

# *Administrator Alert*

## *Policy updates & rule clarifications for Community Based Care Facilities*

Office of Licensing and Regulatory Oversight

5/1/14

Changes to the Assisted Living and Residential Care Facilities Medicaid provider enrollment process will require the use of a Provider Enrollment Agreement (PEA). Effective, May 5, 2014, new Medicaid enrollment and re-enrollment of Assisted Living and Residential Care Facilities will require the completion of a PEA in lieu of the traditional contracting process. This change is expected to streamline the enrollment process for new and continuing providers as well as meet new provider enrollment compliance standards. The Patient Protection and Affordable Care Act (ACA) enhanced the disclosure requirements for new and continuing Medicaid providers. Implementation of the PEA will allow Aging and People with Disabilities (APD) to collect the necessary information to comply with the provider screening requirements as noted in 42 CFR 455. In order for providers to be authorized and paid for Medicaid services they must be screened utilizing the new enrollment requirements and revalidate their disclosures at least every five years.

As the Medicaid provider contract expires a new PEA will replace the previous contracting process. Some Assisting Living and Residential Care Facilities will continue to require a contract in addition to the PEA. The contracts will be an ongoing requirement for memory care and gradual withdrawal contracts.

Assisted Living and Residential Care Facility providers who serve the Medicaid population will download and complete the PEA (form SDS 0288) and submit the completed form to the APD Provider Relations Unit for processing. The form is available online at <http://www.oregon.gov/dhs/pages/index.aspx>. Providers may submit the PEA via secure email or fax. Providers can request a secure email from [APD.ProviderEnrollment@state.or.us](mailto:APD.ProviderEnrollment@state.or.us). APD Provider Enrollment staff will in turn send the provider a secure email for submitting the imaged, completed PEA and current license. The provider may also submit the PEA via fax to APD Provider Enrollment at 503-947-5357.

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Providers will be notified via email when their provider number has been assigned or renewed. These actions need to occur before the expiration of the provider's current Medicaid contract and the provider must continuously hold an active license for Medicaid services to be rendered. For new providers, successful enrollment and assignment of a provider number is necessary prior to Medicaid services being rendered.

### For questions

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