



ENROLLMENT PACKET FOR THE LOUISIANA MEDICAL ASSISTANCE PROGRAM (Louisiana Medicaid)

Community Choices Waiver – Caregiver Temporary Support

(Enrollment packet is subject to change without notice)

GENERAL INFORMATION FOR PROVIDER ENROLLMENT

Provider Enrollment works on a three-week turnaround time frame. If enrollment requirements are not met, the entire application will be returned for correction and would need to be re-submitted once the corrections are made. Any re-submission of the enrollment packet is subject to additional three-week turnaround period.

The effective date for this enrollment will be the day the application is actually worked by Provider Enrollment.

No billing for 18 months will result in an automatic closure of this provider number, which will require a new enrollment application in order to be re-activated. No notification will be made to the provider regarding automatic closure.

Providers will automatically be added to the Freedom of Choice List upon completion of the enrollment process.

If at any time during enrollment as a Medicaid provider, the provider has a change of physical address, then the provider must first obtain an updated license indicating the new address. The one year license renewal period begins over when a provider gets a new license because of a change of address. The provider must then submit notification of the change of address along with a copy of the new license to Gainwell Provider Enrollment (see address on checklist, below). Failure to report a change of address, first to Health Standards and then to Gainwell Provider Enrollment, will result in your agency being incorrectly listed on the Freedom of Choice list.

Providers enrolled as type AN (Community Choices Waiver – Caregiver Temporary Support) are allowed to provide Caregiver Temporary Support services to Community Choices Waiver recipients as follows:

- In-Home services by a Home Health agency
- Center-Based services by an Adult Day Health Care Center
- Center-Based, Overnight services by an Assisted Living Center
- Center-Based, Overnight services by a Nursing Facility

NOTICE TO WAIVER SERVICE PROVIDERS

Please note that Louisiana Medicaid will only reimburse you for waiver services rendered to Medicaid recipients who are enrolled in a waiver program (New Opportunities Waiver (NOW), Children's Choice Waiver, Supports Waiver, Residential Options Waiver (ROW), Adult Day Health Care (ADHC) Waiver and Community Choices Waiver). Medicaid will not reimburse you for waiver services provided to recipients who are not enrolled in one of the waiver programs.

ATTENTION!!

Waiver service providers are required to comply with all requirements contained in:

- 1. The provider manuals located at <http://www.lamedicaid.com>**

And

- 2. The information located on the DHH/OAAS website at <http://new.dhh.louisiana.gov/index.cfm/subhome/12/n/7>**

Community Choices Waiver – Caregiver Temporary Support CHECKLIST OF FORMS TO BE SUBMITTED

The following checklist shows all documents that must be submitted to the Gainwell Provider Enrollment Unit in order to enroll in the Louisiana Medicaid Program as a Caregiver Temporary Support provider:

Completed	Document Name
<input type="checkbox"/> *	1. Completed Entity/Business Louisiana Medicaid PE-50 Provider Enrollment Form.
<input type="checkbox"/> *	2. Completed PE-50 Addendum – Provider Agreement Form (two pages).
<input type="checkbox"/> *	3. Completed Medicaid Direct Deposit (EFT) Authorization Agreement Form.
<input type="checkbox"/> *	4. Louisiana Medicaid Ownership Disclosure Information Forms for Entity/Business. (Only the Disclosure of Ownership portion of this enrollment packet can be done by choosing Option 1.) Option 1: Provider Ownership Enrollment Web Application. Go to www.lamedicaid.com and click on the Provider Enrollment link on the left sidebar. After entering ownership information online, the user is prompted to print the Summary Report; the authorized agent must sign page 3 of the Summary Report and include both pages 2 and 3 with the other documents in this checklist. -or- Option 2: If you choose not to use the Provider Ownership Enrollment web application, then submit the hardcopy Louisiana Medicaid Ownership Disclosure Information Forms for Entity/Business.
<input type="checkbox"/> *	5. (If submitting claims electronically) Completed Provider's Election to Employ Electronic Data Interchange of Claims for Processing in the Louisiana Medical Assistance Program (EDI Contract) Form and Power of Attorney Form (if applicable).
<input type="checkbox"/>	6. Copy of voided check or letter from the bank on bank letterhead verifying the account and routing number for the account to which you wish to have your funds electronically deposited (deposit slips are not accepted) .
<input type="checkbox"/>	7. Copy of a pre-printed document received from the IRS showing both the employer identification number (EIN) and the official name as recorded on IRS records (W-9 forms are not accepted) .
<input type="checkbox"/>	8. To report "Specialty" for this provider type on Section A of the PE-50, please use Code 8D (Community Choices Waiver – Caregiver Temporary Support).

For Home Health Agencies:

<input type="checkbox"/>	9. Copy of Home Health Agency license issued by Health Standards
<input type="checkbox"/>	10. To report "Sub-Specialty" for Home Health Agency to provide Community Choices Waiver in-home Caregiver Temporary Support on Section A of the PE-50, please use Code 8F.

-OR

For Adult Day Health Care Centers:

<input type="checkbox"/>	9. Copy of Adult Day Health Care license issued by Health Standards
<input type="checkbox"/>	10. To report "Sub-Specialty" for Adult Day Health Care Center to provide Community Choices Waiver center-based Caregiver Temporary Support on Section A of the PE-50, please use Code 8H.

-OR

For Assisted Living Centers:

<input type="checkbox"/>	9. Copy of Adult Residential Care license issued by Health Standards
<input type="checkbox"/>	10. To report "Sub-Specialty" for Assisted Living Center to provide Community Choices Waiver center-based, overnight Caregiver Temporary Support on Section A of the PE-50, please use Code 8G.

-OR

For Nursing Facilities:

<input type="checkbox"/>	9. Copy of Nursing Home license issued by Health Standards
<input type="checkbox"/>	10. To report "Sub-Specialty" for Nursing Facility to provide Community Choices Waiver center-based, overnight Caregiver Temporary Support on Section A of the PE-50, please use Code 8J.

* These forms are included in this Enrollment Packet

PLEASE USE THIS CHECKLIST TO ENSURE THAT ALL REQUIRED ITEMS ARE SUBMITTED WITH YOUR APPLICATION FOR ENROLLMENT. ATTACHED FORMS MUST BE SUBMITTED AS ORIGINALS WITH ORIGINAL SIGNATURES (NO STAMPED SIGNATURES OR INITIALS).

Please submit all required documentation to:
Gainwell Provider Enrollment Unit
PO Box 80159
Baton Rouge, LA 70898-0159