

Action Request Transmittal Aging and People with Disabilities



Corissa Neufeldt
Authorized signature

Number: APD-AR-23-030
Issue date: 10/20/2023

Topic: Licensing

Due date:

Subject: Adult Foster Home Medicaid Provider Revalidation

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Type B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: The end of the public health emergency declaration has resulted in deadlines being placed by the Center for Medicaid Services and Supports with relation to provider enrollment agreements. Adult Foster Homes currently enrolled as Medicaid Providers who have not completed a new Provider Enrollment Agreement (PEA-form 0738) during the COVID 19 Pandemic Emergency (March 2020 through May 11, 2023) will need to send in a newly completed PEA so that the provider can be revalidated by the Provider Relations Unit.

The license does not need to be "renewed" for you to send with the new PEA to Provider Relations.

- Collect PEA's from providers beginning immediately based on the data report indicating adult foster homes pending license renewal.
- Send each new PEA to SPD.Providernumber@odhsoha.oregon.gov immediately but no later than by close of business on November 2, 2023.

The Email subject is to read "PEA FOR Revalidation"

In the body of your email with the PEA attached indicate that a new PEA is attached.

Indicate that the license is active and “in process” of renewal. List the current license effective date and expiration date in your email. If the new license has been renewed please send the renewed license with the PEA per the usual process.

- Provider Relations Unit will then review and perform the required database screenings on the new PEA and upon final approval extend the provider number at six-month intervals while the license is in the process of being renewed. This process is the same for licenses that are in the process of corrective action or are in the process of appeal for a licensing action. If the license has been renewed we will renew the provider number per our usual process.
- If by November 3, 2023, you have not received all of the new Provider Enrollment Agreements that are needed based off of the licensing renewal list from please send an email to the SPD.ProviderNumber@odhsoha.oregon.gov mail box with the following;
 - o Subject- PEA not received here is info you need
 - o Provider Name
 - o Provider Number
 - o License eff date- License Exp date
 - o And note if license is “in process” per AFH rules.

Provider Relations will then use that information to look up the information on the last PEA on file and perform the required data base screenings prior to 11/11/2023.

If there has been a change in resident managers or administrators since the last license renewal, please have the provider complete a new PEA. Provider Relations will perform the required screenings, extend the provider number and you can provide the new license when it is ready. If there are corrections to the PEA that are needed after receiving the new license, provider relations will notify you to reach out to the provider for an addendum to the PEA.

PEA's must be completed in their entirety. If the answer to a question is “none” or “N/A” the provider will need to list that as the answer to a question. The PEA can be physically signed and dated or electronically signed and dated using the Adobe Acrobat signature function.

This process is not to be confused with the process necessary when a provider is under condition or other circumstances require the delay of their license renewal. For those renewals that are under current delay due to regulatory conditions or application delays the licensee must have submitted the AFH renewal application and bed fee before their license expiry date, then an email can be sent to SPD.ProviderNumber@odhsoha.oregon.gov indicating the license is "active and in process of renewal."

Reason for action: Meeting standards as set by the Centers for Medicaid Services and Supports in relation to the end of the public health emergency declaration.

Field/stakeholder review: Yes No

If yes, reviewed by: Provider relations unit

If you have any questions about this action request, contact:

Contact(s): Dana Vafiades	
Phone: 971.719.6690	Fax:
Email: SPD.ProviderNumber@odhsoha.oregon.gov	