

PSW – IC Transition to New Provider Types by March, 2016

Based on HCW/PSW CBA 2015-2017

Action Required

- The PSW-IC provider type will be inactivated on April 1, 2016. Your PSW-IC provider number will no longer be active after this date
- In order to continue to work for individuals who have intellectual or developmental disabilities, you must take several required actions

Required Actions

By December 31, 2015

- PSW-ICs must complete a Letter of Designation indicating their choice of new provider type

By February 2, 2015

- PSW Specialists must submit new credential materials and complete fiscal intermediary required documents to their applicable County Office or Brokerage

By March 31, 2015

- Medicaid Agency Provider Organizations must complete Department direct deposit requirements

Objectives

This presentation will:

- Provide an overview of changes that impact Personal Support Worker - Independent Contractors (PSW-ICs) based on the 2015-2017 Collective Bargaining Agreement (CBA)
- Provide steps for PSW-ICs to change provider type to either:
 - Personal Support Worker Specialist, or
 - Medicaid Agency with Provider Organization endorsement

*References and a list of Terms and Acronyms are provided at the end of this presentation

Transition Overview

Between January 1, 2016 and March 31, 2016, current PSW-ICs must transition to a new provider type

There are two choices for new provider type:

- **Personal Support Worker Specialist**

or

- **Medicaid Agency with a Provider Organization endorsement**

Differences in Service Delivery by Provider Type

- **PSW Specialist**

- Employed by consumer
- Consumer sets schedule
- No employees
- Remains part of the HCC bargaining unit

OR

- **Medicaid Agency Provider Organization**

- Self employed
- Sets schedules with consumers
- Allows for employees
- Does not remain part of the HCC bargaining unit

Similarities in Service Delivery by Provider Type

- Documentation of disability related supports
 - Per the service agreements/job descriptions
- Service Agreement/Job descriptions
- Time sheet documentation

Other services provided by non-PSW Independent Contractors

- Non-PSW ICs may continue to deliver the following services (this transition does not include these provider types):
 - Behavior Consultation
 - must complete the PEAA form found at:
<http://www.oregon.gov/dhs/DD/providers-partners/Pages/Consultants.aspx>
 - Discovery Service
 - if the IC is already enrolled as a Discovery provider (*ODDS is finalizing a specific Discovery PEA that will be communicated in 2016 and does not impact existing providers of this service*)
- These provider types are not part of the HCC bargaining group and have separate enrollment requirements and are not impacted by this transition

Letter of Designation

Letter of Designation: You will need to complete and submit a letter designating your choice of provider type by December 31, 2015. The letter is also posted online: <http://www.oregon.gov/dhs/DD/providers-partners/Pages/index.aspx>

You will have received a designation letter in the mail to complete.
Send in the letter via:

Email: ODDS.Questions@state.or.us

Fax: 503-373-7274

or Mail: DHS, ODDS
Attn: Michelle James
500 Summer St E-9
Salem, OR 97301

Note ~ It is critical that you keep all individuals who you support and their service coordinator/personal agent informed of the provider type that you choose

- New service agreements and service authorizations in eXPRS Plan of Care will be required for each individual you support

Becoming a PSW Specialist

- Required documentation
 - Provider Enrollment Application and Agreement (PEAA)
 - Criminal History Check (CHC)
 - TNT Fiscal Intermediary documentation
- Considerations:
 - EINs are not allowed
 - Business names are not allowed
 - OAR 411-375 is the rule for all PSW qualifications and expectations

Note ~ Your old PSW-IC number will be inactivated. PSW Specialists will need to be assigned a new provider number

Becoming a PSW Specialist - PEAA

- **PEAA:** A valid PSW Provider Enrollment Application and Agreement (PEAA) form is required to be completed within the last two years
- If you have not completed a PEAA, or if the PEAA expires prior to June 30, 2016, you must complete a new one. The PSW PEAA form SDS 0734 is available online:
<http://www.oregon.gov/dhs/DD/providers-partners/Pages/psw-resources.aspx>
- Submit the PEAA form to the CDDP or Brokerage

Becoming a PSW Specialist - CHC

- **CHC:** An approved criminal history check (CHC) for the job title of PSW is required to be completed within the last two years
- If you have not completed a CHC, or the CHC expires prior to June 30, 2016, contact your CDDP or Brokerage to request a new background check

Becoming a PSW Specialist with 'current' PEAA and CHC

- If the PEAA and CHC expire July 1, 2016 or later, you do not need to submit a new PEAA or CHC
 - If you submit an updated PEAA and CHC, they will be processed and you will have a new credential expiration date
- You will need to work with the CDDP and/or Brokerage to complete all fiscal intermediary paperwork that is required

Becoming a PSW Specialist - TNT

- **TNT:** You will need to complete new financial set-up paperwork with fiscal intermediary payroll company TNT (employer and employee paperwork can be obtained through the CDDP or Brokerage)

Becoming a Medicaid Agency with a Provider Organization endorsement

If you have or want to hire employees and offer services as a business, you must apply for a Medicaid Agency certificate and be endorsed as a Provider Organization.

Services a Medicaid Agency Provider Organization may be authorized to provide:

- Attendant care (in-home, community)
- Skill training
- Employment supports
- Behavior Consultation (additional enrollment requirements)

Information for applying for Medicaid Agency and Provider Organization certification can be found here:

<http://www.oregon.gov/dhs/providers-partners/licensing/idd-licensing/Pages/Index.aspx>

Step 1 to becoming a Medicaid Agency Provider Organization

- Complete a Medicaid Agency application and allow at least 90 days for processing
<http://www.oregon.gov/dhs/providers-partners/licensing/idd-licensing/Pages/PT-certified-medicaid-agencies.aspx#medicaid-certified>
- Approved applications result in a certificate that will be good for 2 years

Medicaid Agency Provider Organization Application Requirements

- Background check completed (criminal history check-CHC)
- Certificate of mandatory abuse reporting completion
- I-9 legal US worker form
- Copy of management agreements or contracts related to the operation and ownership of the agency
- Financial plan including financial statements, financial plan developed to assure sustainability, partnerships, loans and other financial assistance, r
- Name, DOB, SS# for each person currently serving as Board of Directors
- Business plan identifying scope of program services the applicant intends to provide and a request for an endorsement to deliver program services; policies and procedures
- Proof of liability and operational insurance coverage

Step 2 to becoming a Medicaid Agency Provider Organization

- Upon receiving your Medicaid Agency certificate, the next step is to obtain a Provider Organization endorsement to deliver specific services (attendant care and employment services)
 - allow at least 90 days OAR 411-323-0035
- You can request the application here:
<http://www.oregon.gov/dhs/providers-partners/licensing/idd-licensing/Pages/Prospective-Providers.aspx>
- Submit the application and supporting documents via email:
dd.licensing@state.or.us

Medicaid Agency certification and endorsement rule

- If you have received certification and endorsement, you will be subject to the following rules:
 - OAR 411-323-0030 is the rule for Medicaid certificate
 - OAR 411-323-0035 is the provider organization endorsement rule once you have received a Medicaid certificate

Medicaid Agency Provider Organization

- Following certification and endorsement, you must have new service agreements completed for each individual you support
- Your agency will receive new authorizations for reimbursement of services in eXPRS Plan of Care
- New direct deposit forms (included in the enrollment packet) must be completed as you will be paid directly from the state, not TNT

April 1, 2016

- If you become a PSW Specialist and you do not have a new fiscal intermediary packet completed by March 31, 2016, TNT will be unable to pay for time worked April 1, 2016 forward
 - All TNT required materials must be submitted to the CDDP or Brokerage prior to February 2nd to avoid a delay in payment
 - Following completion of the fiscal intermediary packet completion, you will be able to resume working as a PSW Specialist
- If you have not received your Medicaid Agency certificate and Provider Organization endorsement, you will be unable to deliver services as an Agency and you will not be authorized to work or be reimbursed for services delivered

Questions?

- Please join one of two conference calls being offered to answer questions you may have about this process
 - December 10, 2015 at 1:00PM – 2:00PM
1-877-336-1831 access code 230706
 - December 21, 2015 at 9:00AM – 10:00AM
1-877-336-1831 access code 230706
- Please email questions to ODDS.Questions@state.or.us at least a week prior to the conference call to ensure a response is available during the live conference call-in

Contacts

Medicaid Agency questions:

- Barb Southard
BARBARA.L.SOUTHARD@state.or.us

Personal Support Worker questions:

- Deb Satterfield
PSW.Enrollment@state.or.us
1-800-241-3013

Service Delivery questions:

- Jess Cline
JESS.M.CLINE@state.or.us

Terms and Acronyms

- CBA: Collective Bargaining Agreement
- CDDP: Community Developmental Disability Program/County
- CHC: Criminal history check/background check
- eXPRS: Express Payment and Reporting System/online payment system
- HCC: Home Care Commission
- HCW: Home Care Worker
- OAR: Oregon Administrative Rule
- PEAA: Provider Enrollment Application and Agreement form
- PSW: Personal Support Worker
- PSW-IC: Personal Support Worker – Independent Contractor
- TNT: Name of fiscal intermediary payroll company

References

- OAR 411-375 is the rule for all PSW qualifications and expectations
- OAR 411-323-0030 is the rule for Medicaid certificate
- OAR 411-323-0035 is the provider organization endorsement rule once Medicaid certification is obtained