

## **Revised Provider Certification Process Effective August 2, 2011**

1. An applicant interested in becoming a certified Medicaid waiver provider by ODA will need to apply for certification online through the MITS Portal. The applicant will have up to three (3) days to submit a completed application through the MITS Portal. If the applicant is unable to submit a complete application in the time frame, the applicant process will be ended and the applicant will need to reapply through the MITS Portal.
2. Once an applicant has successfully submitted a complete application through MITS, ODJFS will validate several items of the information contained in the application. If ODJFS determines the application to be complete and the applicant to be eligible to enter into a Medicaid Provider Agreement, and the applicant has indicated a desire to provide an ODA-administered Medicaid waiver program service, ODJFS will electronically forward the application to ODA.
3. ODA will review all applications forwarded by ODJFS and will create a PIMS provider file. ODA will notify the applicant via email that it has completed the first step towards becoming certified and will forward all required application materials, instructions for completing application materials, and electronic links to ODA provider rules. ODA will inform the applicant it has thirty (30) days to complete ODA application materials and submit them to ODA for review.
  - a. ODA application form is being amended to ask the applicant what type of provider they are applying to be: agency, non-agency, consumer directed individual provider, or assisted living provider. Instructions for applicants to complete application materials will be posted on ODA's web site and a copy of instructions will be forwarded to the applicant as an attachment to the email notification.
4. ODA will review all application materials to determine whether they are complete. If they are incomplete, the applicant will be informed that ODA is unable to determine whether or not the applicant meets requirements and return all materials to the applicant. The applicant will be directed to review the certification process, obtain all materials required for application and re-submit an application to ODJFS when it is ready to re-start the process.
5. If ODA determines all application materials have been submitted as required, ODA will notify the applicant that they will be contacted by the PAA for the next steps in the process. The application will be scanned and emailed to the PAA with a notification for the PAA to schedule and complete a pre-certification visit within 45 business days.
6. The PAA will enter review information for the applicant into the PIMS file provider certification module and send an email to ODA recommending the applicant be certified or recommending the applicant be denied certification.
  - a. If certification is granted, ODA sends an email notification to the applicant explaining the PAA will contact them within ten business days to execute a contract and provide instructions on the provider referral process, billing process,

and other operating procedures. A copy of the applicant notification will be sent to the PAA. ODA will complete PIMS documentation to conclude the certification process.

- b. If certification is denied, the applicant will be notified by ODA and will be instructed about their hearing rights. A copy of the notification will be sent to the PAA. ODA will enter a contact note into the provider PIMS file explaining the denial of certification.