



## State Medical Review Team (SMRT) Application Checklist

### Your responsibility (or your authorized representative)

Submit Medical Assistance application to your county or tribal human services agency, indicating that you have a disability.

**REMINDER:** You, and any authorized representative listed in your case, will receive a SMRT “welcome letter” in the mail acknowledging the referral. The mailing also includes:

- Children’s or Adult Disability Worksheet
- Release of Information form (to allow SMRT to collect medical and education records on your behalf)
- Your Person Master Index (PMI) number, also called a Medical Assistance (MA) number

Complete and return the Release of Information form to SMRT. Remember to write your PMI number on the top of the form.

Complete and return the Children’s or Adult Disability Worksheet, providing detailed information.

**REMINDER:** SMRT will not meet you in person. They make their decision from the paperwork submitted. You should provide additional information in a separate letter and attach it to the worksheet. Consider writing about a tough day, highlighting how your disability/needs impact you and your family members.

Gather documentation from within the past year (so you’re prepared to send it when requested):

- Most recent Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP), if in school
- Most recent Evaluation Summary Report from the school district, if in school
- Results of a physical exam, no more than 3 months old, performed by a medical doctor
- Reports, assessments or evaluations from any consulting medical specialists, therapists or psychologists
- For children enrolled in a full time Applied Behavior Analysis (ABA) Therapy Program: current Individual Treatment Plan (ITP) and any updated progress notes

Send documentation to SMRT, as requested in the letter. Also, provide information on scheduled appointments or tests that might contribute to your disability or diagnosis

documentation. Do not send the original documents. Send copies, with your PMI number written on the front page of each document.

**REMINDER:** You will receive a disability certification letter in the mail with SMRT's decision and length of certification. The county or tribe also receives notification of the decision.

\*At any point in this process, you can contact the SMRT hotline (651-431-2493 or 1-800-235-7396) to confirm the status of your case.

### County or Tribal responsibility

- The county or tribe reviews your application to determine eligibility for Medical Assistance and completes the Referral for Disability Determination form before submitting it to SMRT.

### State Medical Review Team (SMRT) responsibility

- A SMRT disability analyst will be assigned to your case and contact you by letter or phone, requesting the required documentation.

### Next Steps

#### ***If certified disabled:***

After receiving your letter, contact your county or tribal eligibility worker/team to confirm the determination.

If your MA has not started yet, the county/tribal agency will open your MA case.

You will receive your Minnesota Health Care Programs Member ID card and approval notice in the mail within a few weeks.

If you haven't already, call and request a MnCHOICES assessment from your county or tribal office – to be assessed for home and community-based services.

#### ***If NOT certified disabled:***

You may appeal the decision following the information listed on the SMRT denial notice. You have 30 days from the date of the denial letter to file an appeal in writing.

If you file an appeal, the hearing will be held before a Human Services Judge to appeal the decision of SMRT. You will have the opportunity to supply any new evidence. You may also bring additional people to the hearing to testify on your behalf.