

# MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

Enrollment and Update in MACSIS

Effective: 6/1/14  
Supersedes: 4/10

## POLICY

It is the policy of the Mental Health and Recovery Services Board of Lucas County (MHRSBLC) to require all consumers who receive Board subsidized treatment services, or are housed in any Board funded housing (including Neighborhood Properties, Ottawa and Maumee houses, ACF group homes receiving Board subsidy, Teneyck Towers, etc.) to be enrolled in the MACSIS member system. The Board also requires that for all clients receiving services noted above, the agency will review member information at least annually or when a qualifying event occurs, and submit a notice of change to the Board updating the consumer's information in MACSIS (e.g. address change, change in income, etc.) Further, MHRSBLC encourages providers to enroll all consumers, including those that are Medicaid eligible. Doing so will facilitate access to future Board funded services that consumers may seek to access, and it will aid the Board in community planning efforts.

## ACCOUNTABILITY

Associate Executive Director, Associate Director, Manager of Claims and Benefits, Enrollment Specialist

## PROCEDURE

- A. The Board will facilitate the enrollment and update process through its Enrollment Center to which providers will submit applications via a standard enrollment form that collects identifying information, diagnoses, demographics, contact information, and income information to substantiate the consumer's eligibility and level of subsidy, if any.
- B. Board staff will randomly review client files during the annual Compliance Review to assure that updates are being performed and consumer eligibility records are current.

Approved:

  
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Scott A. Sylak, Executive Director

  
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Review Date