LOUISIANA MEDICAID PROGRAM

ISSUED:

REPLACED:

10/01/23

CHAPTER 3: FISCAL/EMPLOYER AGENT

SECTION: TABLE OF CONTENTS

PAGE(S) 3

FISCAL EMPLOYER AGENT

TABLE OF CONTENTS

SUBJECT SECTION

OVERVIEW SECTION 3.0

FINANCIAL MANAGEMENT SERVICES SECTION 3.1

Service Limitations Service Limits

Termination of the Self-Direction Service Delivery Option

BENEFICIARY REQUIREMENTS SECTION 3.2

Beneficiary Criteria Medical Necessity

SERVICE ACCESS AND AUTHORIZATION PROCESS SECTION 3.3

Diversity and Inclusion (D&I)

Authorization Process

Changing Providers
Transfers and Discharges

PROVIDER REQUIREMENTS SECTION 3.4

Systems/Software Requirements

Certification Requirements

Certification Issuance

Certification Refusal or Revocation and Fair Hearing

Certification Review

Administration and Organization

Governing Body

Business Location and Operations

Financial Management

Policies and Procedures

Organizational Communication

LOUISIANA MEDICAID PROGRAM

ISSUED: REPLACED:

10/01/23

CHAPTER 3: FISCAL/EMPLOYER AGENT

SECTION: TABLE OF CONTENTS

PAGE(S) 3

Provider Responsibilities
Fiscal Employer Agent Requirements
Transfers and Discharges
Employer Rights
Grievances

STAFFING AND TRAINING

SECTION 3.5

RECORD KEEPING

SECTION 3.6

Components of Record Keeping

Confidentiality and Protection of Records

Review by State and Federal Agencies

Retention of Records

Administrative and Personnel Files

Beneficiary Records

Organization of Records, Record Entries and Corrections

Components of Beneficiary Records

Discharge Summary for Transfers and Closures

Employer Records

PROGRAM MONITORING/ QUALITY/ASSURANCE

SECTION 3.7

Sanctions for Violations of Non-Performance Liquidated Damages Sanctions

Sanction Determinations
Due Date of Monetary Sanctions

REIMBURSEMENT

SECTION 3.8

Electronic Visit Verification (EVV) Requirements

DEVELOPMENT DISABILITY LAW

APPENDIX A

EMERGENCY PREPAREDNESS

APPENDIX B

CLAIMS FILING

APPENDIX C

CONTACT INFORMATION

APPENDIX D

LOUISIANA MEDICAID PROGRAM	ISSUED: REPLACED:	10/01/23
CHAPTER 3: FISCAL/EMPLOYER AGENT		
SECTION: TABLE OF CONTENTS		PAGE(S) 3

GLOSSARY/ACRONYMS

APPENDIX E