



THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES M. PALMER, DIRECTOR

February 2, 1999

**GENERAL LETTER NO. 8-K-8**

ISSUED BY: Bureau of Eligibility Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter K, *Psychiatric Institutions*, Title page, new; Contents (pages 1 and 2), new; and pages 1 through 35, new.

**Summary**

This general letter transmits new chapter 8-K, *Psychiatric Institutions*. Policy information from the existing Chapter VIII-E(2), *Children in Psychiatric Institutions*, has been rewritten and reorganized to incorporate the Department's updated manual format and style.

There are no policy changes within this chapter.

**Effective Date**

Upon receipt.

**Material Superseded**

None.

**Additional Information**

Refer questions about this general letter to your regional benefit payment administrator if you need additional information.



THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

December 5, 2000

## **GENERAL LETTER NO. 8-K-9**

ISSUED BY: Bureau of Eligibility Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter K, *PSYCHIATRIC INSTITUTIONS*, pages 3, 7, 8, 11, 12, 19, 20, 28, and 32, revised.

### **Summary**

Page 3 is revised to add FOCUS, located in the Decatur County Hospital, to the list of Iowa PMIC facilities.

Page 20 is revised to add the new 300% figure.

Other pages are revised to update form numbers and references.

### **Effective Date**

January 1, 2001

### **Material Superseded**

Remove from Title 8, Chapter K, pages 3, 7, 8, 11, 12, 19, 20, 28, and 32, all dated February 2, 1999, and destroy them.

### **Additional Information**

Refer questions about this general letter to your regional benefit payment administrator.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

September 4, 2001

## GENERAL LETTER NO. 8-K-10

ISSUED BY: Bureau of Eligibility Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter K, *PSYCHIATRIC INSTITUTIONS*, pages 3, 6, 21, 29, and 30, revised.

### Summary

This chapter is revised to:

- ◆ Change of the vendor number for Gerard of Iowa.
- ◆ Remove Cornerstone Recovery from the list of PMIC facilities that provide substance abuse treatment.
- ◆ Clarify client participation paid toward the cost of institution care. Client participation is not assessed from recipients in a PMIC providing substance abuse treatment under managed care because the Department pays only a capitation fee. Therefore, recipients are not required to apply their income toward the cost of care.
- ◆ Update cross-references.

### Effective Date

Upon receipt.

### Material Superseded

Remove from Title 8, Chapter K, page 3, dated December 5, 2000, and pages 6, 21, 29, and 30, dated February 2, 1999, and destroy them.

### Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

December 18, 2001

## GENERAL LETTER NO. 8-K-11

ISSUED BY: Bureau of Eligibility Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter K, *PSYCHIATRIC INSTITUTIONS*, pages 7, 8, 20, 27, and 28, revised.

### Summary

This chapter is revised to:

- ◆ Remove the references to form 470-3118, *Medically Needy Recertification/State Supplementary and Medicaid Review*, from the chapter.
- ◆ Add the use of form 470-2927 or form 470-2927(S), *Health Services Application* for all SSI-related reviews.
- ◆ Change the 300% income limit for one person from \$1,590 to \$1,635 on page 20.

### Effective Date

January 1, 2002

### Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter K, and destroy them:

<u>Page</u>	<u>Date</u>
7, 8, 20	December 5, 2000
27	February 9, 1999
28	December 5, 2000

### Additional Information

Refer questions about this general letter to your regional benefit payment administrator.



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
JESSIE K. RASMUSSEN, DIRECTOR

November 12, 2003

## GENERAL LETTER NO. 8-K-12

ISSUED BY: Bureau of Managed Care and Clinical Services, Division of Medical Services

SUBJECT: Employees' Manual, Title 8, Chapter K, *PSYCHIATRIC INSTITUTIONS*,  
page 3, revised.

### Summary

Page 3 is revised to:

- ◆ Remove FOCUS, Decatur County Hospital as a PMIC provider.
- ◆ Add Bremwood as a new Iowa Medicaid PMIC provider, effective October 1, 2003.

### Effective Date

Upon receipt.

### Material Superseded

Remove the page 3, dated September 4, 2001, from Employees' Manual, Title 8, Chapter K, and destroy it.

### Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

December 16, 2003

GENERAL LETTER NO. 8-K-13

ISSUED BY: Bureau of Financial Support Programs, Division of Financial Health, and Work Supports

SUBJECT: Employees' Manual, Title 8, Chapter K, PSYCHIATRIC INSTITUTIONS, pages 3, 5, 20, and 33, revised.

Summary

This chapter is revised to:

- Change the vendor number for Orchard Place to 0012369 due to a change in ownership effective September 1, 2003.
Change the name of St. Lukes Gordon Recover Center to Jackson Recovery Center.
Change the 300% income limit for one person from \$1,692 to \$3,384.
Add legal references that were previously omitted.

Effective Date

The 300% income limit increases effective January 1, 2004. All other changes are effective upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter K, and destroy them:

Table with 2 columns: Page and Date. Rows include: 3 (November 12, 2003), 5 (February 2, 1999), 20 (December 5, 2000), 33 (February 2, 1999).

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



October 15, 2004

GENERAL LETTER NO. 8-K-14

ISSUED BY: Bureau of Financial Support Programs,
Division of Financial, Health, and Work Supports

SUBJECT: Employees' Manual, Title 8, Chapter K, PSYCHIATRIC INSTITUTIONS,
pages 1 through 6, 31, and 32, revised.

Summary

This chapter is revised to:

- ◆ Add new facilities to the list of psychiatric medical institution for children (PMIC) providers.
◆ Add references to 8-I, MEDICAL INSTITUTIONS, and 14-M, ISIS USER GUIDE, for information on the Individualized Services Information System (ISIS).
◆ Correct organization names and define some acronyms used by the Department.
◆ Correct cross-references and form name and numbers.

Effective Date

ISIS implementation is effective October 15 2004. All other changes are effective upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 8, Chapter K, and destroy them:

Table with 2 columns: Page, Date. Rows include page numbers 1, 2, 3, 4, 5, 6, 31, 32 and their corresponding dates from 1999 to 2000.

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.



June 2, 2006

**GENERAL LETTER NO. 8-K-15**

ISSUED BY: Bureau of Medical Supports, Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 8, Chapter K, *PSYCHIATRIC INSTITUTIONS*,  
Title page, revised; Contents (page 1), revised; and pages 1 through 34, revised.

**Summary**

This general letter transmits the revised 8-K, *PSYCHIATRIC INSTITUTIONS*. The existing chapter has been rewritten to clarify the policies. Although most of the information in this chapter remains unchanged, revisions were made for the following:

- ◆ Clarification of policies.
- ◆ Change organizational names.
- ◆ Add information on processing voluntary admissions.
- ◆ Correct cross-references.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the entire Chapter K from Employees' Manual, Title 8, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	February 2, 1999
Contents (pp. 1, 2)	February 2, 1999
1-6	October 15, 2004
7, 8	December 18, 2001
9, 10	February 2, 1999
11, 12	December 5, 2000
13-18	February 2, 1999
19	December 5, 2000



20	December 16, 2003
21	September 4, 2001
22-26	February 2, 1999
27, 28	December 18, 2001
29, 30	September 4, 2001
31, 32	October 15, 2004
33	December 16, 2003
34, 35	February 2, 1999

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

June 13, 2008

## GENERAL LETTER NO. 8-K-16

ISSUED BY: Bureau of Medical Supports,  
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 8, Chapter K, *PSYCHIATRIC INSTITUTIONS*,  
page 17, revised.

### Summary

This chapter is revised to add a cross-reference under the section, "FMAP-Related Eligibility," to Chapter 8-F, "Continuous Eligibility for Children."

### Effective Date

July 1, 2008

### Material Superseded

Remove from Employees' Manual, Title 8, Chapter K, page 17, dated June 2, 2006, and destroy it.

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
EUGENE I. GESSOW, DIRECTOR

December 5, 2008

## GENERAL LETTER NO. 8-K-17

ISSUED BY: Bureau of Medical Supports,  
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 8, Chapter K, **PSYCHIATRIC INSTITUTIONS**, Title page, revised; Contents (page 1), revised; and pages 1 through 34, revised.

### Summary

This chapter is revised to:

- ◆ Update references from "client" or "recipient" to "member" or "person."
- ◆ Make technical corrections to the Summary of PMIC Eligibility flowchart.
- ◆ Incorporate changes related to policies for continuous eligibility for children.
- ◆ Make technical corrections to sections on determining IV-E Medicaid eligibility.

### Effective Date

Upon receipt.

### Material Superseded

Remove the entire Chapter K from Employees' Manual, Title 8, and destroy it. This includes the following:

<u>Page</u>	<u>Date</u>
Title page	June 2, 2006
Contents (page 1)	June 2, 2006
1-16	June 2, 2006
17	June 13, 2008
18-34	June 2, 2006

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
EUGENE I. GESSOW, DIRECTOR

August 27, 2010

## GENERAL LETTER NO. 8-K-18

ISSUED BY: Bureau of Financial, Health, and Work Supports  
Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter K, **PSYCHIATRIC  
INSTITUTIONS**, pages 2, 3, 4, 5, 9, 10 and 21, revised.

### Summary

Effective July 1, 2009, federal Medicaid funding for state mental health institutes (MHIs) under IowaCare ended.

- ◆ IowaCare no longer covers MHI services to persons ages 19 through 64.
- ◆ The MHIs will no longer submit claims to the Medicaid Management Information System (MMIS) for persons ages 21 through 64 who are eligible for IowaCare or Medicaid.

IowaCare members can receive state-funded services in an MHI.

### Effective Date

July 1, 2009

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter K:

<u>Page</u>	<u>Date</u>
2-5, 9, 10, 21	December 5, 2008

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

July 25, 2014

## GENERAL LETTER NO. 8-K-19

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter K, **PSYCHIATRIC INSTITUTIONS**, Title page, revised; and pages 5, 6, 12, 22, 24, and 27, revised.

### Summary

Chapter 8-K is revised to:

- ◆ Update information on who determines level of care for children in psychiatric institutions.
- ◆ Update the chapter to indicate that the Centralized Facility Eligibility Unit (CFEU) will process all PMIC applications except for those children who are admitted to Cherokee MHI or Independence MHI.
- ◆ Correct grammatical errors.
- ◆ Remove references to form 470-0371, *Facility Notice of Client Participation*. Providers can access a member's client participation information through the Iowa Medicaid Provider Access (IMPA) system.
- ◆ Correct the review form used for SSI-related Medicaid reviews.

### Effective Date

Removal of form 470-0371, *Facility Notice of Client Participation*, is effective November 19, 2013.

All other revisions are effective upon release.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter K:

<u>Page</u>	<u>Date</u>
Title page	December 5, 2008
5	August 27, 2010
6, 12, 22, 24, 27	December 5, 2008

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

May 29, 2015

## GENERAL LETTER NO. 8-K-20

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter K, **PSYCHIATRIC  
INSTITUTIONS**, page 12, revised.

### Summary

Chapter 8-K is revised to reflect the name change of intermediate care facilities for the mentally retarded (ICF/MR) to intermediate care facilities for persons with an intellectual disability (ICF/ID), as mandated by 2012 Iowa Acts, Senate File 2247.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following page from Employees' Manual, Title 8, Chapter K:

<u>Page</u>	<u>Date</u>
12	July 25, 2014

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 6, 2015

## GENERAL LETTER NO. 8-K-21

ISSUED BY: Bureau of Financial, Health and Work Supports  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 8, Chapter K, **PSYCHIATRIC INSTITUTIONS**, pages 3, 13, and 32, revised.

### Summary

Chapter 8-K is revised to remove references to:

- ◆ The closed state juvenile facility in Toledo.
- ◆ Form 470-2479, *PMIC Exchange of Information*. Form 470-2479 is no longer being used.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 8, Chapter K:

<u>Page</u>	<u>Date</u>
3	August 27, 2010
13, 32	December 5, 2008

### Additional Information

Refer questions about this general letter to your area income maintenance administrator.

May 10, 2019

**GENERAL LETTER NO. 8-K-22**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter K, *Psychiatric Institutions*, Title page, revised; and pages 10, 12, and 13, revised.

**Summary**

Chapter 8-K is revised to update retroactive eligibility language to reference the change in the definition of "retroactive period" listed in 8-A, Administration.

**Effective Date**

July 1, 2018

**Material Superseded**

This material replaces the following pages from Employees' Manual, Title 8, Chapter K:

<u>Page</u>	<u>Date</u>
Title page	July 25, 2014
10	August 27, 2010
12	May 29, 2015
13	November 6, 2015

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.



October 8, 2021

**GENERAL LETTER NO. 8-K-23**

ISSUED BY: Iowa Medicaid Enterprise

SUBJECT: Employees' Manual, Title 8, Chapter K, ***Psychiatric Institutions***, 1, 2, 3, 4, 5 and 6, 7 and 8, 9, 10, 11, 12 and 13, 14-20, 21, 22, 23, 24, 25 and 26, 27, 28, revised; 29-31, 32, 33 and 34, removed.

**Summary**

Chapter 8-K is revised to:

- ◆ Replace references to 'Individualized Services Information System' and 'ISIS' to 'Institutional and Waiver Authorization and Narrative System' and 'IoWANS'
- ◆ Update information relating to state mental health facilities

**Effective Date**

January 21, 2021

**Material Superseded**

Remove the following pages from Employees' Manual, Title 8, Chapter K, and destroy them:

Page	Date
1	December 5, 2008
2	August 27, 2010
3	November 6, 2015
4	August 27, 2010
5 and 6	July 25, 2014
7 and 8	December 5, 2008
9	August 27, 2010
10	May 10, 2019
11	December 5, 2008
12 and 13	May 10, 2019
14-20	December 5, 2008
21	August 27, 2010
22	July 25, 2014
23	December 5, 2008
24	July 25, 2014
25 and 26	December 5, 2008
27	July 25, 2014
28	December 5, 2008
29-31	December 5, 2008

32                    November 6, 2015  
33 and 34          December 5, 2008

**Additional Information**

Refer questions about this general letter to your area income maintenance administrator.