Provider Enrollment Guidance for Health Home Care Management Agencies (CMAs)
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Provider Enrollment Steps for Health Home CMAs

Step 1: Obtaining a National Provider Identifier (NPI) number

• The National Provider Identifier (NPI) number is a unique 10 digit identification number issued to healthcare providers in the U.S. by the Centers for Medicare and Medicaid Services (CMS). Determine whether the CMA currently has a NPI number. If not the CMA will need to apply for an NPI.

• Completing the application for an NPI number found on the National Plan and Provider Enumeration (NPPES) website: https://nppes.cms.hhs.gov/#/

• The NPI number is generally issued within 5 days.

• NPI number is required to complete eMedNY application for a new MMIS Provider ID.
The Provider Enrollment (eMedNY) Application

Once a CMA has received the NPI number, visit the eMedNY website at the following to complete the application:
https://www.emedny.org/info/ProviderEnrollment/index.aspx
Provider Enrollment – Health Homes Application

On the right side of the webpage, scroll down until the application for “Health Homes” appears.

Click on the link for the Health Homes application.

Click on the “Institution Enrollment Form” (shown on next slide).
Category of Service 0265 for Case Management
eMedNY Application – “Additional Instructions” section

Information on the Provider Enrollment application fee, can be found here: https://www.emedny.org/info/ProviderEnrollment/ffs.aspx
eMedNY Application: Requirements and Additional Forms

• “Authorization Issued by the Appropriate NYS Agency” (listed under Requirements & Additional Forms)
  • Provider Enrollment will accept a copy of the completed Business Associate Agreement (BAA) between the Health Home and the Health Home CMA as the “Authorization”.
  • Completed BAAs will need to first be submitted to the DOH Privacy and Security Team for review to the following email address: doh.sm.Medicaid.Data.Exchange@health.ny.gov
  • The BAA should be included with the eMedNY application to facilitate verification.
  • Verification is conducted to assure a contractual relationship exists between the CMA and the lead Medicaid Health Home.
  • The application will not be processed without providing this additional information.

Note: The eMedNY application processing may take 90 days or more.
Your New MMIS ID: Next steps for New Health Home CMAs

For New Health Home CMAs Only:

- You will need to create a Health Commerce System (HCS) account for your Health Home CMA organization.

- Complete and submit the “HCS Account Creation” form found on the following link: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/lead_hhc.htm

- To locate the “HCS Account Creation” form, click the heading “Administrative Requirements for Health Homes” and then “Health Commerce System Resources”.

The Department will reach out on next steps to complete the HCS account creation once your completed forms are processed.
Your New MMIS ID is received:

Next steps for Existing Health Home CMAs

For Existing Health Home CMAs:

Once your new MMIS ID is issued for your organization, we will need to update the Health Home Program systems. Please submit an email to MAPP CCC to inform the Health Home team of this MMIS ID change.

We will assist your organization with the MMIS ID updates in the following systems:

- Health Commerce System (HCS)
- Uniform Assessment System (UAS)
- Medicaid Analytics Performance Portal (MAPP) Health Home Tracking System (HHTS)

The MAPP CCC email is mapp-customercarecenter@cma.com
Next Steps: Updating MAPP HHTS with the New MMIS Provider ID

• Once your organization’s new MMIS ID is added to MAPP HHTS and connected in the system to the Health Home(s) that you are working with, MAPP user roles will be added under the new MMIS ID.

• MAPP CCC will send out Web Based Training (WBT) information for your MAPP HHTS roles via email.

• If your organization is already in MAPP HHTS and you are changing from one MMIS ID to a new MMIS ID, you will need to move all of your active Health Home Members to the new MMIS ID.

• If you have completed training previously under a different MMIS ID, you will not need to repeat this training.

• The segments in the MAPP HHTS associated to the old MMIS ID will need to be ended the last day of the month. New segments can be created under the new MMIS ID for the first day of the month following.

• A one-on-one call can be requested with DOH to walk through your organization’s specific questions and assist your organization in understanding how to make these changes in MAPP HHTS. You can request this call and submit your questions in advance to MAPP CCC mapp-customercarecenter@cma.com

• To assign or change your Organization’s MAPP Gatekeeper, complete a new MAPP Gatekeeper form found here: https://www.health.ny.gov/health_care/medicaid/program/medicaid_health_homes/mapp/index.htm. This completed form should be sent to MAPP CCC for processing at mapp-customercarecenter@cma.com.
Contact Information

For questions regarding the eMedNY application process:
Contact the eMedNY Call Center: 1-800-343-9000

For all other Health Home Program specific enrollment questions:
Contact Health Home Program Provider Line: 518-473-5569
Or submit an email to our Health Home Mailbox at:
https://apps.health.ny.gov/pubdoh/health_care/medicaid/program/medicaid_health_homes/e
mailHealthHome.action Select “Organizational Changes” from the drop down box

For questions or updates involving MAPP HHTS:
Contact MAPP CCC at: mapp-customercarecenter@cma.com
or call MAPP CCC at 518-649-4335.