

Tip Sheet 5

Entering Client Medicaid IDs into DDaP

Important Reminders:

- TCM is **Medicaid** reimbursable services
- Adding accurate Medicaid information in DDaP is crucial for reimbursement
- If inaccurate Medicaid information is entered in DDaP, it will not pass the billing validation and the service will not get billed.
- The Medicaid ID only has to be entered one time for each client, unless the insurance information changes
- Clients with Qualified Medicare Beneficiary (QMB) Medicaid coverage need to have their Medicaid IDs entered in DDaP as Medicaid not Medicare
- To confirm if the client's Medicaid ID is correct, or to look up client's missing Medicaid ID, go to www.ctdssmap.com
- Incorrectly formatted or Missing Medicaid IDs of clients will show up on the TCM Missing Data report
- If a client has an inactive Medicaid ID, put the ID it into DDaP, but with the Policy Start Date & Policy End Date as the date on which you entered the Medicaid ID in DDaP
- If the client doesn't have Medicaid due to a valid reason and/or has other insurance, then Medicaid insurance is not expected to be entered into DDaP

DDaP Payer/Insurances:

The table below shows the list of insurances in DDaP. The check marked ones are Medicaid and TCM reimbursable.

Insurance Type Description	Considered Medicaid
No health insurance	
Other private insurance	
Medicare	
Champus	
Medicaid Husky C	X
HMO (including Managed Medicaid)	
GA-SAGA	X
ATR-Access to Recovery	
Self Pay	
Medicaid LIA Husky D	X
Medicare Part A	
Medicare Part B	
Money Follows The Person (MFP)	
Nursing Home Waiver	
Medicaid Husky A	X
Other	
Unknown	
Medicaid – BHH	
Medicaid BHH – Waiver	

How to Enter Medicaid ID's in DDaP

1. Login in to DDaP
2. Go to the Client Profile page

The screenshot shows the 'Client Profile' page in the DMHAS Data Performance System. The page is titled 'DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES' and 'dmhas'. The main heading is 'DMHAS Data Performance System'. The page is divided into several sections: 'DEMOGRAPHICS', 'ADDRESS', and 'INSURANCE'. The 'DEMOGRAPHICS' section contains fields for First Name (Karolina), Mid Initial, Last Name (Wytrykowska), Suffix, SSN (555667777), SSN Unavailable Reason, Religion (Buddhist), DOB (05/15/1990), DOB Unavailable Reason, Marital Status (Married), Ethnicity (Hispanic-Cuban), Primary Language (Cantonese), Second Lang (English), Veteran Status (No), Military Start Date, Military End Date, Gender (Female), and Provider Client ID. The 'ADDRESS' section contains fields for Address 1 (203 stoddard avenue), Address 2, City (Newington), State (Connecticut), and Zip (06111). The 'INSURANCE' section contains a table with columns for Type, Policy Number, Start Date, and End Date. The table has one row with Type 'Unknown'. At the bottom of the page, there is a 'Roster' dropdown menu showing 'Wytrykowska, Karolina' and three buttons: 'CLIENT MGT', 'ROSTER MGT', and 'EDIT'. The page also has a 'Client Profile' link at the bottom right.

3. Go to Insurance

The screenshot shows the 'Add New Insurance' dialog box. The dialog has a title bar 'Add New Insurance'. It contains the following fields: 'Type of Insurance' (a dropdown menu with '-- Select One --'), 'Policy Number' (a text input field), 'Start Date' (a date input field with a calendar icon), and 'End Date' (a date input field with a calendar icon). At the bottom of the dialog, there are two buttons: 'SAVE' and 'CANCEL'.

4. Insurance Type: Select appropriate insurance type

The screenshot shows the 'Add New Insurance' form with a dropdown menu open for 'Type of Insurance'. The dropdown list includes the following options: ATR-Access to Recovery, Champus, GA-SAGA, HMO (including Managed Medicaid), Medicaid - Husky A, Medicaid BHH, Medicaid BHH - Waiver, Medicaid Husky C, Medicaid LIA Husky D, Medicare, Medicare Part A, Medicare Part B, Money Follows The Person (MFP), No health insurance, Nursing Home Waiver, Other, Other private insurance, Self Pay, and Unknown. The 'Medicaid - Husky A' option is currently selected in the dropdown.

- Client with **Husky C** or **QMB** → Choose **Medicaid Husky C** from the drop down list
- Client with **Husky A** or **Husky B** → Choose **Medicaid- Husky A** from the dropdown list
- Client with **Husky D** → Choose **Medicaid Husky LIA Husky D** from the drop down list

5. Update Insurance: After selecting insurance type, put policy number and start date and select "Save"

The screenshot shows the 'Add New Insurance' form with the following fields filled out: 'Type of Insurance' is set to 'Medicaid - Husky A', 'Policy Number' is '001112223', 'Start Date' is '5/1/2021', and 'End Date' is empty. There are 'SAVE' and 'CANCEL' buttons at the bottom of the form.

Note: It is important to enter the correct Medicaid ID's under policy number. You can also confirm the accurate Medicaid ID of a client by going to www.ctdssmap.com. Remember, Medicaid ID's are 9 digit number starting with 001, 002, 003, 004, 8, or 10.

6. Once the insurance has been updated, go back to the client profile page. Insurance has been updated see in the example below.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
dmhas

STATE OF CONNECTICUT DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Assessments

DEMOGRAPHICS

First Name: Karolina | Mid Initial: | Last Name: Wytrykowska | Suffix:

SSN: 556667777 | SSN Unavailable Reason:

DOB: 05/15/1990 | DOB Unavailable Reason:

Ethnicity: Hispanic-Cuban | Primary Language: Cantonese | Religion: Buddhist

Veteran Status: No | Military Start Date:

Gender: Female | Military End Date:

Race: American Indian/Native Alaskan | Provider Client ID:

ADDRESS

Address 1: 203 stoddard avenue
Address 2:

City: newington | State: Connecticut | Zip: 06111

INSURANCE

Insurance Type	Policy Number	Start Date	End Date
Unknown			

Roster: Wytrykowska, Karolina | CLIENT MGT | ROSTER MGT | EDIT | Client Profile

Common Errors when Medicaid ID's are entered in DDaP

Example 1

Client has Medicaid insurance. Medicaid ID is entered in DDaP but under the "Insurance Type" Other insurance option was selected instead of Medicaid.

Add New Insurance

Type of Insurance: Other

Policy Number: 011348679

Start Date: 5/1/2021

End Date:

Example 2

Client has QMB. Medicaid ID was put under Policy Number. Instead of **Medicaid Husky C**, Medicare has been selected under **Insurance Type**.

The screenshot shows a web form titled "Add New Insurance". It contains the following fields: "Type of Insurance" is a dropdown menu with "Medicare" selected; "Policy Number" is a text box containing "011348679"; "Start Date" is a date picker with "5/1/2021" entered; "End Date" is an empty date picker. At the bottom are "SAVE" and "CANCEL" buttons.

Example 3

Client has Medicaid insurance but it has not been updated in DDaP

The screenshot shows a web form titled "Add New Insurance". It contains the following fields: "Type of Insurance" is a dropdown menu with "Other" selected; "Policy Number" is an empty text box; "Start Date" is a date picker with "5/1/2021" entered; "End Date" is an empty date picker. At the bottom are "SAVE" and "CANCEL" buttons.

Example 4:

Client has Medicaid insurance but wrong Medicaid ID has been put into DDaP

**Add New
Insurance**

Type of Insurance: ▼

Policy Number:

Start Date: 

End Date: 

Contact Information

DDaP: questions regarding DDaP please contact
Karolina Wytrykowska at Karolina.Wytrykowska@ct.gov

Billing: questions regarding billing please contact Lauren Staiger at
Lauren.Staiger@ct.gov or Faaiza Manzoor at Faaiza.Manzoora@ct.gov