

Creating an ICAMA Record



Knowledge Base Article

Creating an ICAMA Record

Table of Contents

Overview..... 3

Navigating to the ICAMA Screen..... 3

Completing the ICAMA Details Screen..... 4

Terminating Ohio Medical..... 8

Creating an ICAMA Record

Overview

This article provides step-by-step instruction for creating an ICAMA (Interstate Compact on Adoption and Medical Assistance) record to establish Ohio Medicaid.

Important: Upon receipt of an ICAMA referral, a FINS- ICAMA Intake must be created, screened-in, and linked to a Case.

Navigating to the ICAMA Screen

From the Ohio SACWIS Home Page:

1. Navigate to the **Case Overview** screen.
2. Click the **ICPC/ICAMA** link.

The screenshot displays the Ohio SACWIS Case Overview interface. On the left is a vertical sidebar with a list of navigation links. The link 'ICPC/ICAMA' at the bottom of this list is highlighted with a red rectangular box. The main content area on the right shows case details for 'Saciwis, Susie / 123456'. It includes fields for 'ADDRESS' (123 Test Rd, Test, Oh 12345), 'AGENCY' (Test County Children Services Board), and 'SUPERVISOR(S)' (Test, Supervisor). Below the case details is a 'Case Actions' section with a message: 'One or more active case members under age 22 is missing ICWA information in Person Demographics'. At the bottom of the sidebar, the 'ICPC/ICAMA' link is highlighted with a red box.

The **ICPC/ICAMA** screen appears.

3. Select the child's name from the active case members listed in the **Child Name** drop-down menu (**ICAMA List grid**).
4. Click, **Add ICAMA Information**.

Creating an ICAMA Record

ICPC List

Showing (3) records:

ICPC / NEICE ID	Name	Sender / Recipient	Ohio Agency	Type / Status	Placement Resource
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Incoming/Outgoing Placement Type:

ICAMA List

Showing (0) records:

ICAMA ID	Name	Sending State	Receiving Agency	Status
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Child Name:

The **ICAMA Details** screen appears.

Completing the ICAMA Details Screen

1. Make a selection from the **Sending State** drop-down menu. (**Receiving Agency** will be pre-populated.)
2. Enter the **AA Agreement Date**.
3. Enter the **ICAMA 700 Form Date**.
4. Click, **Search Person**, to add a parent(s) to the record. For information regarding a person search, please see the following KBA: [Using Search Functionality](#). If the person does not exist in Ohio SACWIS, you will need to create a new person.

Note: At least one parent must be part of the record. A second parent may be added, as applicable.

Important: You must add the adoptive parent's address and contact information to the person record. Medicaid information will be sent to the address of the first listed adoptive parent.

Note: The child's address also displays on the ICAMA Details page. The address listed is where the Medicaid card will be sent. To add or update the child's address, you will need to go to the child's person record. You may use the hyperlink in the page header.

Creating an ICAMA Record

5. Enter the **Date Requested for Medicaid Opening**.
6. Select **Yes or No** for, Is the address above the current address for the child.
7. If **No** is selected, click the Update Address button and add a new address for the child.

ICAMA Details

Sending State: *

Receiving Agency:
Test County Children Services Board

AA Agreement Date: *

ICAMA 700 Form Date: *

Adoptive Parent/Guardian:
Please specify at least one parent involved in this adoption.

Date Requested for Medicaid Opening: *
03/01/2014

Date of Medicaid Closure:

Child's Address:
Medicaid card will be sent to this address.
Is the address above the current address for the child ?
 Yes
 No

Note: ICAMA records and cases must remain active/open until Medicaid Termination, usually age 18 or 21.

Note: ICAMA records and cases must remain active/open until Medicaid Termination, usually age 18-21.

Completing the Medicaid Matching Section

There are three methods the system will use to locate a potential match:

- **Multiple Matches**
- **Exact Match**
- **No Match**

Note: The system will display only one of the match methods listed above to the User.

Exact/Potential Match:

1. To view Ohio SACWIS Case Members, click **Ohio SACWIS Case Members** to expand the page.
2. Select the **Radio button** for the most appropriate Medicaid Match for the youth.

Creating an ICAMA Record

Note: The system defaults to the Not Answered Radio button. The User will not be able to save the record with this option selected.

Ohio Benefits (OB) Person Matching for Medicaid

Select the most appropriate match for the youth in custody

Youth Name: <i>Test, Child</i>	OB Case Address: 123 Test Rd, Test OH 12345	SSN: No Match
Match Type: Ohio Benefits was able to match to a youth by Name, Gender, and DOB, review the potential match carefully to ensure it is a correct match.	DOB: 06/22/2019	Gender: Female
		Race: White

[Ohio Benefits Case Members](#) ▾

None of the above records are a match for the Ohio SACWIS Youth.

Not Answered

Multiple Matches:

Ohio Benefits (OB) Person Matching for Medicaid

Select the most appropriate match for the youth in custody

Youth Name:	OB Case Address: 123 W SPRING ST, LIMA, OH 45801	SSN: No Match
Match Type: Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match.	DOB: 04/04/2013	Gender: Male
		Race: White

[Ohio Benefits Case Members](#) ^

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Mom	09/01/1976; 48	Female	Mom
Test, Dad	03/22/1969; 56	Male	Dad
Test, Aunt/Uncle	12/06/1971; 53	Female	Aunt/Uncle (up to 3 greats)

Youth Name: <i>Test, Child</i>	OB Case Address: 2434 WALES AVE, LIMA, OH 45805	SSN: No Match
Match Type: Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match.	DOB: 04/04/2013	Gender: Male
		Race: White

[Ohio Benefits Case Members](#) ^

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Child			

None of the above records are a match for the Ohio SACWIS Youth.

Not Answered

Creating an ICAMA Record

No Match:

Once the record has been saved, Ohio Benefits will process the Medicaid application for this youth without a previous Ohio Benefits case associated to this youth.

Ohio Benefits (OB) Person Matching for Medicaid

Ohio Benefits did not find any person who is a possible match to the youth. Upon Save of the ICAMA record, OB will process the Medicaid application but there will not be a previous OB case associated to this youth.

3. Select the most appropriate option from the results returned for the Youth. If no possible results are returned, the User will not need to make a selection.

Completing the Medicaid Details Section

1. Make a selection for **Managed Care Organization (MCO) Plan Selection**, if applicable.

Medicaid Details

This person has already been matched with the Ohio Benefits person ().

Managed Care Organization (MCO) Plan Selection:
Buckeye

The above plan has been pre-determined by your agency.

Status: Save Cancel

Note: The MCO Selection dropdown will default in several scenarios based on predetermined information recorded in your Agency:

- **Drop down is Non-Modifiable:** Your Agency has Pre-Selected to use the ODM Enrollment Broker to select the youth's MCO plan.
- **An MCO has been Pre-Determined by your Agency.** This is still modifiable by the User as needed.
- **An MCO appears in the drop down:** System is displaying the Youth's last known MCO plan. This is still modifiable by the user.
- **No Default:** The User will need to select a MCO Plan.

2. Click **Save**.

Creating an ICAMA Record

Terminating Ohio Medicaid

On the **ICAMA Details** screen:

- 1. Enter the **Date of Medicaid Closure**.
- 2. Click, **Save**.

ICAMA Details

Sending State: *

Receiving Agency:
ABC County Children Services Agency

AA Agreement Date: *

ICAMA 700 Form Date: *

Adoptive Parent/Guardian:
Please specify at least one parent involved in this adoption.

Child's Address:
Medicaid card will be sent to this address.

Date Requested for Medicaid Opening: *

Date of Medicaid Closure: *

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).