Acknowledgements

Our presenters this afternoon include:

- Beth Kidder, Assistant Deputy Secretary for the Bureau of Medicaid Policy and Quality
- Shameria Davis, Bureau of Medicaid Policy
- Dayle Mooney, Division of Health Quality Assurance
- Nick Constantino, Bureau of Medicaid Fiscal Agent Operations
- Patricia Cobb, Bureau of Medicaid Policy St. Petersburg Location
Webinar Participants

- Please keep your phone lines on mute for the duration of the presentation to avoid excess background noise.
- There will be time allowed at the end of the presentation for questions. If you have a question during the presentation, submit it in the “question” pane of your webinar screen and it will be addressed later.
- This presentation will be sent to all participants after the training.
Introduction

The Agency for Health Care Administration (Agency) is conducting this training webinar for Medicaid health plans to summarize the requirements, credentials and qualifications that home health agencies must meet prior to enrollment as a health plan network provider and prior to rendering skilled nursing services.

This material is provided for training purposes only, and does not constitute legal guidance on Florida law governing the licensure and qualifications of home health providers, or interpret or modify Agency contracts with SMMC plans. Plans should consult with their own legal counsel.
Overview

In this webinar, we will discuss...

✓ Who Can Provide Florida Medicaid Skilled and Non-skilled Nursing Services
✓ How To Validate A Provider’s Credentials
✓ Registering A New Provider With Florida Medicaid
✓ Frequently Asked Questions
✓ Helpful Resources
✓ Ad Hoc Report
What are Medicaid Home Health Services

Under Florida Medicaid, home health services are medically necessary services, which can be effectively and efficiently provided in the recipient’s place of residence.

➢ **Skilled nursing services include:**
  ✓ Home health nurse visits
  ✓ Private duty nursing (PDN)

➢ **Non-skilled services include:**
  ✓ Personal care services
HOW TO DETERMINE IF THE PROVIDER IS QUALIFIED TO PROVIDE SKILLED OR NON-SKILLED SERVICES
Who Can Provide Skilled Nursing Services

- **Home Health Agencies (HHA):**
  - Licensed in accordance with Chapter 400, Part III, Florida Statutes (F.S.) and Chapter 59A-8, Florida Administrative Code (F.A.C.).
  - AHCA license must cover the enrollee’s county of residence.
  - Licensed for skilled care services by AHCA, Division of Health Quality Assurance.
  - Medicaid enrolled or registered provider (if registered, the HHA must either meet the Medicare Conditions of Participation or be accredited).*
  - Able to staff the plan of care at 100%.

*Refer to the Florida Medicaid Home Health Services Coverage and Limitations Handbook for additional information regarding HHA provider requirements.
Who Can Provide Skilled Nursing Services

- Independent Home Health Nurses:
  - Licensed as a nurse in accordance with Chapter 464, F.S.
  - Medicaid enrolled/registered.
  - Provide services when there is no HHA provider available in the area to furnish the care in accordance with Title 42, Code of Federal Regulation (C.F.R.) 440.70 (b)(1).
Who Can Provide Non-Skilled Services

- **Home Health Agencies:**
  - Licensed in accordance with Chapter 400, Part III, F.S. and Chapter 59A-8, F.A.C.
  - AHCA license must cover the enrollee’s county of residence.
  - Medicaid enrolled or registered.
  - Able to staff the plan of care at 100%.

- **Independent Personal Care Providers:**
  - Meet home health licensure exemption requirements defined in section 400.464, F.S and only furnish personal care services to persons with developmental disabilities as authorized under 400.464(5)(b)3, F.S.
  - Medicaid enrolled or registered.
  - Able to staff the plan of care at 100%.
Home Health Services
Plan of Care

- Situations requiring services from more than one home health provider in order to provide all the medically necessary care as ordered by the physician:
  - Each home health provider is responsible for coordinating its plan of care with the other involved home health providers.
- Home health agency staff must follow the physician, physician assistant, or advanced registered nurse practitioner’s treatment orders that are contained in the plan of care (Section 59A-8.0215(2), F.A.C.).
Home Health Agency Licensure Exemption

- Home health agencies providing skilled or non-skilled services are required to follow HHA licensure requirements of Chapter 400, Part III, when services are provided as a health plan network provider, except for personal care services provided to persons with developmental disabilities as authorized under 400.464(5)(b)3, F.S.
VALIDATING PROVIDER CREDENTIALS
Steps to Determine Provider Credentials

1. Florida Health Finder
2. Provider Master List and Pending Provider List
Step 1: Florida Health Finder

- Agency website intended to provide easy access to health care information.
- The Facilities or Providers section allows users to search health care facilities regulated by the Agency.
Facility/Provider Locator

Click **Search by Facility Type/Location** to get a list of Florida health care facilities. Click **Search by Proximity** to find facilities closest to the street address that you enter within the distance you choose.

- **Search by Facility Type/Location**
- **Search by Proximity** (find the nearest facilities to your street address)
- **Search Provider Inspection Reports/Final Orders**
- **Facility Feed Builder**

**Smartphone Apps**
Find facilities and providers faster. Our facility locator app allows you to find and learn about Florida health care facilities and providers.
Facility/Provider Locator

Choose a facility/provider type using the drop down menu or select the Community Residential Home option below. If you are not sure of the type, choose "ALL TYPES". To narrow your search, enter more information or to broaden your search, enter less. For a description of facility/provider types click GLOSSARY.

To search for Home Health Agencies, Homemaker and Companion Services, Hospices, or Nurse Registries: A General Search will find only the location of the main offices. However, these providers can serve multiple counties. To find all providers in a particular service area choose a provider, then click the Advanced Search to choose the county you want to view.

For reports of frequently requested information click Here. For questions, click Contact Us.

General Search

Facility/Provider Type: Home Health Agency

License Status: Active/Open

Name:
Street Address:
City:
Zip Code:
County: ALL
AHCA Number (File Number):
AHCA Field Office: ALL
License Number:
Affiliated Individual/Entity: ALL
Profit Status: ALL
Current Emergency Actions: ALL
Baker Act Receiving Facility: No

Advanced Search (Optional - Click on down arrow for options)
Advanced Search Options
### Facility/Provider Search Results

**Directions:**
View the results below or if you would like to change the "sort-by-column" use the drop-down box. Click on the facility/provider name below to view more details. Owner, Administrator/CEO, Controlling Interest information may be viewed by selecting Export to Excel. Click on the automobile icon for driving directions. See the GLOSSARY for definitions on the facilities/providers.

For reports of frequently requested information click Here. Includes monthly reports of licensure change of ownership, providers who are no longer licensed, licensed health care provider totals, limited civil claims information, and an annual report of licensure sanctions taken against assisted living facilities.

**Please Note: Due to the addition of Controlling Interest information, you may notice duplication of providers when exporting to Excel.**

- Sort by column:  
  - Ascending (A-Z, 0-9)  
  - Descending (Z-A, 9-0)

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone Number</th>
<th>Licensed Beds</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICA-LOVING CARE HOME HEALTH INC</td>
<td>Home Health Agency</td>
<td>13275 SW 124TH ST</td>
<td>MIAMI</td>
<td>FL</td>
<td>33186-6408</td>
<td>(305) 828-5310</td>
<td>0</td>
</tr>
</tbody>
</table>

[Export to Excel] [Print] [Start Over]
AMERICA-LOVING CARE HOME HEALTH INC

Street Address
13275 SW 124TH ST
MIAMI, FL 33186-6408
Phone: (305) 828-5310
County: Miami-Dade

Mailing Address
13275 SW 124TH ST
MIAMI, FL 33186-6408
County: Miami-Dade

Accredited by: Accreditation Commission for Health Care

Emergency Actions:
None

AHCA Reports:
Inspection Reports
Inspection Details

Compare Quality and/or Pricing:
Home Health Agencies

Services/Characteristics:
Service Area: Dade, Monroe
Certification Status: Medicare/Medicaid Certified
Pediatric Services: Yes
Special Designation: Skilled Services

Facility/Provider Type: Home Health Agency
Administrator: MAILYN FERNANDEZ
Financial Officer: ROLANDO LAZARO MEDINA
Owner/Licensee: AMERICA-LOVING CARE HOME HEALTH INC
Owner/Licensee Since: 3/7/2005

Controlling Interest for AMERICA-LOVING CARE HOME HEALTH INC

Profit Status: For-Profit
Licensed Beds: Not Available
AHCA Number (File Number): 19964845
AHCA Field Office: 11
License Number: 299992143
Current License Effective: 8/1/2015
License Expires: 7/31/2017
License Status: LICENSED
Helpful Information

- The “Pediatric Services” response should not be considered permissive.
- A “Yes” response means that the HHA has indicated on their licensure application that they provide skilled services to pediatric clients.
HOME INSTEAD SENIOR CARE

Street Address
606 SW 3RD AVENUE
OCALA, FL 34471
Phone: (352) 622-6447
County: Marion

AHCA Reports:

Home Health Agencies

Services/Characteristics
Service Area: Marion
Certification Status: NOT CERTIFIED
Pediatric Services: No
Special Designation: Non-Skilled Services Only

Better Health Care for All Floridians
AHCA.MyFlorida.com
The Agency provides two reports of provider data to Medicaid health plans.

- PML – provided to verify network provider Medicaid enrollment and for reconciling demographic data between the plans' databases and Medicaid.

- PPL – provided to verify providers who have applied to Medicaid that do not currently have Medicaid IDs.

Provider Master List Contents

- All active Medicaid providers and those that are no longer active but were active within the previous 18 months
- **Provider Type(s)**
- **Specialty** and Taxonomy (up to 4 per provider)
- Service Address
- The National Provider Identifier (NPI), Taxonomy, and ZIP+4 that are associated with each covered health care provider
- Professional or Facility License
- Enrollment Type (Registered, Limited, Enrolled)
- Enrollment Status and Dates of eligibility
Provider Master List Contents (cont.)

- Provider’s NPI information is included in the PML and can be used to determine if an NPI submitted in an encounter to the health plan will make a one-to-one match to the provider’s Medicaid ID.

- The PML updates each evening, Monday through Friday, with the revised list available Tuesday through Saturday.

- Any changes to provider records completed by close of business Monday through Friday will appear in the next day's posting.

- Records fall off of the PML after a provider has been inactive for greater than eighteen (18) months.
Pending Provider List Contents

- All providers with open Medicaid provider applications
- Provider Type
- Primary Specialty and Taxonomy
- Service Address
- The NPI, Taxonomy, and ZIP+4 that will be used for claims transactions
- Professional or Facility License
- Enrollment Type (Registered, Limited, Enrolled)
- Application Status and Status Date
The PPL updates each evening, Monday through Friday, with the new listing available Tuesday through Saturday.

Records fall off of the PPL after a provider has been approved or denied.

Approved providers will then appear on the next day’s PML.
Provider Enrollment Types

- The Enrollment Type designates the level of participation and screening under which a provider was assigned a Florida Medicaid identification (ID) number. There are three values:
  - Fully Enrolled
  - Limited Enrolled
  - Registered
Provider Enrollment Types (cont.)

- **Fully Enrolled Provider** - An Enrollment Type that is furnished to a provider that is fully screened and credentialed by the Agency.
  
  - Fully Enrolled providers can provide services to recipients enrolled in either fee-for-service or managed care.
Provider Enrollment Types (cont.)

- **Limited Enrolled Provider** - An Enrollment Type that is furnished to a provider that is screened by the Agency and credentialed by a Medicaid health plan.
  
  - Limited Enrolled providers can provide services to recipients enrolled in managed care.
Provider Enrollment Types (cont.)

- **Registered Provider** – An Enrollment Type that is furnished to a provider that is screened and credentialled by a health plan and for whom the plan or provider submits the request for a Medicaid ID number.

  - Registered providers can provide services to recipients enrolled in managed care.
Provider Type and Specialties

- **Provider type 65** – Home Health Services is used for both licensed and unlicensed home health services providers.
- **Provider specialty** denotes which home health services, licensed or unlicensed, the provider is authorized to perform.
Provider Type and Specialties (cont.)

- **Home Health Agency:**
  - Specialty: 965 – Licensed Home Health Agency

- **Independent Personal Care Provider:**
  - Specialty: 114 – Unlicensed Personal Care

- **Independent Home Health Nurse:**
  - Specialty: 117 - Licensed Practical Nurse
  - Specialty: 118 - Registered Nurse
<table>
<thead>
<tr>
<th>State</th>
<th>Provider Name</th>
<th>NPI</th>
<th>License</th>
<th>Medicaid Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Medics</td>
<td>DUANE A. RAWLINS</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>DPS HOME HEALTH AGENCY</td>
<td>65</td>
<td>985</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>NATIONAL NURSING POOL</td>
<td>65</td>
<td>902</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>FLORIDA FAMILY CARE SER</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>PALMER RICHARD</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>A-1 CAREGIVERS INC</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>CRUZ &amp; SANZ HEALTH SER</td>
<td>65</td>
<td>993</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>LAWRENCE CARE CONCEPT</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>HERNANDO HOME HEALTH</td>
<td>65</td>
<td>901</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>P &amp; M HOME HEALTH SER</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>AMERICA LOVING CARE H</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>MOMOH HABEEB</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>DEPENDABLE NIGHTINGAL</td>
<td>965</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>HOME HEALTH CARE TEAM</td>
<td>65</td>
<td>905</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>BALLANCE JANET</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>SERENITY COMPANION SEI</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>ROBERTS ALVINA</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>HEARTFELT HOME CARE OF</td>
<td>965</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>ANGELS SERVICES, CORP.</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>BREEZE HEALTH CARE, INC.</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>ADVANCE CARE HOME HEA</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>BOUXMAN HOME CARE AGE</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>DIVINE HOME HEALTH CARE</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>TJU SPECIAL SUPPORT INC</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>COMPASSIONATE CARING</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>BKK SERVICES OF CENTRAL</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>HIDDEN POTENTIALS INC.</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>TRINITY HOME HEALTH SER</td>
<td>65</td>
<td>965</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>ORTEGA VIVIAN</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>KELLEY TERESA</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>Florida Medics</td>
<td>HUGHEY SHERRY</td>
<td>65</td>
<td>114</td>
<td></td>
</tr>
</tbody>
</table>
EXAMPLES
Examples - Scenario 1

Circumstances
- Pediatric enrollee residing in Bay county.
- Requires 24 hours per day, seven (7) days per week of PDN services.
- Florida Health Finder shows:
  - License Status: LICENSED
  - Services Area: includes Bay county
  - Certification Status: Medicaid Certified
  - Accreditation Organization: Joint Commission
  - Special Designation: Skilled Services
  - Pediatric Services: No
- PML Shows:
  - Enrollment Type: Enrollment
  - Current Status: A (Active)
  - Florida Medicaid ID #
  - NPI #
  - License #
  - Provider Type: 65
  - Provider Specialty: 965

Determination
- Able to be added to the network as a home health services provider.
- NOTE: AHCA, Division of Health Quality Assurance would expect the HHA to update licensure records within 21 calendar days to indicate that pediatric skilled services are now being provided.
Examples - Scenario 2

Circumstances

- Pediatric enrollee residing in Pasco county.
- Requires 12 hours per day, seven (7) days per week of PDN services.
- Florida Health Finder shows:
  - License Status: LICENSED
  - Services Area: Pinellas county
  - Certification Status: Not Certified
  - Accreditation Organization: Accreditation Commission for Health Care (ACHC)
  - Special Designation: Skilled Services
  - Pediatric Services: Yes
- PML Shows:
  - No findings

Determination

- Not able to provide services to this enrollee at this time.
- In accordance with section 59A-8.007, F.A.C., the HHA would need to apply to the Division of Health Quality Assurance to add Pasco county to their license.
- When licensure updates are complete, the provider would need to be registered with Medicaid.
Examples - Scenario 3

Circumstances

- Pediatric enrollee residing in Collier county.
- Requires 8 hours per day, seven (7) days per week of PDN services.
- Florida Health Finder shows:
  - License Status: LICENSED
  - Services Area: Collier county
  - Certification Status: Not Certified
  - Accreditation Organization: Accreditation Commission for Health Care (ACHC)
  - Special Designation: Skilled Services
  - Pediatric Services: Yes
- PML Shows:
  - No Findings

Determination

- The provider would need to be registered with Medicaid.
Examples - Scenario 4

Circumstances

- Pediatric enrollee with a developmental disability residing in Indian River county.
- Requires 4 hours per day, seven (7) days per week of personal care services.
- Florida Health Finder shows:
  - No Records Found
- PML Shows:
  - No findings

Determination

- This provider is exempt from HHA licensure requirements in accordance with s. 400.464(5)(b)3., F.S.
- The provider would need to be registered with Medicaid.
Examples - Scenario 5

Circumstances

- Pediatric enrollee residing in Marion county.
- Requires 18 hours per day, seven (7) days per week of PDN.
- Florida Health Finder shows:
  - No Records Found
- PML Shows:
  - Enrollment Type: Enrollment
  - Current Status: A (Active)
  - Florida Medicaid ID #
  - Provider Type: 65
  - Provider Specialty: 114

Determination

- This provider is not exempt from HHA licensure requirements in accordance with s. 400.464(5)(b)3., F.S.
- Not able to provide services to this enrollee at this time.
- The provider is not a licensed HHA and is not authorized to provide PDN.
MORATORIUM
The Centers for Medicare & Medicaid Services (CMS) have expanded the temporary moratorium on enrollment of home health agencies in Medicare, Medicaid and the Children’s Health Insurance Program (also known as CHIP) to include all counties in Florida.

The goal of the temporary moratorium is to prevent fraud and safeguard taxpayer dollars, while ensuring patient access to care.

The temporary moratorium applies to all newly-enrolling licensed home health agencies. The CMS announced the temporary moratoria in a notice issued August 3, 2016 in the Federal Register.
Moratorium On
HHA Provider Enrollment (cont.)

- Regarding the moratorium:
  - The Agency will deny any new or pending provider enrollment applications for licensed home health agencies effective July 29, 2016.
  - Existing HHA providers and suppliers can continue to deliver and bill for services, but no new provider and supplier applications will be approved.
- Does not apply to home health agencies seeking to:
  - Enroll as the result of a documented change of ownership, as defined in section 408.803, F.S., for an actively enrolled HHA.
  - Register with Medicaid for purposes of submitting claims to a Medicaid health plan.
REGISTERING A PROVIDER WITH FLORIDA MEDICAID
Obtaining A Medicaid Provider ID

- All providers contracting with a Medicaid health plan must have a valid Medicaid provider ID. Providers have three options for requesting an ID:
  - Apply directly to Medicaid for Full Enrollment via the online enrollment wizard
  - Apply directly to Medicaid for Limited Enrollment via the online enrollment wizard
  - Register through a plan by submitting the Florida Medicaid Provider Registration form

- Any of these options can result in a Medicaid provider ID for providers meeting all enrollment requirements for Florida Medicaid.
How To Register A Provider with Florida Medicaid

- Provider completes a Florida Medicaid Provider Registration and submits it to a Medicaid health plan.
- The health plan:
  - Performs full credentialing, including background screening, to verify that the provider meets all requirements of enrollment in Florida Medicaid
  - Signs the registration for qualifying providers.
  - Submits the registration to Medicaid
How To Register A Provider
with Florida Medicaid

- If a provider is unable to complete the registration form, a health plan can complete the form on their behalf and submit it to Florida Medicaid for processing.

  ✓ Helpful for obtaining a Medicaid ID for non-participating providers.

  ✓ NOTE: The Registration may not be used to apply as a fee-for-service provider.
Florida Medicaid Provider Registration

Providers included on any health plan encounter transaction must be an active provider with Florida Medicaid for the dates of service. Non-Medicaid providers can use this registration form to request a Medicaid ID. Approved providers will be registered with Medicaid for purposes of submitting claims to a Medicaid health plan. Approved providers will be registered with Medicaid for purposes of submitting claims to a Medicaid health plan. See the Florida Medicaid Provider Registration Guide for further information and directions for successfully completing the form.

This form may not be used to apply as a fee-for-service provider. If the applicant plans to submit claims directly to Florida Medicaid for fee-for-service reimbursement, they must submit the full Florida Medicaid Provider Enrollment Application, online at http://mymedicaid-florida.com.

A. Registration Type*

- [ ] Sole Proprietor
- [ ] Group
- [ ] Facility or Other Business Entity

B. Provider and Specialty Types (see the “Medicaid Provider Registration Guide” located at http://mymedicaid-florida.com under Managed Care/Registration for a listing of available provider and specialty types) (taxonomy codes are available from http://www.wpc-edu.com/codes/taxonomy)

<table>
<thead>
<tr>
<th>Provider Type*</th>
<th>Specialty*</th>
<th>Taxonomy*</th>
</tr>
</thead>
</table>

C. Provider Name*

<table>
<thead>
<tr>
<th>First Name^</th>
<th>Middle Initial^</th>
<th>Business or Last Name*</th>
<th>Jr. Sr., etc.^</th>
</tr>
</thead>
</table>

Doing Business As (D/B/A) Name^ (required if business name listed above)

D. Tax Identification Number and Tax ID Type*

<table>
<thead>
<tr>
<th>Tax ID</th>
</tr>
</thead>
</table>

- [ ] Social Security Number (sole proprietors who are not incorporated - NOTE: individuals cannot use an employer’s TIN)
- [ ] Employer Identifier Number (incorporated individuals and entities)
Enrollment Checklists

- Providers seeking enrollment in Medicaid must meet all requirements of enrollment in Florida Medicaid, including background screening, as defined in Medicaid policy handbooks and manuals.
- Enrollment checklists denote the basic provider enrollment documents and supporting proof of eligibility that are required under Medicaid policy.
- Requirements may vary by enrollment type, application type, provider type, and specialty.
## Sample Enrollment Checklist for Independent Home Health Nurse

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>Registered</th>
<th>Limited</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Medicaid Provider Enrollment Application</td>
<td>N/A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Florida Medicaid Provider Registration</td>
<td>X</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Florida Medicaid National Provider Identifier (NPI) Registration</td>
<td>N/A</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Non-institutional Medicaid Provider Agreement</td>
<td>N/A</td>
<td>N/A</td>
<td>X</td>
</tr>
<tr>
<td>Electronic Funds Transfer Agreement (with bank letter or voided check/deposit slip)</td>
<td>N/A</td>
<td>N/A</td>
<td>X</td>
</tr>
<tr>
<td>DOH License as LPN or RN</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Proof of Tax ID (IRS document (ex: IRS Letter 147c, IRS Form SS-4, Social Security Card, or IRS Form W-9) NOTE: The name on the application and the license must match exactly the name on the tax document)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Fingerprint-based Criminal Background Check</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED QUESTIONS (FAQS)
Provider Enrollment - FAQs

- What information does a provider registration capture?
  - The registration form captures demographic information, such as name, address, tax ID, licensure, and NPI.

- How does an HHA obtain a Medicaid ID while the moratorium on new enrollments is in effect?
  - Home health agencies can submit a Medicaid Provider Registration. A Medicaid ID may be issued solely for purposes of tracking encounter data. Registered providers are not considered to be enrolled in Medicaid.
Provider Enrollment - FAQs

- If a provider is only going to be registered and not fully enrolled, do they still have to be fully licensed to provide PDN services?
  
  Yes, regardless of whether they are registered or fully enrolled, a provider must be licensed to provide PDN services to Medicaid recipients.

- Do home health agencies need to register each licensed location?
  
  Yes. A separate registration is required for each HHA license. All counties covered by a single license are covered under a single registration.
Provider Enrollment - FAQs

- Can a registration be submitted online?
  - The Florida Medicaid Provider Registration is a paper form that the provider completes, signs, and submits to the health plan. The health plan signs the registration for eligible providers and submits the form to Medicaid for processing. (This form is currently not available to be submitted online.)

- If a provider is included in the PML, do they need to register?
  - The PML includes the provider’s enrollment status with Medicaid. Possible values are:
    - A – Active
    - I – Inactive
    - E - Ineligible
  - If the provider’s record on the PML is for the correct type of home health services and has an active status, they do not need to register.
Can a licensed HHA add counties to its license?

Yes, a provider can add counties to its existing license through HQA for a small fee, but only within the same geographic service area. An entirely new license is required to operate in counties in a different geographic service area.

Can a licensed nurse registry apply to become a licensed HHA as well?

Yes. Florida Statutes does not explicitly prohibit a legal entity from holding both. However, a licensed nurse registry cannot directly employ care providers, and a licensed HHA must directly employ at least one care provider. The entity may need to seek guidance from the U.S. Department of Labor on employment issues.
Licensure – FAQs

- A HHA is contracted with DCF and is already providing skilled care. Can I add them to my network without credentialing?
  - No, every provider added to your network must be appropriately credentialed.

- The HHA on FHF shows that they are not accredited, but are Medicaid certified, how is this possible?
  - Requirements for licensure and Medicaid certification have evolved over time. Starting in 2007, certain initial applicants for licensure are required to be accredited. HHAs licensed prior to that date are not subject to that requirement. If there is a lapse in licensure or Medicaid enrollment the provider is required to comply with the current requirements and become accredited if providing skilled care.
Is an APD waiver provider qualified to provide PDN for health plan enrollees without waiver coverage?

- No. As noted earlier, Home health agencies providing skilled or non-skilled services are required to follow HHA licensure requirements of Chapter 400, Part III, when services are provided as a health plan network provider, except for personal care services provided to persons with developmental disabilities as authorized under 400.464(5)(b)3, F.S.

Can a nurse registry provide PDN to health plan enrollees?

- No. Only licensed home health agencies or independent home health nurses (when a HHA is not available) enrolled or registered with Florida Medicaid may provide PDN.
Helpful Resources

- **Florida Health Finder**

- **Home Health Services Coverage and Limitations Handbook**

- **Florida Medicaid Provider Enrollment Wizard (for Limited or Fully Enrolled Provider applications)**
  - [http://portal.flmmis.com/FLPublic/Provider_ProviderServices/Provider_Enrollment/tabId/42/Default.aspx](http://portal.flmmis.com/FLPublic/Provider_ProviderServices/Provider_Enrollment/tabId/42/Default.aspx)
Helpful Resources (cont.)

- Managed Care Provider Registration
  - [http://portal.flmmis.com/FLPublic/Provider_ManagedCare/Provider_ManagedCare_Registration/tabId/77/Default.aspx](http://portal.flmmis.com/FLPublic/Provider_ManagedCare/Provider_ManagedCare_Registration/tabId/77/Default.aspx)

- The Managed Care Provider Registration page contains links to the following resources:
  - Florida Medicaid Provider Registration Form
  - Florida Medicaid Registration Guide
  - Provider Master List (spreadsheet or pipe delimited formats)
  - Pending Provider List (spreadsheet or pipe delimited formats)
Helpful Resources (cont.)

- **Provider Master List Tip Sheet**
  - [http://portal.flmmis.com/FLPublic/Portals/0/StaticContent/Public/Managed%20Care/Provider%20Master%20List%20Tip%20Sheet.pdf](http://portal.flmmis.com/FLPublic/Portals/0/StaticContent/Public/Managed%20Care/Provider%20Master%20List%20Tip%20Sheet.pdf)

- **Pending Provider List Tip Sheet**
  - [http://portal.flmmis.com/FLPublic/Portals/0/StaticContent/Public/Managed%20Care/PPL%20Tip%20Sheet.pdf](http://portal.flmmis.com/FLPublic/Portals/0/StaticContent/Public/Managed%20Care/PPL%20Tip%20Sheet.pdf)
Helpful Resources- Legal Authority

- Home health services are governed by Title 42, CFR, Part 440.70, Chapter 400, Part III, F.S. and Chapter 59A-8, F.A.C.
Helpful Resources - Definitions

- **Home Health Visits:**
  - Are face-to-face contact between a registered nurse, licensed practice nurse or home health aid and a recipient at the recipient’s place of residence.

- **Private Duty Nursing:**
  - Are medically necessary skilled nursing services that can be provided to recipients under the age of 21 in their home or other authorized settings to support the care required by their complex medical condition.

- **Personal Care Services**
  - Provide medically necessary assistance with activities of daily living and age appropriate instrumental activities of daily living that enable the recipients to accomplish task that they would normally be able to do for themselves if they did not have a medical condition or disability.
Helpful Resources - Definitions (cont.)

- **Home Health Agency:**
  - Means an organization that provides home health services and staffing services.

- **Nurse Registry:**
  - Means any person that procures, offers, promises, or attempts to secure health-care-related contracts for registered nurses, licensed practical nurses, certified nursing assistants, home health aides, companions, or homemakers, who are compensated by fees as independent contractors, including, but not limited to, contracts for the provision of services to patients and contracts to provide private duty or staffing services to health care facilities licensed under chapter 395, this chapter, or chapter 429 or other business entities.
Helpful Resources - Definitions (cont.)

- **Independent Personal Care Provider:**
  - An unlicensed group/individual that provides personal care services and that has one or more staff employed to perform the services. Both the unlicensed group and all employees of the unlicensed group must meet the qualifications and requirements specified for the provision of personal care services and be enrolled or registered in the Medicaid program.

- **Enrollment Type:**
  - Designates the level of participation and screening under which a provider was assigned a Florida Medicaid identification (ID) number. There are three levels: Fully Enrolled, Limited Enrolled, and Registered.

- **Medicaid Certified:**
  - A designation provided to a licensed home health agency that is Fully Enrolled with Florida Medicaid.
Ad Hoc Report

- The Ineligible Home Health Provider Ad Hoc Report template (report) has been provided to health plans. All plans must conduct a self-audit of current private duty nursing home health providers, who are providing PDN services for children enrollees in the community.

- Plans must report to the Agency on Monday of each week, starting October 24, 2016, all children enrollees who are currently receiving PDN services in the community by an ineligible home health provider or who are receiving less than 100 percent PDN services as ordered in the plan of care.

- Report is to be submitted no later than close of business each Monday.

- The health plans will continue reporting until all transitions are complete with 100 percent PDN services as ordered, and notification to cease reporting is received from AHCA.
<table>
<thead>
<tr>
<th>Reporting Date Each Week</th>
<th>10/24/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Enrollees Identified</td>
<td></td>
</tr>
<tr>
<td>Total Transitions in Progress (eligible provider still providing services)</td>
<td></td>
</tr>
<tr>
<td>Total Transitions in Progress (no PDN services being provided)</td>
<td></td>
</tr>
<tr>
<td>Total enrollees with less than 100% of Care Plan PDN Services being Provided</td>
<td></td>
</tr>
<tr>
<td>Total Transitioned with eligible provider and 100% PDN Services</td>
<td></td>
</tr>
<tr>
<td>Resolved/Identified Enrollees (row 7/row 3)</td>
<td>#DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!</td>
</tr>
</tbody>
</table>

### Ad Hoc Report - Summary
### Ad Hoc Report - Identified PDN Enrollees

<table>
<thead>
<tr>
<th>Enrollee Name (Last, First)</th>
<th>Date of Birth</th>
<th>Enrollee's Medicaid Identification Number</th>
<th>Counties of Residence</th>
<th>Care Coordinator (Last, First)</th>
<th>Name of Current Ineligible Home Health Provider</th>
<th>Ineligible Provider Medicaid ID</th>
<th>Ineligible Provider Tax ID</th>
<th>Total Number of PDN Hours Ordered (hours per day/week)</th>
<th>Number of PDN Hours Provided by provider (hours per day/week)</th>
<th>Eligible HH Provider Providing PDN Services (Name)</th>
<th>Eligible HH Provider Providing PDN Services (Licence Number)</th>
<th>Date Enrollee Receiving 100% of PDN Services from an Eligible Provider</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Doe, Jane</td>
<td></td>
<td>MA20011757</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Summary

In this webinar, we discussed…

✓ Who Can Provide Florida Medicaid Skilled and Non-skilled Nursing Services
✓ How To Validate A Provider’s Credentials
✓ Registering A New Provider With Florida Medicaid
✓ Frequently Asked Questions
✓ Helpful Resources
✓ Ad Hoc Report
QUESTIONS?