

# Waiver Enrollment

DCH and DXC Provider Enrollment

# Mission

## The Georgia Department of Community Health

We will provide Georgians with access to affordable, quality health care through effective planning, purchasing and oversight.

*We are dedicated to A Healthy Georgia*

# Agenda

- Introduction
- Overview of Provider Enrollment Steps for COS 440, 680, 681, 590 and 930
- Live Enrollment Application Demonstration
- Helpful Enrollment Tips
- Questions



September 19, 2018

# Steps for Provider Enrollment into COS 440, 680 and 681

# Steps for Provider Enrollment of COS 440, 680 and 681

Provider Enrollment for COS 440, 680 and 681 is accomplished through the coordinated effort of three agencies: the Georgia Collaborative ASO, the Department of Behavioral Health and Developmental Disabilities (DBHDD) and the Department of Community Health (DCH). The Georgia Collaborative ASO is the administrative services organization contracted by DBHDD to review provider applications for participation in these COS's.

Open enrollment for new providers occurs three times per calendar year. The open enrollment schedule is posted on the Georgia Collaborative's website, [www.georgiacollaborative.com](http://www.georgiacollaborative.com). The phases of provider enrollment are as follows:



# Steps for Provider Enrollment of COS 440, 680 and 681

(continued)

## Provider Enrollment Forum

A Provider Enrollment Forum is held the month before each scheduled open enrollment period. Attendance at this Forum is mandatory for all new applicants. Applicants must attend the Forum immediately preceding the open enrollment period in which they will submit a Letter of Intent (LOI). The schedule for the Provider Enrollment Forum and Open Enrollment is located on the Georgia Collaborative's website at [www.georgiacollaborative.com](http://www.georgiacollaborative.com). Click on the link Provider Enrollment Information, followed by the link based on the discipline you are interested in, Developmental Disabilities Services or Behavioral Health Services. This will bring you to the dates of the scheduled provider forums and open enrollment period. You will be able to click on the registration date to register for the scheduled forum

# Steps for Provider Enrollment of COS 440, 680 and 681 (continued)

## **Submission of Letter of Intent and Pre-Qualifiers**

New applicants must submit a Letter of Intent and Pre-Qualifiers during an open enrollment period. Details regarding the LOI and Pre-Qualifiers can be found in the following DBHDD policies:

### **COS 440:**

[Application and Recruitment to become a Provider of Behavioral Health Services, 01-111](#)

### **COS 680 and 681:**

[Recruitment and Application to Become a Provider of Developmental Disabilities Services, 02-701](#)

[www.georgiacollaborative.com](http://www.georgiacollaborative.com)

## Steps for Provider Enrollment of COS 440, 680 and 681 (continued)

### **The LOI should be submitted via mail to:**

GA Collaborative Enrollment

P.O Box 56324

Atlanta, GA 30343

Note, the LOI will be rejected if submitted before or after the open enrollment date. Once the LOI is submitted, it is reviewed to determine if it is adequate to move on to the application. If the LOI is found to be inadequate, the applicant is sent a denial/closure letter and they can reapply during the next open enrollment period. If the LOI is found to be adequate, the applicant is sent a letter inviting them to submit an application.

# Steps for Enrollment into COS 440, 680 and 681

(continued)

## **DBHDD/Georgia Collaborative Application**

Once invited to apply, the applicant is given 30 days to submit the application to the Georgia Collaborative. If the application is not submitted within 30 days, then the application is closed, and the applicant will have to start the process over beginning with attending the provider forum and submitting another LOI during a future enrollment period. If the application is submitted within the 30 day period, it will be reviewed. If found to be adequate, then several steps will occur based on the type of provider.

# Steps for Enrollment into COS 440, 680 and 681

(continued)

## DBHDD Site Visit

- ▶ After the DBHDD Application is reviewed, the Georgia Collaborative will send a notification to the applicant to schedule a site visit with the DBHDD Regional Field Office. A DBHDD Site Visit is required for COS 440. A site visit must be conducted for all Behavioral Health service locations.

## COS 680 and 681

- ▶ If this is an agency provider and the services include Community Residential Alternative (CRA) or Respite Out of Home services, then a site visit must be conducted. Once an adequate visit has been completed by the Regional office, then the provider is requested to go on line and complete the DCH application.
- ▶ Note, site visits are not required for Individual IDD providers and agency providers with services that do not include CRA or Respite Out of Home.

# Steps for Enrollment into COS 440, 680 and 681

(continued)

## **Criminal Background Check (*applicable for Individual IDD Providers only*)**

- ▶ If this is an Individual provider, they are requested to complete a cogent registration for a criminal record background check. Once this comes back we are notified by the Criminal Record section as to the person's eligibility. If found to be eligible, then the Individual is requested to go on line and complete a DCH application.

## **DCH Application**

- ▶ After the DBHDD application is reviewed and the site visit and criminal background check are completed (if applicable), the Georgia Collaborative will notify the applicant to complete the Online DCH application via the GAMMIS web portal. Once the DCH application has been completed, the agency or individual must submit a copy of the DCH application along with other required documents such as the EFT, W-9 and Voided Check to the Collaborative.

## **Georgia Collaborative Recommendation**

- ▶ The Collaborative combines the application review, site visit, criminal background check and DCH Application and submits a recommendation of approval or denial for review to DBHDD. Once the recommendation is reviewed by DBHDD, the application is submitted to DCH for final consideration.

# Steps for Enrollment into COS 440, 680 and 681

(continued)

## **DCH Approval/Denial**

- ▶ If approved by DCH, DBHDD and the provider are notified of the approval and the Medicaid provider number. If denied by DCH, DBHDD and the provider are notified of the denial and the applicant is advised of appeal rights. DBHDD sends an approval letter to the provider via email entailing the next steps.

## **New Provider Orientation**

- ▶ The next step is attendance of an orientation that is done via web by the Georgia Collaborative. The information to schedule this orientation is included in the approval letter sent to the provider

## **DBHDD Letter of Agreement**

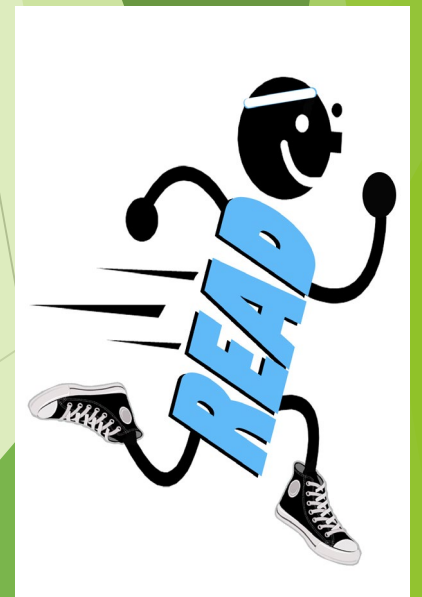
- ▶ Once the provider has attended the Orientation, DBHDD is notified by the Collaborative. DBHDD then forwards the provider's information to the Office of Procurement and Contracts for development of a Letter of Agreement (LOA). Once the agreement is signed and returned, DBHDD will notify the Georgia Collaborative ASO to activate the provider in the Georgia Collaborative system.

September 19, 2018

# Steps for Provider Enrollment into COS 590 and 930

# Steps for Enrollment into COS 590 and 930

- ▶ For information on how to become a CCSP and SOURCE provider, review Section 601.2 of the CCSP General Services Manual, which can be found under “Provider Manuals” in the drop-down box under the “Provider Information” tab via the MMIS web portal, [www.mmis.georgia.gov](http://www.mmis.georgia.gov).
- ▶ Review this manual section carefully and thoroughly before attempting to apply to be a CCSP or SOURCE provider (Contracts 590 and 930).
- ▶ To attend a mandatory information session in February or August, request a seat in the session by contacting [ccsp.messages@dch.ga.gov](mailto:ccsp.messages@dch.ga.gov).



# Helpful Enrollment Tips

- ▶ If you've failed to retain a copy of the enrollment application upon submission:

Please visit the MMIS web portal, [www.MMIS.Georgia.gov](http://www.MMIS.Georgia.gov). Click on the Provider Enrollment link, enrollment application status link and key in the ATN and name of the provider. The link to print a copy of the application is located at the bottom of the page.

- Print a copy of the application for your records. [Print Application](#)
  - Required documents can be faxed or uploaded:
    - [Enrollment forms](#) are available on this site.
    - [Upload required documents](#).
      - Please allow 15 business (not calendar) days for attachments to be reviewed.
      - A scanned or faxed copy of the Power of Attorney for Payee will be accepted providing that:
        1. The submitted Power of Attorney for Payee reflects the raised notary seal and all signatures can clearly be seen via a scanned or faxed copy.
        2. If the notary seal is an ink seal it can be clearly seen via a scanned or faxed copy.
        3. If the notary seal and all signatures are unclear or illegible when the document is scanned or faxed, the faxed or scanned Power of Attorney for Payee will be rejected and an original Power of Attorney for Payee will have to be submitted.
- The Department reserves the right to reject a scanned or faxed copy of a Power of Attorney for Payee.
- **Provider Enrollment/Credentialing Application Status Questions and Contacts**  
For more information related to the Provider Enrollment process including contact information, please refer to the Provider Enrollment FAQs on the [FAQ for Providers page](#).

# Helpful Enrollment Tips

## How to Search for Letters via the MMIS Portal

Per the email received you must have access to the provider REF# and the Reports tab to view letter.

Georgia DCH Email Request -

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Email Link: [Click here to access the GAMMIS web portal.](#)

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From: State of Georgia DCH

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Letters Available For:

Reference Provider ID:

CTN:

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REF00XXXXXXXXX

N/A

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This link was sent on 9/25/2018 10:50:06 PM

You will need to have a valid user name and password to access the letter on the DCH website.

Details:

Once authenticated on the GAMMIS Web portal, navigate to the "Reports" menu, then select "Letters". Choose the letter PRV-9109-M:Provider License Recertification Letter from the list and click the search button. Letters are sorted by date, so select the letter with the date of 9/25/2018 .

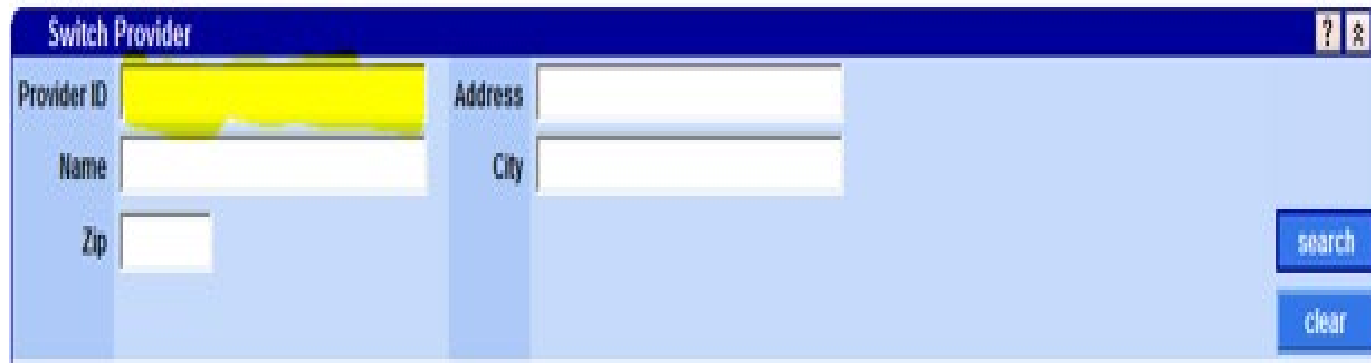
Notice: Online letters may not be available for viewing for up to one business day.

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# Helpful Enrollment Tips (continued)

## How to Search for Letters via the MMIS Portal

- ▶ Login to the secure portal using your username and password. To determine the provider that the letter is for, enter the REF# in the Provider ID field and click "search"



The screenshot shows a web form titled "Switch Provider" with a blue header. The form contains the following fields and buttons:

- Provider ID:** A text input field with a yellow highlight.
- Address:** A text input field.
- Name:** A text input field.
- City:** A text input field.
- Zip:** A text input field.
- Buttons:** "search" and "clear" buttons are located on the right side of the form.

## How to Search for Letters via the MMIS Portal

- ▶ If you have access to the provider account, it will appear below to select. Confirm that you would like to switch provider.

# Helpful Enrollment Tips (continued)

Switch Provider

Provider ID: REF000000308

Name:

Zip:

Address:

City:

search

clear

(1 rows returned)

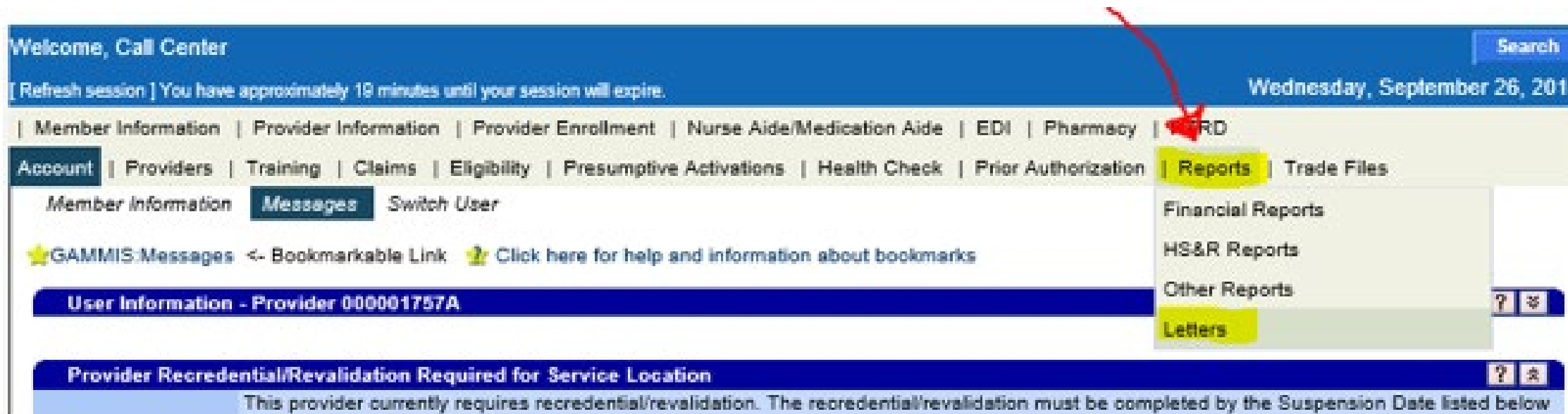
National Provider ID	Medicaid Provider ID	Reference Provider ID	Provider Type	Name	Address	City	State	Zip	Zip + 4
	00001757A	REF000000308	Physicians/Osteopaths	JOHN, SMITH	35 JESSE HILL JR DR SE	ATLANTA	GA	30300	30302

Select row above to switch to the desired provider.

# Helpful Enrollment Tips (continued)

## How to Search for Letters via the MMIS Portal

- ▶ Next go to the “Reports Tab” and choose “Letters in the drop-down box.”



# Helpful Enrollment Tips (continued)

## How to Search for Letters via the MMIS Portal

- ▶ Click on the drop-down list to locate your letter. (Hint: Your email will state the letter type to choose from the list)

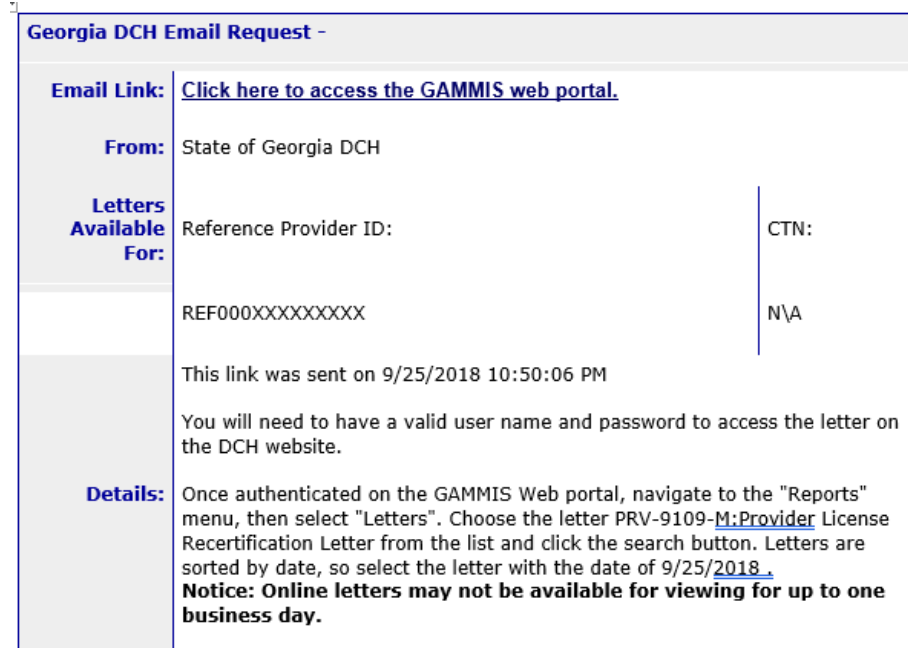
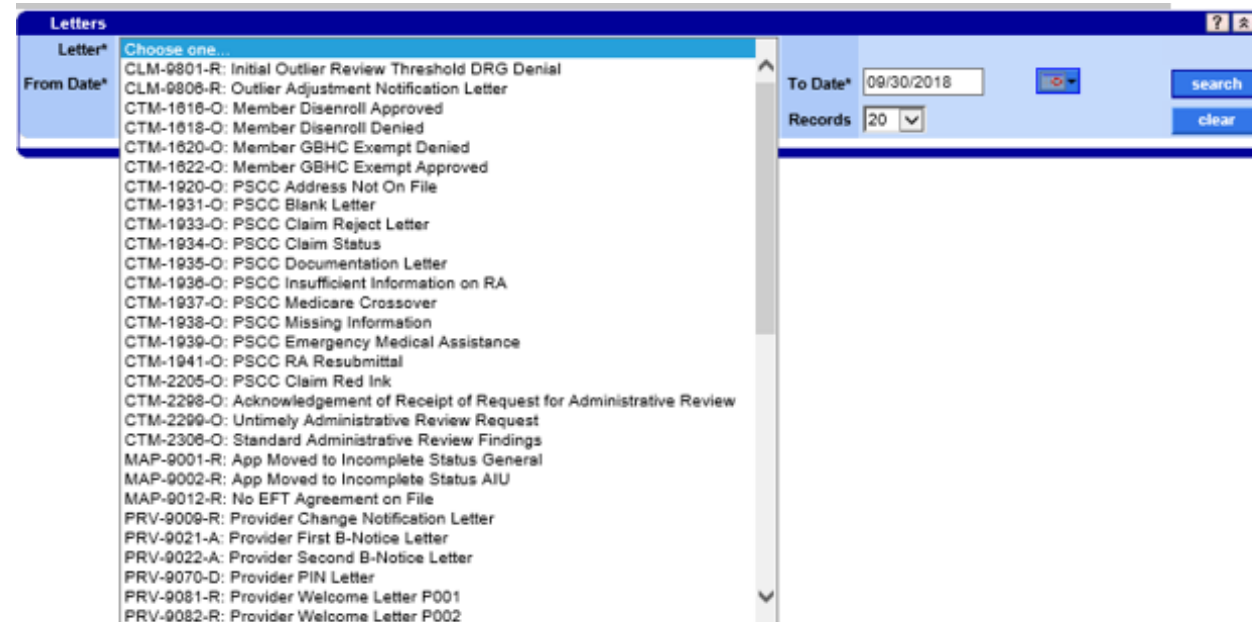


The screenshot shows a search interface titled "Letters". It features a "Letter\*" dropdown menu with the text "Choose one..." and a yellow downward arrow. Below this are two date fields: "From Date\*" with the value "06/01/2018" and "To Date\*" with the value "09/30/2018". To the right of the date fields is a "Records" dropdown menu set to "20". On the far right, there are two buttons: "search" and "clear".

# Helpful Enrollment Tips (continued)

## How to Search for Letters via the MMIS Portal

- ▶ From the list, select the letter type that corresponds with the one listed at the bottom of the email. Once a letter is selected, a link to a PDF file will populate, allowing you to view the entire document as needed.



▶ Questions?