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STATE OF IOWA DEPARTMENT OF

Health <sup>AND</sup> Human

SERVICES

# COVID-19 PUBLIC HEALTH EMERGENCY UNWIND FOR PROVIDERS

Revalidation

# Agenda

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- Provider Revalidation
- Revalidation Individual Consumer Directed Attendant Care Providers
- Provider Background Checks
- Provider Site Visits Resumed
- Additional Information
- Resources
- Questions

# Learning Objectives

- Which providers will need to go through the revalidation process?
- When is revalidation due?
- How to revalidate?

# Provider Revalidation

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# Provider Revalidation

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- In response to the COVID-19 PHE ending, May 11, 2023, Provider Enrollment will be requiring providers to revalidate their enrollment.
- Revalidation is normally required every five years; therefore, providers enrolled during the PHE will not be subject to revalidation at this time.

# Provider Revalidation

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- All providers complete enrollment renewal every 5 years.
- Their enrollment renewal date is based on the date they signed their provider agreement.
- For non-ICDAC providers, after they've completed enrollment renewal for the first time, their **next** enrollment renewal date is based on the date they completed their **first** enrollment renewal.

# Provider Revalidation

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- All providers must have their revalidation submitted in Iowa Medicaid Portal Access (IMPA) by July 31<sup>st</sup> 2023.

With the following exceptions:

- New providers who enrolled with Iowa Medicaid during the PHE. \*\* New means new TIN.
- Providers who chose to complete the revalidation of their enrollment during the PHE.

# Provider Revalidation - Initial Step

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- To start the revalidation process simply print and complete the DCP, form 470-5112 found on our website at:

<https://hhs.iowa.gov/ime/providers/forms>

and return the form to:

Iowa Medicaid Provider Enrollment

PO Box 36450

Des Moines, Iowa 50315

Or scan and email to: [IMEProviderEnrollment@dhs.state.ia.us](mailto:IMEProviderEnrollment@dhs.state.ia.us)

- **If you are already set up as the Designated Contact Person (DCP), you can skip this step.**



# Provider Revalidation - Initial Step, Cont.

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- Upon receipt of the DCP form, Provider Enrollment will assign a unique Personal Identification Number (PIN) associated with the organization's Tax Identification (TIN).
- The designated contact person will receive an email containing the PIN number(s).
- The PIN, Tax ID and NPI are used as the combination key to open the online application for enrollment renewal via IMPA at <https://secureapp.dhs.state.ia.us/impa/>.

# Provider Revalidation – IMPA

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- With exception for individual CDAC providers, revalidation is completed electronically on the IMPA system.
- To access the portal, use the following link:

<https://secureapp.dhs.state.ia.us/impa/Default.aspx>

The provider must do the following:

- Review and agree to the new Provider Agreement.
- Verify professional and institutional components of the provider organization and structure.
- Complete the Ownership and Control Disclosure (OCD); and
- Provide individual Social Security Number(s) where indicated.

# Provider Revalidation

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- Note:

- The individual SSN is required for Provider Enrollment to check against the Office of Inspector General's (OIG) list of Excluded Individuals and Entities (LEIE) and the Center for Medicare and Medicaid Services (CMS) Data Exchange (DEX).

- Iowa Medicaid Sanction List Link:

[External IME Sanctions List April 2023 Program Integrity.xlsx \(live.com\)](#)

# Provider Revalidation

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- **We strongly urge all providers to read the agreement and understand the rights and responsibilities of being a Medicaid provider prior to signing the agreement.**
- By signing the agreement, providers are attesting that they have read and understand the rights and responsibilities of being a Medicaid provider.

# Provider Revalidation

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- If you no longer wish to be an Iowa Medicaid provider or have questions regarding the revalidation renewal process, please contact the enrollment department at:

I-800-338-7909, or email

[IMEProviderEnrollment@dhs.state.ia.us](mailto:IMEProviderEnrollment@dhs.state.ia.us)

- ❖ Please note, each provider must be enrolled with Iowa Medicaid to credential with the Managed Care Plans (MCPs). Providers must also credential with each MCP individually.



# Provider Revalidation - Individual CDAC

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Individual Consumer-Directed Attendant  
Care

# Provider Revalidation - Individual CDAC

- Individual Consumer-Directed Attendant Care Providers (ICDAC):
  - To stay active in the Iowa Medicaid program revalidation is required.
  - Providers who fail to complete revalidation will have their Medicaid provider number terminated and claims will no longer be paid.
- Individual CDAC providers must have their renewal documents **submitted by September 30, 2023**.

# Provider Revalidation – Individual CDAC Forms

Revalidation requires you to complete and return the following forms:

Iowa Medicaid Provider Agreement  
(470-2965)

- Every** Iowa Medicaid provider **must** sign the new Provider Agreement.
- Please read the Agreement and complete the last page. Once executed, the Agreement is a legal binding contract, and you are obligated to adhere to the requirements of the Agreement.



# Provider Revalidation – Individual CDAC Forms

- Complete and sign the Individual CDAC Disclosure (470-4612)
  - Both forms can be found on our website at:  
<https://hhs.iowa.gov/ime/Providers/enrollment/WaiverEnrollment>

# Provider Revalidation - New Individual CDAC

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Relevant forms for enrolling as a NEW INDIVIDUAL CDAC PROVIDER

- ❑ Iowa Medicaid HCBS Waiver Provider Application (pages 5-6 only) (Form 470-2917)
- ❑ Individual CDAC Disclosure (Form 470-4612)
- ❑ Provider Agreement (Form 470-2965)
- ❑ W-9 Form (IRS Tax Form W-9)
- ❑ Record Check Consent (Form 470-4227)
- ❑ Atypical Provider Declaration (Form 470-4457)
- ❑ Electronic Funds Transfer (EFT) (Form 470-4202)
- ❑ Proof of Age (e.g. copy drivers license, birth certificate, State-issued ID, passport)

# Provider Revalidation - Individual CDAC

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- Summary

- All forms must be completed and returned by September 30, 2023.
- Print and complete the Individual CDAC Disclosure (470-4612)
- Every Iowa Medicaid provider must sign the new provider agreement.
- Return completed forms to:

Provider Enrollment-Renewal  
PO Box 36450  
Des Moines, Iowa 50315

Or scan and email to: [IMEProviderEnrollment@dhs.state.ia.us](mailto:IMEProviderEnrollment@dhs.state.ia.us)

# Provider Background Checks Resumed



# Provider Background Checks - Process

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- Step 1: Individual CDAC Provider submits an enrollment application.
  - On form 470-4612, the Individual CDAC provider lists the states in which they have lived (specifically, while over the age of 18 and for a period of more than 1 month).
  - If the Individual CDAC provider lists states other than Iowa, an out-of-state background check is conducted for each state that the provider lists.

# Provider Background Checks Process Continued

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- Step 2: Iowa Medicaid Provider Revalidation receives an Individual CDAC enrollment application.
- Step 3:
  - If the background checks comes back clear, the provider is typically eligible to enroll and their revalidation application is approved.
  - If the background check does not come back clear, then the provider must explain each offense.

# Provider Background Checks Process, Continued

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- Process, continued:
  - Step 4: Once Provider Enrollment receives an explanation from the provider, then their information is sent to Records Check Evaluations (RCE) for review.
    - RCE will either deny or approve.
    - If RCE approves, then the provider is enrolled.
    - If RCE denies, then the application is denied.

Providers need to respond **timely**, to the request for information as part of the background check evaluation, as the **check is only good for 30 days**. This will avoid processing issues for providers.

# Provider Background Checks Resumed – In-State

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- All **In-state** Individual CDAC providers will have background checks conducted.
- In-state background checks were not suspended during the PHE.



# Provider Background Checks Resumed – Out of State

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- **Out-of-state** background checks, specifically, were suspended during the PHE.
  - **Out-of-state** background checks are only conducted on Individual CDAC providers who reported that they have lived outside of Iowa.
- Individual CDAC providers who were enrolled during the PHE will have their **out-of-state** background check conducted since the PHE has ended, if applicable.

# Provider Site Visits Resumed

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# Provider Site Visits Resumed

- Iowa Medicaid is not required to conduct site visits with providers who have already been screened by Medicare or another State's Medicaid or Children's Health Insurance Program (CHIP) program within the previous twelve months of receiving a revalidation application.

# Provider Site Visits Resumed

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- In accordance with the Affordable Care Act, moderate and high-risk provider types, or providers that have been deemed as moderate or high-risk, require a site visit.

Please reference IL 1179

- Home Health Agency
- Independent Labs
- Ambulance
- Durable Medical Equipment
- Physical Therapist
- Rehab Agency
- Community Mental Health Center
- Hospice
- ❖ Others as necessary

# Provider Site Visits Resumed

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- Provider types automatically deemed as **moderate** risk include Independent Labs, Ambulance, Physical Therapists, Rehabilitation Agencies, Community Mental Health Centers, and Hospice.
- Provider types deemed as **high** risk are Home Health Agencies and Durable Medical Equipment providers.
- ❖ A provider may be moved up a risk level, if they have had any action taken against them by Iowa Medicaid, Medicare, or another state's Medicaid or CHIP program.

# Additional Information

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# Additional Information – Out of Network Payments

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- Informational Letter 2432  
COVID-19 Public Health Emergency (PHE) Unwind –  
Out-of-Network Enhanced Provider Payment expired  
April 30, 2023.
- If the **member** is enrolled with an MCO/MCP and the **provider is not enrolled** with that MCO/MCP, the provider is considered to be an “out-of-network” provider, which will be reimbursed at 80% for all services.

# Resources

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# Resources

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- If you no longer wish to be an Iowa Medicaid provider or have questions regarding the enrollment renewal process, please contact the enrollment department at 1-800-338-7909, or email [IMEProviderEnrollment@dhs.state.ia.us](mailto:IMEProviderEnrollment@dhs.state.ia.us).
- For additional Information you can visit HHS website for the “Listening Sessions” page:  
<https://hhs.iowa.gov/ime/about/advisory-groups/townhall/listening-sessions>

# Resources MCO/MCP

- *Amerigroup*: Instructions, applications, and a fillable WV9
  - Phone: 855-789-7989
  - Email: [providernetworkIA@amerigroup.com](mailto:providernetworkIA@amerigroup.com)
  - <https://provider.amerigroup.com/iowa-provider/join-our-network>
- *Iowa Total Care*:
  - Phone: 833-404-1061
  - Email: [networkmanagement@iowatotalcare.com](mailto:networkmanagement@iowatotalcare.com)
  - [iowatotalcare.com/providers/become-a-provider.html](http://iowatotalcare.com/providers/become-a-provider.html)
- *Molina Healthcare*
  - Phone: (844) 236-0894
  - Email: [IAProviderContracts@MolinaHealthcare.com](mailto:IAProviderContracts@MolinaHealthcare.com)
  - [https://www.molinahealthcare.com/members/common/iowa\\_main](https://www.molinahealthcare.com/members/common/iowa_main)

# Resources

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# Resources

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- IMPA system - to access the portal, use the following link:

<https://secureapp.dhs.state.ia.us/impa/Default.aspx>

- Iowa Medicaid Sanction List Link:

[External IME Sanctions List April 2023 Program Integrity.xlsx \(live.com\)](#)

# Resources

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- Delta Dental of Iowa

[provrelations@deltadentalia.com](mailto:provrelations@deltadentalia.com)

- M&P: 1-800-544-0718

<https://www.deltadentalia.com/dentists/resources/forms/>

# Resources

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- MCNA

- How to enroll in the Iowa network:

1. Download and read Provider Welcome Letter
2. Download and complete the following forms:
  - One New Provider Form for each dentist.
  - One New Location Form for each physical location.
  - Provider Agreement, which includes the Iowa Product Attachment.
  - The IRS W-9 Form for each physical location.
  - Payment Method Section Form for each physical location.
3. Download and review our Iowa DWP Fee Schedule.
4. Email your completed documents to [Network\\_Development@mcna.net](mailto:Network_Development@mcna.net) or Fax: 1-208-298-3844.
5. If you use CAQH, you may instead complete our Online Credentialing Application, which includes all required forms.

# Resources

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Both ICDAC forms can be found on our website at:

<https://hhs.iowa.gov/ime/Providers/enrollment/WaiverEnrollment>

- CDAC Disclosure (470-4612)
- Iowa Medicaid Provider Agreement (470-2965)

**Return completed forms to:**

Provider Enrollment-Renewal  
PO Box 36450  
Des Moines, Iowa 50315

Or scan and email to: [IMEProviderEnrollment@dhs.state.ia.us](mailto:IMEProviderEnrollment@dhs.state.ia.us)

# Questions

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