July 2014  
Date Effective: 31 December 2013  
Transmittal Number: 13-0052 MM4

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT  
MEDICAL ASSISTANCE PROGRAM

State of Louisiana

ATTORNEY GENERAL'S CERTIFICATION

I certify that:

Louisiana Department of Health and Hospitals is the  
single State agency responsible for:

☒ administering the plan.

The legal authority under which the agency administers the plan  
on a Statewide basis is:

LA R.S. 36:254D

(Statutory citation)

☐ supervising the administration of the plan by local political  
subdivisions.

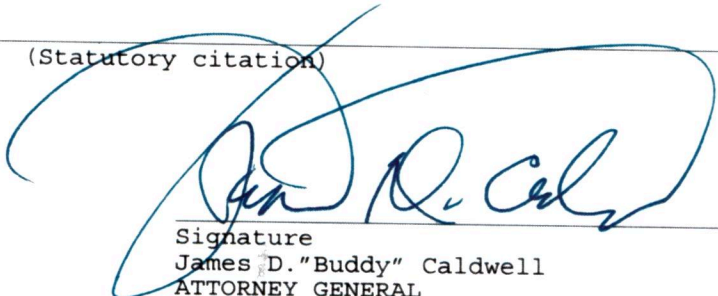
The legal authority under which the agency supervises the  
administration of the plan on a Statewide basis is contained in

(Statutory citation)

The agency's legal authority to make rules and regulations that  
are binding on the political subdivision administering the plan  
is

(Statutory citation)

7-1-14  
DATE

  
Signature  
James D. "Buddy" Caldwell  
ATTORNEY GENERAL  
State of Louisiana

TN No.: 13-0052 MM4 Approval Date: 07/15/14 Effective Date: 12/31/13

Supersedes: 90-07

State: Louisiana  
Date Received: 12-27-13  
Date Approved: 07-15-14  
Date Effective: 12-31-13  
Transmittal Number: 13-0052 MM4

**MEDICAID ADMINISTRATION**

**TRANSMITTAL NUMBER:**

13- 0052-MM

**STATE:**

Louisiana

Notwithstanding the checked assurance on A3, the single state agency has not entered into an agreement with the Office of Marketplace Eligibility Appeals to conduct Medicaid fair hearings to date, but will enter into a CMS-approved agreement as soon as possible.

State: Louisiana

Date Received: 12-27-13

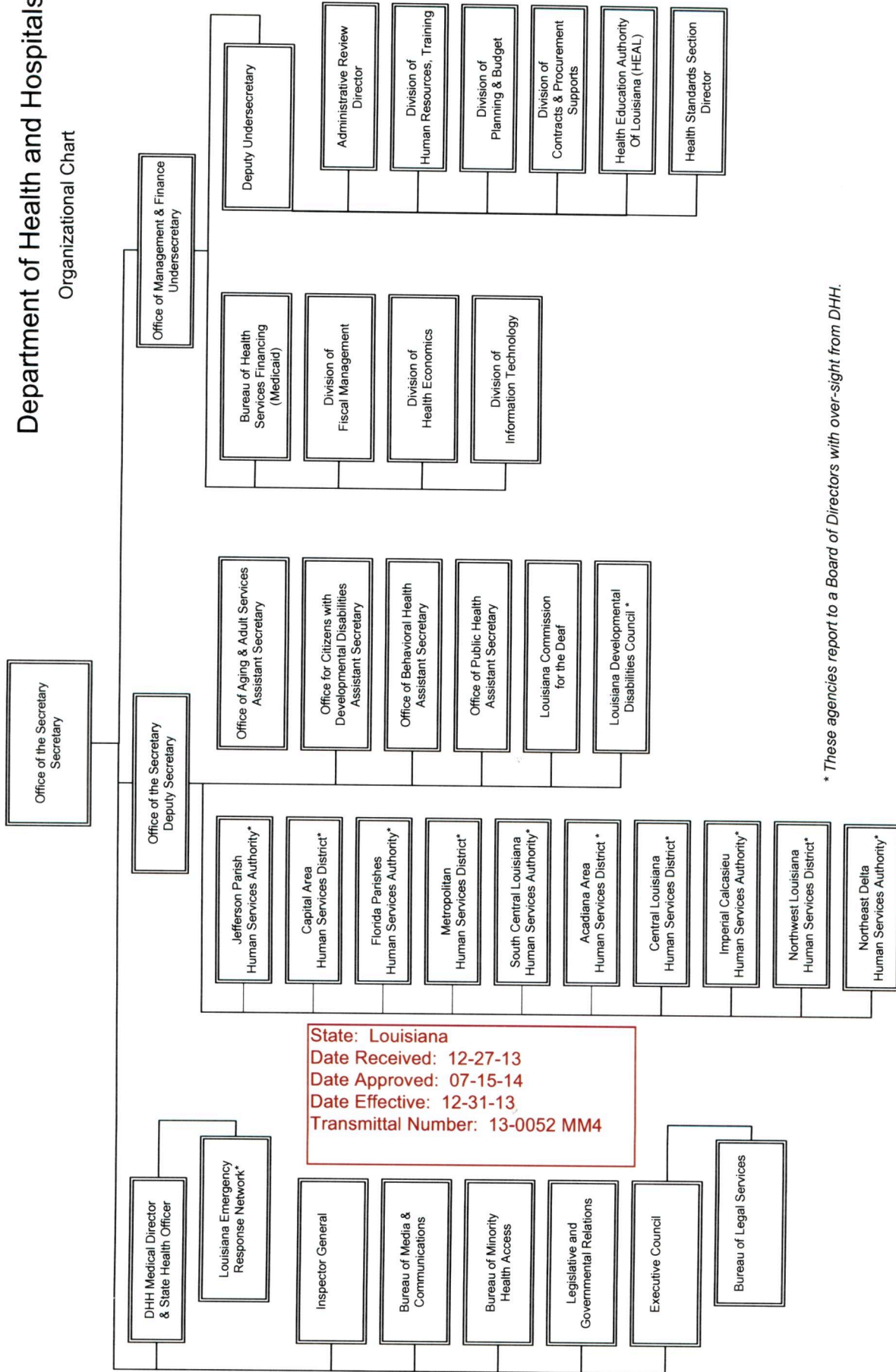
Date Approved: 07-15-14

Date Effective: 12-31-13

Transmittal Number: 13-0052 MM4

# Department of Health and Hospitals

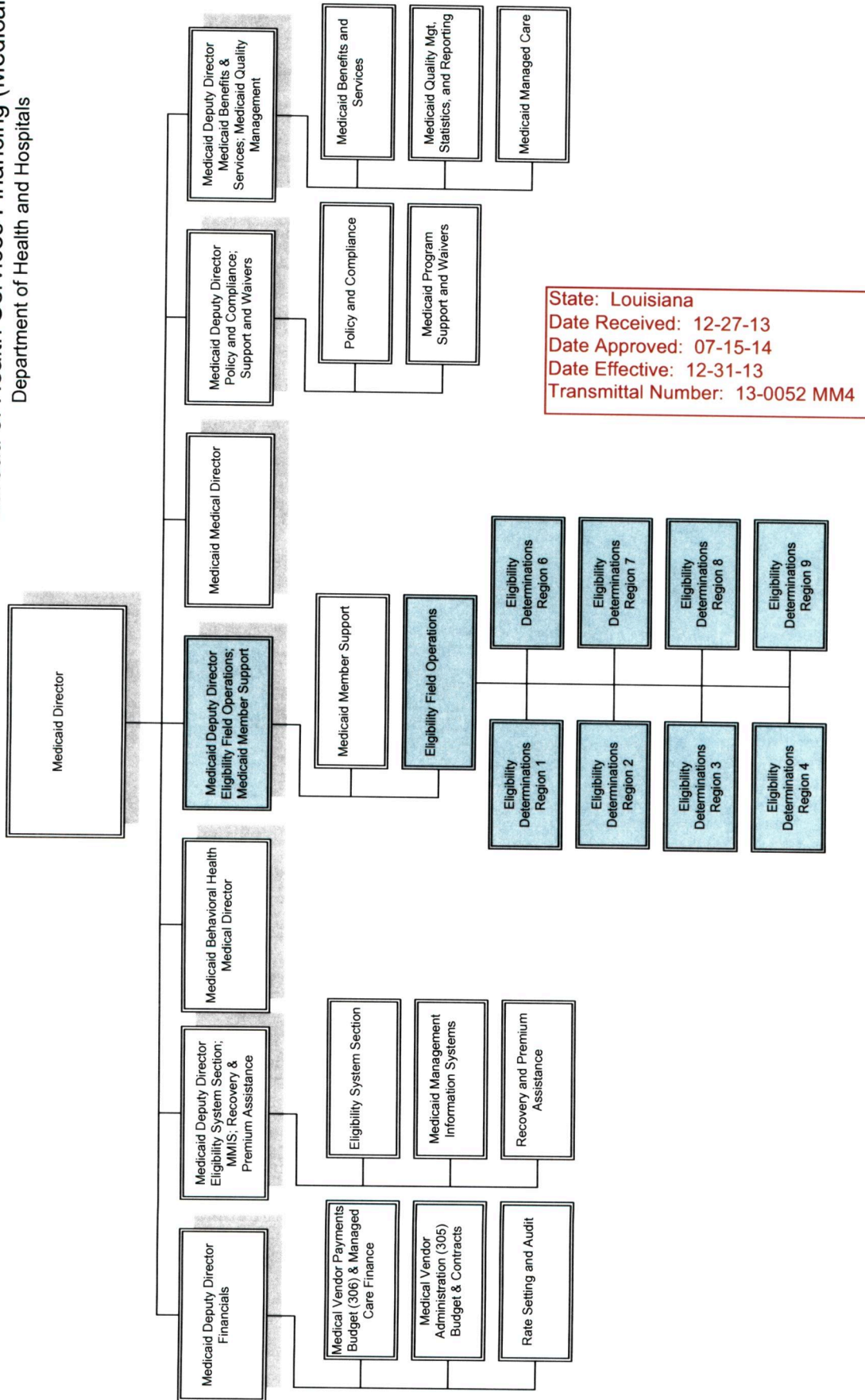
## Organizational Chart



\* These agencies report to a Board of Directors with over-sight from DHH.

# Bureau of Health Services Financing (Medicaid)

## Department of Health and Hospitals



**SUPERSEDING PAGES OF  
STATE PLAN MATERIAL**

**TRANSMITTAL NUMBER:**

LA 13-0052-MM4

**STATE:**

Louisiana

**PAGE NUMBER OF THE PLAN SECTION OR  
ATTACHMENT:**

A1 – A3

**COMPLETE PAGES  
SUPERSEDED:**

Page 1

Section 1.1 (pages 2-6)

Section 1.2 (page 7)

Section 1.3 (page 8)

Section 1.4 (page 9)

Attachment 1.1-A (Attorney  
General certification)

Attachment 1.2-A  
(Organizational chart)

Attachment 1.2-B (Description  
of the functions of the single  
state agency)

Attachment 1.2-C (Description  
of professional medical and  
supporting staff)

Attachment 1.2-D

A1-A2

Notwithstanding any other provisions of the Medicaid State Plan, the agencies designated in A1 and A2 will determine eligibility for coverage to the extent specified in A1 and A2.

State: Louisiana

Date Received: 12-27-13

Date Approved: 07-15-14

Date Effective: 12-31-13

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