Community Choices Waiver Provider Training

Certification, Enrollments, and Renewals

Wyoming Department of Health
Division of Healthcare Financing
Home and Community-Based Services Section
Purpose of This Training

To introduce and clarify the processes associated with becoming and continuing to be a CCW service provider.
Training Agenda

- Define Certification, Enrollment, and Renewal
- Explore the purpose of the processes
- Discuss requirements and their reviews
- Provide clarification on the expectations of the Division during these processes
The Reason and Reference

- Federally authorized under Section 1915(c) of the Social Security Act
  - Under Medicaid “umbrella”
  - Funded with state and federal dollars

- Federally approved Waiver agreement that outlines federal and state requirements
The Agreement to the Rules

- Provider Agreement requires the providers follow Medicaid Rules
  - Chapter 1: Definitions
  - Chapter 3: Provider Participation
  - Chapter 4: Medicaid Administrative Hearings
  - Chapter 16: Medicaid Program Integrity
  - Chapter 34: Home & Community Based Waiver Services *(Under review)*
What do we mean?

Enrollment:

*Status with Medicaid*
- Enrolled Provider
  - Active WY#
- Active Enrollment
  - Within the provider agreement
- Terminated enrollment
  - Terminated WY# and agreement

Certification:

*Status with the CCW*
- Certified Provider
  - Active on waiver
- Initial Certification
  - 1st certification
- Certification Renewal

Renewal:

*Process of verification*
- Certification
  - Recert
  - Annual
- Enroll
  - Re-Enroll
  - Every 5 years
Licensure Requirements

- Some Waiver services require Licenses
- Medicaid and Medicaid Waiver does not issue License
- Wyoming Department of Health, Division of Aging
- Wyoming Board of Nursing
- Licenses may be reviewed at anytime
choice
Initial Enrollment

- Conducted by HHS Technologies
- CCW Taxonomy Number is 251B00000X
- Issuance of Wyoming Provider Number (WY#)
- For assistance with Enrollment (Re-Enrollment):
  
  Website: https://wyoming.dyp.cloud/
  Email address: WYEnrollmentSvcs@HHSTechGroup.com
  Phone number: 1-877-399-0121
Initial Certification

- Initial Certification applications are submitted at wyoproviderportal.com
- Must include proof of qualifications
  - Federal and State Background screening requirements
  - Licensure
  - Evidence of Education and Experience
  - HCBS Policies and Procedures
- Once application is approved and enrollment complete, Provider is considered Certified
Certified. Now what?

- Documentation is required by Medicaid Rule Chapter 3, Section 7:
  - (a) Retention.
  - (b) Documentation requirements.
  - (c) Availability of records.

- Will be requested during review of reported incidents and complaints, as well as at certification renewal.
Certified Provider Engagement

● Listed publicly for CCW participants to choose
  ○ https://wyoimprov.com/agingPublicProviderSearch.aspx

● Ongoing portal tasks to maintain current information
  ○ wyoproviderportal.com

● Division Hosted Support Calls
  ○ Call in information available on the CCW Providers and Case Managers page
Certification Renewal
Recert Process

- Notification sent 60 days prior to Certification expiration date
  - Certification expires on the expiration date
- Review organizational information on file with the Division, make updates if necessary
- Submit evidence of qualifications and alignment with HCBS requirements
Recert Results

- Successful!
- Action necessary
  - Additional Evidence may be required
- Certification Revoked, Decertification
  - May be able to request reconsideration
Chapter 1, Section 3(xiv):

_an adverse action is the termination, suspension or other sanction of a provider, the denial or withdrawal of admission certification or the denial or reduction of a Medicaid payment to a provider._

Not Adverse Actions:

- Loss of licensure or required certifications
- OIG Exclusion or Termination by Medicare
- Fraud, Waste, Abuse, or other prohibited activities
Medicaid Re-Enrollment

- Required every 5 years
- HHS Technologies process
- Notification sent 60 days prior to Enrollment Expiration
- WY# may be terminated if provider does not re-enroll
Key Takeaways

1. Asking questions and staying informed is the very best thing providers can do to be successful.

2. Certification, Enrollment, and renewals are a necessary and required part of being a Medicaid Waiver provider.

3. Providers must be able and willing to provide demonstration and evidence of qualified service delivery, refusal to produce records could result in additional unwanted or Adverse actions.

4. The renewal processes are important for the state to demonstrate ongoing compliance with Federal and State requirements.
Questions?

Contact the Provider Certification and Credentialing team:

wdh-hcbs-credentialing@wyo.gov