

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

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 a 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. Once your NPI number is issued, you must enter all hard-copy LOCDs into the Community Health Automated Medicaid Processing System (CHAMPS).

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. **However**, you may not bill, nor enter the beneficiary's Medicaid ID into CHAMPS 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, Letters & Forms >> Medicaid Provider Manual >> Nursing Facility Level of Care Determination.

- Contact the Michigan Department of Licensing and Regulatory Affairs (LARA), Bureau of Community and Health Systems, to ensure appropriate forms are completed and filed for licensing and Medicare certification. This office can be contacted at (517) 241-1970 or bchs-statelicensing@michigan.gov.
- Contact the Michigan Department of Health and Human Services (MDHHS), Certificate of Need (CON) Evaluation Section, to determine if any approval is needed. This office can be contacted at (517) 241-3344 or www.mi.gov/con
- Register with the Michigan Department of Technology, Management and Budget, Vendor Registration system at: www.michigan.gov/SIGMAVSS. If you have questions, contact the Vendor Support Call Center at 1-888-734-9749 or email SIGMA-Vendor@Michigan.gov.
- 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 www.michigan.gov/medicaidproviders >> CHAMPS. For assistance in enrolling please call 1-800-292-2550 option 4, or e-mail providerenrollment@michigan.gov.
- Request a new owner package from the Long Term Care (LTC) Reimbursement & Rate Setting Section, P.O. Box 30815, Lansing, Michigan 48909-7979, or call (517) 335-5356, or e-mail DARS@michigan.gov. Required forms are on the MDHHS website at www.michigan.gov/medicaidproviders >> Billing & Reimbursement >> Provider Specific Information >> Nursing Facilities >> New Medicaid Long-Term Care Provider.
- Submit an application for the approval of Medicaid bed certifications via the Department of Licensing and Regulatory Affairs website at the following link: [Application \(BCHS-HFD-100\) and Appendix D](#) then submit to: MDHHS, Long-Term Care (LTC) Policy Section at MDHHS-bedcerts@michigan.gov. 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 a layout of the entire 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, Letters & Forms >> Medicaid Provider Manual >> Nursing Facility >> Certification, Survey & Enforcement Appendix. This office can be contacted at (517) 241-4079 or MDHHS-bedcerts@michigan.gov.

- Complete and submit to RARSS the plant cost certification documents and required supporting materials.
- Cost Reporting – Request for use of Alternative Statistical Basis

A new provider wishing to change the allocation basis for a particular cost center, or the order in which the cost centers are allocated, must submit a written request to DARS@michigan.gov. The request must include reasonable justification and supporting documentation that the new basis is more accurate and appropriate for allocation of the cost activity for Medicaid reimbursement determination. **The request must be made at the time of the request of Medicaid enrollment.**

- DCH – File Transfer. The LTC Reimbursement and Rate Setting Section electronic mailing application. See https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_42551-308384--_00.html for additional information.
- Review the following chapters of the Medicaid Provider Manual at: www.michigan.gov/medicaidproviders >> Policy, Letters & 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
 - Nursing Facility Level of Care Determination

Beneficiary Admissions – Newly Enrolled Facility

A newly enrolled nursing facility must enter new Medicaid beneficiary admissions directly into CHAMPS.

Change of Ownership – Change in NPI/Medicaid Provider ID Number – No Notification to CHAMPS

Under a change of ownership, a nursing facility must not notify the local MDHHS office if there is a change in the facility's NPI/Medicaid Provider ID number. Rather, the change of ownership submission completed by the facility in the CHAMPS Provider Enrollment subsystem will automatically update the admission or discharge data for these beneficiaries in CHAMPS by moving them to the new NPI once the change of ownership is approved by MDHHS staff. The facility will not have to update the admission or discharge data in CHAMPS for these beneficiaries when a change of ownership occurs.

Hospice Reminder

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

For beneficiaries receiving hospice services in a nursing facility the nursing facility must not complete and admissions or discharges within CHAMPS.