

Title: **MEDICAID MEMBER RECONCILIATION WITH VERMONT DEATH REGISTRY**

DVHA Unit: DVHA DATA UNIT

(Must be reviewed annually)

Applicable Regulations, Guidelines, and AHS Policy:

Federal statute or rule:

[42 CFR](#)

IGA/MOU:

MOU # 03410-01-20, EXPY: 12/31/2023:

Under the terms of this written Memorandum of Understanding (MOU), the Vermont Department of Health (VDH) and the Data Unit within the Department of Vermont Health Access (DVHA) will collaborate through periodic data-sharing towards identifying deaths of Vermont residents who received Medicaid services through DVHA at the time of their death.

VDH is responsible for maintaining records related to deaths of Vermont residents, including the cause(s) of death. Under 18 V.S.A. § 5014(a) (2)(B) and 9 V.S.A. § 2440(e)(1) VDH is authorized to provide social security numbers. The terms of this MOU outline how this death record data will be shared with DVHA to assist in reconciling their Medicaid eligibility system on monthly basis.

Purpose:

To improve the quality of death, eligibility, and enrollment data in the Medicaid Management Information System (MMIS). To achieve this, DVHA supplements existing reconciliation processes by utilizing available data from the Department of Health Vital Statistics Death Registry.

Procedure:

At the end of the month, VDH Vital Records generates an updated list of names, gender, date of birth, date of death, and other relevant variables as outlined in the associated MOU, of individuals who died in Vermont. VDH Vital Records uploads this list to a shared internal repository.

The Data Unit uses statistical software to match the VDH file against a member roster extracted from the fiscal agent's data warehouse via their Business Objects tool and identifies members who are deceased and whose eligibility appears current in MMIS. The Data unit also matches the list with members who died during an episode of eligibility but whose date of death was not recorded.

The Data Unit shares output from this analysis with other teams and individuals with access to different systems to ensure consistent recording of dates of death across systems.

Revision History:

Date	Summary of Revisions
1/9/2020	Reference to new MOU, file locations, role changes, grammatical review.
3/4/2022	Minor grammatical changes, transferred to new SOP form.
3/8/2022	OMU review.
4/27/2023	Reviewed and updated for compliance with Act 156 and style guidelines. Replaced names and email addresses with job titles and organizational units. Quoted introductory copy from MOU. Compiled document references for addition to SOP.
10/30/2023	Minor typographical corrections, updated lengthy statements for clarity. Updated procedure and references to more accurately reflect that these procedures now occur monthly and not weekly.

Table 1 Revision History