TO:         DIRECTORS, LOCAL DEPARTMENT OF SOCIAL SERVICES
            HEALTH OFFICERS, LOCAL HEALTH DEPARTMENTS
            DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
            FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS

FROM:       KEVIN M. MCGUIRE, EXECUTIVE DIRECTOR, FIA
            JOSEPH E. DAVIS, EXECUTIVE DIRECTOR, DHMH, OOE

RE:         NOTICES – LONG TERM CARE APPROVAL, REDETERMINATION,
            CHANGE, AND BUDGET TRAILER (NON-SPENDDOWN)

PROGRAMS AFFECTED: MEDICAL ASSISTANCE – LONG TERM CARE

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH, SYSTEMS AND
            QUALITY CONTROL

SUMMARY:
CARES Bulletin 04-11 notified Case Managers to stop following CARES Bulletin 02-29
until potential problems with the LTC notices were researched. After monitoring the
LTC notices, it was discovered the CARES generated notices were correct.

CARES PROCEDURES:
Effective immediately, Case Managers no longer need to suppress CARES notices and
send manual notices to customers for Long Term Care Medical Assistance approvals,
redeterminations, and changes except for spenddown assistance units. Spenddown
notices for Long Term Care Medical Assistance must continue to be sent manually.

Please direct any CARES questions regarding this bulletin to Joyce Westbrook at (410)
238-1299 and any Medical Assistance policy questions to Cathy Sturgill at (410) 238-1247.

cc:          FIA Management Staff
            DHMH Management Staff
            DHR Help Desk
            Constituent Services