Policy Transmittal

Developmental Disabilities Services

Authorized Signature: Lilia Teninty

Number: APD-PT-16-044

Issue date: 11/29/2016

Topic: Developmental Disabilities

Transmitting (check the box that best applies):
- [x] New policy
- [ ] Policy change
- [ ] Policy clarification
- [ ] Executive letter
- [ ] Administrative Rule
- [ ] Manual update
- [ ] Other: 

Applies to (check all that apply):
- [x] All DHS employees
- [ ] Area Agencies on Aging
- [x] Aging and People with Disabilities
- [ ] Self Sufficiency Programs
- [x] County DD Program Managers
- [x] ODDS Children’s Residential Services
- [ ] ODDS Children’s Intensive In Home Services
- [ ] County Mental Health Directors
- [ ] Health Services
- [ ] Office of Developmental Disabilities Services (ODDS)
- [ ] Stabilization and Crisis Unit (SACU)
- [ ] Other (please specify): CDDP Service Coordinator’s, Support Service Personal Agents and Support Service Brokerage Directors

Policy/rule title: Direct Nursing MMIS Provider Enrollment Deadline

Policy/rule number(s): Release no: v.1

Effective date: 1/1/2017

Expiration: 1/31/2017

References:

Web address: [http://www.dhs.state.or.us/spd/tools/dd/cm/Direct%20Nurse%20Services-Medicaid%20Provider%20Enrollment%20Worker%20Guide.pdf](http://www.dhs.state.or.us/spd/tools/dd/cm/Direct%20Nurse%20Services-Medicaid%20Provider%20Enrollment%20Worker%20Guide.pdf)

Discussion/interpretation:
Effective January 1, 2017 all providers of waiver Direct Nursing Services (DNS) must be enrolled in the Medicaid Management Information System (MMIS). The Office of Developmental Disabilities Services has been working with existing providers of Direct Nursing Services to complete the enrollment process.

OBSOLETE
Effective January 1, 2017 all Direct Nurse providers, including those in transition or new potential applicants, may not be authorized to provide Direct Nursing Services until they have completed enrollment and been approved as an MMIS provider. Commencing with January 2017 services, all Direct Nurse providers will be authorized and paid through the Medicaid Management Information System (MMIS).

**Implementation/transition instructions:**

Potential Direct Nurse Service provider applicants must complete a provider enrollment application, show proof of professional liability insurance and pass a Criminal Background Check. Providers can obtain enrollment packets (that include instructions and directions where to send completed forms) by sending a request to ODDS.RNsupport@state.or.us The MMIS enrollment unit will notify the provider applicant when enrollment is complete including the assignment of a Medicaid number and the effective start date to provide services. Case Managers (Community Developmental Disabilities Program & Support Service Brokerage) should refer to the [Direct Nurse Services Medicaid Provider Enrollment Worker Guide](#) which describes the enrollment procedures.

Direct Nurse Service providers currently being paid by a Community Developmental Disabilities Program with DD57 funding (not already enrolled in MMIS for DNS) will continue to be paid with DD57 funding for services rendered through December 31, 2016. Services delivered in January, 2017 must be authorized through MMIS and all providers of Direct Nursing Services must be enrolled as an MMIS provider no later than December 31, 2016.

For payments made to Adult Foster Care providers through the Community Based Care (CBC) payment adjustment process, ODDS central office will adjust the approved rates. This means that any rate which includes hours and funds for nursing services, will be adjusted so that nursing hours/funds are removed from the CBC payment effective for services delivered January 1, 2017 and later. CDDP’s will not need to complete or submit a DDEE0337 form, but will have access to view the forms when they have been adjusted. Effective with January 2017 enrollments the Technical Assistance Unit will no longer allow nursing hours in section five of the form.

**Training/communication plan:** For questions about enrollment please refer to the [Direct Nurse Services Medicaid Provider Enrollment Worker Guide](#)

**Local/branch action required:** Case Management Entities who support individuals, family and AFH providers with Direct Nursing Services must communicate the enrollment requirement deadlines.
Central office action required: Upon receipt of a fully completed Provider enrollment packet ODDS will send it to the Oregon Health Authority MMIS Enrollment unit. CME's will be notified when a Direct Nurse Provider has been approved.

Field/stakeholder review: ☒ Yes ☐ No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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