



Children's Health Home of Upstate New York

Family Driven Care Management Services

HH Notice of Determination/Fair Hearing Checklist

When a member is being disenrolled from Health Home involuntarily, the HHCM is required to provide the member with a Notice of Determination identifying the reason why they are being disenrolled and their rights to file for aid continuing and a fair hearing.

☐ The NOD must be provided to the member at least 10 days prior to the disenrollment date. If the NOD was not provided, you will need to wait to discharge until at least 10 days has passed since you provided it to the member.

- Please review the Health Home Disenrollment Checklist to determine which end reason codes require a NOD

☐ If the member indicates they are requesting aid continuing with their Fair Hearing request, they must do so within 10 days of being provided the NOD and the CMA must notify CHHUNY of this. CMA will continue to serve the member until the fair hearing decision is made.

- If they request aid continuing, OTDA notice will identify this on their FH notice

☐ Document a note indicating the date the NOD was provided to the member and the action taken by the member if any prior to discharging the member.

☐ If the member requests a Fair Hearing (they have up to 60 days after notice is provided), OTDA will send notification to CHHUNY. CHHUNY will send the notice to the HHCM and HHCM Supervisor at the CMA.

☐ CMA has 10 days to gather an evidence packet that should include:

- ☐ Signed HH Consent
- ☐ Most recent Plan of Care
- ☐ Case Record notes applicable to the decision
- ☐ Any medical/eligibility documentation applicable to the decision
- ☐ Written summary of the case and an explanation of the action taken and why it was appropriate and in compliance with that policy
- ☐ Applicable HH policy (Disenrollment, Eligibility, and/or DSE depending on the reason for disenrollment)
- ☐ A copy of the NOD that was provided to the member

☐ Once the evidence packet is completed, submit to CHHUNY Help Desk and also provide a copy to the member.

☐ CHHUNY will submit the evidence packet to the ALJ and continue to monitor FH schedule/date. CHHUNY will notify CMA once the FH is scheduled and both CHHUNY and CMA will join the Fair Hearing to determine final outcome.

☐ CHHUNY will continue to monitor notices for FH date. CHHUNY will notify CMA once the FH is scheduled and both CHHUNY and CMA will join the Fair Hearing to present the evidence related to the HH decision to disenroll.