

Information Memorandum Transmittal Aging and People with Disabilities



Jane-ellen Weidanz

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Number: APD-IM-22-101

Issue date: 10/14/2022

Topic: Long Term Care

Due date:

Subject: Nursing Facility Contracts

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 | |

Message:

Aging and People with Disabilities (APD) Central Delivery Supports Unit has processed approximately 124 Nursing Facility (NF) Medicaid contracts with the Office of Contracts and Procurement (OC&P) over the past ten years.

After discussion with APD Leadership, Safety, Oversight and Quality (SOQ) Nursing Facility Licensing Team, Department of Justice, and Oregon Health Authority (OHA) Provider Services Unit it was agreed that Medicaid contracts are not required. Instead, we are moving to a provider enrollment agreement only, that process going forward will be as follows:

- Central Delivery Supports Unit will terminate the existing Medicaid contracts by the end of 2022 and will ensure all NF provider enrollment agreements are active.
- SOQ will coordinate with APD Administration to ensure provider tax payments are current via the Financial Review as part of any Change of Ownership (CHOW) or initial Medicaid certification application.
- SOQ will add new language in the online CHOW checklist to provide details on OHA Provider Enrollment process. Draft language:
 - ❖ Upon APD nursing facility licensing approval, the facility must complete the following forms to obtain a Medicaid provider number from OHA in

order to bill for Medicaid consumers:

1. The new applicant will complete OHA forms 3972, 3974, and 3975 and fax the completed forms to OHA Provider Enrollment at 503-378-3074.

2. Enrollment forms can be found here:

<https://www.oregon.gov/oha/hsd/ohp/pages/provider-enroll.aspx?wp2488=se:%22nursing+facility%22>

3. New applicant will attach a copy of their APD nursing facility license.

- OHA ongoing NF revalidations will be completed every five years by OHA Provider Services. Provider Services will contact SOQ as needed for licensing and Medicaid certification information.
- Contact information for OHA provider enrollment can be obtained by contacting OHA Provider Enrollment at 800-336-6016 (option 6) or by email: provider.enrollment@odhsoha.oregon.gov
- Questions regarding NF licensing can be sent to the Nursing Facility Licensing Unit email: NF.LICENSING@odhsoha.oregon.gov.

If you have any questions about this information, contact:

Contact(s): Sarah Hansen	
Phone: 971-600-7239	Fax:
Email: sarah.l.hansen@odhsoha.oregon.gov	