



## Developmental Disabilities (DD) Independent Provider Enrollment Frequently Asked Questions

9/5/17

**1. Q: Why do I have to submit DD provider enrollment verifications of specific training and education?**

9/5/17

A: The Division of Developmental Disabilities (DDD) implemented new Medicaid HCBS DD Adult Day Services Waiver (0394) and Comprehensive Services Waiver (4154) effective March 1, 2017. New services have been created as a result of unbundling services from the previous DD waiver services. The new services have specific criteria which must be met in order for an individual to be enrolled as a provider and receive reimbursement from DDD.

**2. Q: What DD provider enrollment verifications must be submitted?** 9/5/17

A: See provider bulletin 17-07 ([http://dhhs.ne.gov/developmental\\_disabilities/Documents/PB17-07.pdf](http://dhhs.ne.gov/developmental_disabilities/Documents/PB17-07.pdf)) for service specific enrollment verification requirements and the link to Abuse and Neglect Training.

**3. Q: Which CPR/First Aid certification sources are acceptable?** 9/5/17

A: Per DD Provider Bulletin 17-07 ([http://dhhs.ne.gov/developmental\\_disabilities/Documents/PB17-07.pdf](http://dhhs.ne.gov/developmental_disabilities/Documents/PB17-07.pdf)), acceptable CPR/First Aid certification sources include the following:

- *American Heart Association;*
- *American Red Cross;*
- *National Safety Council;*
- *American Health and Safety Institute; or*
- *Emergency Care and Safety Institute*

**4. Q: Which services require CPR/First-Aid certification?** 9/5/17

A: Per DD Provider Bulletin 17-07, CPR-First Aid certification is required for the following services:

- Adult Companion Service
- Adult Companion Service In-Home
- Consultative Assessment Service
- Habilitative Community Inclusion
- In-Home Residential Habilitation
- Prevocational Services
- Respite-Independent In-Home
- Respite-Independent Out-of-Home
- Supported Employment Individual
- Supported Employment Follow-Along

- 5. Q: Where do I submit my DD provider enrollment verifications?** 9/5/17  
A: DD provider enrollment verifications are submitted through the Maximus web portal. Supporting DD verification documents must be uploaded into the Maximus web portal. Additionally, you will be prompted to complete the Licenses and Classifications section (related to DD provider enrollment qualifications).
- 6. Q: What if I provide both DD and PAS or AD Waiver Chore services?** 9/5/17  
A: You will be required to comply with all provider enrollment requirements under both waivers including (but not limited to) providing DD provider verifications and completing the Fingerprint-Based Background Checks (FCBC) upon initial provider enrollment and renewal (revalidation). PAS and AD Waiver Chore providers are required to complete FCBC.
- 7. Q: How often do I need to renew (revalidate) my provider enrollment?** 9/5/17  
A: Every 5 years.
- 8. Q: Who can I contact if I have questions about DD provider enrollment?** 9/5/17  
A: You can contact Maximus at 844-374-5022 or [nebraskamedicaidpse@maximus.com](mailto:nebraskamedicaidpse@maximus.com). You may also email [DHHS.MedicaidProviderEnrollment@nebraska.gov](mailto:DHHS.MedicaidProviderEnrollment@nebraska.gov) or call 402-471-9297.
- 9. Q: What if I have questions about the service plan or needs of the DD client?** 9/5/17  
A: If you have questions regarding the service plan or needs of the DD client, please contact the client's service coordinator.
- 10. Do I have to resubmit my educational verifications every 5 years?** 9/5/17  
A: Education once. Driver's license and CPR/First Aid certification must remain current.
- 11. What do I do if I need to make any changes to my provider agreement?** 9/5/17  
A: Any changes made to your provider agreement require that you attest to the change(s) in paper or electronic format and submit them to Maximus. For example, a change of address requires that you complete changes on all provider enrollment documents with the updated address. Questions should be directed to Maximus at 844-374-5022 or [nebraskamedicaidpse@maximus.com](mailto:nebraskamedicaidpse@maximus.com).
- 12. What if I don't have access to a computer to complete my enrollment with Maximus?** 9/5/17  
A: You must complete a paper MC-19 (provider agreement). Please contact Maximus at 1-844-374-5022 to request a copy of the MC-19. Please note that completing a paper MC-19 will substantially delay your enrollment. We strongly encourage you to use a computer to complete your enrollment through the Maximus portal if possible. Many libraries offer computers for public use.