



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

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March 2009

IMPORTANT NOTICE – PLEASE READ CAREFULLY

Subject: Medicaid Enrollment Checklist (for New or Currently Enrolled Facilities Undergoing Change of Ownership)

Dear Administrator,

The purpose of this letter is to assist you with the Medicaid enrollment process by providing you a checklist identifying the necessary steps to become enrolled in the Michigan Medicaid Program. This checklist applies to new or currently enrolled facilities undergoing a change of ownership.

Section 2 of the Certification, Survey, & Enforcement Appendix of the Nursing Facility Chapter in the Medicaid Provider Manual will be updated to clarify the necessary steps facilities must follow to become Medicaid enrolled.

I hope you find the attached checklist useful. The checklist is also posted online at www.michigan.gov/medicaidproviders >> Billing and Reimbursement >> Provider Specific Information >> Nursing Facilities.

Sincerely,

A handwritten signature in black ink that reads "Stephen Fitton".

Stephen Fitton, Acting Director
Medical Services Administration

Medicaid Enrollment Checklist for Nursing Facilities (New or Currently Enrolled Facilities Undergoing a Change of Ownership)

Nursing facilities requesting new enrollment with the Michigan Medicaid Program or those facilities undergoing a change in ownership must complete the following steps to facilitate successful Medicaid enrollment.

Nursing Facility Level of Care Determination (LOCD)

NEW facility: If you have been or will be issued a new National Provider Identification (NPI) number, you must complete a **hard-copy** version of the Michigan Medicaid Nursing Facility Level of Care Determination (LOCD) according to Medicaid policy (within 14 calendar days of admission or enrollment). Once your NPI number is issued, you must enter all hard-copy LOCDs into the online LOCD website.

CHANGE OF OWNERSHIP: If you will not be issued a new NPI (new owner will continue operations under the previous owner's NPI), you must continue to conduct and enter the online version of the LOCD according to Medicaid policy (within 14 calendar days of admission or enrollment). **However**, you may not bill and you may not enter the beneficiary's Medicaid ID in the LOCD website until you receive a new rate notice from the Medicaid Reimbursement and Rate Setting Section (RARSS).

Medicaid policy regarding the LOCD is contained in the Medicaid Provider Manual located at www.michigan.gov/medicaidproviders >> Policy & Forms >> Medicaid Provider Manual >> Nursing Facility >> Coverages >> Section 4.1.D.1.

- Contact the Michigan Department of Community Health (MDCH), Bureau of Health System Licensing Officer to ensure appropriate forms are completed and filed for licensing and Medicare certification. This office can be contacted at (517) 334-8408.
- Register with the Michigan Department of Management and Budget, Vendor Registration system at: www.cpexpress.state.mi.us.
- Request enrollment in Medicaid via the on-line Community Health Automated Medicaid Processing System (CHAMPS) Provider Enrollment subsystem. The enrollment process can be accessed at <http://www.michigan.gov/medicaidproviders> >> CHAMPS or by calling CHAMPS Enrollment Helpline at (888) 643-2408.
- Request a new owner package from the Long Term Care (LTC) Reimbursement & Rate Setting Section, P.O. Box 30479, Lansing, Michigan 48909-7979, or call (517) 335-5356, or e-mail DARS@michigan.gov. Required forms are on the MDCH website at www.michigan.gov/medicaidproviders >> Billing & Reimbursement >> Provider Specific Information >> Nursing Facilities >> New Medicaid Long-Term Care Provider.
- Submit a written request for approval of Medicaid bed certification to: MDCH, LTC Services Section, PO Box 30479, Lansing, Michigan 48909-7979. The request must include the number and location of facility beds, current certification designation of all facility beds by unit or wing, the requested number and proposed location of increased, decreased, or relocated Medicaid beds, and an attached layout of the facility showing the current and proposed distribution of beds. Medicaid policy and procedures for bed certification are published in the

Medicaid Provider Manual located at www.michigan.gov/medicaidproviders >> Policy & Forms >> Medicaid Provider Manual >> Nursing Facility >> Survey, Certification & Enforcement Appendix. This office can be contacted at (517) 241-4293.

- Complete and submit to RARSS the plant cost certification documents and required supporting materials.

- Review the following chapters of the Medicaid Providers Manual at:
www.michigan.gov/medicaidproviders >> Policy & Forms >> Medicaid Provider Manual:
 - General Information for Providers
 - Nursing Facility Coverages
 - Nursing Facility Certification, Survey, and Enforcement Appendix
 - Nursing Facility Cost Reporting and Reimbursement Appendix

Reminder

Notify the nursing facility's contracted Medicaid Hospice provider(s) if there is a change in the facility's Provider ID number due to a change of ownership.