

## Medical Only Case Closure Checklist

IV-D # \_\_\_\_\_

CP \_\_\_\_\_

NCP \_\_\_\_\_

Use this checklist to determine if a Medical Only case that has been adequately worked to the extent possible can be closed utilizing the **CINR** “inappropriate referral” reason code.

|     |   | Yes | No |
|-----|---|-----|----|
| 1.  | Regardless of interview method, were available CSS services explained to the CP?  |     |    |
| 2.  | Was the option to claim good cause for not cooperating explained to the CP?   |     |    |
| 3.  | Was the CP’s signature obtained on the application?   |     |    |
| 4.  | If paternity is at issue, was the CP’s responsibility to cooperate to establish paternity discussed?  |     |    |
| 5.  | Did the CP cooperate with all efforts taken by CSS to establish paternity?<br><br>(Enter N/A if not applicable)   |     |    |
| 6.  | Did the CP sign the Custodian Address Memorandum?   |     |    |
| 7.  | Is Medicaid the only insurance available to the CP?   |     |    |
| 8.  | If paternity is at issue, has paternity establishment been discussed with the NCP?<br><br>(Enter N/A if not applicable)   |     |    |
| 9.  | Was the NCP unwilling to voluntarily establish paternity and medical support (or if paternity is not at issue, an order for just medical support), so that court action would be necessary?                                     |     |    |
| 10. | Has the availability of medical coverage been discussed with the NCP?   |     |    |
| 11. | Has research regarding the availability of medical coverage at a reasonable cost to the NCP been performed by the worker?<br><br>What is the result(s) of the research?   |     |    |
| 12. | If the case required court action in NC or in another state, did the court find that Medicaid was adequate and did not hold the NCP responsible for medical coverage, currently or prospectively? (Enter N/A if not applicable) |     |    |

If all questions have been answered “yes” or “N/A” (verifying that the case has been worked to the extent possible), and results of research show that the only currently available insurance is the CP’s Medicaid, the case can be referred to a supervisor to close the case immediately with the CINR reason code. Contact the CP and explain that the case does qualify for closure and the right to reapply for services should circumstances change. Record actions and file this completed checklist in the case record.

**This procedure must only be used in Medical Only cases – It is not appropriate to use for any other case type.**

Worker’s Name \_\_\_\_\_ Date \_\_\_\_\_