Policy Transmittal

Lilia Teninty
Authorized Signature

Number: APD-PT-17-002
Issue date: 1/27/2017

Topic: Developmental Disabilities

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

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

Policy/rule title: Direct Nursing MMIS Provider Enrollment
Policy/rule number(s): [ ]
Release no: V2
Effective date: February 1, 2017
Expiration: n/a

References:
http://www.dhs.state.or.us/spd/tools/dd/Direct%20Nurse%20Services-Medicaid%20Provider%20Enrollment%20Worker%20Guide.pdf

Discussion/interpretation:
Update 02/01/17

For Direct Nurse Service (DNS) providers planning to work in Adult Foster Care Homes, the Office of Developmental Disabilities Services (ODDS) has extended the deadline for Direct Nursing Service provider enrollment into the Medicaid Management Information System (MMIS) to April 1, 2017. The deadline of
January 1, 2017 will remain for DNS applicants working with individuals in DD49/149 In-Home settings.

**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 applicant when enrollment is complete including the assignment of a Medicaid number and effective start date to provide services. Case Managers (Community Developmental Disabilities Programs & Support Service Brokerage) should refer to the Direct Nurse Services Medicaid Provider Enrollment Worker Guide which describes the enrollment procedures.

**Training/communication plan:** Effective April 1, 2017 DNS provider applicants planning to work within Adult Foster Care Homes must be enrolled in MMIS before they can be authorized and paid to Provide Direct Nursing Services. For questions about enrollment please refer to the Direct Nurse Services Medicaid Provider Enrollment Worker Guide.

**Local/branch action required:** Case Management Entities (CME) who support individuals receiving DNS services in Adult Foster Care must communicate new requirement deadlines to AFH providers and potential DNS applicants.

**Central office action required:** Upon receipt of a fully completed provider enrollment packet ODDS will send it to the Oregon Health Authority MMIS Provider 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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<th>Contact(s):</th>
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