State of California
Department of Health Care Services

**DHCS**

# Justice-Involved (JI) Reentry Initiative Screening Portal User Guide

## Medi-Cal Management Information System

CA-MMIS V1.1

November 2024

# Table of Contents

# Overview

The purpose of this Justice-Involved (JI) Reentry Initiative Screening Portal User Guide is to provide JI Screening Portal users with step-by-step instructions about how to complete transactions to manage JI pre-release services. The JI program does not permit the submission of paper screening nor 90-day, pre-release eligibility transactions through the mail; therefore, the JI Screening Portal is the only means to manage a member's JI pre-release services eligibility.

For how-to instructions about the Medi-Cal Provider Portal and features therein, refer to the companion to this guide, titled *Provider Portal User Guide: Provider Organization*.

# About the JI Reentry Initiative

On January 26, 2023, California became the first state in the nation to receive federal approval to offer a targeted set of Medicaid services to Medi-Cal-eligible youth and adults in state prisons, county jails and youth correctional facilities, collectively referred to as correctional facilities (CFs), for up to 90 days prior to release. Through a federal Medicaid 1115 demonstration waiver approved by the Centers for Medicare & Medicaid Services (CMS), the Department of Health Care Services (DHCS) partners with state agencies, counties, providers and community-based organizations (CBOs) to establish a coordinated community reentry process that assists people leaving incarceration in connecting to the physical and behavioral health services they need prior to release and while reentering their communities. The initiative helps California address the unique and considerable health care needs of JI members, improve health outcomes, deliver care more efficiently and advance health equity across the state.

By providing pre-release and reentry services to members who are incarcerated, DHCS aims to improve health outcomes and reduce health disparities. Pre-release services are anchored in comprehensive care management and include physical and behavioral health clinical consultation, lab and radiology services, medication-assisted treatment (MAT), medications and medication administration, community health worker (CHW) services, and provision of medications and durable medical equipment (DME) upon release. For members receiving these services, a care manager is assigned − either onsite in the carceral setting or via telehealth − to establish a relationship with the member, understand the member's health needs, coordinate vital services, and plan for community transition, including connecting the member to a community-based care manager who the member can work with upon release.

CFs can use the JI Reentry Initiative Screening Portal to manage member JI 90-day, pre-release services timeframes. The JI Reentry Initiative Screening Portal validates Medi-Cal eligibility as well as applies JI 90-day, pre-release services eligibility timeframes. The system stores this information and uses it for reporting screening data to CMS. The JI Screening Portal is *not* designed for billing, obtaining prior authorization or inquiring into other Medi-Cal eligibility. It is for activating, terminating, pausing, resetting or restarting JI 90-day, pre-release services eligibility.

# Reporting Problems

Report problems to the Telephone Service Center (TSC) at 1-800-541-5555 (Monday to Friday, 8 a.m. to 5 p.m., except for holidays).

CFs are encouraged to print the TSC Main Menu Prompt Options and keep it near their phones for faster access to TSC resources.

**Note:**    At any time during the readout of prompt menu options, the caller may provide a selection without listening to the entire message.

1.  Press 1 to identify as a provider.

2.  After the message, press 2 to access the Provider Portal menu.

3.  After the message, press 4 for JI inquiries.

# Access the Medi-Cal Provider Portal

Providers must first select an administrator to represent their organization. This administrator will register the organization in the Medi-Cal Provider Portal and create an account for the organization. After an account is created, the administrator may add other administrators or processors within the organization who are authorized to administer JI 90-day, pre-release services. For instructions about registering an organization, and adding administrators and processors, refer to the *Provider Portal User Guide: Provider Organization*.

If an organization is registered in the Medi-Cal Provider Portal, and a user has been added to the account, a user may follow these steps to access the Provider Portal:

1. Navigate to the Medi-Cal Providers website.

2. Click **Login to Provider Portal**.
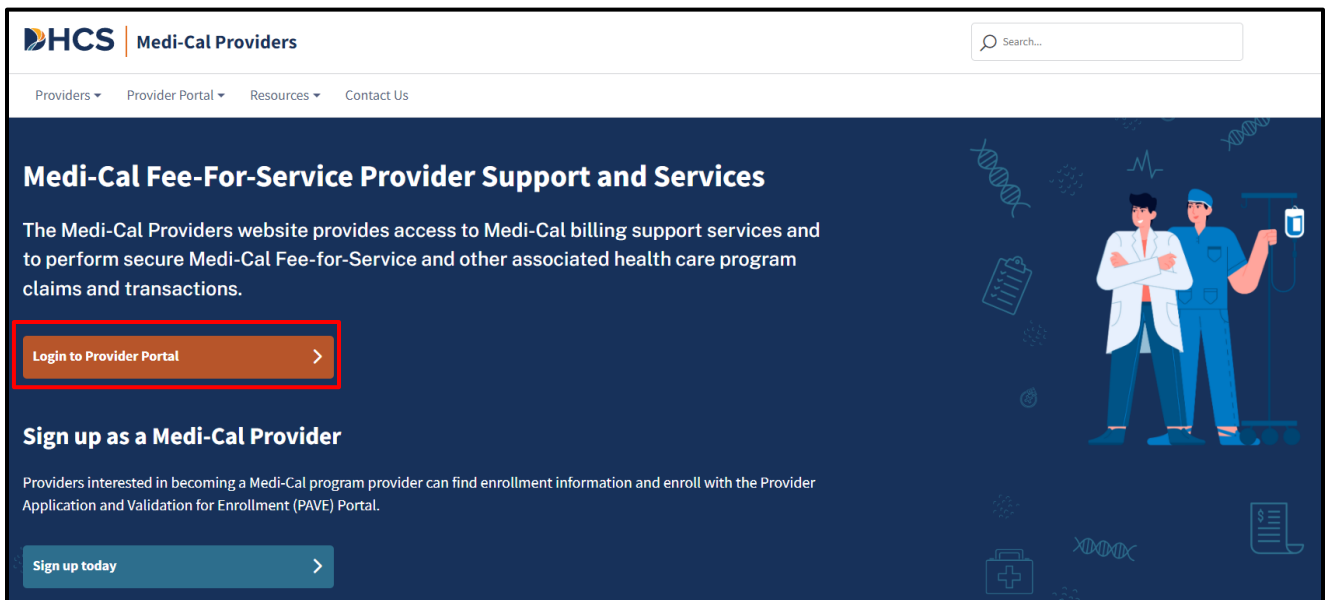


**Figure 1.1:** Medi-Cal Providers Website Login to Provider Portal.

3. Enter an email address and password.
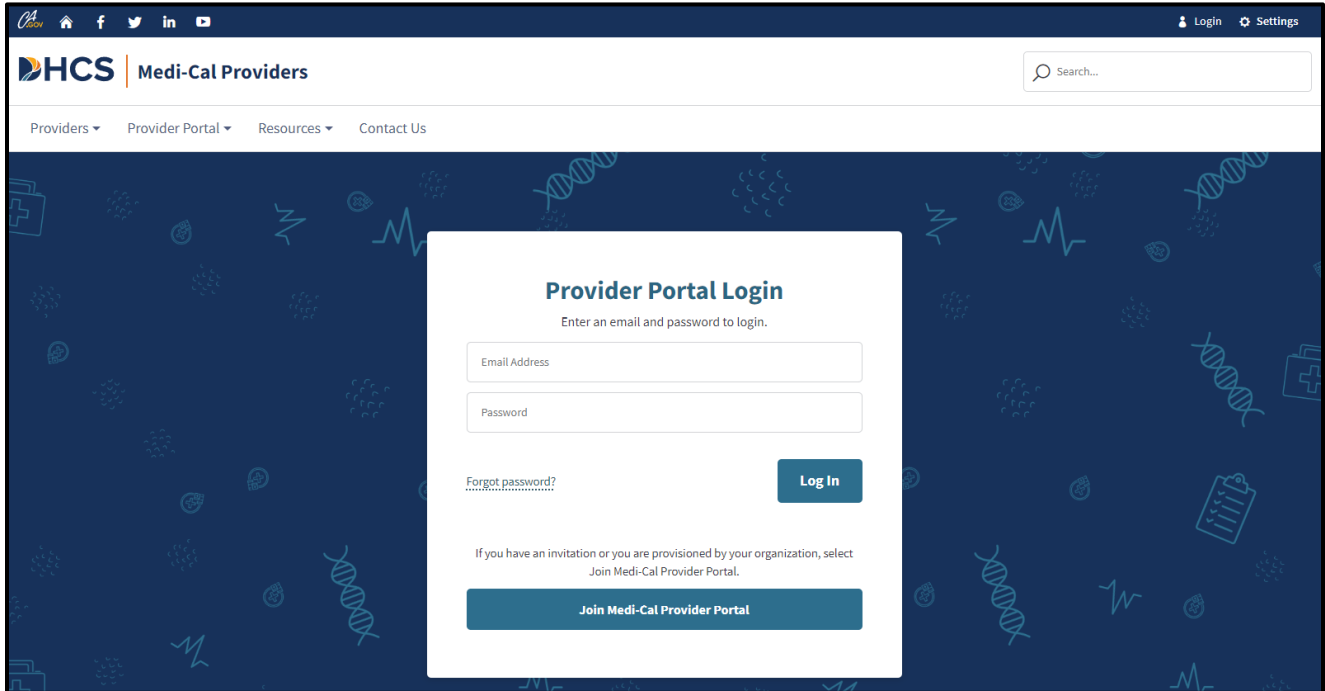
4. Click **Log In**.



**Figure 1.2:** Provider Portal Log In.

5. If you are a user within multiple organizations, the **Select an organization** page is displayed. Enter a National Provider Identifier (NPI) or Provider Legal Name in the **Search** box and click **Submit**.

   **Note:** If you are a user in only one organization, the **Dashboard** will be displayed instead (skip to step 6).
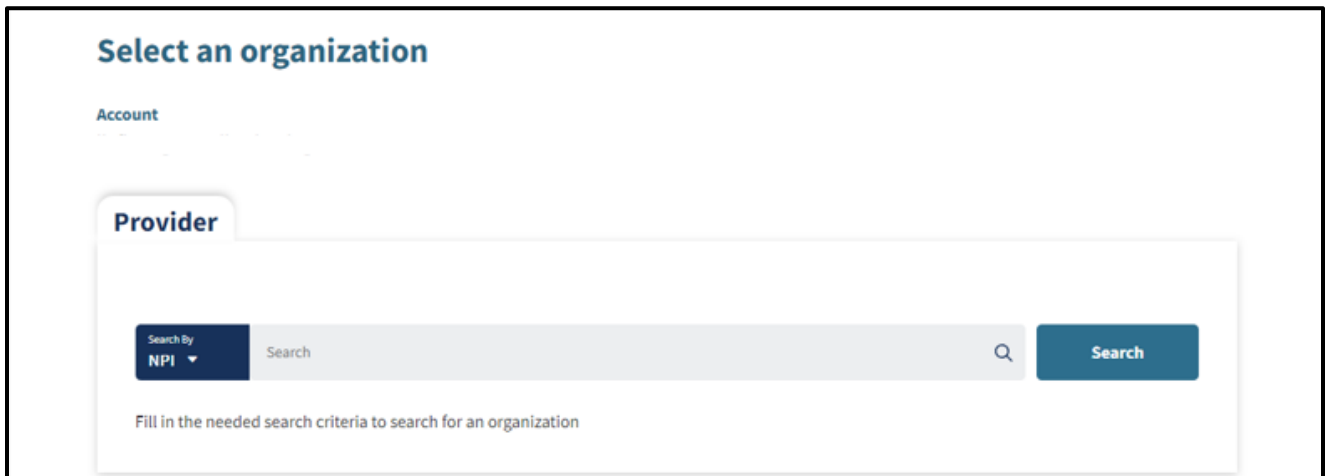


**Figure 1.2:** Select From Multiple Organizations.

6. The Provider Portal **Dashboard** is displayed.

7. In the **Transaction Center** tile, click **Get Started**.

   **Note:** If a user has permissions for multiple NPIs, select the appropriate NPI from the NPI drop-down list.
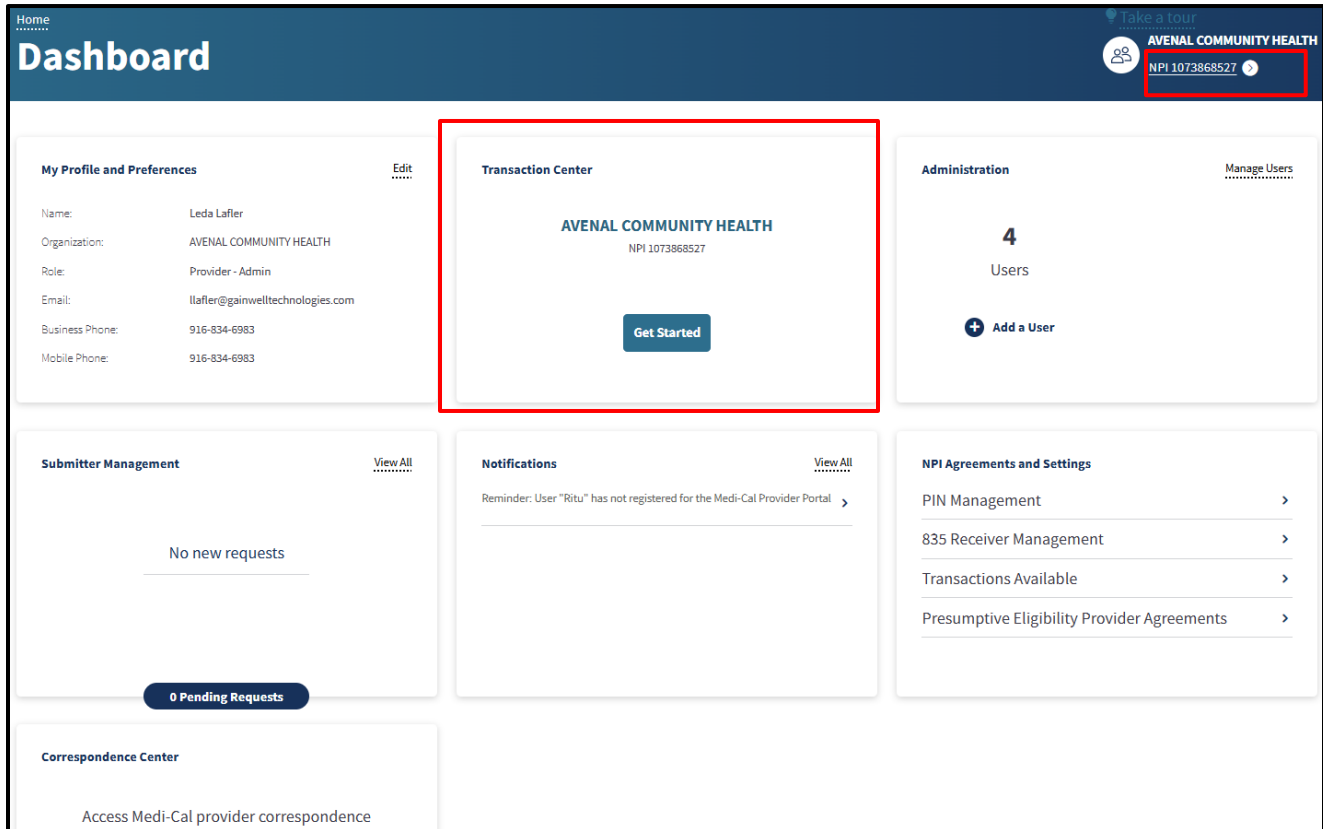


**Figure 1.2:** Transaction Center Tile

8. In the **Transaction Center**, click **Justice-Involved Screening Portal**.



**Enrollment**

| | |
|---|---|
| **Children's Presumptive Eligibility** <br> Submit a CPE Presumptive Eligibility transaction | **Hospital Presumptive Eligibility** <br> Submit a HPE Presumptive Eligibility transaction |
| **Newborn Gateway** <br> Submit a NBG Presumptive Eligibility transaction | **Justice-Involved Screening Portal** <br> Submit a member screening for the Justice-Involved 90-Day Pre-Release Services Program |
| **Presumptive Eligibility for Pregnant People** <br> Submit a PE4PP Presumptive Eligibility transaction | |

**Figure 1.3:** Justice-Involved Screening Portal Link in the Transaction Center.

# JI Screening Portal Features

The JI Screening Portal has six main features:

- **Activate** JI 90-day pre-release services for a member

- **Deny** JI 90-day pre-release services for a member

- **Pause** JI 90-day pre-release services for a member

  – A temporary stoppage of 90 days of services because of a qualifying event within the same period of incarceration

  – Examples:

    ❖ Member is found to be incompetent to stand trial, transferred to a state hospital, and then returns to the jail. JI benefits would be paused when transferred to a state hospital and then reset (or restarted) when returned to jail

    ❖ Member's release date is unexpectedly extended or delayed. JI benefits would be paused until a release date is known/expected

  – Must pause a member first in order to reset benefits

- **Reset** JI 90-day pre-release services for a member

  – A new set of 90-day, pre-release services after a pause within the same period of incarceration

  – Adults have one reset available

  – One *reset* must be used for adults before a *restart* can be used

  – Youth have unlimited resets available

- **Restart** JI 90-day pre-release services for a member
  - A restart of the *remaining* days within the same period of incarceration
  - One *reset* must be used for adults before a *restart* can be used
  - Must pause or terminate a member to restart benefits
  - The restart feature will not be used for youth, because you can have an unlimited number of resets

- **Terminate** JI 90-day pre-release services for a member
  - Sets the end date of 90-day, pre-release services
  - A termination may be performed to change a release date within a 90-day period of JI benefits

This user guide explains how to perform each transaction. *Appendix A: Field Specifications* contains a field specifications table for each page in the application, indicating whether a field is required or optional and valid values for each field.

# Tips and Troubleshooting

Here are some helpful tips before getting started.

- After activating, pausing, resetting, restarting or terminating a member in the JI Screening Portal, the transaction will be reflected after one business day. Transactions performed after 5 p.m. or on weekends and holidays require two business days for processing. If a transaction is in progress during this time period, the warning banner below will appear.



> ⚠ Member updates are in progress. Results will be available the next business day. ⦾

## Active Member Found

| | | |
|---|---|---|
| Name: | TESTTEN JI UAT | ARIA COMMUNITY HEALTH CENTER 840 STILLWATER RD |
| Client Identification Number: | 90013584S | |
| BIC: | 90013584S04275 | 840 STILLWATER RD |
| Date of Birth: | 11/02/1979 | W SACRAMENTO, CA 95605 |
| JI Aid Code: | I2 | Leda Lafler |
| Incarceration Date: | 09/01/2024 | 1992176267 |
| Effective Date: | 09/01/2024 | |
| Termination Date: | 10/31/2024 | |
| Release Date: | 10/31/2024 | |

## Managed Care Plan (MCP) Enrollment Status

| | |
|---|---|
| Managed Care Plan Code: | 130 |
| Managed Care Plan Name: | MOLINA HEALTHCARE (SACRAMENTO) |
| Enrollment Status: | 1 - ENROLLED |

Go Back

**Figure 2.1**: Member Updates in Progress Warning Banner.

- In order to **Reset** or **Restart** a member, enter the exact **Incarceration Date** from the incarceration period that was paused or terminated. If a different incarceration date is entered, a new incarceration period and a new set of 90-day, pre-release benefits will be initiated in the system.

- For adults, one **Reset** must be used before a **Restart** is available.

- In order to enter a *new* incarceration period for a member, the **Incarceration Date** entered must be *after* the previous **JI End Date**. See the example warning message below. It states: "Incarceration date must be after the **JI End Date** from the previous incarceration."

**Approve for 90-Day Pre-Release Services**

Enter member information to activate an aid code if the member qualifies.

To reset or restart a paused or terminated member, you must enter the member's current incarceration date: **08/15/2024**

**Note:** Please verify that all information is correct before proceeding. Entering the correct incarceration and effective begin date is critical to accurately providing services to qualifying members.
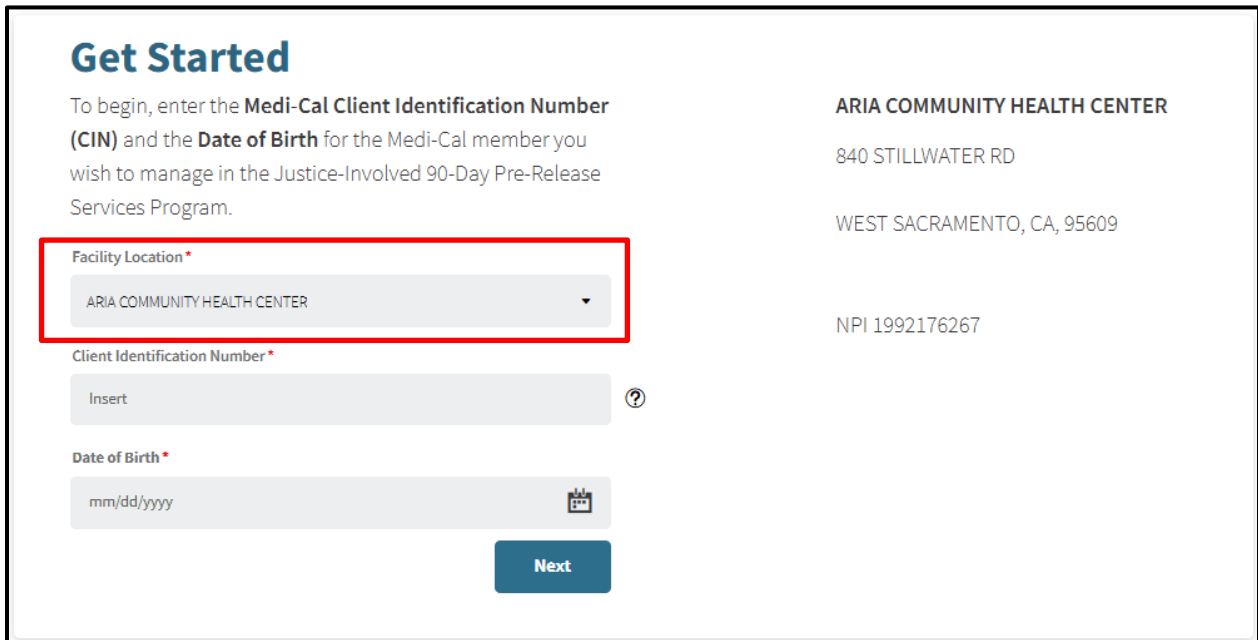
Incarceration Date *

10/28/2024

❗ Incarceration date must be after the JI End Date from the previous incarceration

Effective Begin Date *

| Name: | TESTFOUR JI UAT |
| Client Identification Number: | 90013578S |
| Date of Birth: | 12/02/1979 |

**Figure 2.2**: Enter Incarceration Date.

# Get Started

**Get Started** is the home page of the JI Screening Portal.

1.  If an organization has one NPI and one facility, the facility and NPI are shown on the **Get Started** page. If the organization has multiple facilities, select a facility from the **Facility Location** drop-down list.



**Figure 3.1:** Get Started – Facility Location.

2.  Enter the member **Client Identification Number** (CIN). The CIN can be found on the client Benefits Identification Card (BIC) and is the first nine digits of the ID number. The CIN can also be found within an eligibility verification response using the Single Subscriber Inquiry.

3.  Enter the **Date of Birth** (DOB) in MM/DD/YYYY format or select a date from the calendar.

4.  Click **Next**.



**Figure 3.2:** Get Started – Member Information.

# Medi-Cal Eligibility System Responses

Using real-time eligibility information from the Medi-Cal Eligibility System (MEDS), the system validates if the member meets eligibility requirements for JI 90-day, pre-release services, is not eligible or is already approved.

If an individual is not eligible for Medi-Cal, or is not eligible for JI pre-release services, the **Unable to Proceed** page is displayed. Click **Go Back** to return to the **Get Started** page or **Process Another Member** to enter a new member.
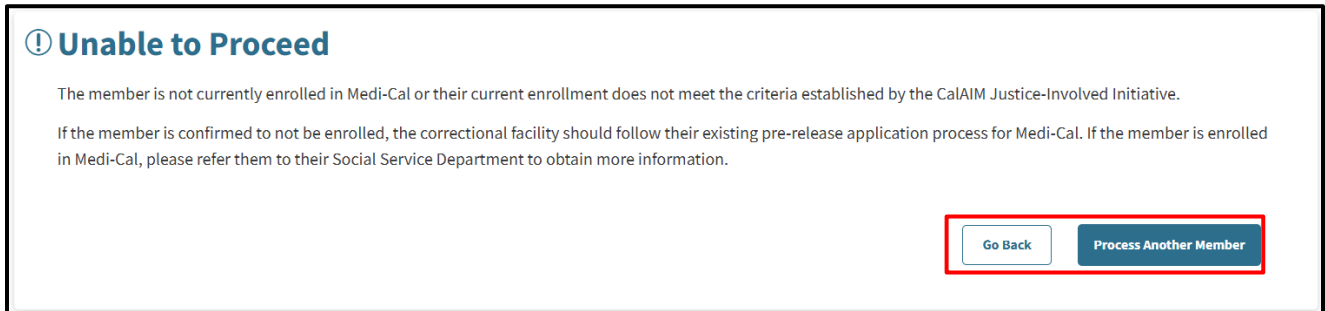


**Figure 3.3:** Member is Not Eligible for JI 90-Day, Pre-Release Services.

If a member is found, but the CIN and DOB do not match what is on file, the **Incorrect Information Entered** page is displayed. Click **Try Again** or **Process Another Member** to return to the **Get Started** page. **Try Again** retains the information from the **Get Started** page. **Process Another Member** clears the data from the **Get Started** page.
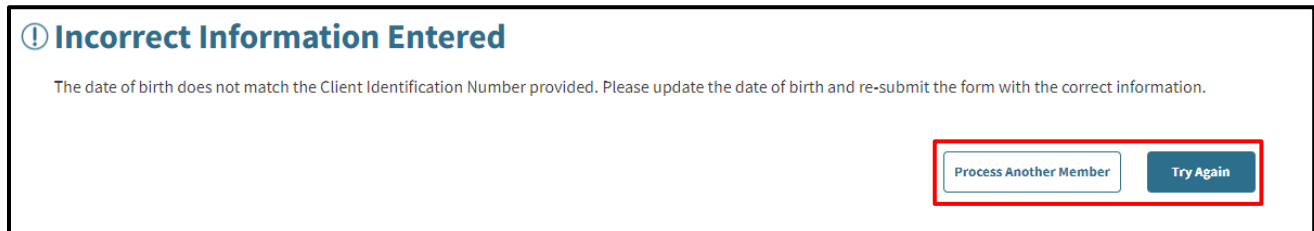


**Figure 3.4:** Incorrect Information for a Member.

If a member is found, but the person is currently enrolled in the State Medical Parole, County Compassionate Release or County Medical Probation programs, the **Active Inmate Eligibility** page is displayed. Click **Go Back** or **Process Another Member** to return to the **Get Started** page. **Go Back** retains the information from the **Get Started** page. **Process Another Member** clears the data from the **Get Started** page.



**Figure 3.5:** Active Inmate Eligibility Program Preventing Enrollment.

# Activate JI 90-Day Pre-Release Services

1. After **Get Started**, if a member is found in the Medi-Cal Eligibility System, the **Member Found** page appears, with the option to activate or deny 90-day, pre-release services.

2. Click the **Qualifying Criteria** dropdown list to view the criteria.

3. Click **Activate** to approve a member for JI 90-day, pre-release services.



**Figure 3.6:** Member Found.

4. The **Approve for 90-Day Pre-Release Services** page is displayed.

5. Enter the **Incarceration Date** for the member in MM/DD/YYYY format or select a date from the calendar.

   **Note:** This cannot be a *future* date.

6. Enter the **Effective Begin Date**.

   **Note:** The system calculates the termination date 90 days from the **Effective Begin Date.**

7. The **Release Date** (MM/DD/YYYY) is optional. If a release date is entered, the termination date is set to the release date.

8. Under **Select Qualifying Criteria**, select the checkboxes that apply.

9. Click **Submit**.



**Figure 3.7:** Approve 90-Day Pre-Release Services for a Qualified Member.

**Note:** If a **Release Date** is not entered, the **No Release Date Set** pop-up window will display the calculated termination date. Click **Go Back** to enter a release date or click **Proceed** to accept this termination date.
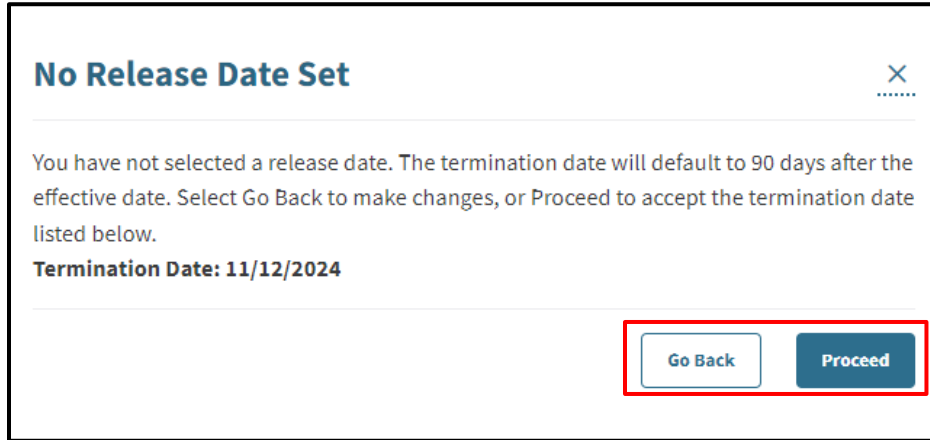
**No Release Date Set** ✕

You have not selected a release date. The termination date will default to 90 days after the effective date. Select Go Back to make changes, or Proceed to accept the termination date listed below.

**Termination Date: 11/12/2024**

[ Go Back ]  [ **Proceed** ]

**Figure 3.8:** Validate Termination Date.

10. The **90-Day Pre-Release Services Approved** page is displayed.

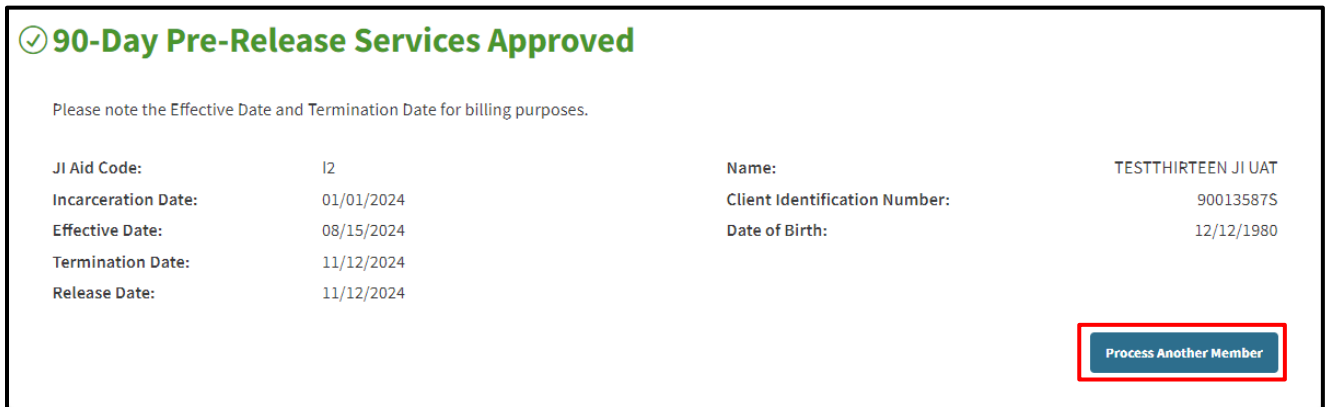11. Click **Process Another Member** to return to the **Get Started** page.

⊘ **90-Day Pre-Release Services Approved**

Please note the Effective Date and Termination Date for billing purposes.

| | | | |
|---|---|---|---|
| JI Aid Code: | I2 | Name: | TESTTHIRTEEN JI UAT |
| Incarceration Date: | 01/01/2024 | Client Identification Number: | 90013587S |
| Effective Date: | 08/15/2024 | Date of Birth: | 12/12/1980 |
| Termination Date: | 11/12/2024 | | |
| Release Date: | 11/12/2024 | | |

[ **Process Another Member** ]

**Figure 3.9:** Services Approved.

# Deny JI 90-Day Pre-Release Services

1. If a member meets the criteria from the Medi-Cal Eligibility System, after **Get Started**, the **Member Found** page is displayed, with the option to activate or deny 90-day, pre-release services.

2. Click the **Qualifying Criteria** dropdown list to view the criteria.

3. Click **Deny** to deny a member for JI 90-day, pre-release services.

**Member Found**

| | |
|---|---|
| Name: | TESTNINTEEN JI UAT |
| Client Identification Number: | 90013593S |
| BIC: | 90013593S24214 |
| Date of Birth: | 11/14/1982 |

ARIA COMMUNITY HEALTH MOBILE

1000 SKYLINE BLVD
AVENAL, CA 93204

1225387616

**Managed Care Plan (MCP) Enrollment Status**

| | |
|---|---|
| Managed Care Plan Code: | 130 |
| Managed Care Plan Name: | 1 MOLINA HEALTHCARE (SACRAMENTO) |
| Enrollment Status: | ENROLLED |

Does this member meet the qualifying criteria for JI pre-release services?

**Yes, Approve for 90-Day Pre-Release Services**

Qualifying Criteria ▲

Activate

**No, Deny 90-Day Pre-Release Services**

Deny

**Figure 3.10:** Member Found.

4. The **Deny 90-Day Pre-Release Services** page is displayed.

5. Enter the **Incarceration Date** for the member in MM/DD/YYYY format or select a date from the calendar.

    **Note:**   This date cannot be a *future* date.

6. Under **Select Reason for Denial**, select the appropriate radio button:

    – Individual does not meet criteria

    – Member has already used the maximum amount of time allowed for 90-day, pre-release services during this incarceration

7. Click **Submit**.



**Figure 3.11:** Deny 90-Day Pre-Release Services.

8. The **90-Day Pre-Release Services Denied** page is displayed.

9. Click **Process Another Member** to return to the **Get Started** page.



**Figure 3.12:** Deny 90-Day Pre-Release Service Completed.

# Pause JI 90-Day Pre-Release Services

Services may be paused if a release date is extended, or if a member goes to a state hospital for evaluation.

1. If a member is Medi-Cal eligible and has already been approved for JI 90-Day, Pre-Release Services, the **Active Member Found** page is displayed.

2. Click **Pause 90-Day Pre-Release Services** to pause services for this member.



**Figure 3.13:** Active Member Found.

3. The **Pause 90-Day Pre-Release Services** page is displayed.

4. Under **Select Date for Pause**, enter the date in MM/DD/YYYY format or select a date from the calendar.

5. Under **Select Reason for Pause**, select the appropriate radio button.

   – If the radio button next to **Release Date Extended** is selected, enter the new release date.

   – If the radio button next to **Member going to hospital for evaluation** is selected, there is no change to the release date.

6. Click **Pause 90-Day Pre-Release Services**.



**Figure 3.14:** Pause 90-Day Pre-Release Services.

7. The **90-Day Pre-Release Services Paused** page is displayed.

8. Click **Process Another Member** to return to the **Get Started** page.



**⏸ 90-Day Pre-Release Services Paused**

| | | | |
|---|---|---|---|
| JI Aid Code: | I2 | Name: | TESTFOURTEEN JI UAT |
| Incarceration Date: | 01/01/2024 | Client Identification Number: | 90013588S |
| Effective Date: | 09/01/2024 | Date of Birth: | 12/14/1982 |
| Pause Date: | 09/10/2024 | | |
| Release Date: | 12/28/2024 | | |

Process Another Member

**Figure 3.15:** Services Paused Completion.

# Reset JI 90-Day Pre-Release Services

After pre-release services are paused or terminated, correctional facilities can reset services for an *additional* 90 days. A reset can only occur **one time per incarceration for adults**.

**Note:** Youth do not have any limits to the number of allowable resets.

1. After **Get Started**, the **Member Found** page is displayed.
2. Click **Activate** to reset services.



**Figure 3.16:** Activate Member Found.

3. The **Approve for 90-Day Pre-Release Services** page is displayed.

4. Enter the **Incarceration Date**.

**Note:** The incarceration date entered must match the incarceration period for which benefits should be reset (the most recent incarceration date in history). If the incarceration date does not match, a new incarceration period and new set of 90-day, pre-release benefits would be started in the system, which may be incorrect.



**Figure 3.17:** Enter Prior Incarceration Date.

5. **Please confirm the incarceration date** pop-up window is displayed. Click **Go Back** to make a correction or **Proceed** to accept the incarceration date.



## Please confirm the incarceration date ✕

You entered the last known Incarceration date. If this is wrong, click "Go Back" and enter the correct date. To "Proceed" with the entered Incarceration date, click "Proceed".

**Incarceration Date: 09/01/2024**

Go Back    Proceed
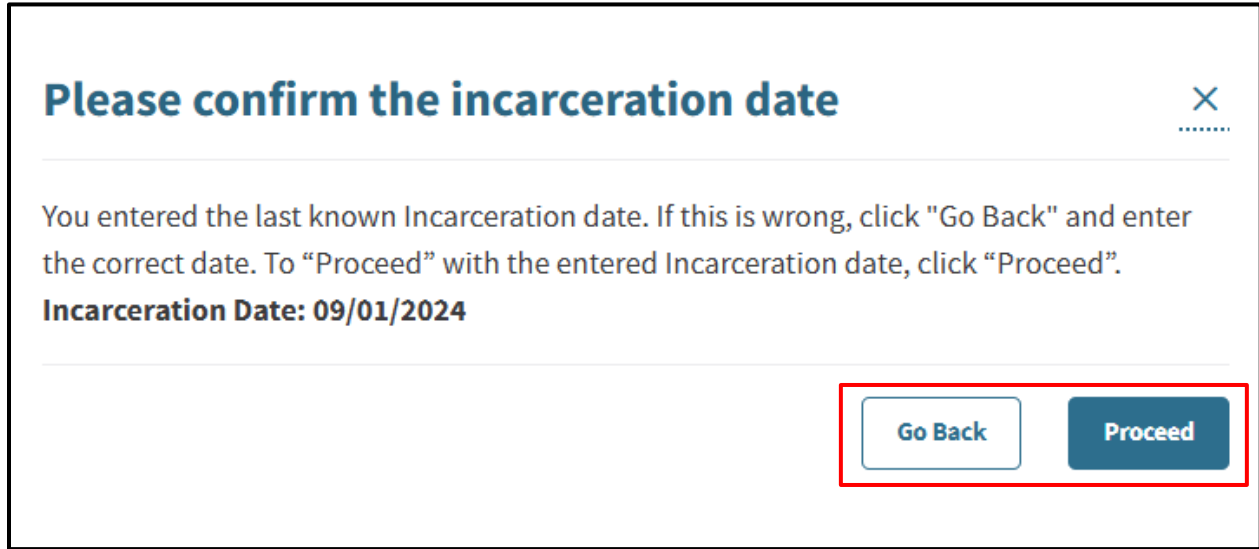
**Figure 3.18:** Incarceration Date Confirmation.

6. If a member's 90-day, pre-release services have been *paused* and the member meets requirements for a reset of 90 days of services, the **Paused Member Found** page is displayed. If a member's 90-day, pre-release services have been *terminated* and the member meets requirements for a reset of 90 days of services, the **Terminated Member Found** page is displayed. In this example, it is a terminated member.

7. Click **Reset 90-Day Pre-Release Services**.



### Terminated Member Found

| | | |
|---|---|---|
| Name: | TESTTEN JI UAT | ARIA COMMUNITY HEALTH CENTER 840 STILLWATER RD |
| Client Identification Number: | 90013584S | |
| BIC: | 90013584S04306 | 840 STILLWATER RD |
| Date of Birth: | 12/02/1979 | W SACRAMENTO, CA 95605 |
| JI Aid Code: | | |
| Incarceration Date: | 09/01/2024 | 1992176267 |
| Effective Date: | 09/01/2024 | |
| Termination Date: | 10/31/2024 | |
| Release Date: | 10/31/2024 | |

### Managed Care Plan (MCP) Enrollment Status

| | |
|---|---|
| Managed Care Plan Code: | 130 |
| Managed Care Plan Name: | MOLINA HEALTHCARE (SACRAMENTO) |
| Enrollment Status: | 1 - ENROLLED |

Go Back    Reset 90-Day Pre-Release Services

**Figure 3.19:** Reset – Terminated Member Found.

8.  The **Reset 90-Day Pre-Release Services** page is displayed.

9.  Enter the **Reset Date**.

> **Note:** The termination date is set to 90 days after this **Reset Date** or it is set to the **Release Date**.

10. Click **Reset 90-Day Pre-Release Services**.



**Figure 3.20:** Reset Services.

**Note:** If a **Release Date** is entered, the system uses that date as the termination date. If a date is not entered, the **No Release Date Set** pop-up window is displayed with a calculated termination date. The total timeframe cannot exceed 90-days. Click **Go Back** to enter a different **Release Date** or **Proceed** to accept the termination date.
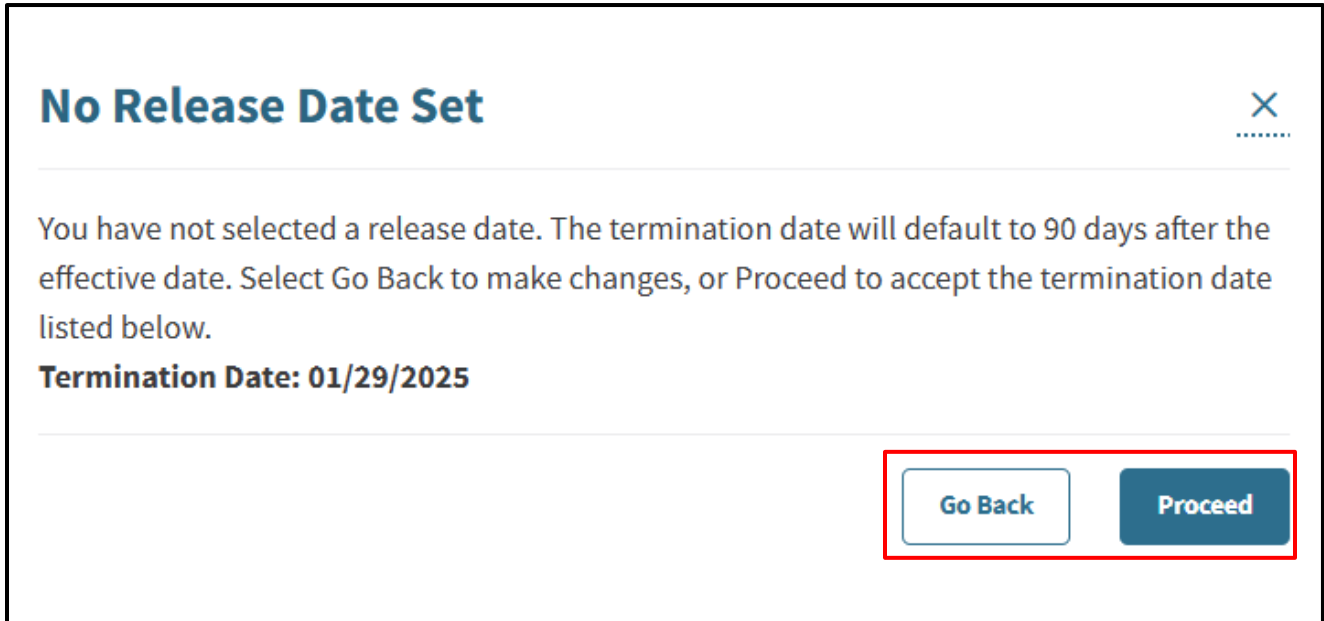


**Figure 3.21:** Validate Termination Date.

11. The **90-Day Pre-Release Services Successfully Reset** message is displayed.

12. Click **Process Another Member** to return to the **Get Started** page.
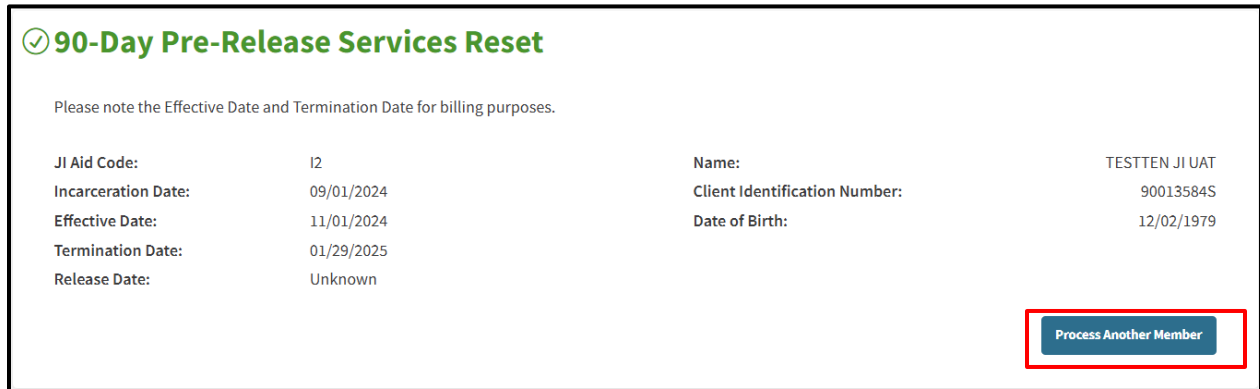


**Figure 3.22:** Reset Completion.

# Restart JI 90-Day Pre-Release Services

After 90-day pre-release services are paused or terminated, CFs can restart services to use the remaining days.

**Note:** A **Restart** is available after a **Reset** has been paused or terminated in history. For adults, one **Reset** must be used *before* a **Restart** is available. Youth do not have any limits to the number of allowable resets, so there is never a restart necessary.

1. After **Get Started**, the **Member Found** page is displayed.

2. Click **Activate** to restart services.



**Figure 3.23:** Activate Member Found.

3. The **Approve for 90-Day Pre-Release Services** page is displayed.

4. Enter the **Incarceration Date**.

**Note:** The incarceration date entered must match the incarceration period for which benefits should be restarted (the most recent incarceration date in history). If the incarceration date does not match, a new incarceration period and new set of 90-day, pre-release benefits would be started in the system, which may be incorrect.



**Figure 3.24:** Enter Prior Incarceration Date.

5.  If this is a restart of a previous incarceration, the **Please confirm the incarceration date** pop-up window is displayed. Click **Go Back** to make a correction or **Proceed** to accept the incarceration date.
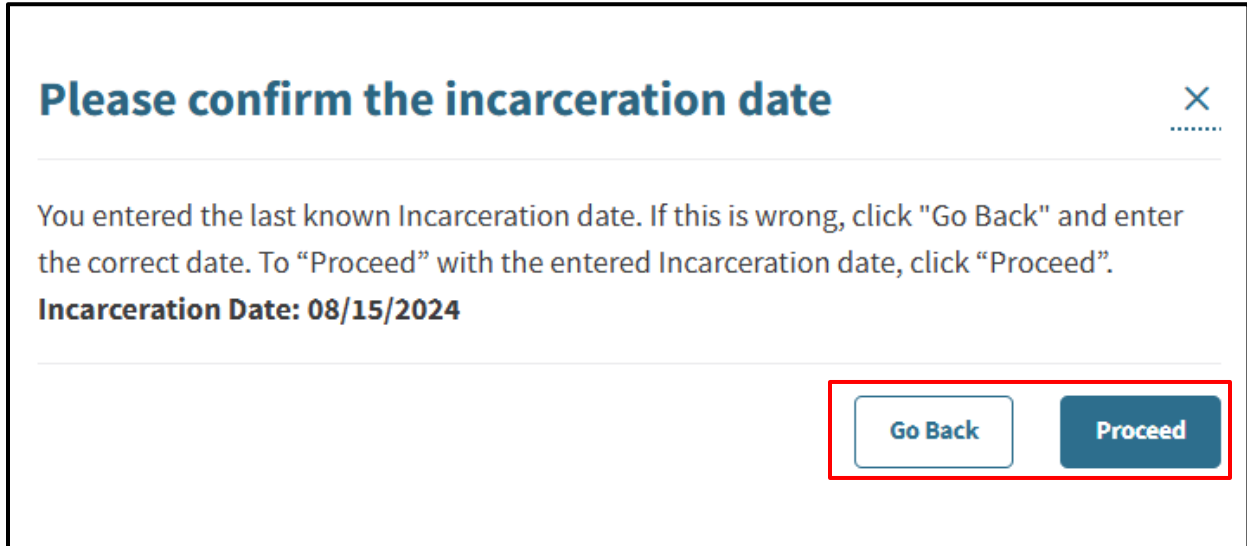


**Figure 3.25:** Incarceration Date Confirmation.

6. If the member's 90-day, pre-release services have been *paused*, the **Paused Member Found** page is displayed. If the member's 90-day, pre-release services have been *terminated*, the **Terminated Member Found** page is displayed. In this example, it is a paused member.

7. Click **Restart 90-Day Pre-Release Services**.

## Paused Member Found

| | | |
|---|---|---|
| Name: | TESTFOUR JI UAT | ARIA COMMUNITY HEALTH CENTER 840 STILLWATER RD |
| Client Identification Number: | 90013578S | |
| BIC: | 90013578S54306 | 840 STILLWATER RD |
| Date of Birth: | 12/02/1979 | W SACRAMENTO, CA 95605 |
| JI Aid Code: | | |
| Incarceration Date: | 08/15/2024 | 1992176267 |
| Effective Date: | 09/06/2024 | |
| Termination Date: | 10/31/2024 | |
| Release Date: | 12/13/2024 | |
| Aid Code Days Remaining: | 32 days ⓘ | |

### Managed Care Plan (MCP) Enrollment Status

| | |
|---|---|
| Managed Care Plan Code: | 130 |
| Managed Care Plan Name: | MOLINA HEALTHCARE (SACRAMENTO) |
| Enrollment Status: | 1 - ENROLLED |

Go Back     Restart 90-Day Pre-Release Services

**Figure 3.26:** Restart Paused Member Found.

8.  The **Restart 90-Day Pre-Release Services** page is displayed.

9.  Enter the **Restart Date.**

10. The **Release Date** is optional.

> **Note:** If a **Release Date** is entered, the total timeframe from the restart to the release date must not exceed the remaining period of unused days.

11. Click **Restart 90-Day Pre-Release Services**.



**Restart 90-Day Pre-Release Services**

If a member is receiving 90-Day Pre-Release Services, and their aid code has been paused or terminated, you may restart the eligibility period, which will restart for the remaining days in the 90-Day period.

**Select Date for Restart:**

Restart Date *

11/01/2024

**Update Release Date**

Select a New Release Date (optional)

mm/dd/yyyy

| | |
|---|---|
| Name: | TESTFOUR JI UAT |
| Client Identification Number: | 90013578S |
| Date of Birth: | 12/02/1979 |
| JI Aid Code: | |
| Incarceration Date: | 08/15/2024 |
| Pause Date: | 10/31/2024 |
| Release Date: | 12/13/2024 |
| Aid Code Days Remaining: | 32 days |

Go Back     Restart 90-Day Pre-Release Services

**Figure 3.27:** Enter Restart Date.

12. Click **Go Back** to return to the **Restart 90-Day Pre-Release Services** page or click **Proceed** to accept the calculated termination date.



**No Release Date Set** ✕

You have not selected a release date. The termination date will default to 90 days after the effective date, or an earlier date if part of the 90-day period has been used. Select Go Back to make changes, or Proceed to accept the termination date listed below.

**Termination Date: 12/02/2024**

Go Back   Proceed
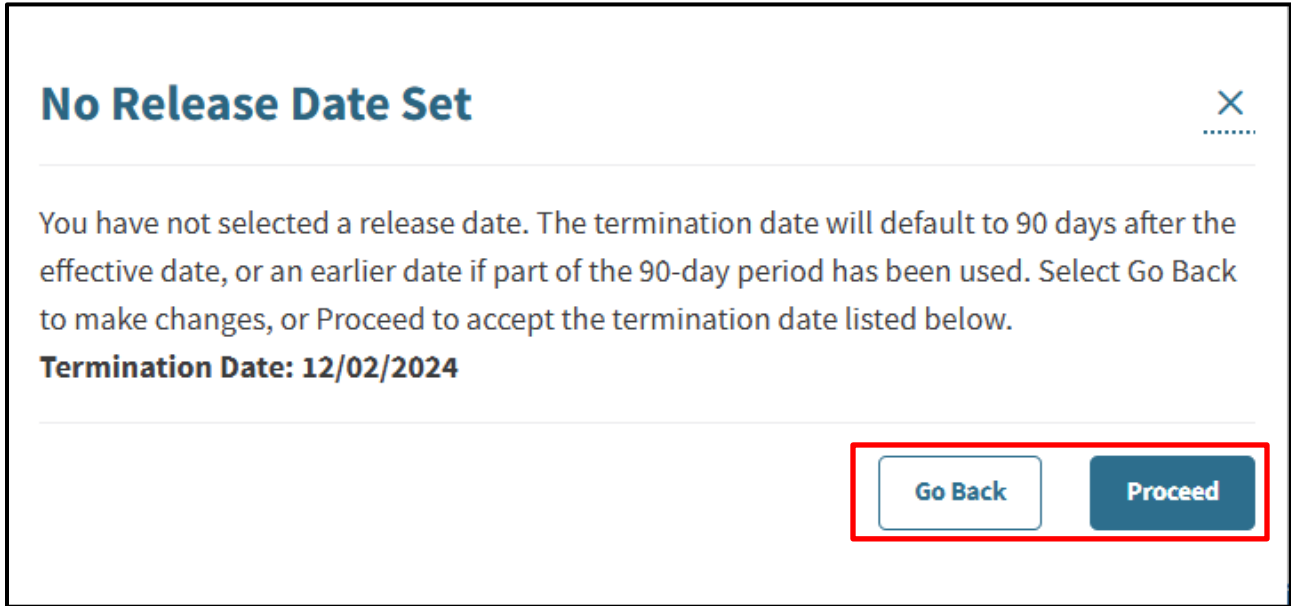
**Figure 3.28:** Validate Benefits Termination Date.

13. The **90-Day Pre-Release Services Restarted** page is displayed.

14. Click **Process Another Member** to return to the **Get Started** page.



⊘ **90-Day Pre-Release Services Restarted**

Please note the Effective Date and Termination Date for billing purposes.

| | | | |
|---|---|---|---|
| JI Aid Code: | I2 | Name: | TESTFOUR JI UAT |
| Incarceration Date: | 08/15/2024 | Client Identification Number: | 90013578S |
| Effective Date: | 11/01/2024 | Date of Birth: | 12/02/1979 |
| Termination Date: | 12/02/2024 | | |
| Release Date: | Unknown | | |
| Aid Code Days Remaining: | 32 days | | |

Process Another Member
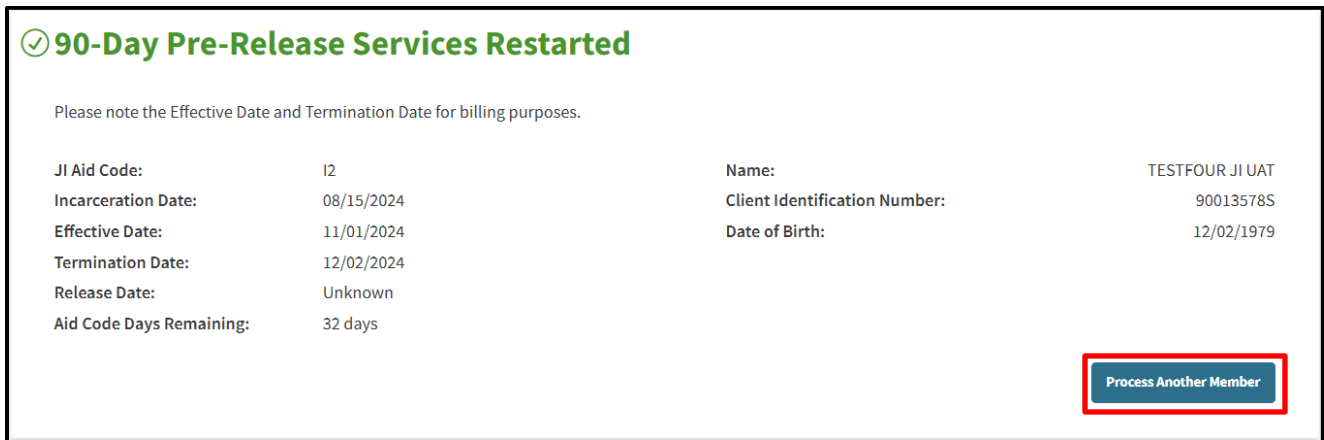
**Figure 3.29:** Restart 90-Day Pre-Release Services Completed.

# Terminate 90-Day Pre-Release Services

If a member has already been activated for 90-day, pre-release services, use this feature to manage the termination of benefits.

1. After **Get Started**, the **Active Member Found** page is displayed.

2. Click **Terminate 90-Day Pre-Release Services**.



**Figure 3.30:** Active Member Found.

3.  Under **Select Reason for Termination**, select the appropriate radio button.

    –   If **Member is being released and will no longer have access to pre-release services** is selected, enter the **Release Date**. This feature may be used to extend the release date up to 90 days, or shorten the time, if the member is given an early release.

    –   If **Member no longer meets the qualifications for pre-release services** is selected, the termination date is defaulted to the current day.

4.  Click **Terminate 90-Day Pre-Release Services**.



**Figure 3.31:** Terminate 90-day Pre-Release Services.

5.  When the system completes the transaction, the **90-Day Pre-Release Services Terminated** page is displayed.

6.  Click **Process Another Member** to return to the **Get Started** page.



**Figure 3.32:** Termination Completed.

# Pre-Release Services Screening History

The **Pre-Release Services Screening History** is available at the bottom of each page for each member. The screening history displays the following information:

- **Date of Action:** This is the date that a user applied a change to a member's JI 90-day, pre-release benefits in the screening portal.

- **Screening Action:** This is the action taken to **Activate**, **Pause**, **Terminate**, **Reset** or **Restart** a member's JI 90-day, pre-release benefits.

- **Action Reason:** This is the description of the reason for pausing, denying, or terminating a member's JI 90-day, pre-release benefits.

- **JI Start Date:** This is the member's activation date of JI 90-day, pre-release services.

- **JI End Date:** This is the member's last day of JI 90-day, pre-release benefits. Note: claims can be reimbursed up to the JI end date.

- **Release Date:** This is the member's release date from incarceration. If blank, the CF user chose to not enter a Release Date.

Transactions are grouped by correctional facility name and service location.

1. Click the arrow next to the **Incarceration Date** to expand or collapse the view of transactions for that date.

2. The transaction log may be sorted by clicking any column heading.



### Pre-Release Services Screening History

**Incarceration Date: 2024-01-01**

📍 **AVENAL COMMUNITY HEALTH - ARIA COMMUNITY HEALTH CENTER 840 STILLWATER RD - 002**

| Date of Action | Screening Action | Action Reason | JI Start Date | JI End Date | Release Date |
|---|---|---|---|---|---|
| 10/31/2024 | Pause | Member going to Hospital for Evaluation | 09/10/2024 | 10/31/2024 | - |

📍 **AVENAL COMMUNITY HEALTH - 001**

| Date of Action | Screening Action | Action Reason | JI Start Date | JI End Date | Release Date |
|---|---|---|---|---|---|
| 09/10/2024 | Reset | - | 09/10/2024 | 12/08/2024 | - |
| 09/03/2024 | Pause | Member going to Hospital for Evaluation | 08/30/2024 | 09/03/2024 | - |
| 08/30/2024 | Reset | - | 08/30/2024 | 11/27/2024 | - |
| 08/29/2024 | Pause | Member going to Hospital for Evaluation | 08/15/2024 | 08/29/2024 | - |
| 08/28/2024 | Activate | - | 08/15/2024 | 11/12/2024 | 11/11/2024 |

**Figure 4.1:** Screening History.

**Note:** Claims, Medi-Cal eligibility, Managed Care or other Medi-Cal transactions are **not** displayed in the JI Screening Portal history.

# Appendix A: Field Specifications

Appendix A contains field specifications for each page in the JI Screening Portal application, with the field names in the left column and the data specifications in the right column. These specifications indicate whether a field is required or optional and indicate valid values for the fields.

## Get Started Fields

| Field Name | Data Specifications |
|---|---|
| **NPI** | • Required field<br>• If user has authorization for more than one NPI, a dropdown list is available<br>• Select one NPI from the list |
| **Facility Location** | • If NPI has more than one Facility Location, a dropdown list is available<br>• Select one Facility Location from the list |
| **Client Identification Number** | • Required field<br>• Must contain 9 characters<br>• First character must begin with a "9"<br>• Characters 2-8 are numbers<br>• Ninth character is one of the following alphabetic values: A, C, D, E, F, G, H, M, N, S, T, U, V, W |
| **Date of Birth** | • Required field<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Cannot be a date prior to 01/01/1900<br>• Cannot be a future date |

Page updated: September 2024

# Approve for 90-Day Pre-Release Services Fields

| Data Field Name | Data Field Specifications |
|---|---|
| **Incarceration Date** | • Required field<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Cannot be a future date |
| **Effective Begin Date** | • Required field<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Cannot be a future date<br>• Cannot be a date in a prior month<br>• Cannot be prior to Incarceration Date |
| **Release Date (optional)** | • Optional field<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Cannot be equal or prior to Effective Begin Date<br>• Cannot be more than 90 days after Effective Begin Date |
| **Select Qualifying Criteria** | • Required field<br>• Select one or more criteria that the member meets. If a member does not meet the criteria, do not select a checkbox.<br>• If the member is considered a "youth" per JI policy, select the check mark next to Youth. There are different policies regarding the JI 90-day pre-release services for members |

# Deny 90-Day Pre-Release Services Fields

| Data Field Name | Data Field Specifications |
|---|---|
| **Incarceration Date** | • Required field<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Cannot be a future date |
| **Select Reason for Denial** | • Required field<br>• Select one of two options for Denial Reason<br>  – Member does not meet criteria<br>  – Member has already used the maximum amount of time allowed for 90-Day Pre-Release Services during this incarceration |

# Pause 90-Day Pre-Release Services Fields

| Data Field Name | Data Field Specifications |
|---|---|
| **Select Date for Pause** | • Required Field<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Can be a current or future date<br>• Cannot go beyond the existing termination date<br>• Can not be a date in the past |
| **Select Reason for Pause** | • Required field<br>• Select one of two reasons:<br>  – Member's release date is being extended beyond the original 90-day eligibility period. **Note:** System requests Release Date to be entered but it is not a required entry<br>  – Member is going to hospital for evaluation and does not receive pre-release services during inpatient stay for evaluation |
| **Select a New Release Date (optional)** | • Optional field when selecting the reason for pause is due to the member's release date being extended beyond the original eligibility period<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Cannot be equal or prior to Effective Begin Date |

# Reset 90-Day Pre-Release Services Fields

| Data Field Name | Data Field Specifications |
|---|---|
| **Reset Date** | <ul><li>Required Field</li><li>Enter MM/DD/YYYY date OR</li><li>Select date from calendar</li><li>Can be a current date</li><li>Cannot be a future date</li><li>Can be back dated to any day within the current month but cannot be prior to the most current pause date for the member</li></ul> |
| **Select a New Release Date (optional)** | <ul><li>Optional field</li><li>Enter MM/DD/YYYY date OR</li><li>Select date from calendar</li><li>Must be greater than the Reset Date</li><li>Cannot be more than 90 days from the Reset Date</li></ul> |

# Restart 90-Day Pre-Release Services Fields

| Data Field Name | Data Field Specifications |
|---|---|
| **Restart Date** | <ul><li>Required Field</li><li>Enter MM/DD/YYYY date OR</li><li>Select date from calendar</li><li>Can be a current date</li><li>Cannot be a future date</li><li>Can be back dated to any day within the current month but cannot be prior to the most current pause date for the member</li></ul> |
| **Select a New Release Date (optional)** | <ul><li>Optional field</li><li>Enter MM/DD/YYYY date OR</li><li>Select date from calendar</li><li>Must be greater than the Restart Date</li><li>Cannot total more than 90 days for the incarceration period, based on previous usage of the 90-days of services. If the timeframe exceeds 90 days, an error is displayed.</li></ul> |

# Terminate 90-Day Pre-Release Services Fields

| Data Field Name | Data Field Specifications |
|---|---|
| **Select Reason for Termination** | • Required field<br>• Select one of two reasons:<br>   – Member is being released and will no longer have access to pre-release services<br>   – Member no longer meets the qualifications for pre-release services |
| **Release Date** | • Required field if selecting that the member being released.<br>• Enter MM/DD/YYYY date OR<br>• Select date from calendar<br>• Cannot be equal to or prior to Effective Begin Date<br>• Cannot be more than 90 days after Effective Begin Date |

# Legend

Symbols used in the document above are explained in the following table.

| Symbol | Description |
|---|---|
| ‹‹ | This is a change mark symbol. It is used to indicate where on the page the most recent change begins. |
| ›› | This is a change mark symbol. It is used to indicate where on the page the most recent change ends. |
| * | Temporary aid code only to be used for the duration of the COVID-19 Public Health Emergency |

# Change Summary

| Version Number | Date | Description | Notes/Comments |
|---|---|---|---|
| 1.0 | September 2024 | SDN 23013 | Creation of new Justice-Involved Screening Portal user guide. |
| 1.1 | November 2024 | OIL 217-24 SDN 23013 | JI Rebranding Enhancements were made to the JI Screening Portal. |