Procedure C-9: Family Planning Waiver (FPW) Application

I. Training

A. Before submitting applications, please read the training materials provided by MDH on MN-ITS at http://www.dhs.state.mn.us/main/groups/business_partners/documents/pub/dhs_id_058919.pdf.

B. For more information on the program, visit http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_057997#.

II. Eligibility

A. FPW Requirements

1. Patients 15-50 years of age can apply. 14 year-olds can apply in the month the patient turns 15.
2. Patient cannot be pregnant.
3. Patients who have Medical Assistance (private or Minnesota Care) are not eligible for FPW.
4. The home address listed on the application must be a Minnesota address (This could be the SBC address).
5. Patient must have a photo ID (State ID, driver's license, MTC Go-Card, Student ID, etc) and Social Security Number.
6. All fields on the application must be completed for acceptance.
7. Patient applying for Presumptive Eligibility (PE) cannot have had an active PE in last 12 months.
8. Undocumented patients are only eligible for PE.

B. SBC Requirements

1. All patients (women & men) receiving family planning services should be offered to apply if they don't have Medical Assistance (private or Minnesota Care).
2. All patients *must* be accepted for the FPW or have Medical Assistance (private or Minnesota Care) prior to receiving LARK methods (NexPlanon, Implanon, Mirena, etc). PE only is acceptable.
3. Insurance status should be checked prior to a patient's appointment (at check-in for walk-in appointments).

III. Promoting FPW to Patients

Here are some suggested ways to promote the program. **Remember the goal is to get all eligible patients accepted to FPW.**

- Explain it is just part of the process for the type of visit/minor consent process.
- Highlight the fact that FPW is the patient's own confidential insurance – not the family's.
- Explain what FPW covers and that it can be used at their neighborhood clinic (works everywhere).
- Let them know that it helps cover clinic costs associated with their care (they aren't charges for birth control methods, etc). "It's a way that you or your parents don't have to pay, but the clinic still gets paid."
- If the patient doesn't have insurance say, " I have a way to get you confidential insurance."

IV. Completing the Application

A. Presumptive Eligibility

1. In order to get quicker coverage, request PE for all patients.
2. Fax only the first page and write "PE" on the top.

Hint: Fax the full app first for full acceptance, then write on the first page "PE" and fax that page again.

3. Fax a photo ID with the application.

B. Full Acceptance/Renewal

1. Fill out pages 1-7 completely.
2. Fax complete application with photo ID within five business days of appointment.
3. Complete the Authorization to Request Birth Records form at http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_057997#.
4. Keep completed paperwork for application status follow-up.

V. Updating NextGen

A. In the EPM, open the patient's chart.

B. On the *Client Defined* tab, change the *Family Planning Waiver* status.

VI. Checklist

A. Check insurance status the day before the appointment or as a walk-in is checking in.

B. Promote the waiver to patient in the appointment if he/she is eligible.

C. Complete the application with the patient. Ask them to return with any missing information ASAP.

D. Fax application. At least fax the first page for PE if the patient doesn't have all of the documentation for the full application.

E. Update application status in NextGen.

F. Look for acceptance letter and card. If you listed the clinic as the patient's address, it will come to the clinic. Scan the card into NextGen and give to patient.
Status updates should also appear in MN-ITS within 5 days.

VII. Tips

- **If a patient doesn't know SSN:** check Discovery or MN-ITS. Student could also ask an employer.
- **Acceptable IDs:** MTC Go-card, Student ID, credit card with photo.
- **How to recruit men:** during SPE, STI Rapid Check
- **Staffing:** Select one SBC staff member to coordinate waiver applications for the clinic.
- **Include application in Minor Consent registration packets.**