

ND RYAN WHITE PROGRAM PART B
NORTH DAKOTA DEPARTMENT OF HEALTH

RECERTIFICATION POLICY

Initial Eligibility Requirements

- HIV/AIDS diagnosis
- Household income below 400 percent federal poverty level
- ND residency
- RWHAP is the “payer of last resort”
 - Efforts must be made to secure non-RWHAP funds whenever possible to pay for services and eligibility for other programs (i.e. Medicaid, CHIP, Medicare, private/employer health insurance, QHP, etc.)

RECERTIFICATION

ND RWHAP requires recertification every **six months**. The purpose of recertification is to ensure that the client still meets eligibility guidelines and that RWHAP is the “payer of last resort”.

PROCEDURE:

1. Reenrollment will be conducted annually from April 1 to April 31.
2. All client reenrollments must be given to Ryan White Program staff by May 31.
3. Recertification will be conducted annually from October 1 to October 31.
4. All client recertification forms must be given to Ryan White Program staff by November 31.
5. Clients who do not comply with eligibility reenrollment and/or recertification will be removed from the program.
6. Ryan White clients who are on ADAP will be removed from the Medicaid system and unable to receive medication assistance.

SUPPORTING DOCUMENTATION:

Following information is collected at least every 12 months (any changes require documentation):

- Residency status (verified through paychecks, utility bills etc.)
- Current income (paycheck, W2, or if unemployed must sign a form)
- Current health coverage
 - Changes need to be reported to the case manager right away and documentation provided (i.e. acceptance/denial letters). Case managers need to evaluate clients' eligibility for other programs on an ongoing basis.
 - RWHAP Coordinator must be notified of changes in coverage immediately if RWHAP is paying for the insurance premium.
- Current CD4/viral load (6 months)
 - Current lab results are needed to ensure that client is in care, to monitor client progress, and verify that client is adhering to the prescribed treatment.
 - CD4/Viral loads will be checked by RWHAP Coordinator and RWHAP Quality Management Coordinator every six months. Case managers will be notified what clients need current lab work, and will refer them into care.
- Medication adherence
 - Medication adherence will be monitored by ADAP Coordinator and case managers. Clients are required to follow the prescribed treatment, and noncompliance will result in removal from the program.

Summary of needed documentation:

	Reenrollment (April)	Recertification (October)
Income	Yes (i.e. paycheck, W2s, or a separate form if client didn't file taxes)	No, unless there are changes
Residency	Yes	No, unless there are changes
Insurance status	Yes	No, unless there are changes (acceptance/denial letters)
CD4/Viral Load	No	No