

APPENDIX A: AE REQUALIFICATION HCSIS TIP SHEET

Provider Qualification Status Screen for Assigned AEs

During the requalification process, the provider qualification status screen allows AEs to review and document the results of qualification determination by specialties for a provider. Assigned AEs may see a variety of screens that display different results. Below is an explanation for different display results an assigned AE may encounter.

Scenario: New Provider Qualification Screen for AEs is Blank

The screenshot displays the HCSIS (The Home and Community Services Information System) interface. The top navigation bar includes links for Home, MRQ, Individual, Plan, SC, Provider, Financial, Admin, and Tools. Below this, there are links for Clearance, Administration, Registration, Service Management, Qualification, Provider Organization, and Program Capacity. The breadcrumb trail shows: Provider > Qualification > Qualification Status > Qualification Status. The main content area displays "No Current Information." Below this, there is a search section with a table for "Current Provider" containing one entry with Name: ABC and MPI ID: 900002395. Below the table, there are fields for "Provider Status:" and "Assigned AE:". The "Provider Qualification Details" section contains several fields, all of which are blank: Specialty, Enhanced Level, Qualification Status, Reason (If not qualified), Begin Date (MM/DD/YYYY), End Date (MM/DD/YYYY), Comments (Maximum of 1024 characters), Recording Worker, and Date Stamp. The footer of the page includes the text "You are presently logged into HCSIS", the date and time "Friday, December 15, 2017 1:43 PM", a "Privacy Policy" link, and the session expiration message "Your session will expire at approximately 2:43 PM".

When the provider qualification status screen is blank, the provider's enrollment application is either in process or not completed, which means the provider is not enrolled in PROMISE™ or HCSIS for any ODP programs. Only ODP enrollment staff can add a new specialty to the provider qualification screen.

Scenario: Requalifying a provider when Provider Status shows “New”

The Home and Community Services Information System

Home | MQQ | Individual | Plan | SC | Provider | Financial | Admin. | Tools
 Clearance | Administration | Registration | Service Management | Qualification | Provider Organization | Program Capacity
 Qualification Status | Certification Information

Provider - Qualification - Qualification Status - Qualification Status

Search

Current Provider: ABC Provider Services Inc. MPI ID: 300316669

Provider Status: * New Assigned AE: * ALLEGHENY

| Select | Specialty | Enhanced Level | Begin Date | End Date | Qualification Status |
|----------------------------------|--------------------------------------|----------------|------------|------------|----------------------|
| <input type="radio"/> | S21. ADULT RESIDENTIAL - 6400 | N/A | 08/01/2017 | 06/30/2018 | Qualified |
| <input checked="" type="radio"/> | S10. HOME AND COMMUNITY HABILITATION | Yes | 08/01/2017 | 06/30/2018 | Qualified |

Provider Qualification Details

Specialty: * S10. HOME AND COMMUNITY HABILITATION
 Enhanced Level: * Yes
 Qualification Status: * Qualified
 Reason (if not qualified):
 Begin Date (MM/DD/YYYY): * 08/01/2017
 End Date (MM/DD/YYYY): * 06/30/2018
 Comments (Maximum of 1024 characters):
 The provider is qualified to provide Enhanced In Home and Community Supports
 Recording Worker: DORJAN, BAKKE
 Date Stamp: 1/24/2018 10:59:53 AM

You are presently logged into HCSIS Wednesday, January 24, 2018 11:09 AM Privacy Policy Your session will expire at approximately 12:09 PM

For the above screen, the ODP Enrollment unit initially assigns the provider status of “new” when a provider is not previously enrolled in any ODP waiver programs. During the requalification process, if a provider is due for requalification and they are in a provider status of “new”, the assigned AE will update the qualification status and recalculate the end date for requalification to take place. To do this, the AE should select the radial button of the specialty and select the edit button. In the provider qualification detail section, the AE will update the qualification status to either the designation of **Qualified** or **Not Requalified**, then select the recalculate button which changes the end date to the appropriate cycle. If **Not Requalified** is chosen, the AE must choose a reason from the drop down. The AE may also add additional comments in the comments box. On July 1st, if the provider has been requalified their provider status will automatically change to existing.

If the provider is qualified to provide enhanced services, the assigned AE will mark the enhanced level as “Yes” on the provider qualification status screen and add a comment specifying the documentation reviewed in the comment section. If there is an enhanced level

available for the specialty and the provider is not qualified to provide enhanced services, the assigned AE will mark the enhanced level as “No”. The assigned AE must manually save the results, or the updates will not save. This process needs to be repeated for each specialty. Please note that if there is an enhanced option for the specialty, the assigned AE must choose Yes or No in the drop down for enhanced level, or the changes will not save.

NOTE: If the AE gets an error message when they select the recalculate button, please contact your regional office.

Scenario: Changing the qualification status for an existing provider

The screenshot displays the HCSIS interface for a provider's qualification status. The breadcrumb trail indicates the path: Home > Provider > Qualification > Qualification Status. The provider's name is ABC, and their MPI ID is 900002437. The provider status is 'Existing' and the assigned AE is 'PHILADELPHIA'.

| Select | Specialty | Enhanced Level | Begin Date | End Date | Qualification Status |
|----------------------------------|--------------------------------------|----------------|------------|------------|----------------------|
| <input type="radio"/> | 512. RESPITE CARE - HOME BASED | Yes | 07/01/2017 | 06/30/2020 | Qualified |
| <input type="radio"/> | 514. ADULT TRAINING - 2300 | No | 07/01/2017 | 06/30/2020 | Not Qualified |
| <input checked="" type="radio"/> | 510. HOME AND COMMUNITY HABILITATION | Yes | 07/01/2017 | 06/30/2020 | Qualified |
| <input type="radio"/> | 508. Behavioral Support - ODP | N/A | 07/01/2017 | 06/30/2020 | Qualified |

Below the table, the 'Provider Qualification Details' are shown:

- Specialty: * 510. HOME AND COMMUNITY HABILITATION
- Enhanced Level: * Yes
- Qualification Status: * Qualified
- Reason (If not qualified):
- Begin Date (MM/DD/YYYY): * 07/01/2017
- End Date (MM/DD/YYYY): * 06/30/2020
- Comments (Maximum of 1024 characters): The provider is qualified to provide Enhanced In Home and Community Supports
- Recording Worker: DORSAN, BAIXE
- Date Stamp: 1/24/2018 12:11:33 PM

When a provider status is “Existing” the assigned AEs will perform the same steps as when the provider is in a new status mentioned above. No matter the qualification status (i.e. **Qualified** or **Not Requalified**), the end date will automatically populate to the date of the requalification cycle. If an assigned AE wants to change the end date to a specific date, they will need to contact their Regional Program Office. This will usually occur when a provider needs to be terminated from providing ODP services.