Foster Care Agency Follow-up Webinar: Managed Care Readiness Funds

February 23, 2016
9am-10am
AGENDA

- Introductions

- Overview of 1/20 webinar- [Q&A posted](#) to VFCA Technical Assistance webpage

- **Part 1:** Directed to agencies who have already applied or are in the process of applying for an MMIS and/or NPI number and have limited to no experience billing Medicaid

- **Part 2:** Directed to agencies that already have an MMIS and an NPI number and currently bill Medicaid
Introductions

New York State Department of Health
• Anna Dean
• Julie Harris

CSRA
• Rita Guido, eMedNY Outreach Supervisor
Overview of 1/20 Webinar

- All payments for the Managed Care Readiness funds will be processed through the eMedNY system
  - As a rate add on for agencies with existing MMIS/NPI number
  - As a new rate for agencies obtaining a new MMIS/NPI number or reactivating their MMIS number
- This rate will be in effect for the service period covering 11/1/15 to 3/31/16
- Once rate is approved by Department of Budget (DOB), all agencies will be notified by DOH. Billing can **NOT** occur until this happens.
- Rate = VFCA’s approved contract amount/estimated care days over the period 11/1/13 to 3/31/14
- Each agency’s allocation amount **has not** changed
- All allocations must be spent by **June 15, 2016**
- Final Readiness Fund Report due **8/15/16**
  - The Department will provide agencies with a report template
This portion of the webinar will provide a high level overview of the billing process and applies to the following agencies who need to either apply for a new MMIS/NPI number or reactivate their existing MMIS number:

- AWIXA
- Buffalo Urban League
- Catholic Charities of Saratoga Washington and Warren Counties
- Compass House
- Homespase Corporation
- Native American Community Services
- Sarah Minnie Badger Foster Care
- Harmony Heights School
- Martin De Porres School
- Pathways Inc.
- KidsPeace
Part 1: MMIS and NPI applications

• Each of your agencies was contacted by DOH or OCFS regarding the need to apply for MMIS and/or NPI numbers

• Your agency should have already applied for, or be in the process of applying for, an MMIS and/or NPI number. Information on these processes can be found at:
  • NPI Application and Information
    https://nppes.cms.hhs.gov/NPPES/Welcome.do
  • MMIS Application and Information
    https://www.emedny.org/info/ProviderEnrollment/child_foster_care/index.aspx

• Please notify DOH by sending an email to VFCAManageredCareTrans@health.ny.gov
  • When you submit your MMIS application and
  • When your agency has received your NPI and MMIS numbers
Part 1: What are eMedNY and ePACES?

- eMedNY is the electronic Medicaid system of New York developed and implemented by Computer Sciences Corporation (CSC) for Medicaid claims and billing
- ePACES (Electronic Provider Assisted Claim Entry System)
  - This is web-based program that allows enrolled New York Medicaid providers to submit and receive responses for HIPAA-compliant claims, eligibility requests, prior approval requests and claim status requests electronically
Part 1: Resources

➢ eMedNY Call Center – 800-343-9000
  • Provides assistance with questions regarding:
    - claims
    - billing
    - electronic and paper remittance
    - new enrollment into the New York State Medicaid program
    - requests for training from Regional Representatives
    - ePACES enrollment
    - Electronic Funds Transfer (EFT)
    - ETIN applications
    - provider maintenance forms
    - Explanation of eligibility responses

➢ eMedNY Website – www.emedny.org
  • For example - Information, Provider Manuals, Edit/Error Knowledge Base, Listserv
Part 1: Provider Enrollment
Provider Enrollment

CHILD (FOSTER) CARE AGENCY (CCA)

Enrollment information for Child (Foster) Care Agency Providers

Child (Foster) Care Agency Provider...
Child Care agencies care for, place or board children in approved settings.

If you are ALREADY ENROLLED and need to change your corporate or correspondence address, click here.

Complete the Enrollment Form below if you are:
1. Applying for initial ENROLLMENT or ALREADY ENROLLED and enrolling another NPI, or
2. Responding to a letter instructing you to REVALIDATE your enrollment, or
3. Seeking REINSTATEMENT or REACTIVATION of your previous enrollment, or
4. Reporting an OWNERSHIP CHANGE, or
5. Reporting a RECEIVERSHIP

Instructions to Complete
Enrollment Form

Institutional
ENROLLMENT FORM

Additional forms/information which may be REQUIRED to complete your enrollment:
- Disclosure Form for Institutions - form #380163
- Electronic Funds Transfer (EFT) Authorization - form #701101
- EFTIN Certification Statement for New Enrollments - form #400059
- Prior Conduct Questionnaire - form #431061

Supplemental Information:
- Enrollment Application Fee List
- Child (Foster) Care Agency Manual
- Office of Children and Family Services
- NYS OMIG
- EFT Attestation Form - form #761162

Don't forget to come back here for additional forms needed to complete your enrollment package.
Part 1: eMedNY Website – Self Help page

Refer to ePACES Institutional Claim Reference Guide prior to billing using ePACES.
Part 1: ePACES Home Screen

- Web-based application
- Role-based security
- Submit claims
- Check claim status
- Verify eligibility
Part 1: Billing Methods

- Billing Methods
  - Paper Claim Form – UB-04
  - Electronically – 837 Institutional format (rate-based)
    HIPAA Compliant Software to create and send claims via:
    - eMedNY eXchange, FTP (File Transfer Protocol), SOAP (Simple Object Access Protocol)
    - ePACES (electronic Provider Assisted Claim Entry System)
    - If you choose to bill electronically, you will need to enroll in ePACES
Part 1: Billing Methods-Electronically

For agencies who choose to bill electronically, you will also need to obtain the following:

- Electronic Transmitter Identification Number - ETIN Certification Statement for New Enrollments - form #490602
- Need Electronic Funds Transfer (EFT) Authorization - form #701101
  *(Follow instructions for additional forms/information that may be required)*
- ERA/PDF Remit application (ePACES enrollment required for ERA/PDF delivered to eMedNY eXchange)
ePACES Institutional Claim Screen
PART 2

This portion of the webinar applies to all agencies who have obtained their MMIS and NPI number including the following agencies that currently bill Medicaid:

• Behavioral Health Services North
• Equinox Inc.
• Family of Woodstock Inc.
• Family Services of Westchester
• HONORehg Inc.
• Liberty Resources Inc.
• Mental Health Association Ulster
• New Alternatives for Children
Part 2: Billing Medicaid for the Managed Care Readiness Funds

• You will need to bill using the Institutional Claim Form
  • On your claim:
    • You must use rate code 1210
    • Your agency location, identified by your 9 digit zip code, must match your agency location and zip code that was submitted on your provider enrollment form to eMedNY
    • Each claim will need to include each child and their number of care days per month
    • Please ensure that claim forms are accurate and complete. If they are not completed properly, this will delay the processing of your payment

• CSRA will provide individual training and technical assistance on completing and submitting claims form
  • Please see CSRA contact information on last slide

• Link to eMedNY Foster Care Provider Billing Manual
  https://www.emedny.org/ProviderManuals/ChildCare/PDFS/ChildCare_Billing_Guidelines UB04.pdf
Part 2: Billing Medicaid for the Managed Care Readiness Funds (continued)

- Once the Institutional Claim Form is properly completed, submitted and processed, the claim will initially be **denied**
  - Your agency will receive a **Remittance Statement** outlining the denial
  - Send this Remittance Statement **ASAP upon receipt** to VFCAManagerCareTrans@health.ny.gov
  - DOH and CSRA will review and override the denial
  - Your agency will receive another Remittance Statement from eMedNY indicating that your claim is in “Pending” status
  - Upon notice of this status, notify DOH through the above email
  - DOH and CSRA will process the denial so that the claim can get paid
  - Your agency will then receive another Remittance Statement indicating that your claim is in “Paid” status
Next Steps

- Once DOB approves the Foster Care rate package and you are notified by DOH, agencies will be able to submit 1 claim for the care days provided from November 2015-March 2016
- Complete application to obtain NPI number
- Enroll in eMedNY to obtain MMIS number
- Contact CSRA for individual agency training and technical assistance from your Regional Representatives on Medicaid Billing and Claiming
CSRA eMedNY Provider Outreach

- eMedNY Provider Outreach
  - Regional Representatives located in 8 regions
    - Capital District, North Country/Mohawk Valley, South/Central NY, Finger Lakes, Western NY, Hudson Valley, NYC, and Long Island
  - CSRA Regional Representatives are available to offer provider billing training on a variety of topics through numerous methods including:
    - Individual meetings with providers to train and troubleshoot issues
    - Group training seminars and webinars
  - To request a meeting with a Regional Representative call eMedNY Call Center at 800-343-9000
  - Other Training
    - Register to attend a seminar or webinar on the eMedNY website Training page at www.emedny.org
Please send questions to
VFCAManagedCareTrans@health.ny.gov