



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

Medi-Cal Management Information System

CA-MMIS V 1.4

June 2025

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## 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 for 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.

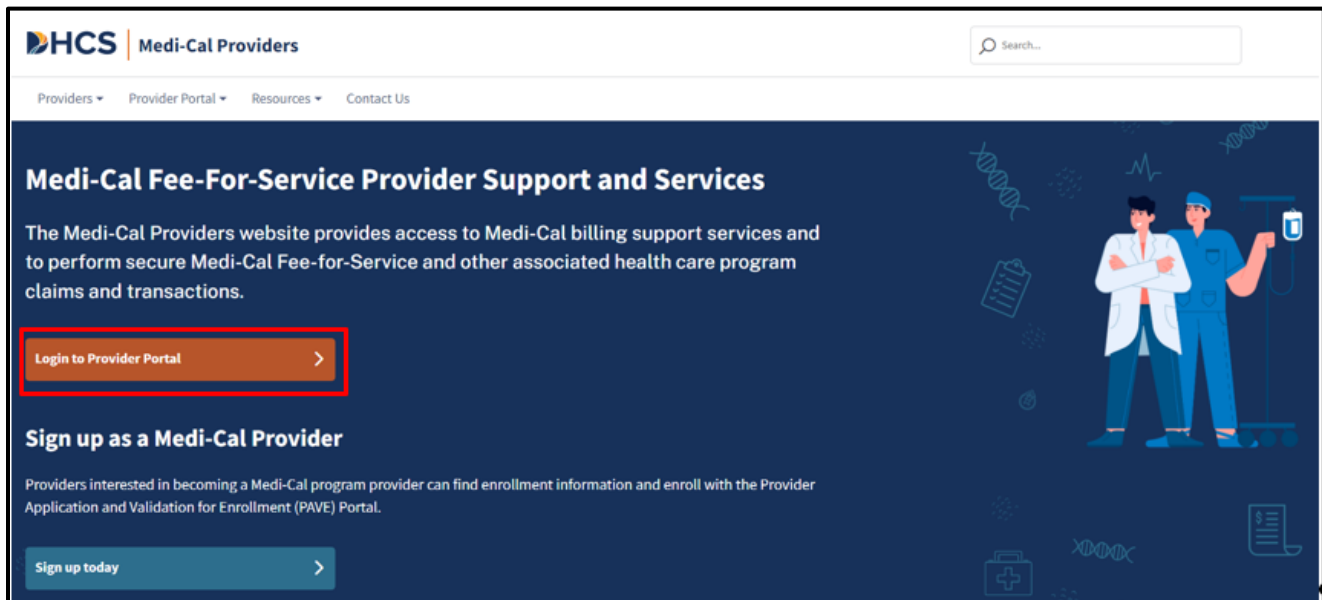
CFs can use the JI Reentry Initiative Screening Portal to manage member JI 90-day, pre-release services timeframes. The JI Reentry Initiative Screening Portal validates Medi-Cal eligibility as well as applies JI 90-day, pre-release services eligibility timeframes. The system stores this information and 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.

# 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**.

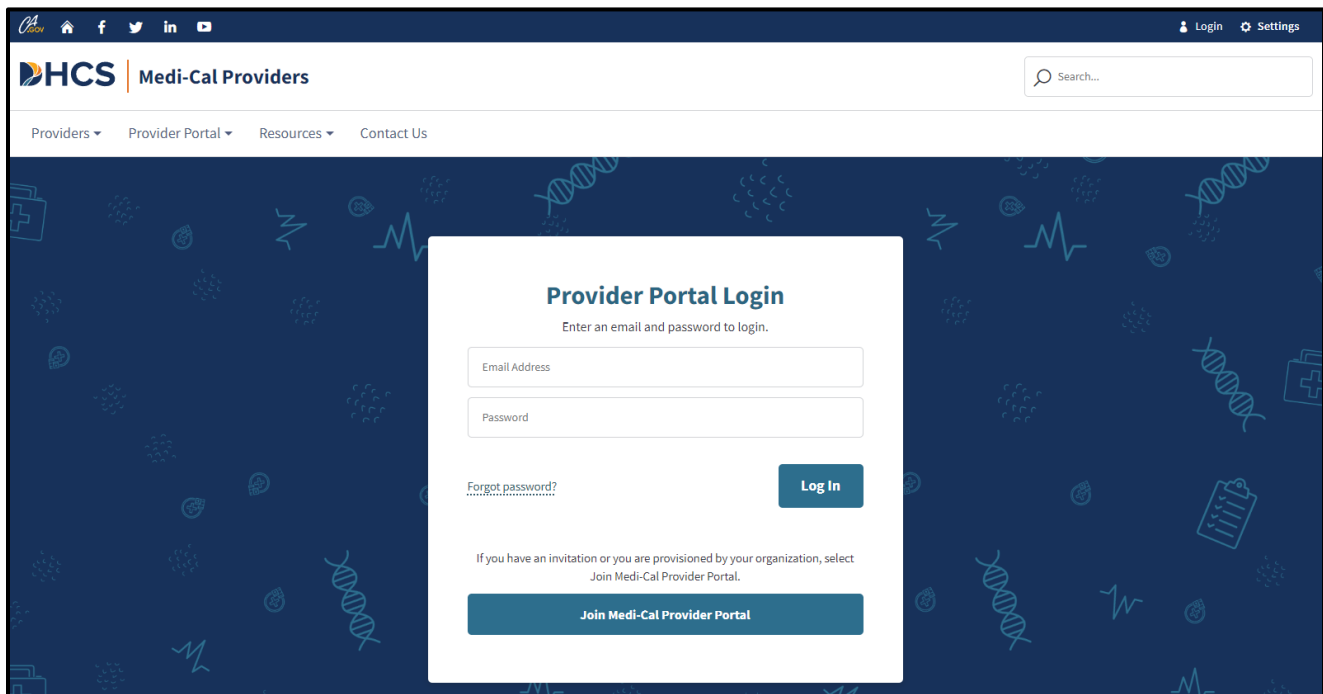


**Figure 1.1:** Medi-Cal Providers Website Login to Provider Portal.

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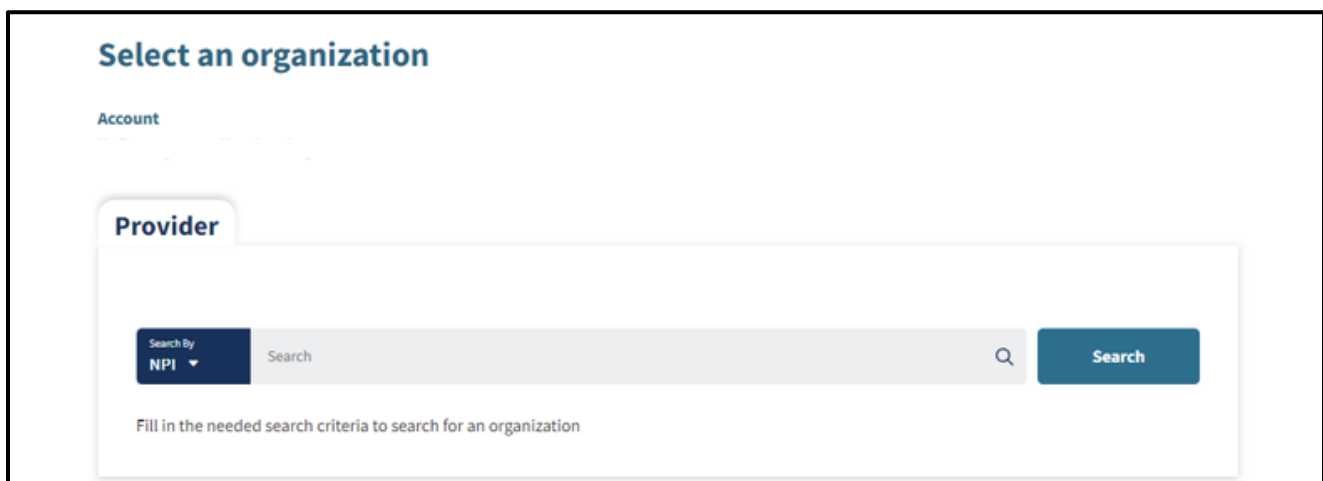
3. Enter an email address and password.
4. Click **Log In**.

The screenshot shows the 'Provider Portal Login' page for HCS Medi-Cal Providers. The page has a dark blue header with the HCS logo and navigation links. A central white box contains the login form with fields for 'Email Address' and 'Password', a 'Log In' button, and a 'Join Medi-Cal Provider Portal' button. The background features a pattern of medical icons like DNA helices and ECG lines.

**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 **Search**.

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

The screenshot shows the 'Select an organization' page. It features a search bar with a dropdown menu set to 'NPI' and a 'Search' button. Below the search bar, there is a prompt: 'Fill in the needed search criteria to search for an organization'. The page has a clean, white background with blue accents.

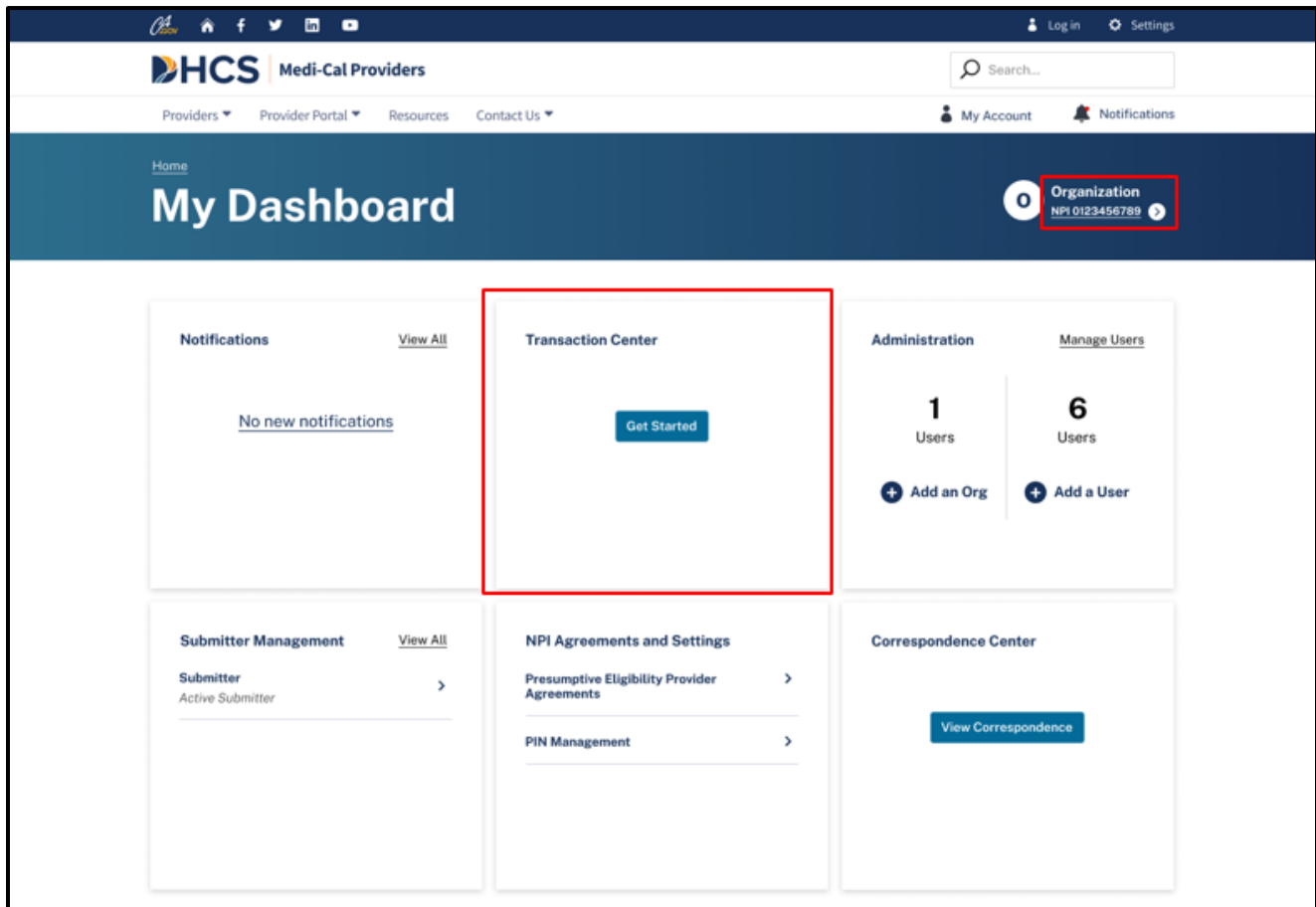
**Figure 1.2:** Select From Multiple Organizations.

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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.

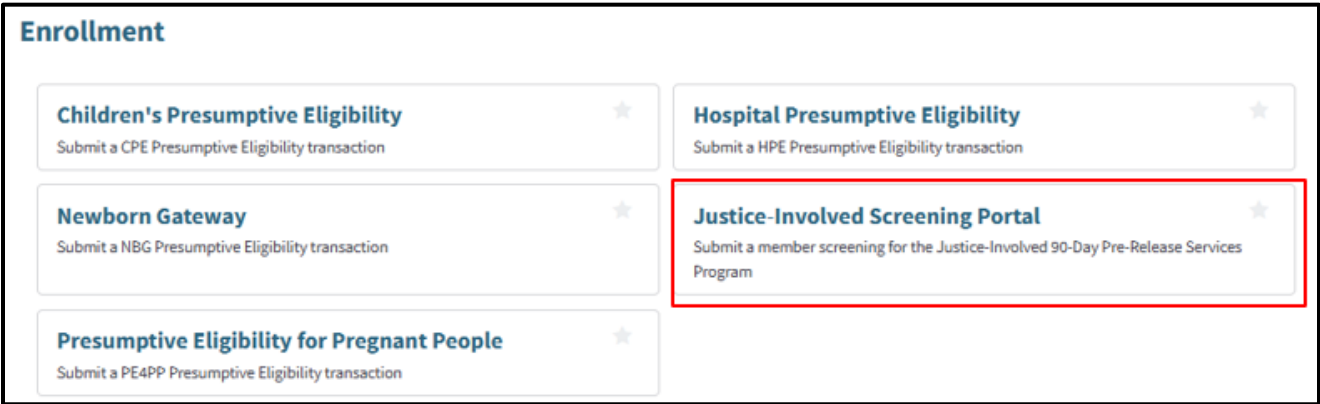


**Figure 1.2:** Transaction Center Tile

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



**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-day, pre-release services because of a qualifying event within the same episode of incarceration
  - Examples:
    - ❖ Release Date Extended
    - ❖ Member going to the hospital for evaluation
  - Pause a member first before resetting or restarting benefits
- **Reset** JI 90-day, pre-release services for a member
  - A new set of 90-day, pre-release services after a pause or termination within the same episode of incarceration
  - Only one reset is available
  - One *reset* must be used before a *restart* is available
- **Restart** JI 90-day, pre-release services for a member
  - A restart of the *remaining* days within the same episode of incarceration
  - One *reset* must be used before a *restart* is available
  - Must be a paused or terminated member
- **Terminate** JI 90-day, pre-release services for a member
  - Sets the end date of 90-day, pre-release services
  - When a member has an active JI aid code, a termination may be performed to change a release date within the 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.

- Report problems with the JI Screening Portal 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* section of the Part 1 provider manual and keep it near their phones for faster access to TSC resources.
- 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, a warning banner will appear that states, "Member updates are in progress. Results will be available the next business day."
- One **Reset** must be used before a **Restart** is available.
- If a JI member is released and reincarcerated on the same day, the **Incarceration Date** can be the same date as the prior **Termination Date**. However, the **Effective Begin Date** must be a day after the prior Termination Date.

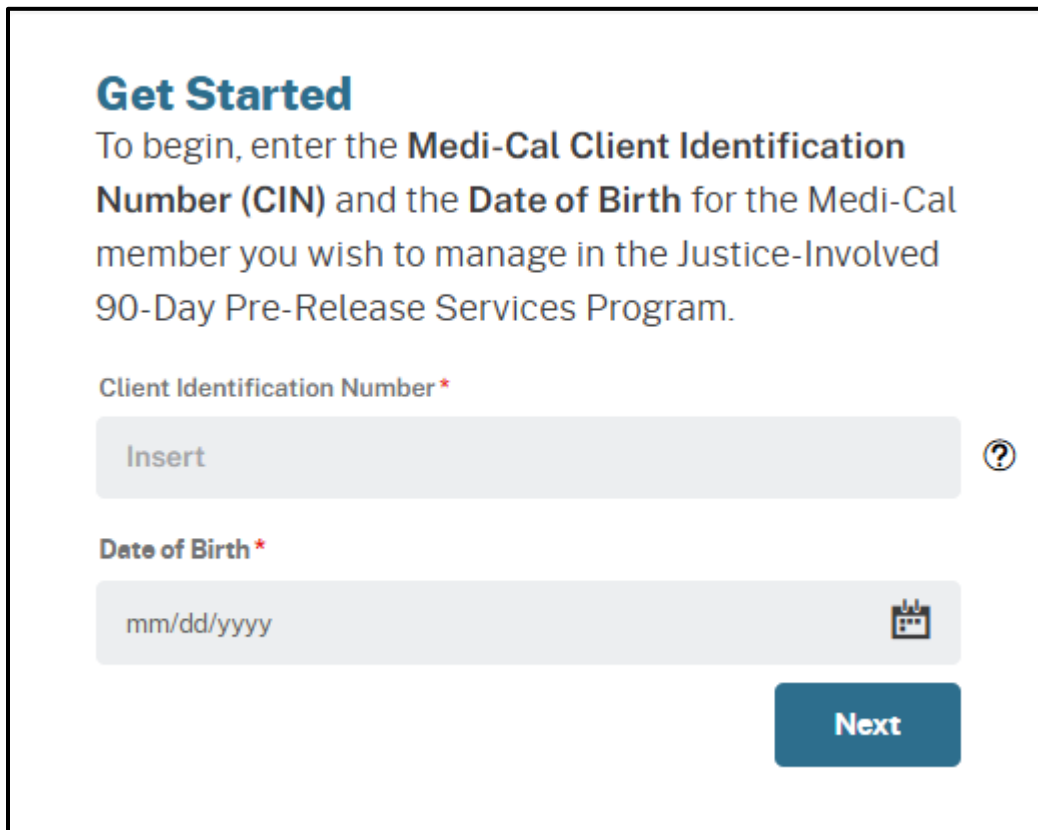
Example: A JI member is released on the morning of 5/15/2025. Enter 5/15/2025 as the **Termination Date**. Later the same day, the member is reincarcerated. The CF may now enter 5/15/2025 as the new **Incarceration Date**. However, the new **Effective Begin Date** cannot be until at least the next day (5/16/2025).

## Get Started

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

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, a **Facility Location** dropdown list will appear, and the user must select the appropriate facility.

1. Enter the member **Client Identification Number (CIN)**. The CIN can be found on the 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 Eligibility** application within the Provider Portal. Click the tool tip for a link to the **Single Subscriber Eligibility** application.
2. Enter the **Date of Birth (DOB)** in MM/DD/YYYY format or select a date from the calendar.
3. Click **Next**.



**Get Started**

To begin, enter the **Medi-Cal Client Identification Number (CIN)** and the **Date of Birth** for the Medi-Cal member you wish to manage in the Justice-Involved 90-Day Pre-Release Services Program.

**Client Identification Number \***

Insert ?

**Date of Birth \***

mm/dd/yyyy

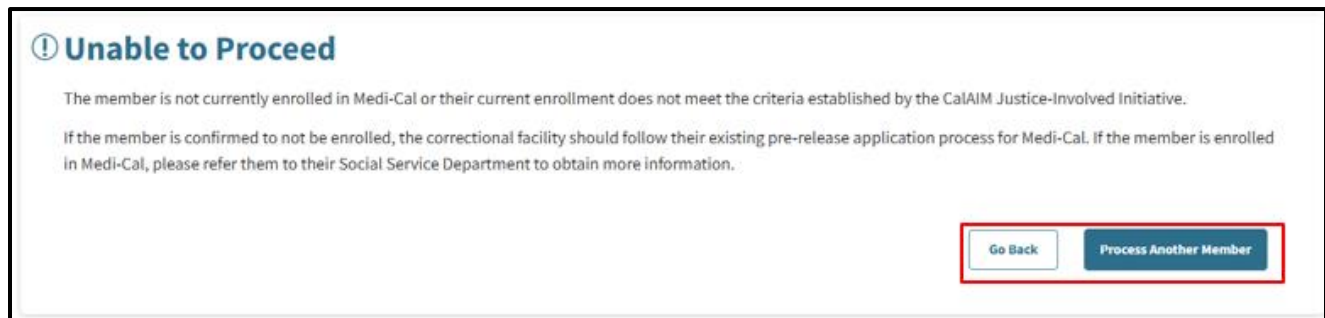
Next

**Figure 3.1:** 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.

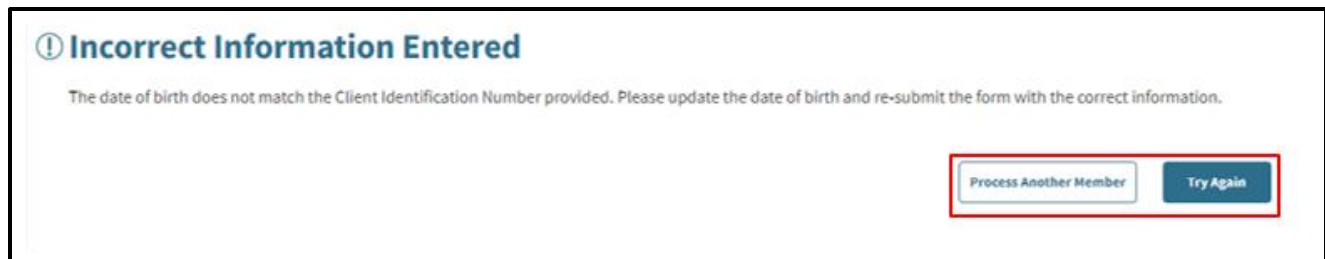
If a member is not currently enrolled in Medi-Cal, or their current enrollment does not meet the criteria established by the CalAIM Justice-Involved Reentry Initiative, the **Unable to Proceed** page is displayed. Click **Go Back** to return to the **Get Started** page or **Process Another Member** to enter a new member.



The screenshot shows a white rectangular box with a thin black border. At the top left is a blue exclamation mark icon followed by the text 'Unable to Proceed' in bold blue font. Below this, there are two lines of small grey text: 'The member is not currently enrolled in Medi-Cal or their current enrollment does not meet the criteria established by the CalAIM Justice-Involved Initiative.' and 'If the member is confirmed to not be enrolled, the correctional facility should follow their existing pre-release application process for Medi-Cal. If the member is enrolled in Medi-Cal, please refer them to their Social Service Department to obtain more information.' At the bottom right, there are two buttons: a light blue 'Go Back' button and a dark blue 'Process Another Member' button, both enclosed in a red rectangular border.

**Figure 3.2:** Member is Not Eligible for JI 90-Day, Pre-Release Services.

If the CIN 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.



The screenshot shows a white rectangular box with a thin black border. At the top left is a blue exclamation mark icon followed by the text 'Incorrect Information Entered' in bold blue font. Below this, there is a line of small grey text: 'The date of birth does not match the Client Identification Number provided. Please update the date of birth and re-submit the form with the correct information.' At the bottom right, there are two buttons: a light blue 'Process Another Member' button and a dark blue 'Try Again' button, both enclosed in a red rectangular border.

**Figure 3.3:** Incorrect Information for a Member.

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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.

**! Active Inmate Eligibility**

This individual is already enrolled in an inmate eligibility program preventing the ability to enroll in the 90-Day Pre-Release Services Program. An email is necessary to request for the termination of the current inmate eligibility program aid code in order to enroll the 90-day Pre-Release Services aid code. Once processed, you will receive confirmation and will need to reinitiate the enrollment of the 90-Day Pre-Release Services in the portal.

**✉ Action**

Send an email to [MCIEP@dhcs.ca.gov](mailto:MCIEP@dhcs.ca.gov) with the subject line **“Terminate Inmate Eligibility”** to request the termination without the individual's private information. MCIEP will respond with an encrypted email requesting the individual's information.

Go BackProcess Another Member

**Figure 3.4:** 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. In the **Activate 90-Day Pre-Release Services** tile, click **Activate** to approve a member for JI 90-day, pre-release services.

### Member Found

Name:	John Doe	Correctional Facility 001  123 Main St City, State, 00000  Roger Smith  NPI 0123456789
Client Identification Number:	12345678A	
BIC:	12345678A12345	
Date of Birth:	01/01/1980	

### Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:	012
Managed Care Plan Name:	LA Care
Enrollment Status:	01 Active enrollment –Capitation paid

### Member JI Services

#### Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

#### Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

#### Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

#### Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

#### Reset 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 reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

#### 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.

Restart

Figure 3.5: Activate Member Found.

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

5. Enter the **Effective Begin Date**.

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

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



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- Under **Select Qualifying Criteria**, select the checkboxes that apply. The qualifying criteria are for Centers for Medicare & Medicaid Services (CMS) reporting purposes only and do not set the JI aid code.

**Note:** Former foster youths up to the age of 26 will be automatically identified as “Youth” in the JI Screening Portal to enable these members to receive JI pre-release services without needing to meet other qualifying health criteria.

- Click **Submit**.

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

Enter member information to activate services if the member qualifies.

**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.

**Correctional Facility 001**  
123 Main St  
City, State, 00000  
Roger Smith  
NPI 0123456789

Incarceration Date \*

mm/dd/yyyy

Effective Begin Date \*

mm/dd/yyyy

Release Date (optional)

mm/dd/yyyy

**Name:**

John Doe

**Client Identification Number:**

12345678A

**Date of Birth:**

01/01/1980

**Select Qualifying Criteria**

☐ Brain Injury

☐ Chronic Condition

☐ Developmental Disability

☐ HIV/AIDS

☐ Mental Illness

☐ Pregnant/Postpartum

☐ Substance Use Disorder

☒ Youth **Former Foster Youth**

Go Back

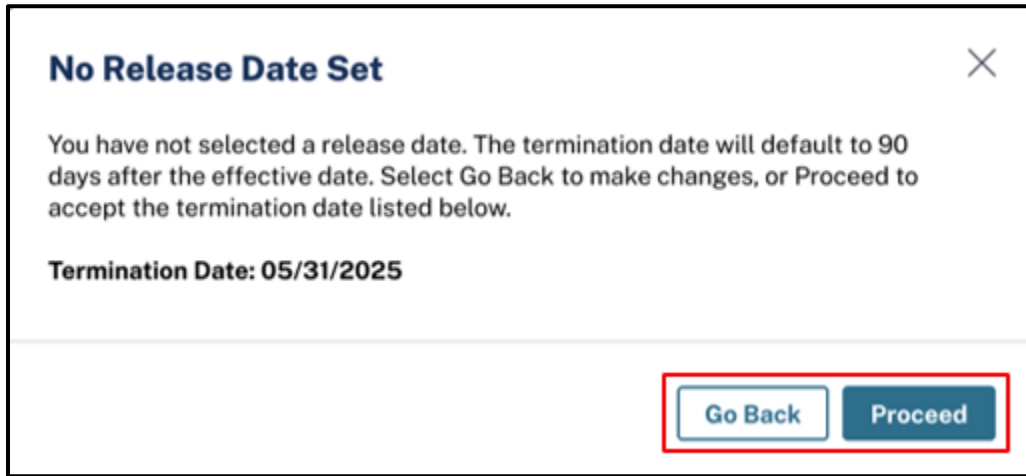
Submit

**Figure 3.6:** Approve 90-Day Pre-Release Services for a Qualified Member.

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**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**

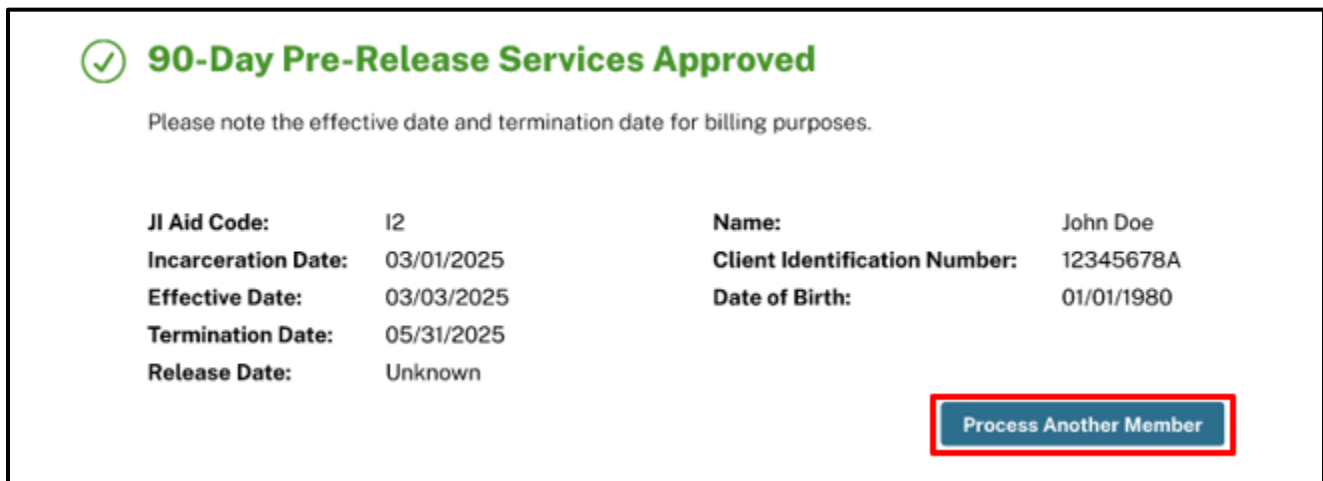
You have not selected a release date. The termination date will default to 90 days after the effective date. Select Go Back to make changes, or Proceed to accept the termination date listed below.

**Termination Date: 05/31/2025**

[Go Back](#) [Proceed](#)

**Figure 3.7:** Validate Termination Date.

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

<b>JI Aid Code:</b>	I2	<b>Name:</b>	John Doe
<b>Incarceration Date:</b>	03/01/2025	<b>Client Identification Number:</b>	12345678A
<b>Effective Date:</b>	03/03/2025	<b>Date of Birth:</b>	01/01/1980
<b>Termination Date:</b>	05/31/2025		
<b>Release Date:</b>	Unknown		

[Process Another Member](#)

**Figure 3.8:** 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. In the **Deny 90-Day Pre-Release Services** tile, click **Deny** to deny a member for JI 90-day, pre-release services.

**Member Found**

<b>Name:</b>	John Doe	<b>Correctional Facility 001</b>
<b>Client Identification Number:</b>	12345678A	123 Main St
<b>BIC:</b>	12345678A12345	City, State, 00000
<b>Date of Birth:</b>	01/01/1980	Roger Smith
		NPI 0123456789

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

<b>Managed Care Plan Code:</b>	012
<b>Managed Care Plan Name:</b>	LA Care
<b>Enrollment Status:</b>	01 Active enrollment – Capitation paid

**Member JI Services**

**Activate 90-Day Pre-Release Services**

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

**Deny 90-Day Pre-Release Services**

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

**Terminate 90-Day Pre-Release Services**

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

**Pause 90-Day Pre-Release Services**

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

**Reset 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 reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

**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.

Restart

Figure 3.9: Deny Member Found.

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

5. 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
6. Click **Submit**.



**Deny 90-Day Pre-Release Services**

Enter member information to mark as unqualified to receive 90-Day Pre-Release Services.

If denied due to lack of qualifying criteria, a Notice of Action will be mailed to the member.

**Correctional Facility 001**  
123 Main St  
City, State, 00000  
Roger Smith  
NPI 0123456789

---

**Incarceration Date \***  
mm/dd/yyyy  

**Select Reason for Denial**

☒ Individual does not meet criteria

☐ Member has already used the maximum amount of time allowed for 90-Day Pre-Release Services during this incarceration.

**Name:** John Doe  
**Client Identification Number:** 12345678A  
**Date of Birth:** 01/01/1980


[Go Back](#) [Submit](#)

**Figure 3.10:** Deny 90-Day Pre-Release Services.

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- 7. The **90-Day Pre-Release Services Denied** page is displayed.
- 8. Click **Process Another Member** to return to the **Get Started** page.

**90-Day Pre-Release Services Denied**

**Reason for Denial:** Individual does not meet criteria  
A Notice of Action will be mailed to the individual.

**Name:** John Doe  
**Client Identification Number:** 12345678A  
**Date of Birth:** 01/01/1980  
**Incarceration Date:** 03/01/2025

[Process Another Member](#)

**Figure 3.11:** 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 **Member Found** page is displayed.
2. In the **Pause 90-Day Pre-Release Services** tile, click **Pause** for this member.

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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**.

## Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code here.

**Correctional Facility 001**  
123 Main St  
City, State 00000  
Roger Smith  
NPI 0123456789

### Select Date for Pause

Pause Date \*

mm/dd/yyyy

### Select Reason for Pause

☒ Release date extended

Select a New Release Date (optional)

mm/dd/yyyy

☐ Member going to hospital for evaluation

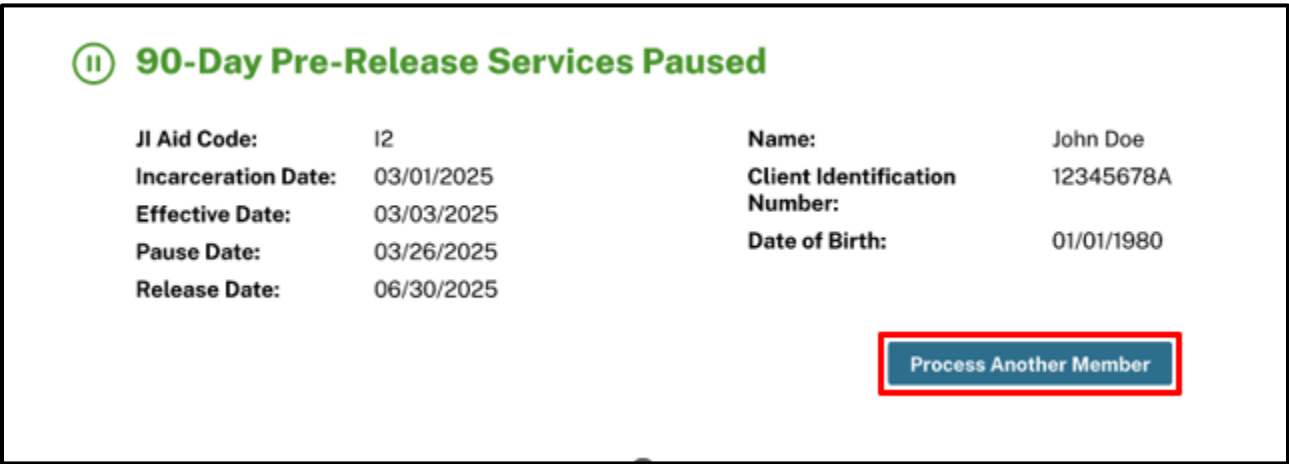
Go Back

Pause 90-Day Pre-Release Services

<b>Name:</b>	John Doe
<b>Client Identification Number:</b>	12345678A
<b>Date of Birth:</b>	01/01/1980
<b>JI Aid Code:</b>	I2
<b>Incarceration Date:</b>	03/01/2025
<b>Effective Date:</b>	03/03/2025
<b>Termination Date:</b>	05/31/2025
<b>Release Date:</b>	05/31/2025

**Figure 3.13:** 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.



**Figure 3.14:** Services Paused Completion.

## Reset JI 90-Day, Pre-Release Services

After pre-release services have been paused or terminated, CFs can reset services for an *additional* 90 days. A reset can only occur **one time per incarceration episode**.

1. After **Get Started**, the **Member Found** page is displayed.
2. In the **Reset 90-Day Pre-Release Services** tile, click **Reset** for this member.

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## Member Found

**II Paused**

<b>Name:</b>	John Doe	<b>Correctional Facility 001</b>
<b>Client Identification Number:</b>	12345678A	123 Main St
<b>BIC:</b>	12345678A12345	City, State, 00000
<b>Date of Birth:</b>	01/01/1980	Roger Smith
<b>JI Aid Code:</b>	I2	NPI 0123456789
<b>Incarceration Date:</b>	02/08/2025	
<b>Effective Date:</b>	02/14/2025	
<b>Termination Date:</b>	02/26/2025	
<b>Release Date:</b>	05/20/2025	
<b>Aid Code Days Remaining:</b>	77 days	

## Managed Care Plan (MCP) Enrollment Status

<b>Managed Care Plan Code:</b>	012
<b>Managed Care Plan Name:</b>	LA Care
<b>Enrollment Status:</b>	01 Active enrollment – Capitation paid

---

## Member JI Services

### Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

**Activate**

### Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

**Deny**

### Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

**Terminate**

### Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

**Pause**

### Reset 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 reset the eligibility period, which will start a new 90-day pre-release service eligibility.

**Reset**

### 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.

**Restart**

Figure 3.15: Reset Paused Member Found.

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- 3. The **Reset 90-Day Pre-Release Services** page is displayed.
- 4. 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**.
- 5. Click **Reset 90-Day Pre-Release Services**.

### Reset 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 reset the eligibility period, which will start a new 90-day pre-release service eligibility.

**Correctional Facility 001**  
123 Main St  
City, State 00000  
  
Roger Smith  
  
NPI 0123456789

#### Select Date for Reset

Reset Date \*

mm/dd/yyyy

#### Update Release Date

Select a New Release Date (optional)

mm/dd/yyyy

Go Back

Reset 90-Day Pre-Release Services

<b>Name:</b>	John Doe
<b>Client Identification Number:</b>	12345678A
<b>Date of Birth:</b>	01/01/1980
<b>JI Aid Code:</b>	I2
<b>Incarceration Date:</b>	02/08/2025
<b>Pause Date:</b>	02/26/2025
<b>Release Date:</b>	05/20/2025

Figure 3.16: Reset Services.

- 6. The **90-Day Pre-Release Services Successfully Reset** message is displayed.
- 7. Click **Process Another Member** to return to the **Get Started** page.



Figure 3.17: Reset Completion.

## Restart JI 90-Day, Pre-Release Services

After 90-day pre-release services have been reset once, then paused or terminated, CFs can restart services to use the remaining days.

1. After **Get Started**, the **Member Found** page is displayed.
2. In the **Restart 90-Day Pre-Release Services** tile, click **Restart** for this member.

Member Found

✖

Terminated

Name:

John Doe

Client Identification Number:

12345678A

BIC:

12345678A12345

Date of Birth:

01/01/1980

JI Aid Code:

I2

Incarceration Date:

02/08/2024

Effective Date:

01/25/2025

Termination Date:

02/24/2025

Release Date:

02/24/2025

Aid Code Days Remaining:

63 days

Correctional Facility 001

123 Main St

City, State, 00000

Roger Smith

NPI 0123456789

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:

012

Managed Care Plan Name:

LA Care

Enrollment Status:

01 Active enrollment –Capitation paid

Member JI Services

Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

Reset 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 reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

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.

Restart

Figure 3.18: Restart Terminated Member Found.

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3. The **Restart 90-Day Pre-Release Services** page is displayed.
4. Enter the **Restart Date**.
5. 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.
6. 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.

**Correctional Facility 001**  
123 Main St  
City, State 00000  
  
Roger Smith  
  
NPI 0123456789

#### Select Date for Restart

Restart Date \*

mm/dd/yyyy

#### Update Release Date

Select a New Release Date (optional)

mm/dd/yyyy

Go Back

Restart 90-Day Pre-Release Services

**Name:**

John Doe

**Client Identification Number:**

12345678A

**Date of Birth:**

01/01/1980

**JI Aid Code:**

I2

**Incarceration Date:**

02/08/2024

**Release Date:**

02/24/2025

**Aid Code Days Remaining:**

63 days

Figure 3.19: Enter Restart Date.

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

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- 7. The **90-Day Pre-Release Services Restarted** page is displayed.
- 8. 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:	John Doe
Incarceration Date:	02/08/2024	Client Identification Number:	12345678A
Effective Date:	03/01/2025	Date of Birth:	01/01/1980
Termination Date:	03/30/2025		
Release Date:	03/30/2025		
Aid Code Days Remaining:	29 days		

Process Another Member

Figure 3.20: 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 date of benefits.

1. After **Get Started**, the **Member Found** page is displayed.
2. In the **Terminate 90-Day Pre-Release Services** tile, click **Terminate** for this member.

Member Found

Active

Name:

John Doe

Client Identification Number:

12345678A

BIC:

12345678A12345

Date of Birth:

01/01/1980

JI Aid Code:

I2

Incarceration Date:

03/01/2025

Effective Date:

03/03/2025

Termination Date:

05/31/2025

Release Date:

05/31/2025

Correctional Facility 001

123 Main St

City, State, 00000

Roger Smith

NPI 0123456789

Managed Care Plan (MCP) Enrollment Status

Managed Care Plan Code:

012

Managed Care Plan Name:

LA Care

Enrollment Status:

01 Active enrollment –Capitation paid

Member JI Services

Activate 90-Day Pre-Release Services

If a member meets qualifying criteria, and is not actively receiving JI Services, you may activate 90-Day Pre-Release Services.

Activate

Deny 90-Day Pre-Release Services

If a member does not meet qualifying criteria, and is not actively receiving JI Services, you may deny 90-Day Pre-Release Services.

Deny

Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here.

Terminate

Pause 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, and their release date has changed or the member has been hospitalized for evaluation, you may pause their aid code.

Pause

Reset 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 reset the eligibility period, which will start a new 90-day pre-release service eligibility.

Reset

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.

Restart

Figure 3.21: Terminate Active Member Found.

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



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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**.

### Terminate 90-Day Pre-Release Services

If a member is receiving 90-Day Pre-Release Services, but has been found to no longer qualify, you may terminate their aid code here. The Release Date can be updated if needed.

**Correctional Facility 001**  
123 Main St  
City, State, 00000  
  
Roger Smith  
  
NPI 0123456789

**Select Reason for Termination**  
☒ Member is being released and will no longer have access to 90-Day Pre-Release Services  
Release Date\*  
    
☐ Member no longer meets the qualifications for 90-Day Pre-Release Services

**Name:** John Doe  
**Client Identification Number:** 12345678A  
**Date of Birth:** 01/01/1980  
**JI Aid Code:** I2  
**Incarceration Date:** 03/01/2025  
**Effective Date:** 03/03/2025  
**Termination Date:** 05/31/2025  
**Release Date:** 05/31/2025

[Go Back](#) [Terminate 90-Day Pre-Release Services](#)

**Figure 3.22:** 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.

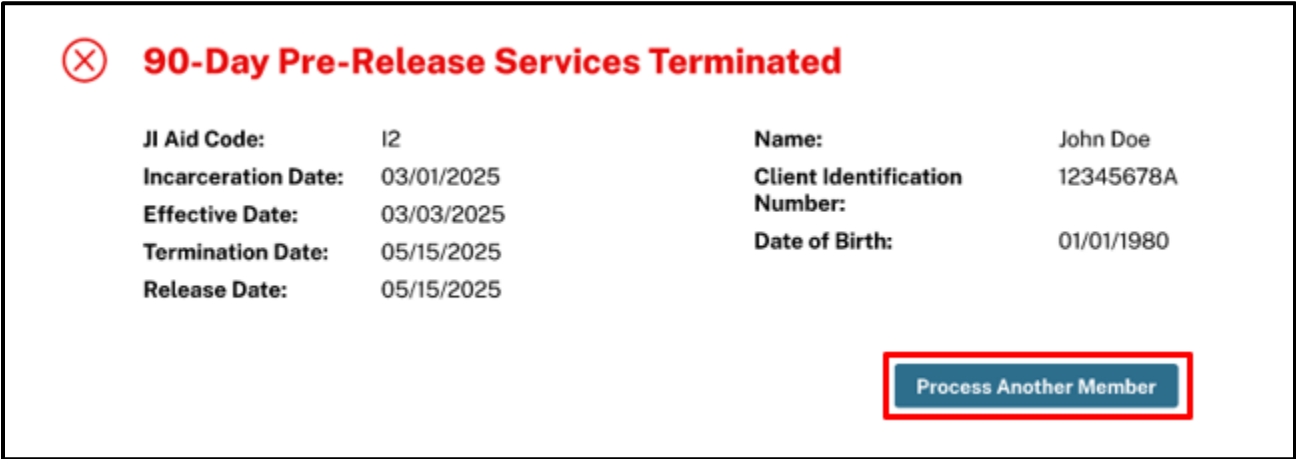


Figure 3.23: Termination Completed.

# Pre-Release Services Screening History

The **Pre-Release Services Screening History** is available at the bottom of the **Member Found** 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, known as the termination date. **Note:** Claims can be reimbursed for dates up to and including the JI end date.
- **Release Date:** This is the member's release date from incarceration.

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

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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 screening history may be sorted by clicking any column heading.

**Pre-Release Services Screening History**

Incarceration Date: 02/08/2024

📍 Correctional Facility | Service Location Name 001

Date of Action ▼	Screening Action	Action Reason	JI Start Date	JI End Date	Release Date
02/20/2025	Terminated	Member released	01/25/2025	02/24/2025	02/24/2025
02/09/2025	Reset	—	01/25/2025	02/25/2025	02/25/2025
01/20/2025	Pause	Member going to Hospital for Evaluation	01/08/2025	01/20/2025	04/08/2025
01/09/2025	Activated	—	01/08/2025	04/08/2025	04/08/2025

Incarceration Date: 01/13/2020

Incarceration Date: 05/24/2014

**Figure 4.1:** Screening History.

**Note:** Claims, Medi-Cal eligibility, Managed Care or other Medi-Cal transactions are **not** displayed in the Pre-Release Services Screening 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
<b>NPI</b>	<ul style="list-style-type: none"><li>• Required field</li><li>• If user has authorization for more than one NPI, a dropdown list is available</li><li>• Select one NPI from the list</li></ul>
<b>Facility Location</b>	<ul style="list-style-type: none"><li>• If NPI has more than one Facility Location, a dropdown list is available</li><li>• Select one Facility Location from the list</li></ul>
<b>Client Identification Number</b>	<ul style="list-style-type: none"><li>• Required field</li><li>• Must contain 9 characters</li><li>• First character must begin with a “9”</li><li>• Characters 2-8 are numbers</li><li>• Ninth character is one of the following alphabetic values: A, C, D, E, F, G, H, M, N, S, T, U, V, W</li></ul>
<b>Date of Birth</b>	<ul style="list-style-type: none"><li>• Required field</li><li>• Enter MM/DD/YYYY date OR</li><li>• Select date from calendar</li><li>• Cannot be a date prior to 01/01/1900</li><li>• Cannot be a future date</li></ul>

## Approve for 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
<b>Incarceration Date</b>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Enter MM/DD/YYYY date OR</li> <li>• Select date from calendar</li> <li>• Cannot be a future date</li> </ul>
<b>Effective Begin Date</b>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Enter MM/DD/YYYY date OR</li> <li>• Select date from calendar</li> <li>• Cannot be a future date</li> <li>• Cannot be a date in a prior month</li> <li>• Cannot be prior to Incarceration Date</li> <li>• Must be a minimum of one day after the <b>Termination Date</b> of a prior incarceration episode</li> </ul>
<b>Release Date (optional)</b>	<ul style="list-style-type: none"> <li>• Optional field</li> <li>• Enter MM/DD/YYYY date OR</li> <li>• Select date from calendar</li> <li>• Cannot be equal or prior to Effective Begin Date</li> <li>• Cannot be more than 90 days after Effective Begin Date</li> </ul>
<b>Select Qualifying Criteria</b>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select one or more criteria that the member meets. If a member does not meet the criteria, do not select a checkbox.</li> <li>• If the member is considered a “youth” per JI policy, select the checkbox next to Youth.</li> </ul>

## Deny 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
<b>Incarceration Date</b>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Enter MM/DD/YYYY date OR</li> <li>• Select date from calendar</li> <li>• Cannot be a future date</li> </ul>
<b>Select Reason for Denial</b>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select one of two options for Denial Reason <ul style="list-style-type: none"> <li>– Member does not meet criteria</li> <li>– Member has already used the maximum amount of time allowed for 90-Day Pre-Release Services during this incarceration</li> </ul> </li> </ul>

## Pause 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
<b>Select Date for Pause</b>	<ul style="list-style-type: none"> <li>• Required Field</li> <li>• Enter MM/DD/YYYY date OR</li> <li>• Select date from calendar</li> <li>• Can be a current or future date</li> <li>• Cannot go beyond the existing termination date</li> <li>• Can not be a date in the past</li> </ul>
<b>Select Reason for Pause</b>	<ul style="list-style-type: none"> <li>• Required field</li> <li>• Select one of two reasons: <ul style="list-style-type: none"> <li>– Member's release date is being extended beyond the original 90-day eligibility period. <b>Note:</b> System requests Release Date to be entered but it is not a required entry</li> <li>– Member is going to hospital for evaluation and does not receive pre-release services during inpatient stay for evaluation</li> </ul> </li> </ul>
<b>Select a New Release Date (optional)</b>	<ul style="list-style-type: none"> <li>• Optional field when selecting the reason for pause is due to the member's release date being extended beyond the original eligibility period</li> <li>• Enter MM/DD/YYYY date OR</li> <li>• Select date from calendar</li> <li>• Cannot be equal or prior to Effective Begin Date</li> </ul>

## Reset 90-Day, Pre-Release Services Fields

Data Field Name	Data Field Specifications
<b>Reset Date</b>	<ul style="list-style-type: none"><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>
<b>Select a New Release Date (optional)</b>	<ul style="list-style-type: none"><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
<b>Restart Date</b>	<ul style="list-style-type: none"><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>
<b>Select a New Release Date (optional)</b>	<ul style="list-style-type: none"><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
<b>Select Reason for Termination</b>	<ul style="list-style-type: none"><li>• Required field</li><li>• Select one of two reasons:<ul style="list-style-type: none"><li>– Member is being released and will no longer have access to pre-release services</li><li>– Member no longer meets the qualifications for pre-release services</li></ul></li></ul>
<b>Release Date</b>	<ul style="list-style-type: none"><li>• Required field if selecting that the member being released.</li><li>• Enter MM/DD/YYYY date OR</li><li>• Select date from calendar</li><li>• Cannot be equal to or prior to Effective Begin Date</li><li>• Cannot be more than 90 days after Effective Begin Date</li></ul>

# 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.
1.2	April 2025	OIL 013-25	JI Screening Portal enhancements to eliminate multiple youth resets and add a new Member Found landing page, showing each action available as well as streamlining the workflow for each action.
1.3	May 2025	OIL 083-25	JI Screening Portal enhancement to add step for same-day reincarceration.
1.4	June 2025	OIL 013a-25	JI Screening Portal added process to identify former Foster Youth.