



Maryland’s Family Planning Presumptive Eligibility Program Provider Participation Agreement

This is an application to become a Qualified Entity for the Family Planning Presumptive Eligibility (FPE) Program for the purposes of offering Temporary Health Coverage to your patients. A Qualified Entity is authorized to perform FPE determinations. FPE is designed to provide a pathway to longer-term Medicaid coverage by allowing participants to have timely access to family planning health care services through an on-site, temporary eligibility determination.

Only Maryland Family Planning Program Delegate Service Sites that are participating Medicaid providers in good standing with the Maryland Department of Health (MDH) may serve as Qualified Entities for FPE. In addition, the Maryland Family Planning Program Delegate Service Site seeking to serve as a Qualified Entity must agree that:

- FPE determinations will only be conducted by approved employees designated and trained by the approved Qualified Entity; and
- It will not subcontract FPE functions to other entities.

FPE applications are submitted using a designated portal in Maryland Health Connection. Individuals who Qualified Entities determine are eligible for FPE qualify for a temporary coverage period--roughly 60 days maximum. FPE coverage begins on the day the eligibility determination is made. Only one period of FPE coverage is allowed in any twelve-month period. Maryland Family Planning Program Delegate Service Sites participating as Qualified Entities are required to provide applicants with information on completing the full Maryland Medicaid application.

During the temporary coverage period, the Maryland Family Planning Program Delegate Service Sites and other Medicaid providers may be reimbursed for services covered under the Maryland Medicaid [Family Planning Program](#). Reimbursement for services rendered during the temporary FPE coverage period is available *even if* the individual is ultimately determined to be ineligible for the Family Planning Program or comprehensive benefits through Medicaid or the Maryland Children’s Health Insurance Program (MCHP).

Qualified Entities must enter into this Family Planning Presumptive Eligibility Program Provider Participation Agreement (“Agreement”) with MDH. The Agreement governs each Qualified Entity’s responsibilities related to FPE determinations, training, privacy, and access to the Maryland Health Connection FPE Portal. After the Agreement has been signed, MDH will share mandatory training materials and begin the onboarding process in collaboration with the Maryland Health Benefit Exchange (MHBE).

Please complete, sign and return this agreement to MDH via email; if you have questions about this application or the Family Planning Presumptive Eligibility Program, email: **mdh.fpe@maryland.gov**.

Part 1: Maryland Family Planning Program Delegate Service Site Contact Information

1. Name of Maryland Family Planning Program Delegate Service Site:

Other name (if you use any other name in providing services):

Are you a Maryland Family Planning Program Delegate Service Site? Yes or No
Only Maryland Family Planning Program Delegate Service Sites are able to serve as qualified entities in the FPE Program

2. FPE Primary Contact Name and Title:

3. Physical Address (no P.O. Box) for Site:

City/State/Zip: _____

4. Contact Telephone number: _____

Fax number: _____

Email: _____

5. Medicaid Provider Number (9-digits): _____

National Provider Identification (NPI) Number (10-digits):

Tax Identification Number: _____

6. Estimate the number of patients seen each month that are uninsured at the time of their visit:

Part 2: To be completed by an authorized representative of the Maryland Family Planning Program Delegate Service Site

This Agreement must be completed by an authorized representative of the Maryland Family Planning Program Delegate Service Site.

This Memorandum of Understanding, dated _____ and entitled,
(*To be completed by the Department*)

Family Planning Presumptive Eligibility Qualified Entity Agreement (“the Agreement”), is hereby entered into by and between the Office of Health Care Financing, a unit within the Maryland Department of Health (MDH), hereinafter known as “the Department,” and _____ (Maryland Family Planning Program Delegate Service Site Name), hereafter referred to as the “Family Planning Presumptive Eligibility Qualified Entity” (“FPEQE”).

I. Overview

Family Planning Presumptive Eligibility (FPE) applications are submitted using a designated portal in Maryland Health Connection (“the Presumptive Eligibility Portal” or “the Portal”). FPEQE employees who will perform FPE determinations must complete operational, privacy and IT security training. Each such employee must attest that they have completed all training requirements and certify that they will comply with confidentiality requirements before they are given access to the Portal in Maryland Health Connection.

Applicants who are found eligible for FPE qualify for a temporary coverage period--roughly 60 days maximum. FPE coverage begins on the day the eligibility determination is made. An individual is allowed one period of FPE coverage in any twelve-month period. The FPEQE must provide applicants with information on how they may complete a Maryland Medicaid application for full, non-presumptive coverage.

During the temporary coverage period, the FPEQE and other Medicaid providers may be reimbursed only for services covered under the Maryland Medicaid [Family Planning Program](#). Reimbursement is available during the temporary FPE coverage period *even if* the individual is ultimately determined to be ineligible for the Family Planning Program or comprehensive benefits through Medicaid or the Maryland Children’s Health Insurance Program (MCHP).

II. General Duties and Obligations of the FPEQE

1. The FPEQE must be a Maryland Family Planning Program Delegate Service Site.
2. The FPEQE must be a participating Medicaid provider in Maryland that is in good standing with the Department.
3. The FPEQE shall permit only approved employees designated and trained by the FPEQE using materials provided by the Department to conduct FPE determinations.
4. The FPEQE may not subcontract FPE functions to other entities.

5. The FPEQE shall maintain effective communication with the Department to resolve any issues or concerns and to establish efficient policies and procedures governing those involved in the FPE screening, application, and enrollment processes.
6. The FPEQE shall establish a single point of contact to serve as a liaison with the Department for all communications regarding this Agreement and FPEQE employees authorized to perform FPE determinations. (Attachment B: Agreement Monitors.)
7. The FPEQE shall retain all records and documents relating to this Agreement and all services provided under this Agreement for a minimum of six years from the date the record is created or for any longer period required by federal or state law.
8. In the event of an audit, the FPEQE shall assist the Department in identifying, investigating and reconciling any audit discrepancies or variances. This provision shall survive the expiration or termination of the Agreement.
9. The FPEQE represents and warrants that it will comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Agreement, including HIPAA, the HIPAA-implementing regulations of 45 C.F.R. Parts 160 and 164, and the Maryland Confidentiality of Medical Records Act. Md. Code Ann. Health-Gen §§ 4-301 et seq.
10. The FPEQE shall participate in random quality assurance reviews conducted by the Department and to take any corrective action necessary as a result of that review.

III. FPEQE Employee Training and Portal Access

1. FPEQE employees who make FPE eligibility determinations (FPE Workers) shall review the Department's training materials and complete a training program, which includes a recorded webinar and a training manual.
2. Following completion of the training program, FPE Workers must read, understand, and sign the FPE Worker Agreement (Attachment A) certifying that they have completed training and that they understand and will abide by the confidentiality and security requirements governing use of Maryland Health Connection.
3. The FPEQE will send the Department copies of Attachment A: FPE Worker Agreement for each FPEQE employee conducting FPE determinations and retain the original for the duration of the Agreement.
4. Following receipt of the Qualified FPE Worker Agreement, the Department's designee will review the agreement for approval and if approved coordinate with Maryland Health Benefits Exchange to have a Maryland Health Connection Presumptive Eligibility Portal account set up for the FPEQE employee.
5. The FPEQE shall notify the Department within one (1) business day when an employee has departed in order to ensure the employee's access to the Maryland Health Connection Presumptive Eligibility Portal can be disabled.
6. The Department may revoke access of any individual FPEQE employee to the Maryland Health Connection Presumptive Eligibility Portal at its discretion.
7. The Department will maintain a list in the form of Attachment C of FPEQE employees with access to the Maryland Health Connection Presumptive Eligibility Portal.

8. The FPEQE shall abide by the system and policy requirements set forth by the Maryland Health Benefit Exchange (MHBE) in order to access the Maryland Health Connection Presumptive Eligibility Portal.

IV. Presumptive Eligibility Process

1. Prior to filing an FPE application in the Maryland Health Connection Presumptive Eligibility Portal, the FPE Worker shall check the Department's eligibility verification system (EVS) to ensure the applicant is not actively enrolled in the Medicaid, the Maryland Children's Health Insurance Program (MCHIP), or the Medicaid Family Planning Program.
2. For applicants not currently enrolled in Medicaid, the Maryland Children's Health Insurance Program (MCHIP), or the Medicaid Family Planning Program, the FPE Worker will complete an FPE application on behalf of the applicant using the Maryland Health Connection Presumptive Eligibility Portal consistent with the Department's policies, regulations, and training materials.
3. The FPE Worker shall provide the applicant with a printed copy of the FPE denial or approval letter generated by the Portal.
 - a. FPEQEs may share an electronic copy of the FPE denial or approval letter with the applicant only if the FPEQE has a secure communication tool or portal to do so.
4. The FPE Worker shall provide an applicant that is approved for FPE information on how to obtain full Medical Assistance or Family Planning Program coverage, how and where to apply for coverage, and explain that an application must be completed by the last day of the month following the month in which the FPEQE makes the FPE determination.
5. Limitations: Presumptive Eligibility may not be granted to an individual who:
 - a. Is pregnant;
 - b. Is currently enrolled in the Medical Assistance Program (Medicaid or Maryland Children's Health Program (MCHIP)) or Medicare;
 - c. Had a prior FPE period during the last 12 months;
 - d. Does not meet the income requirements stated in COMAR 10.09.37.03;
 - e. Does not meet the residency requirements stated in COMAR 10.09.24.05-3;
or
 - f. Does not meet the citizenship requirements stated in COMAR 10.09.24.05.

V. Additional Provisions

A. Duration of Agreement

1. The FPEQE may withdraw and terminate this Agreement upon 60 days written notice to the Maryland Department of Health.
2. The Maryland Department of Health may terminate this Agreement upon 60 days written notice to the FPEQE.

B. Communications and Notices

The FPEQE and the Department will each assign an individual to serve as Project Manager for all matters related to this Agreement. The Project Managers and their contact information will be identified in Attachment B. All notices required under this Agreement shall be directed to the Project Manager.

Authorized Signature

Date

FPEQE Name and Title: _____

Please return completed form to mdh.fpe@maryland.gov