

# Time to start reassessing for Unified Eligibility (UE)

- Reassessment must be completed by the end of the 24th month of client's eligibility
- Clients' information may change affecting their eligibility status (ex. moved out of state, obtained Medicaid, new employment, etc.)
- Clients who have been enrolled in the RWHAP-B program for at least 22 months and 15 days, should be evaluated to ensure they remain eligible for services prior to the end of the 24th month of their participation.
- There is no grace period for eligibility of our program. If a client is not up to date with eligibility, they are not eligible to receive services through RWHAP-B.

# How to determine who needs to be reassessed:

Provide Enterprise - [Find Client]

File Find View Actions Tools Reports Windows Help

The screenshot shows a software application window titled "Provide Enterprise - [Find Client]". The menu bar includes "File", "Find", "View", "Actions", "Tools", "Reports", "Windows", and "Help". The "Find Client" menu is open, showing a list of options: Administration, Clients, Contract Management, Import Log, Insurance Benefits Management, Medicaid Back Billing Dispenes, Pharmacy Interface, PLWH Activity, PLWH Clients, Providers, Reference, Reporting, Secure, and User Management. The "Clients" option is selected, and a sub-menu is displayed with the following items: All By Client ID, All By Last Name, Closed By Last Name, Deceased By Last Name, Enrolled in Medication Assistance, Enrolled in Medication Assistance and Eligibility Expired, Enrolled in Medication Assistance with End Date Mismatch, Enrolled in Premium Assistance, Enrolled in Premium Assistance and Eligibility Expired, **Expired within last 45 Days**, Expired within last 6 Months, Expiring within 45 Days, Open By HIV Case Manager, Open By Last Name, Open Missing Surveillance State No, Possible Duplicate Clients, and Seamless. The "Expired within last 45 Days" option is highlighted in blue. On the left side of the window, there is a "Find Client" search panel with a "Find Client" button and a list of search criteria: First Name, Middle Init, Last Name, Birth Date, Sex Assign, SSN, URN, Provide Cl, Surveillanc, PBM Mem, Medicaid ID, Member ID/Policy Number, and Find Client Results. At the bottom of the window, there are several icons representing different functions.

# Clients Expiring Within 45 Days

Provide Enterprise - [Clients\Expiring within 45 Days]

File Find View Actions Tools Reports Windows Help

Close Create Activity Create Report

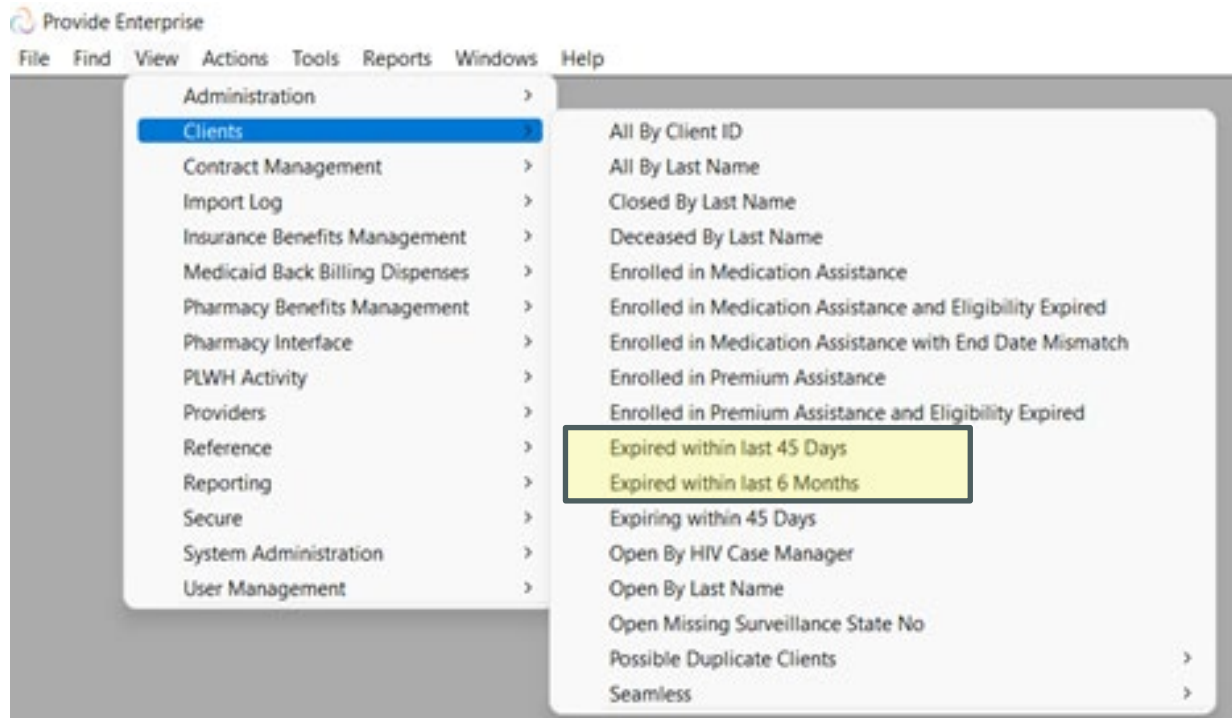
Last Name /	First Name /	Middle /	EIP Client ID /	DOB	SSN	Primary Phone	RW Expire
Castle	Penelope		10223	1968/01/01	558-00-1544	(414) 577-1234	2023/09/30
Catt	Romeo		10294	1970/07/01	154-00-1545	(262) 154-4444	2023/09/30
Cheetah	Chester		10562	1999/07/04			2023/10/05
Griffey	Kenneth	F	10123	1974/07/19	222-22-2222	(111) 111-1111	2023/09/30
Tooth	Jonathon		10061	1972/07/19	111-11-1117		2023/09/30

- This is the list that shows your clients who are going to need a reassessment in the next 45 days.
- We recommend you choose a date to review this list each month. This way, you can stay ahead of expiring eligibility and plan your outreach.
- You can sort this list by the RW Expire variable (just click on the variable name to sort) to focus on the clients who are closest to their eligibility expiration date.

# Completing Reassessments

- It is recommended to begin outreach to clients 45 days prior to their eligibility expiration date.
- You can start entering reassessments for clients into Provide up to 30 days prior to their eligibility expiration date.
  - Any reassessments submitted more than 30 days prior to that date, would be considered an "interim" assessment and will not update the client's eligibility expiration date.
- If a client's eligibility has expired, they will need to be assessed before receiving any RWHAP-B Services.

# Completing Reassessments



- Before providing services checking these lists (Expired within last 45 days and Expired within last 6 months) can help you with reassessing clients who have expired eligibility but may be scheduled to receive services soon.