

**MEDICAID ENROLLMENT INSTRUCTIONS**  
For Independent Respite and/or Community Based Support (CBS) Providers

Enrollment to become an Independent provider is a multi-step process:

- 1 Complete an Idaho Department of Health and Welfare (DHW) criminal history check, or Idaho State Police name check when applicable. Don't delay. This must be completed before you enroll. If you need an Idaho State Police name check, you can complete your DXC enrollment at the same time.
- 2 Complete CPR and First-Aid Certification.
- 3 Complete the online Medicaid provider enrollment application. **To enroll as an Independent Respite or CBS provider, select "Respite" as the provider specialty.**
- 4 Submit Education/Competency/Training.
- 5 Download the Fax Cover Sheet and submit all required documentation with your application to DXC Provider Enrollment. DXC will review for completeness and then forward to DHW FACS.
- 6 DHW FACS review of enrollment to approve provider agreement.

Carefully follow all steps of the process to assure your enrollment is expedited.

Enrollment under the Respite provider specialty has two specific services that may be delivered, Independent Respite or Independent CBS. Each service has its own set of required documentation that must be submitted as listed in Step 4. You can request to provide just one or both services, but you must meet requirements of the service you are requesting to provide.

Descriptions of the two services available through this enrollment:

- Respite – This service provides supervision to a child on an intermittent or short-term basis because of the need for relief of the primary unpaid caregiver. Respite cannot be used while the parent is working. Respite can be provided in a group or to an individual; however, it can only be provided to a group if the Independent Respite Provider is related, and the group is a sibling group of up to three eligible children. Independent Respite Providers require a high school diploma (See Step 4).
- CBS – This service assists individuals to access community activities, facilitates independence in community activities and helps the individual to explore interests and practice learned skills in natural settings. Community Based Supports can be provided in an individual or group settings. Independent CBS Providers require completed Competency Coursework (See Step 4).

### Step 1 – Complete an Idaho DHW criminal history background check

Each applicant must show clearance of a criminal history check through the DHW Criminal History Unit. The employer identification number to use to apply is 6255. For more information on how to complete a criminal history background check, go to the website: <https://chu.dhw.idaho.gov> or call (208) 332-7990 or toll free at 1 (800) 340-1246.

- If you have an Idaho DHW background check and it is less than three years old, you may be able to transfer it in lieu of completing a new one. In these cases, the state name check form is available on the Criminal History Unit's website. Once you access your criminal history and determine it is within the three-year period, you can attach your criminal history to our program by completing a state name check. The applicant must complete the top section of the Idaho State Police name check application and complete the payment information on the form or include a money order (no personal checks) for \$20.00 made out to Idaho State Police.

If you need an Idaho State Police check you can complete your DXC enrollment at same time.

- ❖ **Send the application and money order to:**

Idaho Department of Health and Welfare  
FACS DD Program  
PO Box 83720 (PTC 5<sup>th</sup> Floor)  
Boise, Idaho 83720

- ❖ DHW will complete the bottom portion of the application and submit to the Idaho State Police with the money order. All other forms of payment will not be processed.
- If you have not completed a criminal history check or your criminal history check is over three years old, go to the website at <https://chu.dhw.idaho.gov> to start your criminal check process.
- ❖ Do not proceed until you review the FAQ's tab for important information about the process. After reviewing the FAQ's, go to the New Applicant or Log into your background check account tab.
  - ❖ For the purposes of the Children's Developmental Disabilities Program, the application should be completed with the following information:
    - Register as an applicant - Select Applicant.
    - Use the employer number assigned by the Department (it is not your tax ID#) - Enter 6255 and click "Add to List."
    - Check the type of service - Home and Community Based Services (HCBS) – Children and click "Next."
  - ❖ Submit the criminal history check application.
  - ❖ Schedule a fingerprinting appointment immediately after submitting the application. After submitting your application, the buttons at the bottom of your last page will give you the option of choosing to schedule your fingerprinting appointment at a DHW location or mailing in your fingerprints and application.
  - ❖ If you have difficulties scheduling an appointment, contact the Central Criminal History Unit toll free number at 1-800-340-1246 for assistance. If you schedule a fingerprinting appointment immediately, the background check process does not typically take longer than 45 days.
  - ❖ To avoid a delay in your provider application, do not submit your provider enrollment application until your DHW criminal history background check is completed and/or you have a copy. Your Idaho State Police check will not hold up your enrollment.
    - Your background check is completed when you receive notification from the Criminal History Unit that you have cleared.
    - Print your Notice of Clearance from the Criminal History Unit website and include it with your Medicaid provider application. Your Notice of Clearance will not be mailed to you.

## Step 2 – Must have record of current CPR and First-Aid Certification

Applicant must have a current CPR and First-Aid Certification at the time of enrollment. Documentation must be submitted with the Medicaid enrollment application in Step 3 below. The application will not be processed if all the required documentation is not included.

## Step 3 – Complete an online Medicaid provider enrollment application

Prior to enrolling as an Independent Respite provider, the individual must have a current CPR and First-Aid Certification, along with a completed background check.

- To start your enrollment, you must register and then sign into the Idaho DXC Technology Medicaid website at [www.idmedicaid.com](http://www.idmedicaid.com). Once you are signed in, hover over the Account Maintenance tab and select Provider Enrollment.
- Refer to the User Guide at <https://www.idmedicaid.com/User%20Guides/Forms/AllItems.aspx> for step-by-step instructions. For respite instructions click “New Provider Enrollment Guide Facility/Agency/Org.”
- Click New Provider Enrollment Application.
- Fill in all required fields. Independent Respite providers are “atypical providers.” When the application asks for information regarding a business, this information is your personal information such as address and phone, etc.

### HERE ARE SOME TIPS:

Application Questions:	Select in Drop Down Menu:
Enumerated with NPI Registry as	No NPI (NPI is optional)
Enrollment Type	Facility/Agency/Organization
Tax ID Type	SSN (FEIN is optional)
Provider Type	Agency Professional
Provider Specialty	Respite Care (we are using the same provider specialty for Respite and CBS)
Population Served	Children 0 – 17 years old

\*\*By enrolling as a respite provider, you understand and agree that by direct receipt of the funds, you are assuming potential tax and employer responsibilities that may include, but are not limited to, worker’s compensation, employee withholding, unemployment insurance, and liability insurance

- Make sure you complete the Disclosure of Ownership in the general section under forms.
- Click *Submit*. The system will respond with a case number. Use this case number whenever you contact DXC or DHW about your application.

## Step 4 – Submit Education/Competency/Training

All individuals who want to provide Independent Respite must:

- E-mail your high school diploma or GED to [facsdcco@dhw.idaho.gov](mailto:facsdcco@dhw.idaho.gov). You will receive a response with an attachment that will need to be read, signed, and returned via email to [facsdcco@dhw.idaho.gov](mailto:facsdcco@dhw.idaho.gov).

All individuals who want to provide Community Based Supports must:

- Have 6 months experience working with the population (Submit resume to show experience) and
- Complete the Habilitative Support training provided by Idaho Training Clearinghouse. The course takes approximately 3 hours to complete.
  - ❖ Enrollment can be accessed through Idaho Training Clearinghouse CDHD website at <https://idahocdhd.org/Training/webinars>.
  - ❖ Choose to register under Non-Credit Offerings Habilitative Supports.
  - ❖ The course has an enrollment fee of \$10.00. Under credit card payments, choose the link UI Marketplace.
  - ❖ The center will process the payments on Monday, Wednesday, and Friday and then send course instructions once you have been added to the course.
  - ❖ A certificate of completion will be generated at the end of the training and must be printed, submitted, and maintained in your records to be eligible to deliver the service.
  - ❖ Submit a copy of your certificate of completion for the competency coursework to [FACSDDCO@dhw.idaho.gov](mailto:FACSDDCO@dhw.idaho.gov).

**NOTE: If you want to deliver both Respite and CBS services you must submit all documentation required in Step 4 for both Respite and CBS.**

### Step 5 – Download the Fax Cover Sheet and submit all required documentation

- At the end of the enrollment application, download the Fax Cover Sheet. Include your name and case number as instructed, along with the following provider enrollment documents:
  - ❖ CPR and First-Aid Certification
  - ❖ EFT, signature on file, provider agreement electronic acknowledgement,
  - ❖ W-9 form,
  - ❖ Disclosure of ownership, and
  - ❖ Criminal History Check Notice of Clearance

Email to  
[IDProviderEnrollment@MolinaHealthCare.Com](mailto:IDProviderEnrollment@MolinaHealthCare.Com)

or Mail to:  
DXC Technology  
P.O. Box 70082  
Boise, ID 83707

### Step 6 – FACS Review of Enrollment

- FACS will review education/competency/training.
- If Idaho State Police name check was required, your enrollment will be held until the Idaho State Police name check is received by FACS.
- An HCBS acknowledgement will be sent to you to review, sign, and return.
- Reminder: You can only deliver the service that documentation was provided for in this enrollment application. If you wish to deliver **both Respite and CBS services you must submit all documentation required in Step 4 for both Respite and CBS.**

- When review is completed and approved, an approval email will be sent outlining things you should know.
  - ❖ If the application is incomplete, you will receive an email indicating the items that are incomplete within 3-5 business days from the submission. You must then submit any missing documentation for the review to be completed and approved.

Medicaid Guidelines

Guidelines	Description
Provider Handbook	To view the provider handbook on the <a href="#">Children's DD Provider Website</a> click on the "Support Handbook" under Provider Handbook & Rules.
Rules	Rule requirements for Respite and CBS are located at: <a href="https://adminrules.idaho.gov/rules/current/16/160310.pdf">https://adminrules.idaho.gov/rules/current/16/160310.pdf</a> . Procedure codes and rates for each service are listed under Current Provider Reimbursement Rates on the <a href="#">Childrens Independent Provider Medicaid Fee Schedule</a> website.
Billing Instructions	ICD-10 or Diagnostic code is Z74.2 Patient account # is the child's MID number on the plan of service. If you have questions call 1-866-686-4272.

If you have any questions, please contact the Children's DD Program at 208-334-5512 or [facsdco@dhw.idaho.gov](mailto:facsdco@dhw.idaho.gov).

**STOP: You cannot deliver services until ALL the following are completed:**

- Receive FACS approval email,
- Receive a signed copy of the child's plan of service from the parent or Case Manager, and
- Sign and return the provider signature page to the child's Case Manager.

The Medicaid Enrollment process is not complete until you receive an email from DXC with approval and an approval email from FACS outlining your requirement references and billing information.

If a parent has requested that you provide the service before you have completed all of the requirements listed above, please contact the supervisor in your area from the following list (note each include surrounding areas):

North Hub: CDA/Lewiston  
 West Hub: Boise/Nampa/Caldwell Mountain Home  
 East Hub: Twin Falls/Pocatello/Idaho Falls/Salmon

Katie Rigoli: 208-665-8975  
 Sarah Allen: 208-334-0970  
 Heidi Napier: 208-234-7945