Community Transition Services:
FAO Enrollment Instructions

October 2021

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

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Policy Background

- MSA 21-11

  Community Transition Services (CTS) are Home and Community-Based Services (HCBS) for Medicaid beneficiaries who meet eligibility criteria.

  The benefit is administered by the Michigan Department of Health and Human Services (MDHHS) on a Fee-For-Service (FFS) basis through transition agencies including Area Agency on Aging (AAA), Center for Independent Living (CIL), and other qualified Community-Based Organizations (CBO).

  Beneficiaries eligible for CTS include nursing facility and institutional residents who meet needs-based criteria and have at least one risk factor as described in the Medicaid Provider Manual.

- The intent of this webinar is to promote the requirement of provider enrollment for CTS providers through our Medicaid system, CHAMPS.

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CHAMPS Enrollment Types

Facility Agency Organization (FAO)

- Center for Independent Living (CIL)
- Area Agency on Aging (AAA)
- Community Based Organization (CBO)

Rendering/ Servicing Only

- Registered Nurse (RN)
- Limited License Bachelor of Social Worker
- Limited License Master of Social Worker
- Licensed Baccalaureate Social Worker
- Licensed Master Social Worker
- Community Health Worker

Atypical

- Agency
- Individual:
  - Individual Driver
  - Home and Community Based Personal Care

Provider Enrollment Webpage

www.Michigan.gov/MedicaidProviders >> Provider Enrollment

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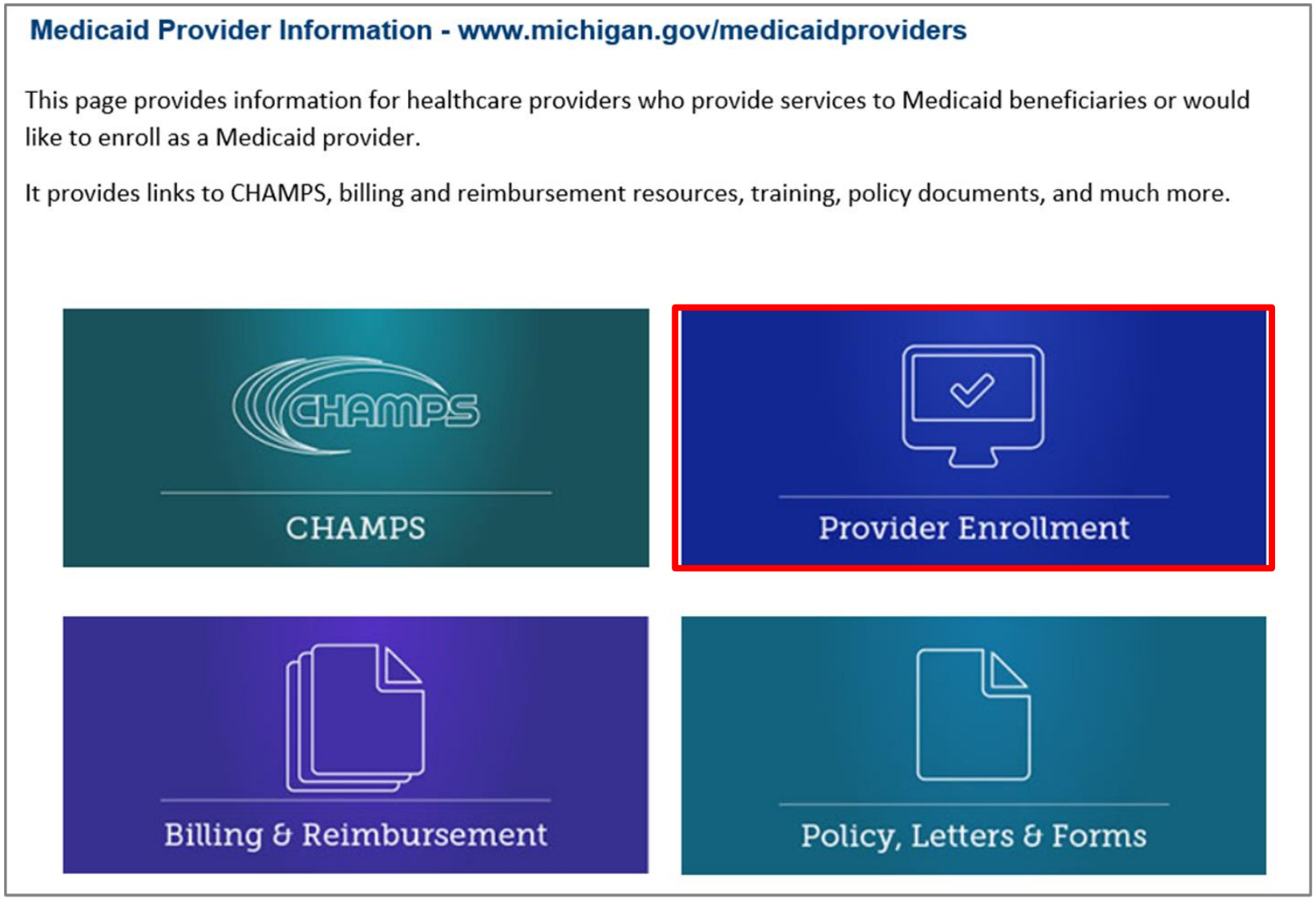
Provider Enrollment Webpage

- Medicaid Providers Main webpage
- Click Provider Enrollment



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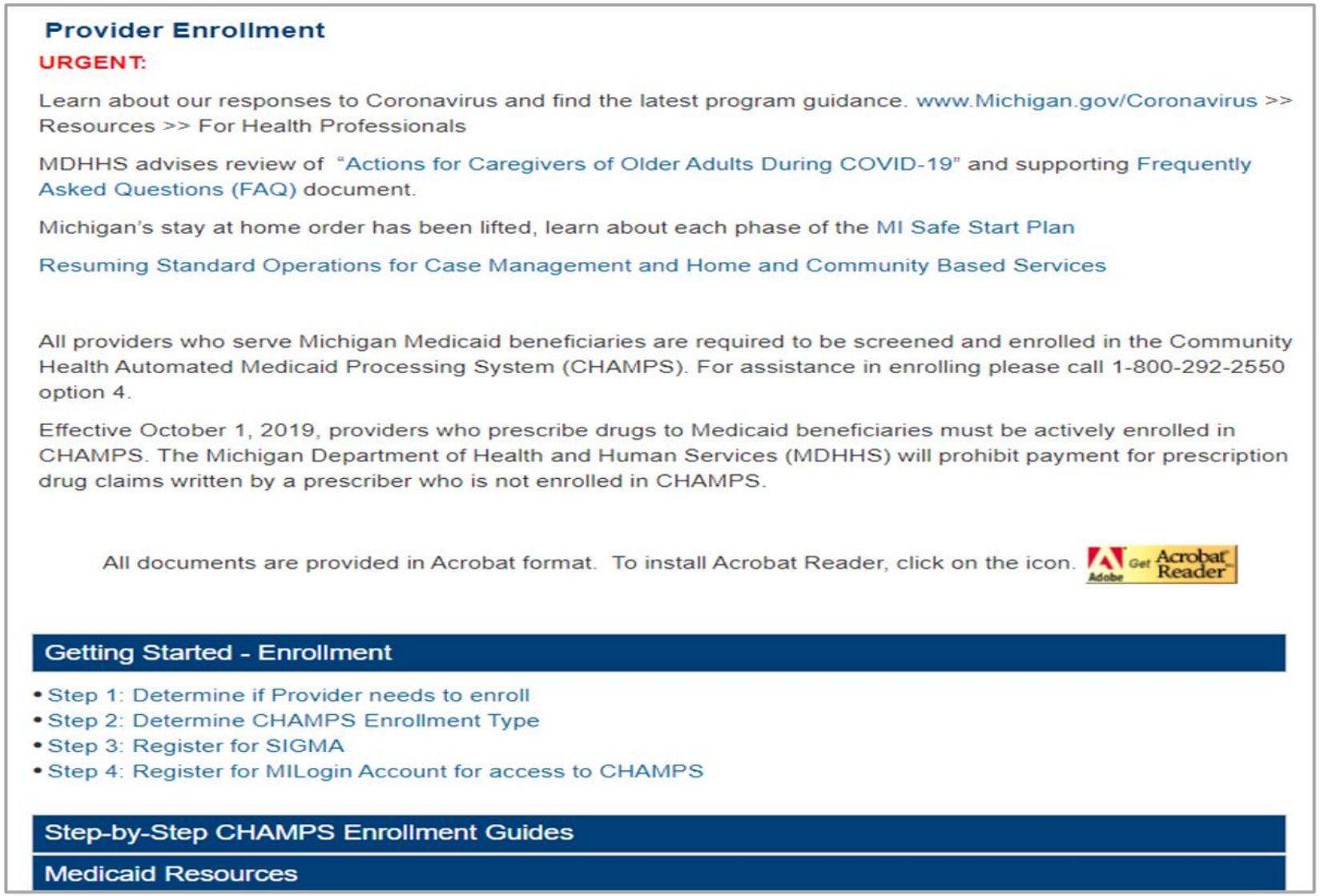
Provider Enrollment Webpage

- Step 1: Determine if the provider needs to enroll
- Step 2: Determine CHAMPS Enrollment Type
- Step 3: Register with SIGMA – Vendor Self Service
  - After completing SIGMA registration allow 3-5 business days to begin and complete the CHAMPS application. If you attempt to enroll in CHAMPS during this time, you may get an error when validating your information.
- Step 4: Register for a MILogin Account for Access to CHAMPS
- Providers wishing to elect another person to have Domain Administrator rights are required to submit:
  - Form: Electronic Signature Agreement Cover Sheet (MDHHS-5405)
  - Form: Electronic Signature Agreement (DCH-1401)



Provider Enrollment

URGENT:

Learn about our responses to Coronavirus and find the latest program guidance. www.Michigan.gov/Coronavirus >> Resources >> For Health Professionals

MDHHS advises review of "Actions for Caregivers of Older Adults During COVID-19" and supporting Frequently Asked Questions (FAQ) document.

Michigan's stay at home order has been lifted, learn about each phase of the MI Safe Start Plan

Resuming Standard Operations for Case Management and Home and Community Based Services

All providers who serve Michigan Medicaid beneficiaries are required to be screened and enrolled in the Community Health Automated Medicaid Processing System (CHAMPS). For assistance in enrolling please call 1-800-292-2550 option 4.

Effective October 1, 2019, providers who prescribe drugs to Medicaid beneficiaries must be actively enrolled in CHAMPS. The Michigan Department of Health and Human Services (MDHHS) will prohibit payment for prescription drug claims written by a prescriber who is not enrolled in CHAMPS.

All documents are provided in Acrobat format. To install Acrobat Reader, click on the icon. Get Acrobat Reader

Getting Started - Enrollment

- Step 1: Determine if Provider needs to enroll
- Step 2: Determine CHAMPS Enrollment Type
- Step 3: Register for SIGMA
- Step 4: Register for MILogin Account for access to CHAMPS

Step-by-Step CHAMPS Enrollment Guides

Medicaid Resources

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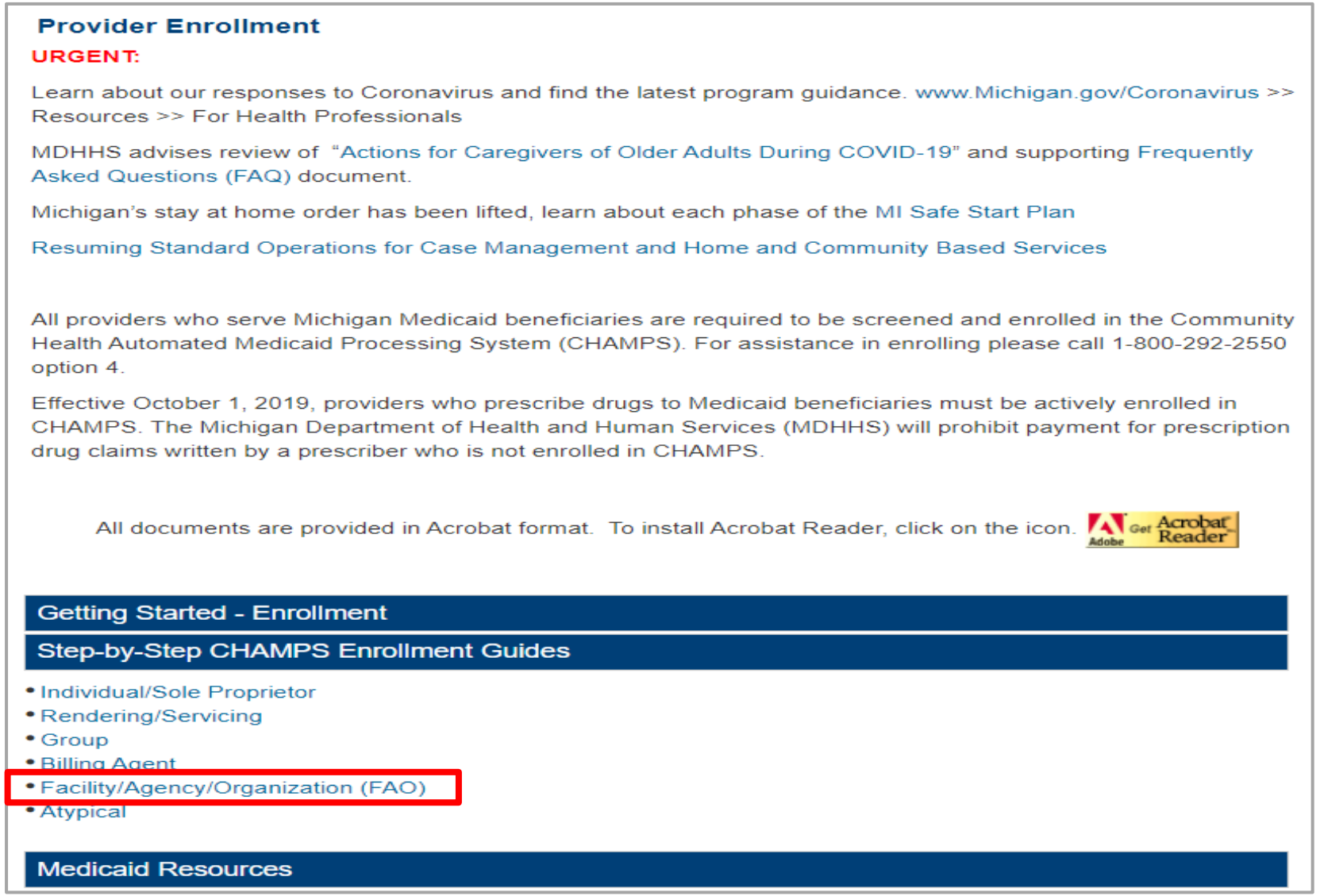
Provider Enrollment Webpage

- CIL,AAA, and other community-based organizations will select the Facility/Agency/Organization (FAO) hyperlink.



Provider Enrollment

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Getting Started - Enrollment

Step-by-Step CHAMPS Enrollment Guides

- Individual/Sole Proprietor
- Rendering/Servicing
- Group
- Billing Agent
- Facility/Agency/Organization (FAO)
- Atypical

Medicaid Resources

MDHHS Michigan Department of Health & Human Services

Provider Enrollment Webpage

- For complete instructions on entering an FAO enrollment please click the CHAMPS Enrollment Application: FAO User Guide PDF hyperlink.
- Additional FAO resources listed can be utilized to assist providers in completing the CHAMPS FAO enrollment.

Facility/Agency/Organization (FAO)

A Facility / Agency / Organization (FAO) provider is an entity that provides health care services. An FAO includes Hospitals, Nursing Facilities, Laboratories, etc., and have a Type 2 NPI number associated to them. Providers who need to associate to an FAO will need to wait until the FAO enrollment application has been approved in CHAMPS.

- CHAMPS Enrollment Application: FAO User Guide - PDF
  - Step 2: Add Locations - PDF
  - Step 3: Add Specialties - PDF
  - Step 13: Fee Payment - PDF
- How to associate a billing agent and authorize the 835 - PDF
- Provider Controlling Interest/Ownership Tip - PDF
- Quick Reference Guide - PDF
- Revalidation Instructions - PDF
- Track Application - PDF

Domain Administrator Resources

- Domain Administrator Functions -PDF
  - Quick Reference Guide
  - Manage User List Page for Domain Administrators
- Electronic Signature Agreement Cover Sheet MDHHS-5405
- Electronic Signature Agreement DCH-1401

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CHAMPS Enrollment Type: Facility/Agency/Organization (FAO)

Center for Independent Living, Area Agency on Aging, and Community Based Organization providers will be required to enroll in CHAMPS as an FAO enrollment type.

All resources can be found on the Medicaid Provider Enrollment website: www.Michigan.gov/MedicaidProviders >> Provider Enrollment

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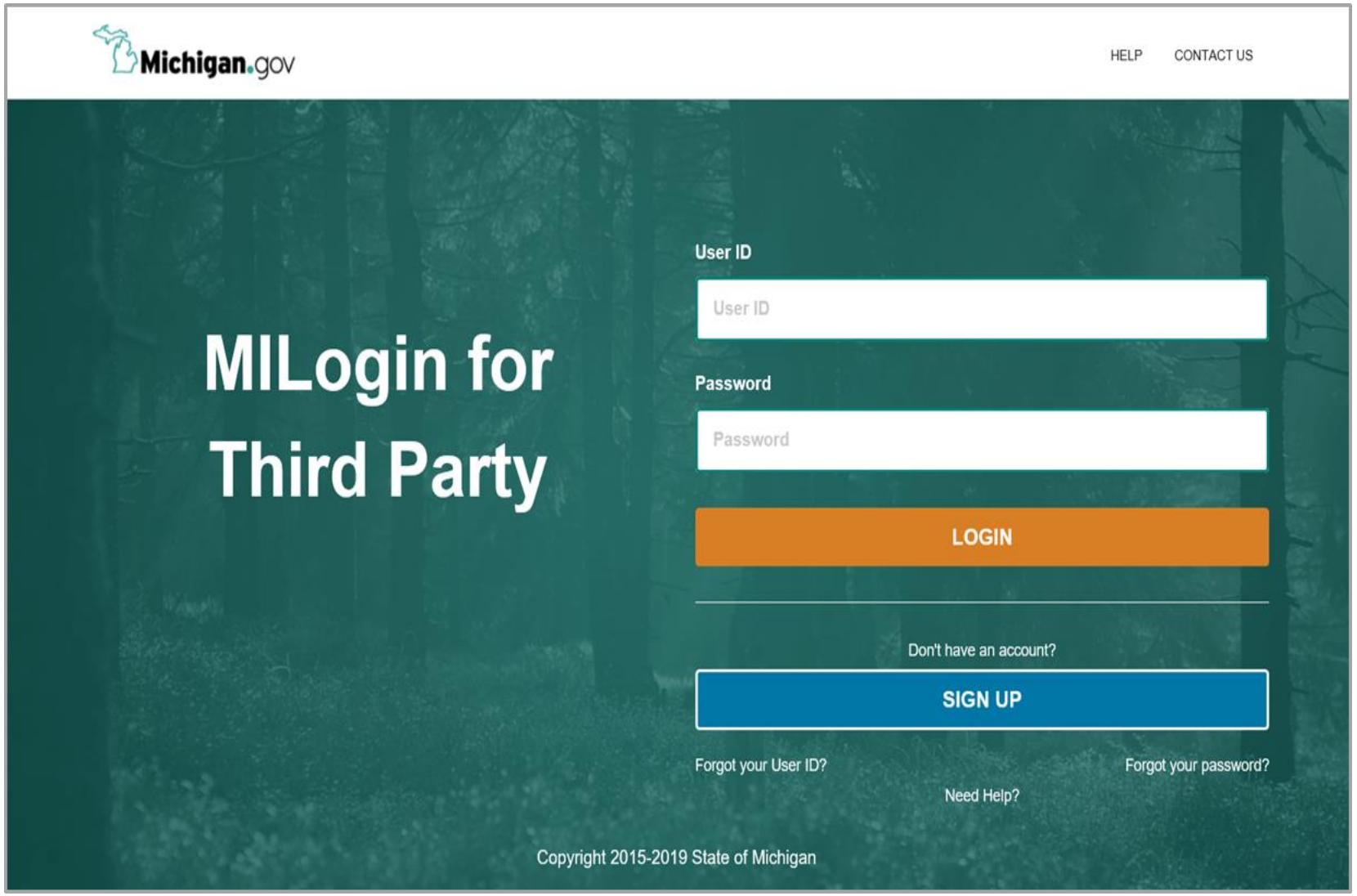
MILogin

- A MILogin user ID and password is required to subscribe and access the Community Health Automated Medicaid Processing System (CHAMPS) application.
- How to access:
  - https://MILogintp.Michigan.gov
- For complete instructions on how to register for MILogin and access CHAMPS reference the below resources:
  - MILogin Instructions
  - MILogin Help Page
  - Access CHAMPS



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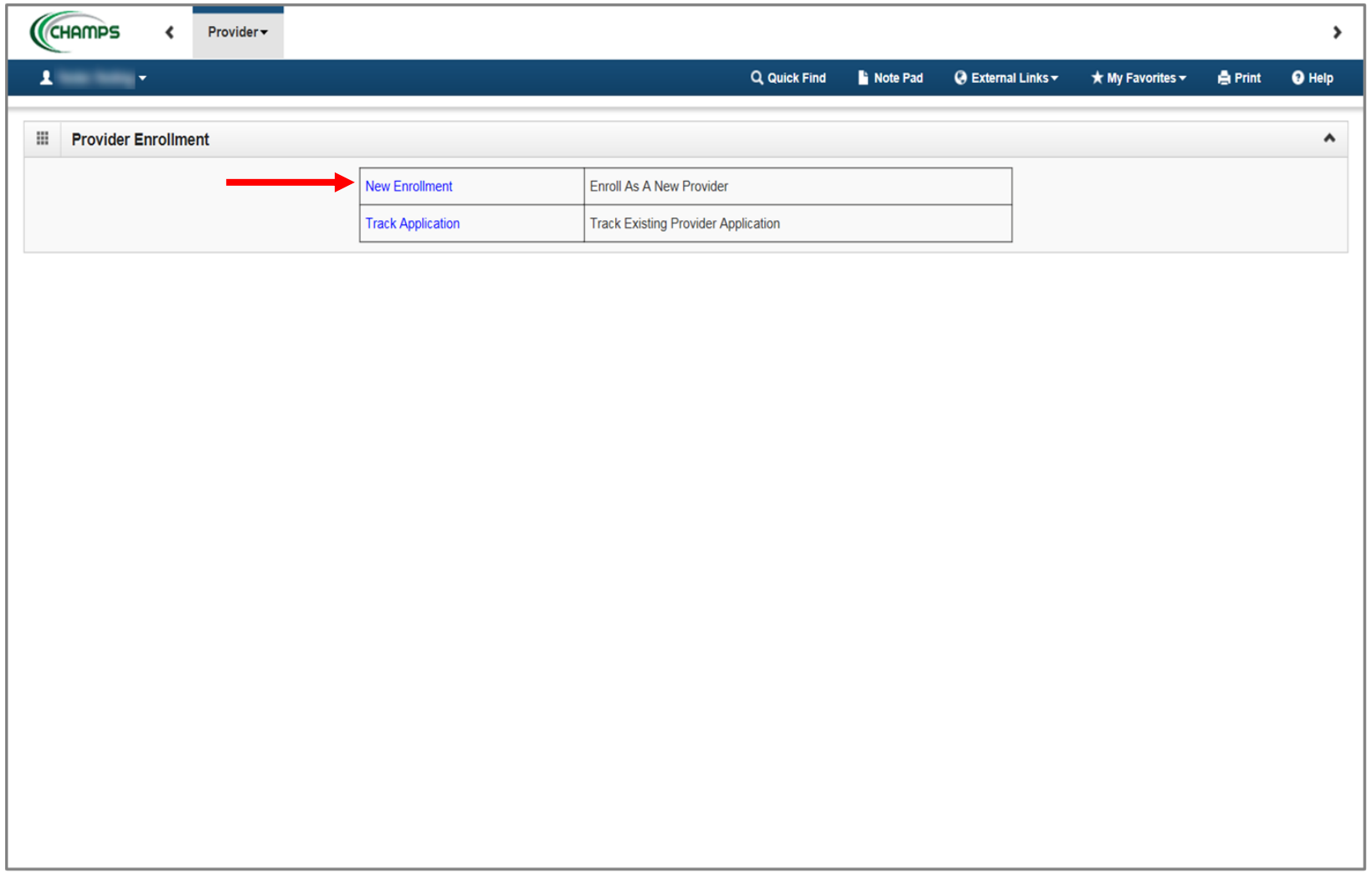
FAO

- Click New Enrollment



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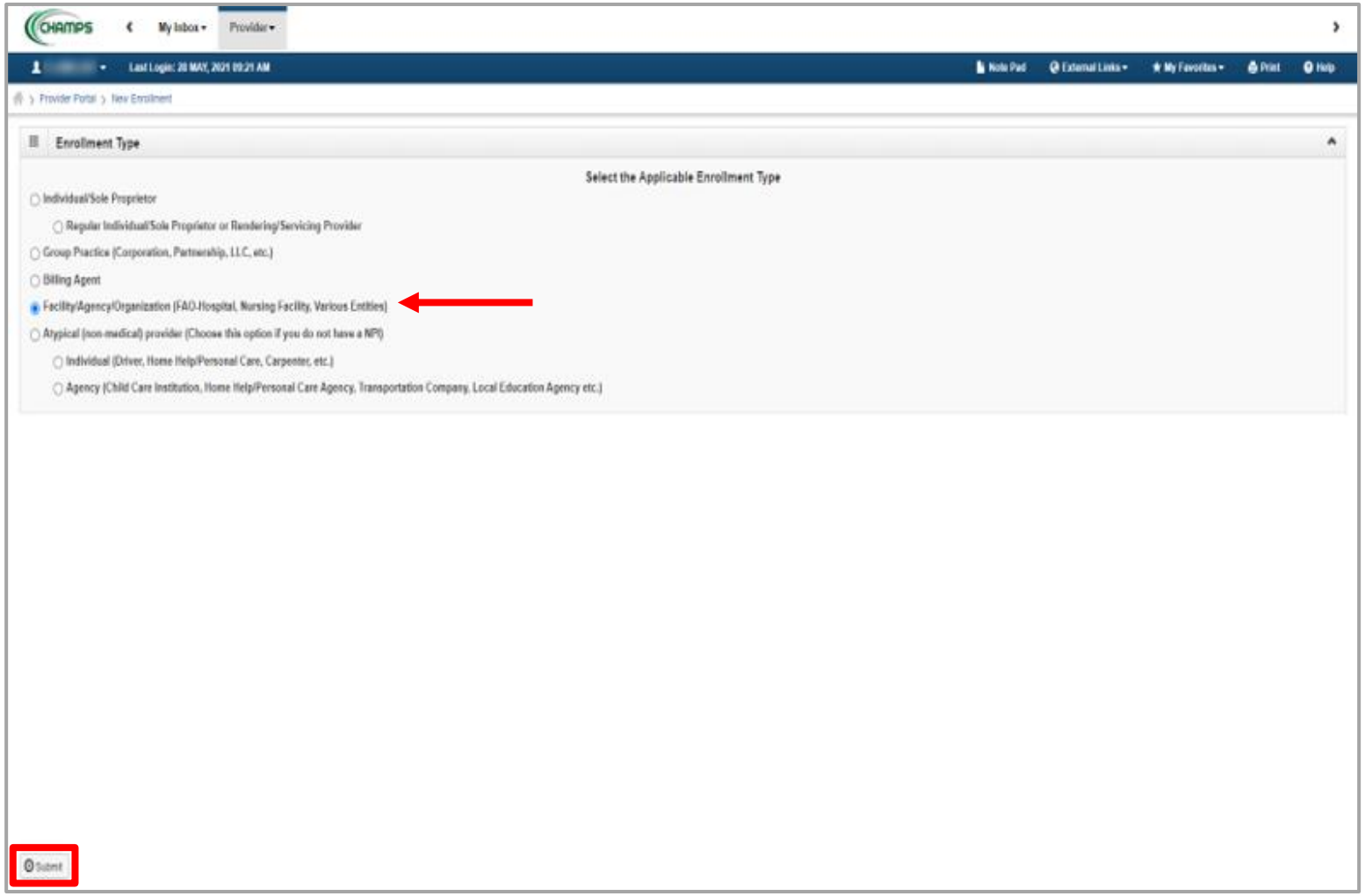
FAO

- Select Facility/Agency/Organization
- Click Submit



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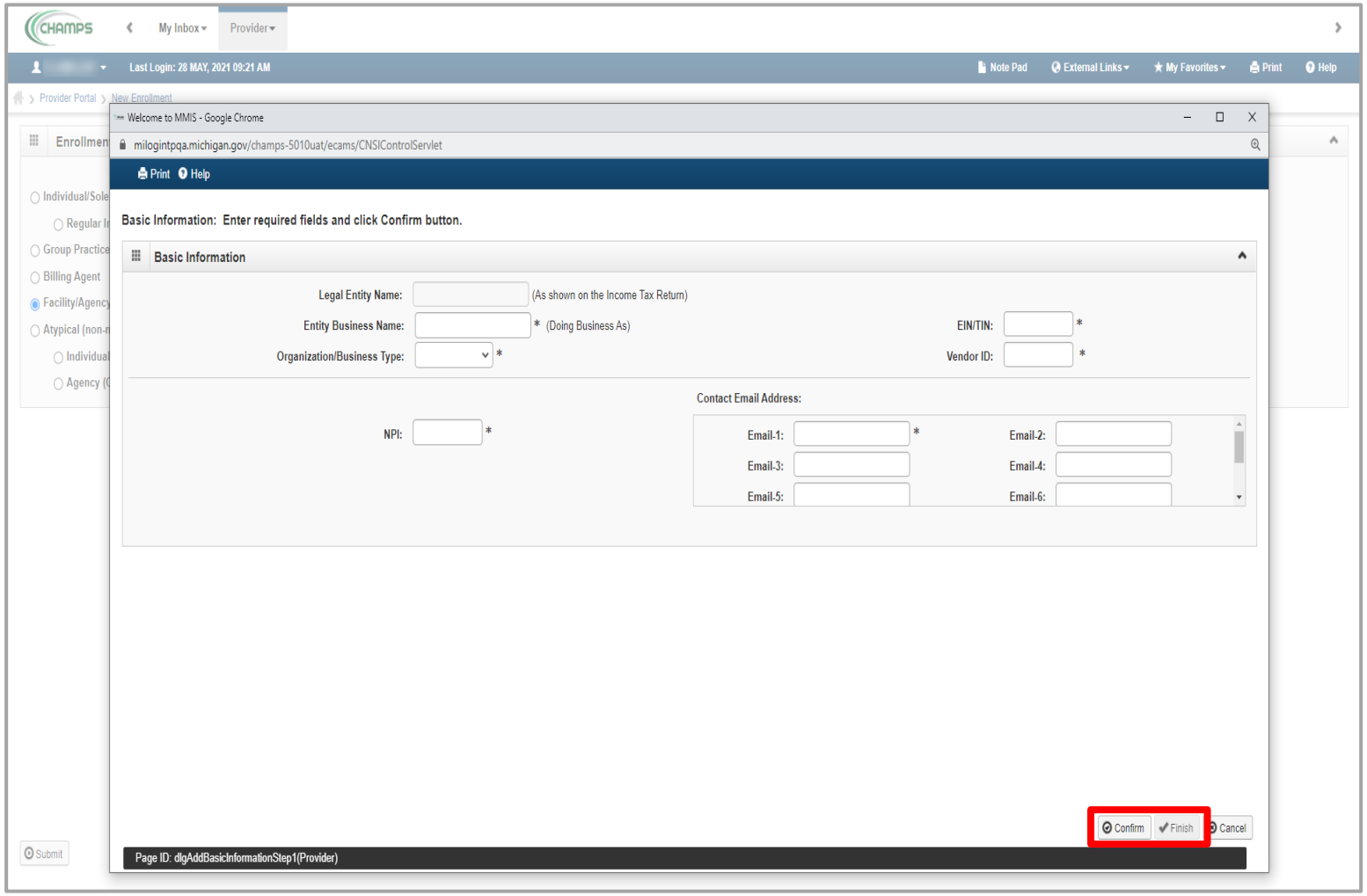
FAO
Step 1: Basic Information

Information needed:

- ❑ Entity Business Name
- ❑ EIN/TIN
- ❑ Organization Business Type
- ❑ Vendor ID
- ❑ NPI
- ❑ Contact Email Address

- Refer to Enrollment Guide for FAO Providers for complete step-by-step instructions



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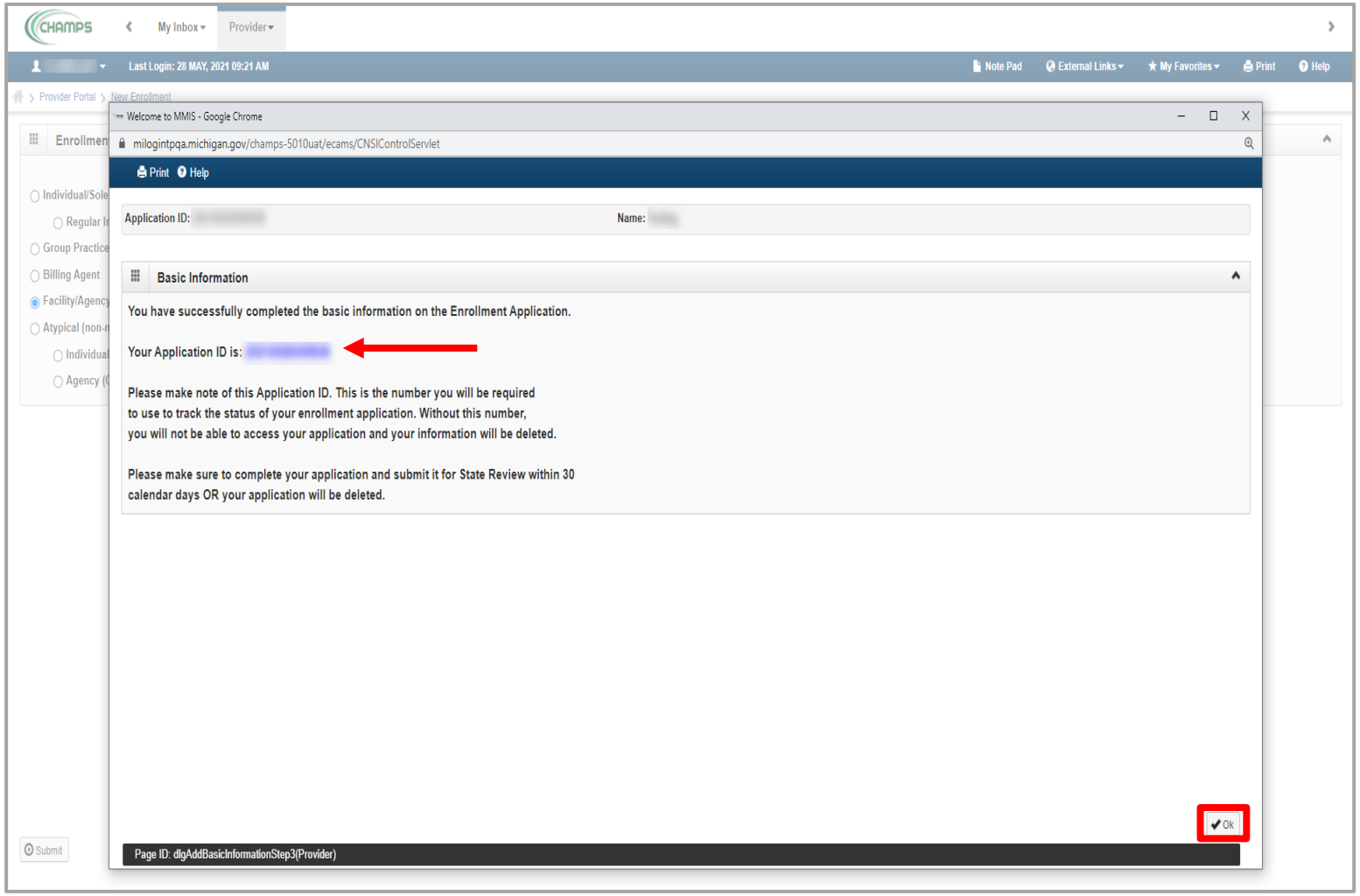
FAO

- Confirmation, Basic Information is complete
- Take note of the Application ID, as this is used to track your application status
- Click Ok



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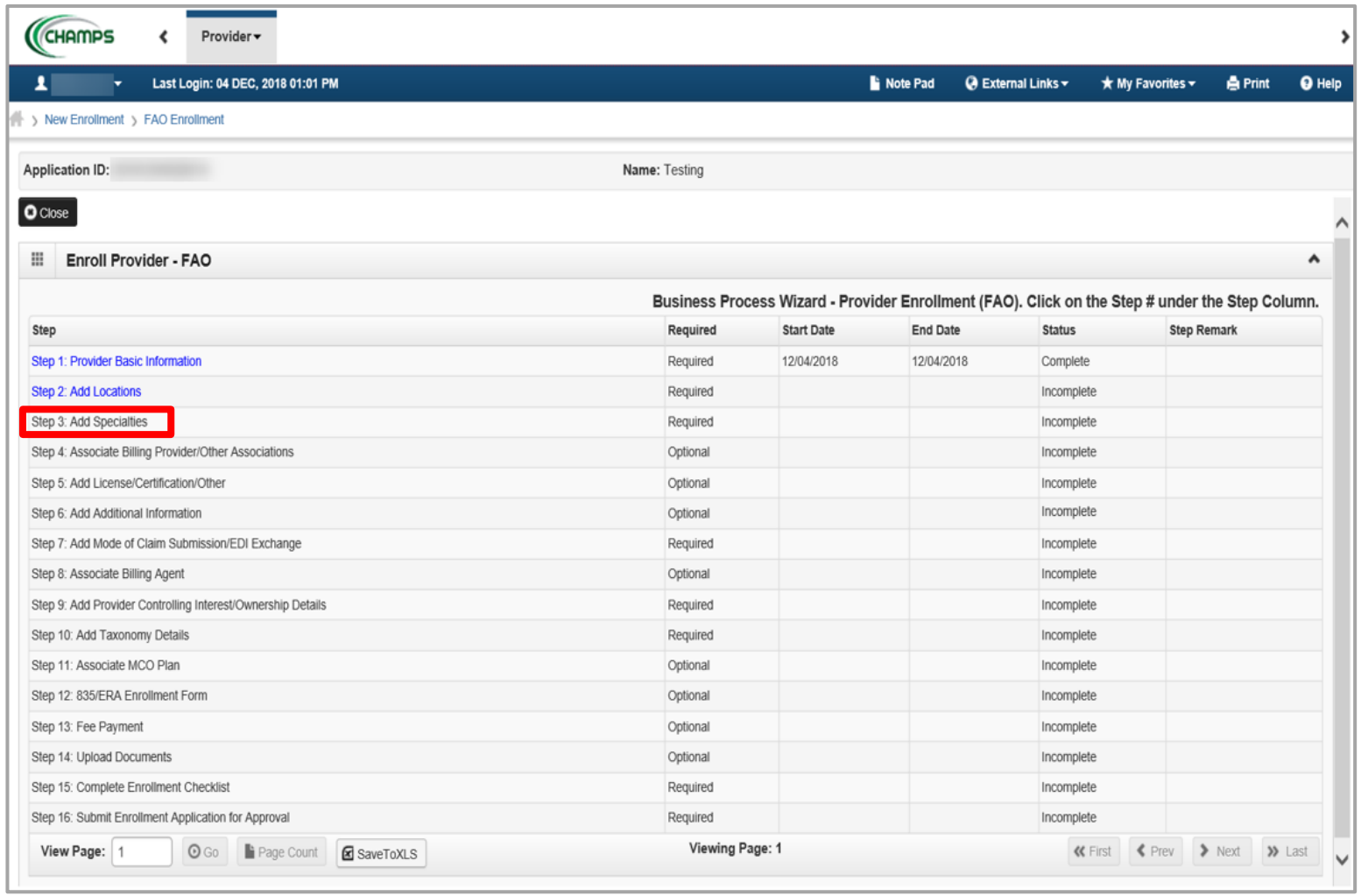
FAO
Step 3: Add Specialties

- Utilize the Enrollment Guide for FAO Providers for complete step-by-step instructions on completing step 2: Add Locations.
- When completing Step 3: Add Specialties reference the following slides for help in selecting the correct specialty.

(Please Note: some steps are required verses optional)



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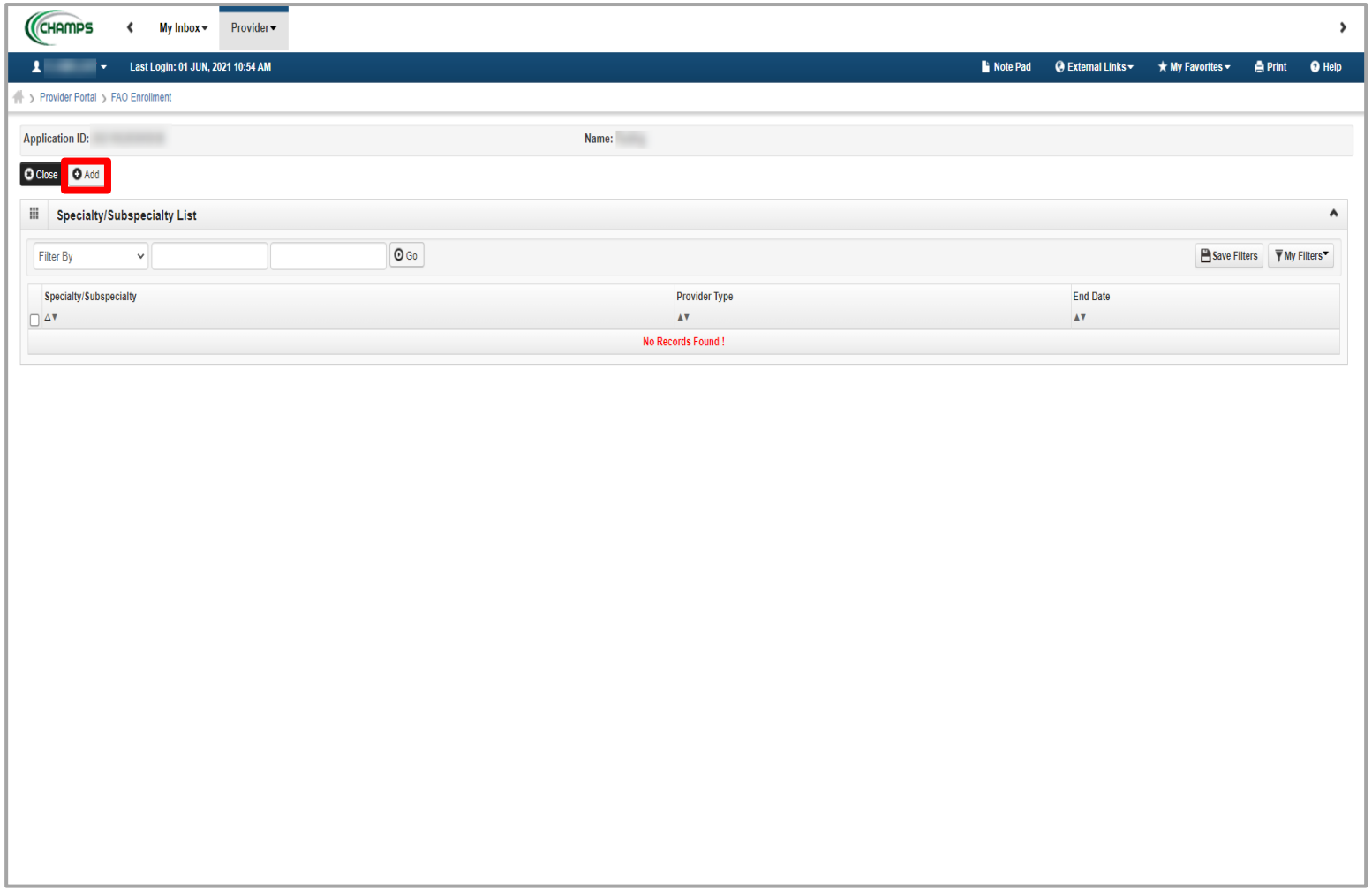
FAO
Step 3: Add Specialties

- Click Add
- Refer to Step 3:Add Specialties for FAO providers for complete instructions.



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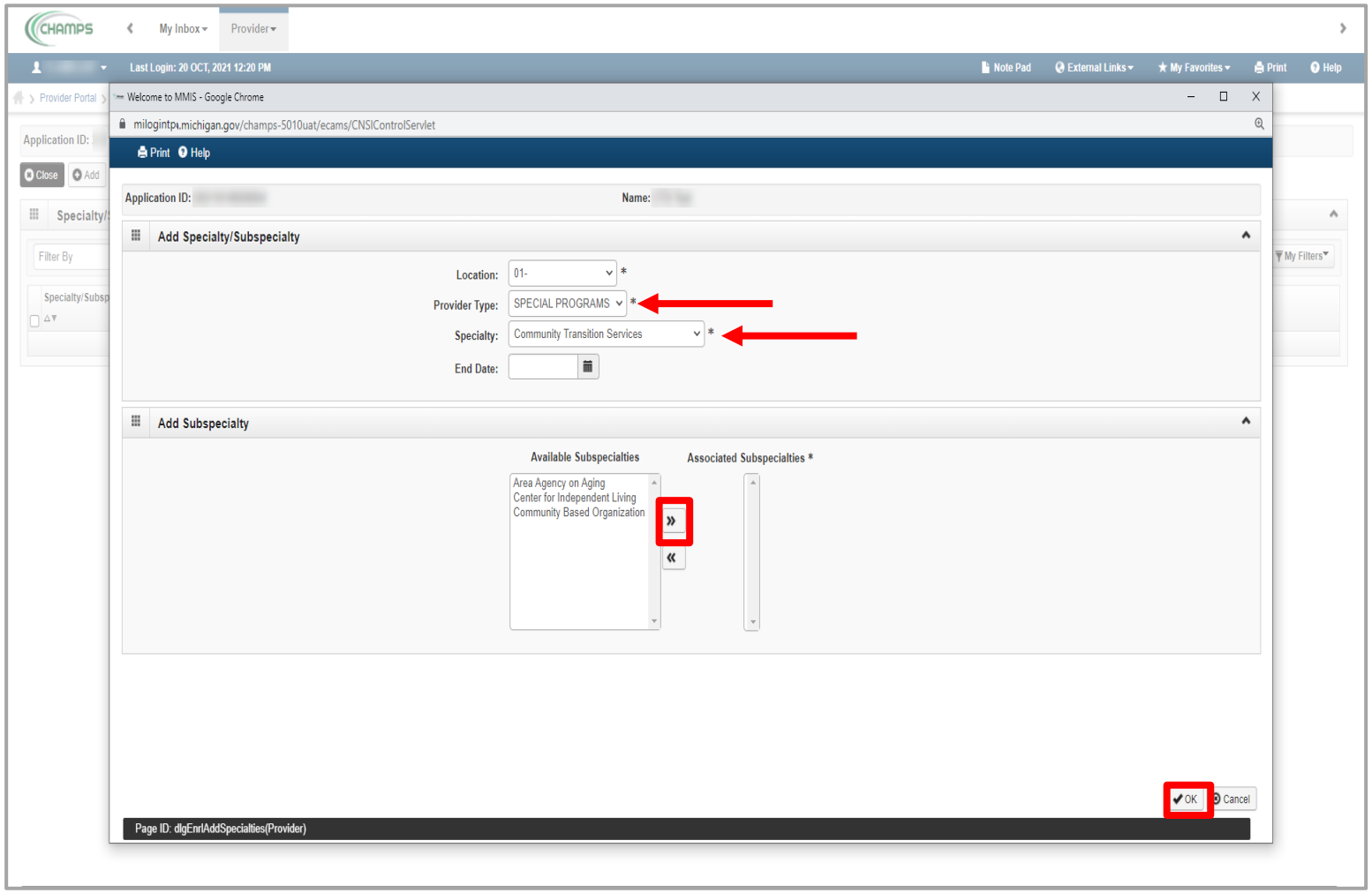
FAO
Step 3: Add Specialties

- Select the appropriate Location
- From the Provider Type dropdown menu select Special Programs.
- From the Specialty dropdown menu select:
  - Community Transition Services
- From the Subspecialty select one of the following:
  - Area Agency on Aging
  - Center for Independent Living
  - Community Based Organization

(Please Note: There is no need to fill in an End Date)

- Click Ok



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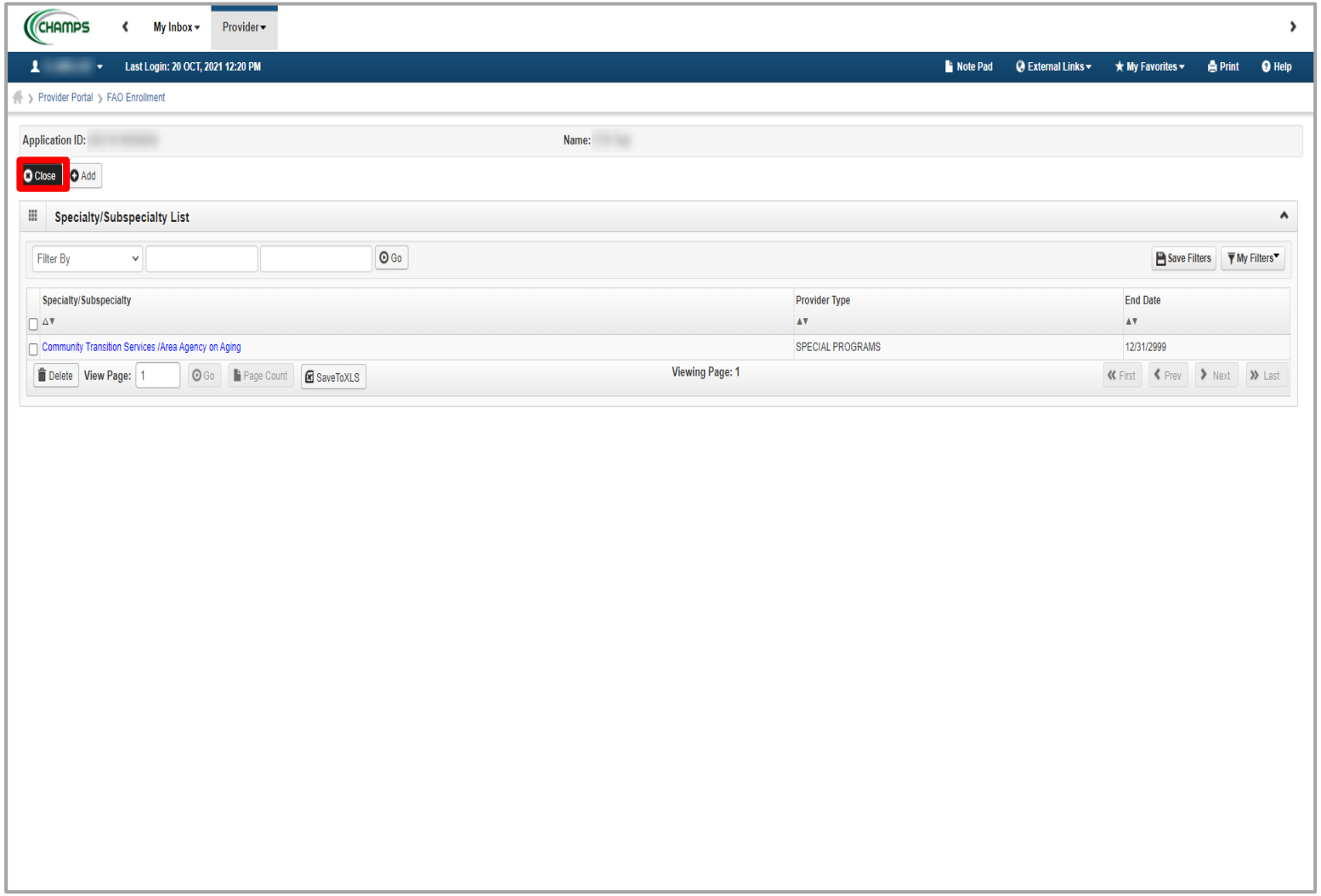
FAO
Step 3: Add Specialties

- Once all Specialties/Subspecialties have been added, click Close. Return to the business process wizard steps.



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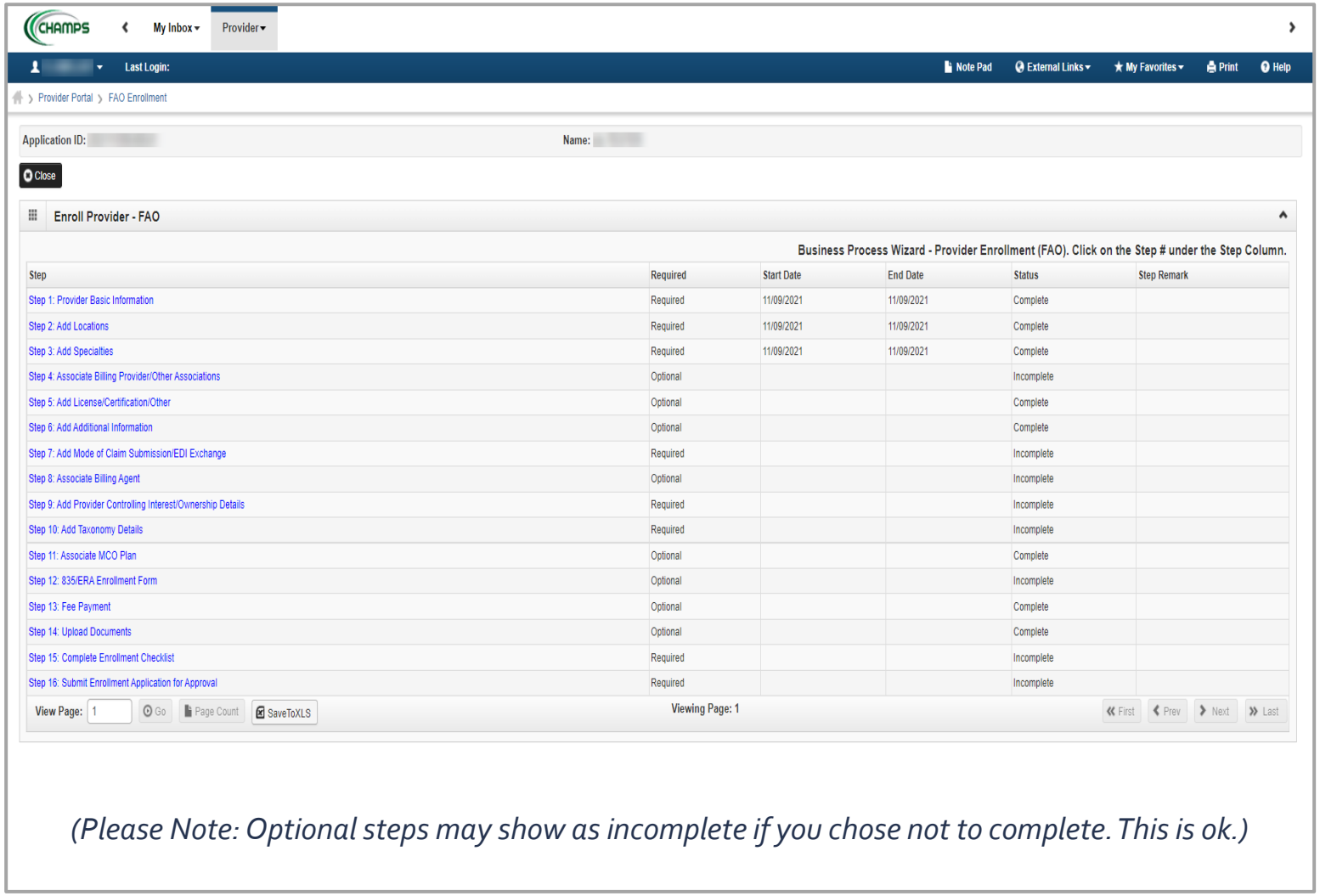
FAO

- Providers will need to complete all the required enrollment steps and submit the application for approval.
  - Refer to Enrollment Guide for FAO Providers for complete enrollment instructions.
- To track the status of the application it's important to take note of the Application ID– Track Application Resource



(Please Note: Optional steps may show as incomplete if you chose not to complete. This is ok.)

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Billing Information

All claims must be submitted in accordance with the policies, rules, and procedures as stated in the Michigan Medicaid Provider Manual and in compliance with applicable coding guidelines and conventions.

The following slide will include resources for direct data entry (DDE) and electronic submission.

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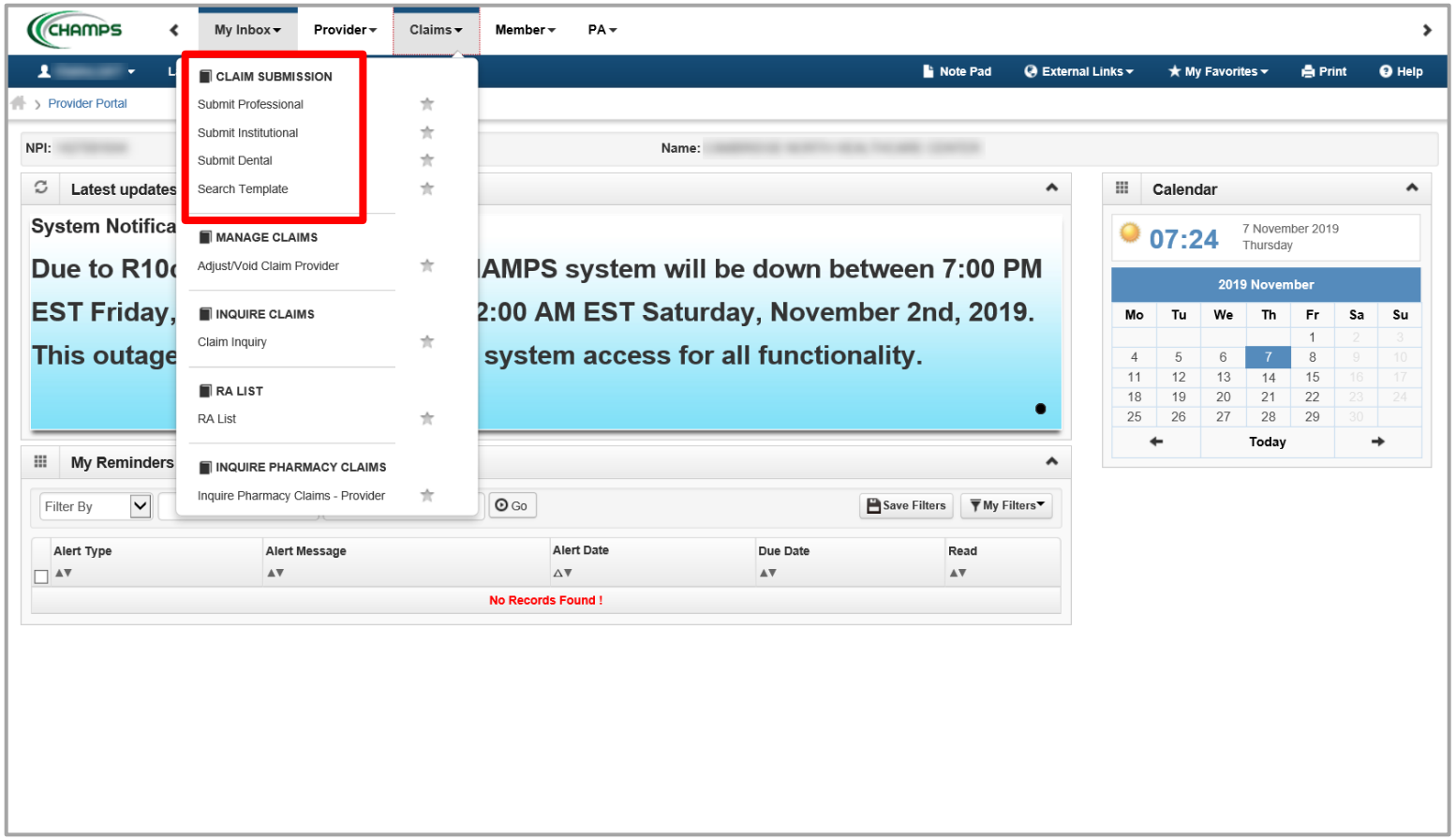
Claim Submission

- CTS FAO Providers will submit on the Professional claim or invoice type.
- Click on any of the below hyperlinks for detailed instructions.
- CHAMPS Claims Resources
- Direct Data Entry:
  - Professional
  - Search Template
- Electronic Billing:
  - Electronic Submissions Transactions
  - HIPAA – Companion Guides
  - Submitting Files Electronically
- Community Transition Services Program Grid & Fee Schedule



This presentation, including screen images, is based on a CHAMPS Full Access Profile. Additional features/tabs will vary based upon profiles selected.

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Provider Resources

CTS website: https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_42551-481963--,00.html

We continue to update our Provider Resources:

- CHAMPS Resources
- Listserv Instructions
- Provider Alerts
- Medicaid Provider Training Sessions

CTS Contact: mdhhs-msa-nftservices@michigan.gov

Thank you for participating in the Michigan Medicaid Program