

Implementation Guide: Medicaid State Plan Administration Organization Organization and Administration

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Organization and Administration

POLICY CITATION

Statute: 1902(a)(3), 1902(a)(4), 1902(a)(5)

Regulation: 42 CFR 431.10, 431.11, and 431.15

BACKGROUND

Overview

This reviewable unit (RU) describes the organization and functions of the Medicaid agency as required by 42 CFR 431.11(b) (as indicated in the **Designation and Authority** RU). If eligibility is determined or fair hearings are decided by governmental entities other than the Medicaid agency (as indicated in the **Eligibility Determinations and Fair Hearings** RU), 42 CFR 431.11(c) requires that this RU describe the staff designated by those other entities and the functions they perform related to Medicaid eligibility determinations and fair hearings.

Functions of the Medicaid Agency

States have flexibility to organize their Medicaid agency to meet the specific needs of their state, including coordination of operations across multiple programs. However, the designated single state agency must have an organizational structure and staffing sufficient to support the administration and operation of the Medicaid program. Within this RU, states describe the organization of the Medicaid agency and other related agencies that perform primary Medicaid functions. Key functions, for which a description is needed, include:

- Eligibility determinations, including MAGI-based determinations, determinations based on age or disability, and other types of determinations such as eligibility for youth in foster care
- Fair hearings, including expedited fair hearings
- Health care delivery, including benefits and services, and managed care when applicable
- Program and policy support, including state plan, waivers, and demonstrations
- Administration, including budget and legal counsel
- Financial management, including claims processing and other health care financing
- Systems administration, including MMIS and eligibility systems

For each function listed, the state plan describes where the function is performed, either within the Medicaid agency or another agency, and the key tasks. For example, if the Medicaid agency is responsible for conducting eligibility determinations, the state plan would specify all categories of eligibility for which it has responsibility. Similarly, if the Medicaid agency is responsible for conducting fair hearings, the functions of scheduling, coordinating, and reviewing (if applicable) fair hearings would be described in this section.

Finally, special attention should be paid to the portion of the agency that is responsible for administering the Medicaid program if the agency has responsibilities for multiple health or human service programs in addition to Medicaid.

Organizational Chart

As required at 42 CFR 431.11(b)(2), in describing the organization of the Medicaid agency in this RU, the state must provide an organizational chart reflecting the primary components of the agency and the key functions performed by each component. The organizational chart provides a high level overview of the Medicaid agency and is not intended to describe each position within a division. Submitting an organizational chart without the names of individuals holding specific positions will prevent the chart from becoming quickly out-of-date.

Functions Fulfilled by Other Agencies

The state must also describe eligibility or fair hearing functions that are fulfilled by delegated governmental agencies or by other state agencies or local government entities under the supervision of the Medicaid agency. Sections of this RU will become available for completion based on the options selected with respect to state plan administration in the **Designation and Authority** RU and the delegation of responsibilities in the **Eligibility Determination and Fair Hearings** RU.

States must also describe whether they coordinate with any other Executive agencies related to Medicaid functions or activities and provide the name of any such agencies, along with a description of the functions or activities conducted or coordinated.

REVIEWABLE UNIT DEPENDENCIES

Many RUs in MACPro are dependent upon other RUs. Each time a primary RU is changed, there could be an effect on other, secondary RUs which are dependent on the primary. For example, in the **Mandatory Eligibility Groups** RU, there is question as to whether the state covers the adult group. If **Yes** is selected, and if a box is checked to include the adult group in the submission package, then the **Adult Group** RU will be included by the system in the package and the user can navigate to it to complete it. If **No** is selected, the **Adult Group** RU will not be included in the package. In this example, the **Mandatory Eligibility Groups** RU is the Primary RU and the **Adult Group** RU is the Secondary RU. The **Adult Group** RU is considered to be dependent on selections made in the **Mandatory Eligibility Groups** RU.

Whenever a change in a primary RU may affect a secondary RU, you either need to revise the secondary RU (if it is already in the package) or add the secondary RU to the package so that it can be updated in the same submission package as the primary RU.

The following table explains the dependent relationships for the **Organization and Administration** RU:

Primary RU	Secondary RU	Nature of Dependency	Actions Needed
Designation and Authority	Organization and Administration	Unless the Designation and Authority RU (primary) has either been approved in MACPro or is included, completed and validated in the submission package, the Organization and Administration RU (secondary) cannot be displayed.	If the secondary RU will not display because the primary RU is neither approved in MACPro nor included in the package, you need to: <ul style="list-style-type: none"> • Add the primary RU to the package, complete it and validate it. • Alternatively, remove the secondary RU from the package.

Primary RU	Secondary RU	Nature of Dependency	Actions Needed
Designation and Authority	Organization and Administration	In section C of the Designation and Authority RU (primary), if C.2.b. has been selected, indicating that the single state agency supervises administration of the state plan by another state agency, in the secondary RU – Organization and Administration , section C , <i>Supervision of the Administration of the State Plan through a State Agency Other than the Medicaid Agency</i> is displayed for completion.	If you indicated in the primary RU that the single state agency supervises administration of the state plan by other state agencies, you need to complete section C in the secondary RU to explain which agencies administer the state plan and describe the functions they perform.
Designation and Authority	Organization and Administration	In section C of the Designation and Authority RU (primary), if C.2.a. has been selected, indicating that the single state agency supervises administration of the state plan by counties or local governmental entities, in the secondary RU – Organization and Administration , section D , <i>Supervision of the Administration of the State Plan through Local Government Entities</i> is displayed for completion.	If you indicated in the primary RU that the single state agency supervises administration of the state plan by counties or local government entities, you need to complete section D in the secondary RU to explain the types and number of local government entities and describe the functions they perform.
Eligibility Determinations and Fair Hearings	Organization and Administration	Unless the Eligibility Determinations and Fair Hearings RU (primary) has either been approved in MACPro or is included, completed and validated in the submission package, the Organization and Administration RU (secondary) cannot be displayed.	If the secondary RU will not display because the primary RU is neither approved in MACPro nor included in the package, you need to: <ul style="list-style-type: none"> • Add the primary RU to the package, complete it and validate it. • Alternatively, remove the secondary RU from the package.

Primary RU	Secondary RU	Nature of Dependency	Actions Needed
Eligibility Determinations and Fair Hearings	Organization and Administration	In section A and B of the Eligibility Determinations and Fair Hearings RU (primary), if any option <u>other than</u> A.1.a., A.2.a., B.1.a. (Medicaid Agency), A.1.c., A.2.c., B.1.c. (Local governmental entities) and B.1.b. (State agency...ICA Waiver) has been selected, in the secondary RU - Organization and Administration , section B, Entities that Determine Eligibility or Conduct Fair Hearings Other than the Medicaid Agency is displayed for completion.	If you indicated in the primary RU that a delegated governmental agency determines eligibility or conducts fair hearings, you need to complete section B in the secondary RU to describe the functions the delegated entity performs in carrying out its responsibilities.

INSTRUCTIONS

A. Description of the Organization and Functions of the Single State Agency

- At **A.1.**, select one of the four options to describe the single state agency.
 - If **A.1.d. Other** is selected, provide a description of the state agency in the text box provided.
- For each functional area listed in **A.2.a.** through **A.2.g.**, provide a description of the function and where it is located. If the function is not performed by the single state agency indicate in the description which other agency performs this function.
- At **A.2.h.**, provide a description of any other functions related to the administration of the Medicaid program in the text box provided. Entry of information in this text box is optional.
- At **A.3.**, upload a copy of the single state agency's organizational chart reflecting the components and functions described in **A.2.** This organizational chart will become part of the state plan.

B. Entities that Determine Eligibility or Conduct Fair Hearings Other Than the Medicaid Agency

If the state indicated in the **Eligibility Determination and Fair Hearings** RU that governmental agencies (other than local government entities) perform eligibility determinations or conduct fair hearings, the type of agency (or name of agency) will be listed in this section.

- For each agency, provide a description of the functions the agency performs in carrying out its responsibilities on behalf of the single state agency in the text box provided.

C. Supervision of the Administration of the State Plan through a State Agency Other Than the Medicaid Agency

This section will be available for completion if the state indicated, in the **Designation and Authority** RU, that the single state agency supervises the administration of the state plan through other state agencies (selection **C.2.b.**).

- Select the + **Add State Agency** link
- Enter the name of the state agency in the text box provided.
- Select one or more of the options listed to indicate the functions performed by the staff of the other state agency and through counties or local entities.
- If **Other** is selected, provide a description of the functions in the text box provided.
- If more than one state agency performs functions supervised by the single state agency, select the + **Add State Agency** link again and repeat the above steps.
- To delete a state agency, select the **Delete** link to the right of the agency.

D. Supervision of the Administration of the State Plan through Local Government Entities

This section will be available for completion if the state indicated, in the **Designation and Authority** RU, that the single state agency supervises the administration of the state plan through counties or other local government entities (selection **C.2.a.**).

- At **D.1.**, select one or more of the three options to indicate the types of local entities (*Counties, Parishes, Other*) that administer the state plan under the supervision of the Medicaid agency.
 - If **D.1.c.** is selected, enter the type of local government entity in the text box provided.
 - For each of the entities selected in **D.1.** additional content appears for completion. For each entity:
- At **D.2.**, select, *Yes* or *No*, to indicate if all of the local entities of the particular type are used in administering the state plan.
- At **D.3.**:
 - If *Yes* was selected at **D.2.** – enter the number of entities in the text box provided.
 - If *No* was selected at **D.2.**, – provide the names of the local entities used to administer the state plan in the text box provided.
- At **D.4.**, indicate the types of functions that the local entity performs by selecting one or more of the options.
 - If **D.4.c.** is selected, provide a description of the other function(s) in the text box provided.

E. Coordination with Other Executive Agencies

Select *Yes* or *No* to indicate if the Medicaid agency coordinates with any other Executive agencies related to Medicaid functions and activities not previously described.

- If *Yes*, a table will appear for completion:
 - Click the **Add** button to add the state agency to the table.
 - Enter the name of the agency in the text box provided.
 - Enter a description of the Medicaid functions or activities conducted or coordinated with this agency in the text box provided.
 - Select the **Save** button to save this information to the table.
 - To enter additional state agencies, click the **Add** button again and follow the steps above.
 - To delete an agency and description, click the **X** in the **Delete** column of the table.

F. Additional Information (optional)

Except in limited circumstances, this field remains blank. Please consult with CMS before adding any additional information concerning this RU.

REVIEW CRITERIA

In section A., if “Other” is selected at A.1.d., the state must enter a description of the agency that is sufficiently clear that the reviewer can understand the nature and type of the state agency.

At A.2., the state must enter a description of the functions of the Medicaid agency with respect to administering the Medicaid program. The state must describe each function (except “Other functions,” which is optional), including where it is located within the agency. Each

description must be sufficiently clear, detailed and complete to permit the reviewer to understand the Medicaid agency's organization and functions, and to ensure that they meet applicable federal statutory, regulatory and policy requirements.

The uploaded organizational chart must provide a high level overview of the major functions of each division, and not include the names of positions or individuals, which may change frequently. The organizational chart and the description of the functions must be consistent with one another.

In section B., if the state indicated in the Eligibility Determination and Fair Hearing RU that governmental entities other than the Medicaid agency conduct eligibility determinations or fair hearings, it must enter a description of the functions each governmental entity performs. The description must be sufficiently clear, detailed and complete to permit the reviewer to understand the functions the entity performs in carrying out its responsibilities.

In section C., if the state selected C.2.b. in the Designation and Authority RU to indicate that it supervises the administration of the state plan through a state agency other than the Medicaid agency, if "Other" is selected, there must be a description of the other functions performed by the staff of the state agency or local entities that is sufficiently clear, detailed and complete to permit the reviewer to understand the functions the agency and local entities perform in carrying out their responsibilities.

In section D., if the state selected C.2.a. in the Designation and Authority RU to indicate that it supervises the administration of the state plan through local government entities, if "Other" is selected at D.4.c., there must be a description of the other functions performed by the staff of the local government entities that is sufficiently clear, detailed and complete to permit the reviewer to understand the functions the local entities perform in carrying out their responsibilities.

In section E., if the Medicaid agency coordinates with any other executive agency related to Medicaid functions in must provide a clear, detailed and complete description of the Medicaid functions or activities that are conducted or coordinated with the other agency.