



State of New Jersey

DEPARTMENT OF HUMAN SERVICES DIVISION OF MEDICAL ASSISTANCE AND HEALTH SERVICES

ADMINISTRATIVE OFFICES
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QUAKERBRIDGE ROAD
TRENTON, NEW JERSEY 08619

ADDRESS REPLY TO:
CN-712
TRENTON, NEW JERSEY 08625

MEDICAID COMMUNICATION: 87-32

DATE: November 6, 1987

TO: County Welfare Agency Directors
County Welfare Agency Fiscal Officers

SUBJECT: 1988 Medicaid Only Staffing Requirements

The Division of Public Welfare (DPW) has recently reduced the staffing standard for County Welfare Agency (CWA) AFDC income maintenance workers from 240 cases to 200 cases per worker effective with the budget period beginning January 1, 1988.

Medicaid Only cases were previously combined with AFDC cases in the calculation of staffing levels in the budget submissions. As a result, the Medicaid Only units employed the same standard as AFDC. However, the revision implemented by DPW will separate the Medicaid Only units from the combined calculation of income maintenance staffing levels. Therefore, the Division of Medical Assistance and Health Services must revise the CWA budget instructions for the calculation of Medicaid Only income maintenance staff requirements.

This Division acknowledges the complexity of performing Medicaid eligibility determinations. As a result, a Request For Proposal will be issued to obtain services from a management firm to conduct a study to identify a staffing level that is sufficient to efficiently and effectively perform Medicaid eligibility determinations. Pending the completion of this study, the present staffing standard of 240 cases per worker will remain in effect for calendar year 1988.

The proposed budget revision to separate the Medicaid Only unit from the combined calculation of income maintenance staffing levels has been forwarded to DPW. A copy of the proposal is attached for your review. Please note that the Medically Needy Program (MNP) staffing standards are not affected by these changes and remains at 260 applications per worker.

If you have any questions, please contact Ronald Kavas, Assistant Director for Administration and Fiscal Affairs at (609) 588-2688.

Sincerely yours,



Thomas M. Russo, Director
Division of Medical Assistance
and Health Services

TMR:md

c: Odella T. Welch, Deputy Commissioner

Marion Reitz, Acting Director
Division of Public Welfare

William Waldman, Acting Director
Division of Youth and Family Services

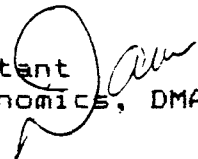
Bernice Smith, Director
Office of Auditing

DEPARTMENT OF HUMAN SERVICES

INTER-OFFICE COMMUNICATION

DATE: 10/9/87

TO: Lester H. Miller, Chief
Bureau of Business Services, DFW

FROM: David Lowenthal, Supervising Accountant 
Bureau of Health Statistics and Economics, DMA&HS

SUBJECT: Revision of 1988 Draft CWA Budget

This communication is in response to Division of Public Welfare (DPW) Informational Transmittal No. 91, dated September 16, 1987 and received by this bureau on October 8, 1987. The transmittal introduced a significant revision to the staffing guidelines for the 1988 County Welfare Agency (CWA) Budget. The Division of Medical Assistance and Health Services' (DMA&HS) major concern with this revision is the deletion of the section pertaining to Medicaid Only staffing levels on page 3A.1 of the Budget Statement. DMA&HS proposes that this section remain in the 1988 CWA Budget Statement with a revision of the summary section.

Attached, please find a sample of DMA&HS' proposed revisions to page 3A.1. These revisions are as follows:

- >>> Section "VI" (SUMMARY OF COMPUTATIONS TO DETERMINE STANDARD RANGE OF WORKERS) becomes section "VII" in order to insert a "new" section "VI" (MEDICAID ONLY CASES).
- >>> Line "E" (TOTAL SECTION 1) becomes line "F" in order to insert a new line "E" (MEDICAID ONLY). Please note that the staffing standard of 240 cases per worker used in the 1987 Budget remains in effect.
- >>> The ** footnote should refer to page 3A.4, not 3A.3.

The first paragraph of "COMPUTATIONS FOR DETERMINING STAFF REQUIREMENTS" on page 4 of the 1988 Draft CWA Budget Instructions should also be revised to reflect the above revisions as follows:

Change: ...AFDC Fraud, and NPA Food Stamp Fraud.
To: ...AFDC Fraud, NPA Food Stamp Fraud, and Medicaid Only.

The attached schedule contains other revisions to the 1988 Draft CWA Budget. If you have any questions, please do not hesitate to contact Michael Dziubas at 6-2821.

1988 BUDGET STATEMENT COUNTY WELFARE AGENCY
COMPUTATION OF STAFF REQUIREMENTS

Section 1. IM Workers

	<u>CASE FREQ.</u>	<u>TOTAL ACTIONS</u>
I. <u>AFDC PROGRAM</u>		
A. <u>Redeterminations</u>		
1. <u>C Segment</u>		
a. Estimated average monthly families (cases)*	_____ x 2 =	_____
b. August 1987 suspended cases (line 17, PA-208)	_____ x 2 =	_____
2. <u>F Segment</u>		
a. Estimated average monthly families (cases)*	_____ x 2 =	_____
b. August 1987 suspended cases (line 17, PA-208)	_____ x 2 =	_____
3. <u>N Segment</u>		
a. Estimated average monthly families (cases)*	_____ x 2 =	_____
b. August 1987 suspended cases (line 17, PA-208)	_____ x 2 =	_____
B. Estimated Applications - All Segments	_____ x 1.5 =	_____
<u>TOTAL AFDC</u>		_____
II. <u>FOOD STAMP PROGRAM, NPA CASES</u>		
A. Recertifications (Average monthly households issued ATPs March 1987 thru August 1987)	_____ x 4 =	_____
B. Applications Registered (Total applications taken September 1986 thru August 1987)	_____ x 1.5 =	_____
III. <u>TOTAL NPA FOOD STAMP PROGRAM ACTIONS</u>		_____
IV. <u>INCOME MAINTENANCE FRAUD</u>		
Number of AFDC cases (sum of lines I.A.1.a + 2.a. + 3.a)		_____
V. <u>NPA-FOOD STAMP FRAUD (LINE II.A.)</u>		_____
VI. <u>MEDICAID ONLY CASES</u>		
A. Redeterminations (Use monthly cases on line 17, PA-208 for August 1985)		
1. Aged _____ 2. Blind _____ 3. Disabled _____ 4. Total _____		_____
B. Applications (Use number of applications registered on PA-208 for August 1985 times 12)		
1. Aged _____ 2. Blind _____ 3. Disabled _____ 4. Total _____		_____
<u>TOTAL MEDICAID ONLY CASES</u>		_____
VII. <u>SUMMARY OF COMPUTATIONS TO DETERMINE STANDARD RANGE OF WORKERS</u>		

Program	Total Cases/ Actions	Standard	Number of Worker (2) ÷ (3)	Variations (4) x (5a)	Range of Workers**	
					Min. (4) - (5b)	Max. (4) + (5b)
(1)	(2)	(3)	(4)	(5a) (5b)	(6)	(7)
A. AFDC		200		15%		
B. NPA-FSP		450		15%		
***C. AFDC Fraud		1,000		15%		
***D. NPA-FSP Fraud		1,000		15%		
E. MEDICAID ONLY		240		15%		

F. TOTAL SECTION I

* Must agree with page 3 of Budget Statement

** Attach Statement of Justification as indicated on page 3A.4 if the actual number of staff budgeted (applicable page 4A.1) is below or above the range

*** Fraud categories based on cases, not actions

1988 DRAFT CWA BUDGET REVISIONS

BUDGET FORMS

PAGE 2A.2

ANALYSIS OF ADMINISTRATION, TRAINING AND SERVICES BUDGET REQUESTS

In the heading on column 19:

Change: EMP

To: MNP

PAGE 3A.1

Page 3A.1 comes before 3A.2.

BUDGET INSTRUCTIONS

PAGE 16

STANDARDS FOR MEDICALLY NEEDY PROGRAM

Eligibility Determination Staff

At the end of the first paragraph of this section:

Change: January 1, 1987 through December 31, 1987

To: January 1, 1988 through December 31, 1988

PAGE 18

Other Direct Staff

In the last sentence of the first paragraph of this section:

Change: for page 4A.1

To: from page 4A.1

Delete the last sentence of the third paragraph of this section: "If clerical...line."

PAGE 27

On the first paragraph of this page:

Change: Account No. 70.02

To: Account No. 70.03

In section "e." on this page:

Change: Columns 3 and 7

To: Columns 3, 7, 13 and 19