

Enrollment Requirement for Brain Injury Services 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

Agenda



Enrollment Requirement



Provider Enrollment Webpage



CHAMPS Enrollment
Type

Facility/Agency/Organization
(FAO)



Provider Resources

Enrollment Requirement

- [MSA 20-55](#)
 - Brain Injury Services providers who provide services to Medicaid beneficiaries must be actively enrolled in the Community Health Automated Medicaid Processing System (CHAMPS) – the state’s online Medicaid enrollment system.
 - All providers for Brain Injury Services (BIS) must have appropriate accreditation, certifications, or specialized training in serving individuals with brain injuries.

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

Provider Enrollment Webpage

www.Michigan.gov/MedicaidProviders >>
Provider Enrollment

Provider Enrollment Webpage

- Medicaid Providers Main webpage
- Click Provider Enrollment

Medicaid Provider Information - www.michigan.gov/medicaidproviders

This page provides information for healthcare providers who provide services to Medicaid beneficiaries or would like to enroll as a Medicaid provider.

It provides links to CHAMPS, billing and reimbursement resources, training, policy documents, and much more.



Provider Enrollment Webpage

- Provider Enrollment main webpage

Provider Enrollment

MDHHS > Doing Business with MDHHS > Health Care Providers > Providers > Medicaid > 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 the ["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](#)

Provider Enrollment

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.

✕ 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

Additional Resources

2022 CHAMPS Pay Cycle Calendar	Contact Provider Support	Provider Alerts
Center for Medicare and Medicaid Services (CMS)	Listserv Instructions	SIGMA
CHAMPS Provider Verification Tool	MILogin Portal	Third Party Liability
Contact Provider Enrollment	National Plan and Provider Enumeration System NPPES	Training

Provider Enrollment Webpage

- Brain Injury Services providers will select the Facility/Agency/Organization (FAO) hyperlink.

Provider Enrollment

MDHHS > Doing Business with MDHHS > Health Care Providers > Providers > Medicaid > Provider Enrollment

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⊕ **Getting Started - Enrollment**

⊗ **Step-by-Step CHAMPS Enrollment Guides**

- [Individual/Sole Proprietor](#)
- [Rendering/Serviceing](#)
- [Group](#)
- [Billing Agent](#)
- [Facility/Agency/Organization \(FAO\)](#)
- [Atypical](#)

Provider Enrollment Webpage

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

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](#)
- Electronic Signature Agreement Cover Sheet [MDHHS-5405](#)
- Electronic Signature Agreement [DCH-1401](#)

[Return to Provider Enrollment Home Page](#)

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

Brain Injury Services providers will be required to enroll in CHAMPS as an FAO enrollment type.

The following slides will walk through the enrollment process, CHAMPS FAO enrollment resources and the specific specialty needed for appropriate enrollment.

All the resources provided can be found on the Medicaid Provider Enrollment website:

www.Michigan.gov/MedicaidProviders >> Provider Enrollment

Provider Enrollment Process Overview

- Step 1: Determine if the provider needs to enroll with Michigan Medicaid in CHAMPS
 - Policy Bulletin MSA: [13-17](#)
 - Policy Bulletin MSA: [18-47](#)
 - Policy Bulletin MSA: [20-55](#)
- 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](#))

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](#)

Michigan.gov

HELP CONTACT US

MILogin for Third Party

User ID

Password

LOGIN

Don't have an account?

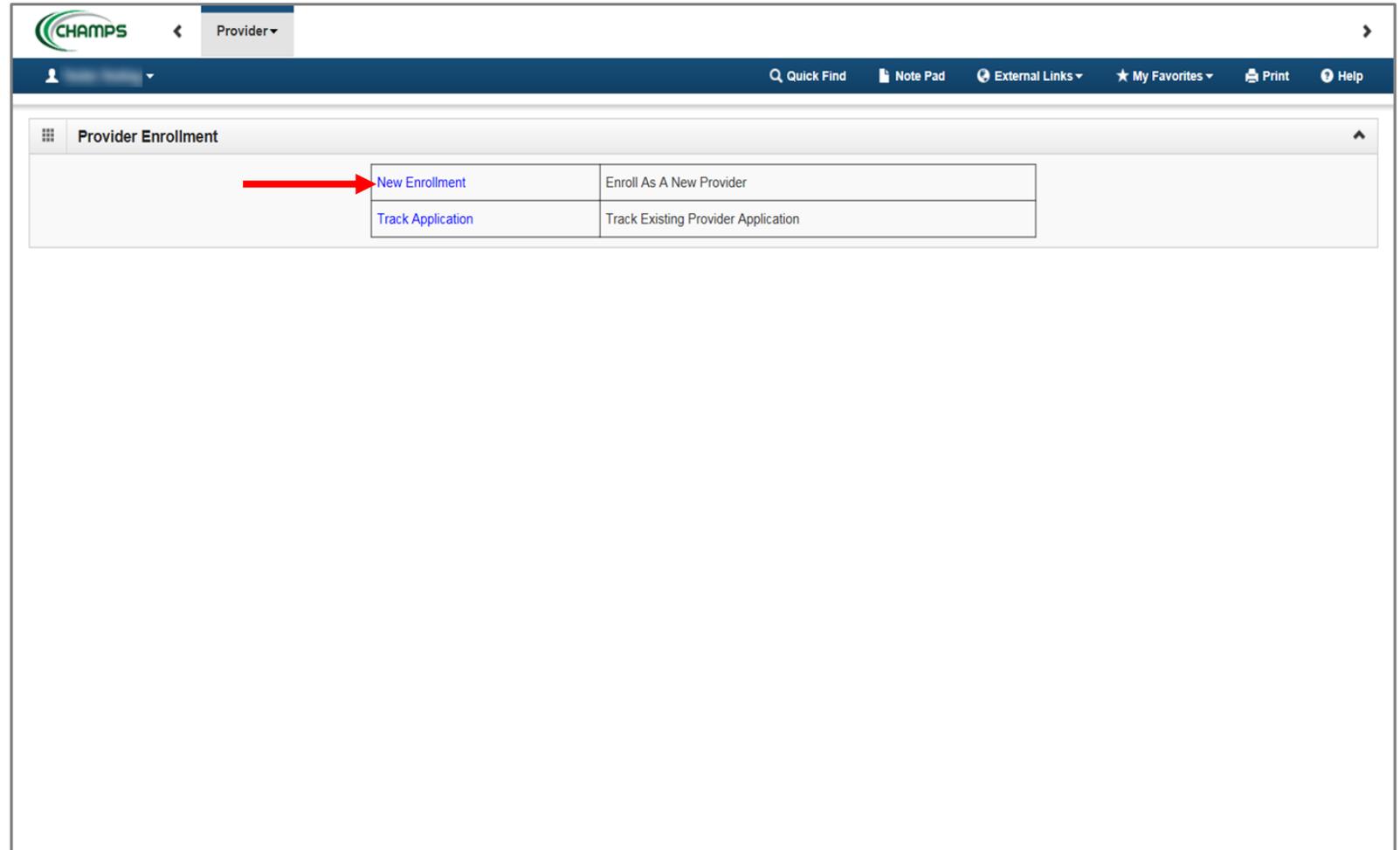
SIGN UP

[Forgot your User ID?](#) [Need Help?](#) [Forgot your password?](#)

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FAO

- Click New Enrollment



The screenshot shows the CHAMPS web application interface. At the top left is the CHAMPS logo. Below it is a navigation bar with a 'Provider' dropdown menu. To the right of the navigation bar are utility links: 'Quick Find', 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'Provider Enrollment' and contains a table with two rows of options. A red arrow points to the 'New Enrollment' link in the first row.

New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

FAO

- Select Facility/Agency/Organization
- Click Submit

CHAMPS < My Inbox > Provider > Claims > Member > PA >

Last Login: 28 MAY, 2021 09:21 AM

Note Pad External Links > My Favorites > Print Help

Provider Portal > New Enrollment

Enrollment Type

Select the Applicable Enrollment Type

- Individual/Sole Proprietor
 - Regular Individual/Sole Proprietor or Rendering/Service Provider
- Group Practice (Corporation, Partnership, LLC, etc.)
- Billing Agent
- Facility/Agency/Organization (FAO-Hospital, Nursing Facility, Various Entities) ←
- Atypical (non-medical) provider (Choose this option if you do not have a NPI)
 - Individual (Driver, Home Help/Personal Care, Carpenter, etc.)
 - Agency (Child Care Institution, Home Help/Personal Care Agency, Transportation Company, Local Education Agency etc.)

Submit

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

The screenshot shows the CHAMPS Provider Portal interface. At the top, there are navigation tabs: 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. Below this is a user profile section with 'Last Login: 28 MAY, 2021 09:21 AM' and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'New Enrollment' and contains a 'Basic Information' form. The form includes the following fields:

- Legal Entity Name:** Text input field with a note '(As shown on the Income Tax Return)'
- Entity Business Name:** Text input field with an asterisk and a note '(Doing Business As)'
- Organization/Business Type:** Dropdown menu with an asterisk
- EIN/TIN:** Text input field with an asterisk
- Vendor ID:** Text input field with an asterisk
- NPI:** Text input field with an asterisk
- Contact Email Address:** A section containing six email input fields labeled 'Email-1' through 'Email-6', with 'Email-1' having an asterisk.

At the bottom of the form, there are three buttons: 'Confirm', 'Finish', and 'Cancel'. A 'Submit' button is located at the bottom left of the page. The footer of the page displays 'Page ID: dlgAddBasicInformationStep1(Provider)'.

FAO

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

The screenshot shows the CHAMPS Provider Portal interface. At the top, there are navigation tabs for 'My Inbox', 'Provider', 'Claims', 'Member', and 'PA'. Below this, a user profile section shows 'Last Login: 28 MAY, 2021 09:21 AM'. The main content area is titled 'New Enrollment' and contains a 'Basic Information' section. A message states: 'You have successfully completed the basic information on the Enrollment Application.' Below this, it says 'Your Application ID is: [redacted]' with a red arrow pointing to the ID. Further instructions state: 'Please make note of this Application ID. This is the number you will be required to use to track the status of your enrollment application. Without this number, you will not be able to access your application and your information will be deleted.' A final instruction reads: 'Please make sure to complete your application and submit it for State Review within 30 calendar days OR your application will be deleted.' At the bottom right, there is a red-bordered 'Ok' button. The page ID is 'dlgAddBasicInformationStep3(Provider)'.

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)

CHAMPS Provider

Last Login: 04 DEC, 2018 01:01 PM

Note Pad External Links My Favorites Print Help

New Enrollment > FAO Enrollment

Application ID: [redacted] Name: Testing

Close

Enroll Provider - FAO

Business Process Wizard - Provider Enrollment (FAO). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	12/04/2018	12/04/2018	Complete	
Step 2: Add Locations	Required			Incomplete	
Step 3: Add Specialties	Required			Incomplete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Optional			Incomplete	
Step 6: Add Additional Information	Optional			Incomplete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Required			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required			Incomplete	
Step 10: Add Taxonomy Details	Required			Incomplete	
Step 11: Associate MCO Plan	Optional			Incomplete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Fee Payment	Optional			Incomplete	
Step 14: Upload Documents	Optional			Incomplete	
Step 15: Complete Enrollment Checklist	Required			Incomplete	
Step 16: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1

First Prev Next Last

FAO

Step 3: Add Specialties

- Click Add
- Refer to [Step 3: Add Specialties](#) for FAO providers for complete instructions.

The screenshot shows the CHAMPS Provider Portal interface. At the top, there is a navigation bar with the CHAMPS logo and menu items: My Inbox, Provider, Claims, Member, and PA. Below this is a user profile section with a dropdown arrow, the text 'Last Login: 01 JUN, 2021 10:54 AM', and utility links for Note Pad, External Links, My Favorites, Print, and Help. The main content area is titled 'Provider Portal > FAO Enrollment'. It contains an 'Application ID' field with a redacted value and a 'Name: Testing' label. Below these fields are 'Close' and 'Add' buttons, with the 'Add' button highlighted by a red square. Underneath is a 'Specialty/Subspecialty List' section with a filter bar and a table. The table has columns for 'Specialty/Subspecialty', 'Provider Type', and 'End Date'. The table is currently empty, with a red message 'No Records Found!' displayed below it.

FAO

Step 3: Add Specialties

- Select the appropriate Location
- From the Provider Type dropdown menu select Entities.
- From the Specialty dropdown menu select either:
 - Brain Injury Outpatient
 - Brain Injury Transitional Residential

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

- Click Ok

The screenshot shows the CHAMPS Provider Portal interface. The main form is titled 'Add Specialty/Subspecialty' and is part of an application named 'Testing'. The form includes the following fields:

- Location:** A dropdown menu with '01-' selected. A red arrow points to this field.
- Provider Type:** A dropdown menu with 'ENTITIES' selected. A red arrow points to this field.
- Specialty:** A dropdown menu with '--SELECT--' selected. The dropdown is open, showing a list of specialties. 'Brain Injury Outpatient' and 'Brain Injury Transitional Residential' are highlighted with a red box.
- End Date:** A dropdown menu with '--SELECT--' selected.

At the bottom right of the form, there is an 'OK' button with a checkmark icon and a 'Cancel' button. The 'OK' button is highlighted with a red box.

FAO

Step 3: Add Specialties

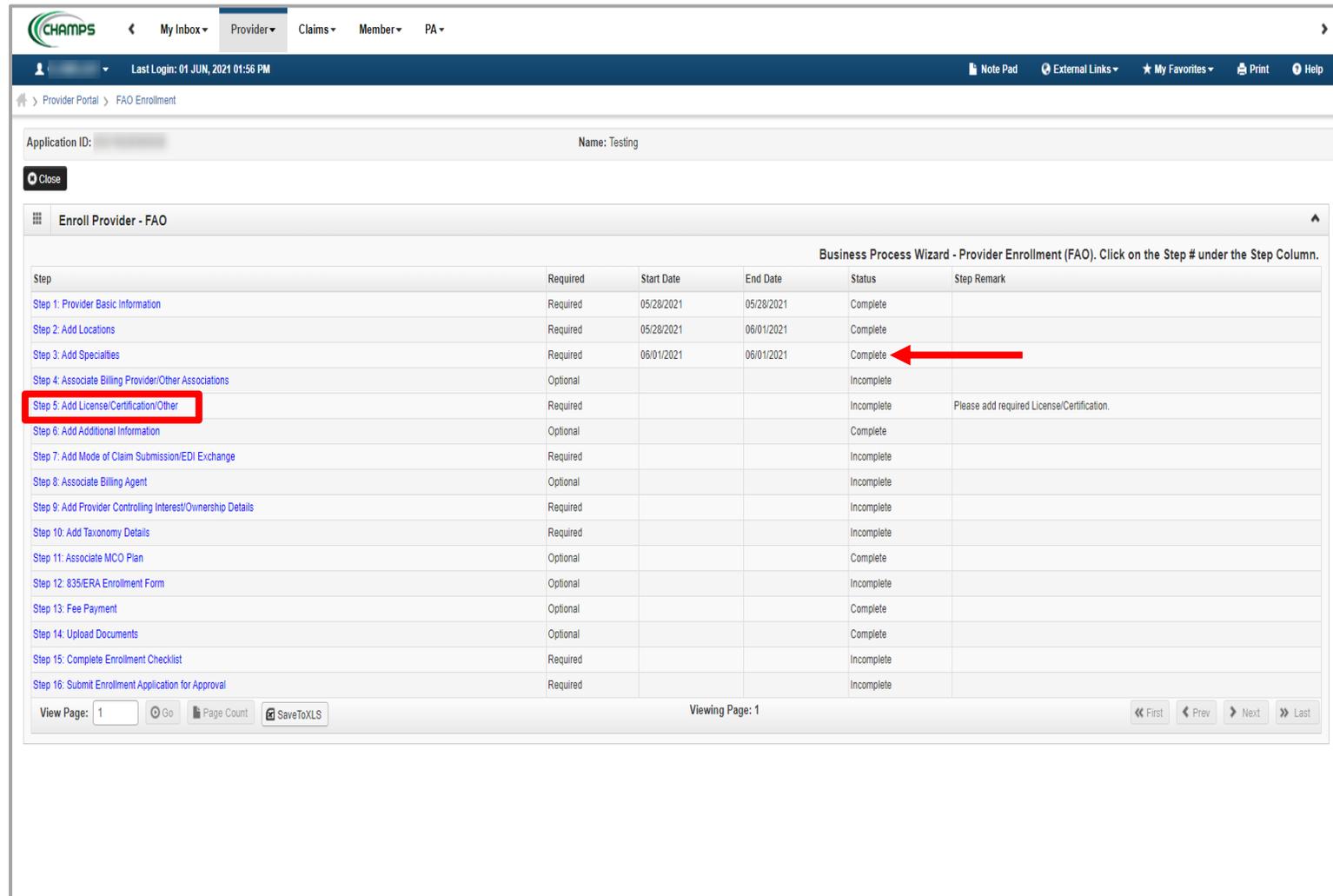
- Once all Specialties/Subspecialties have been added, click Close return to the business process wizard steps.

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with the CHAMPS logo and menu items: My Inbox, Provider, Claims, Member, and PA. Below this is a user profile section showing the last login time as 01 JUN, 2021 01:56 PM. The main content area is titled 'Provider Portal > FAO Enrollment'. It features an 'Application ID' field and a 'Name: Testing' label. A 'Close' button is highlighted with a red box. Below this is a 'Specialty/Subspecialty List' section with a 'Filter By' dropdown and a 'Go' button. The list contains one entry: 'Brain Injury Transitional Residential/No Subspecialty' with a 'Provider Type' of 'ENTITIES' and an 'End Date' of '12/31/2999'. At the bottom of the list, there are buttons for 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'. Navigation controls for the list include 'First', 'Prev', 'Next', and 'Last' buttons.

FAO Step 5: Add License/Certification/Other

- Step 3 will show complete
- Next the certification/accreditation must be added.
 - American Association for Accreditation of Ambulatory Surgery Facilities (AAAASF)
- Click Step 5: Add License/Certification/Other

(Please Note: some steps are required verses optional)



CHAMPS < My Inbox > Provider > Claims > Member > PA >

Last Login: 01 JUN, 2021 01:56 PM

Provider Portal > FAO Enrollment

Application ID: [REDACTED] Name: Testing

Close

Enroll Provider - FAO

Business Process Wizard - Provider Enrollment (FAO). Click on the Step # under the Step Column.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	05/28/2021	05/28/2021	Complete	
Step 2: Add Locations	Required	05/28/2021	06/01/2021	Complete	
Step 3: Add Specialties	Required	06/01/2021	06/01/2021	Complete	
Step 4: Associate Billing Provider/Other Associations	Optional			Incomplete	
Step 5: Add License/Certification/Other	Required			Incomplete	Please add required License/Certification.
Step 6: Add Additional Information	Optional			Complete	
Step 7: Add Mode of Claim Submission/EDI Exchange	Required			Incomplete	
Step 8: Associate Billing Agent	Optional			Incomplete	
Step 9: Add Provider Controlling Interest/Ownership Details	Required			Incomplete	
Step 10: Add Taxonomy Details	Required			Incomplete	
Step 11: Associate MCO Plan	Optional			Complete	
Step 12: 835/ERA Enrollment Form	Optional			Incomplete	
Step 13: Fee Payment	Optional			Complete	
Step 14: Upload Documents	Optional			Complete	
Step 15: Complete Enrollment Checklist	Required			Incomplete	
Step 16: Submit Enrollment Application for Approval	Required			Incomplete	

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 << First < Prev > Next >> Last

FAO Step 5: Add License/Certification/Other

- From the License/Certification dropdown menu select AAAASF-Accrdtn of Ambulatr Surgery Fac.
- Enter the accreditation number in the License/Certification/Other# field.
- Enter the effective date.
- Click Confirm License/Certification/Other
- Click Ok

The screenshot displays the CHAMPS Provider Portal interface. The main content area shows the 'Add License/Certification/Other' form. The form includes the following fields:

- Location: 01- *
- License/Certification/Other Type: AAAASF-Accrdtn of Ambulatr Surg *
- License/Certification/Other #: [Empty field]
- Valid Flag: [Empty field]
- Effective Date: [Empty date field] *
- End Date: [Empty date field]

Red arrows point to the License/Certification/Other Type, License/Certification/Other #, and Effective Date fields. At the bottom right, the 'Confirm License/Certification/Other' and 'OK' buttons are highlighted with red boxes. The page ID is 'dlgEnrImntAddLicense(Provider)'.

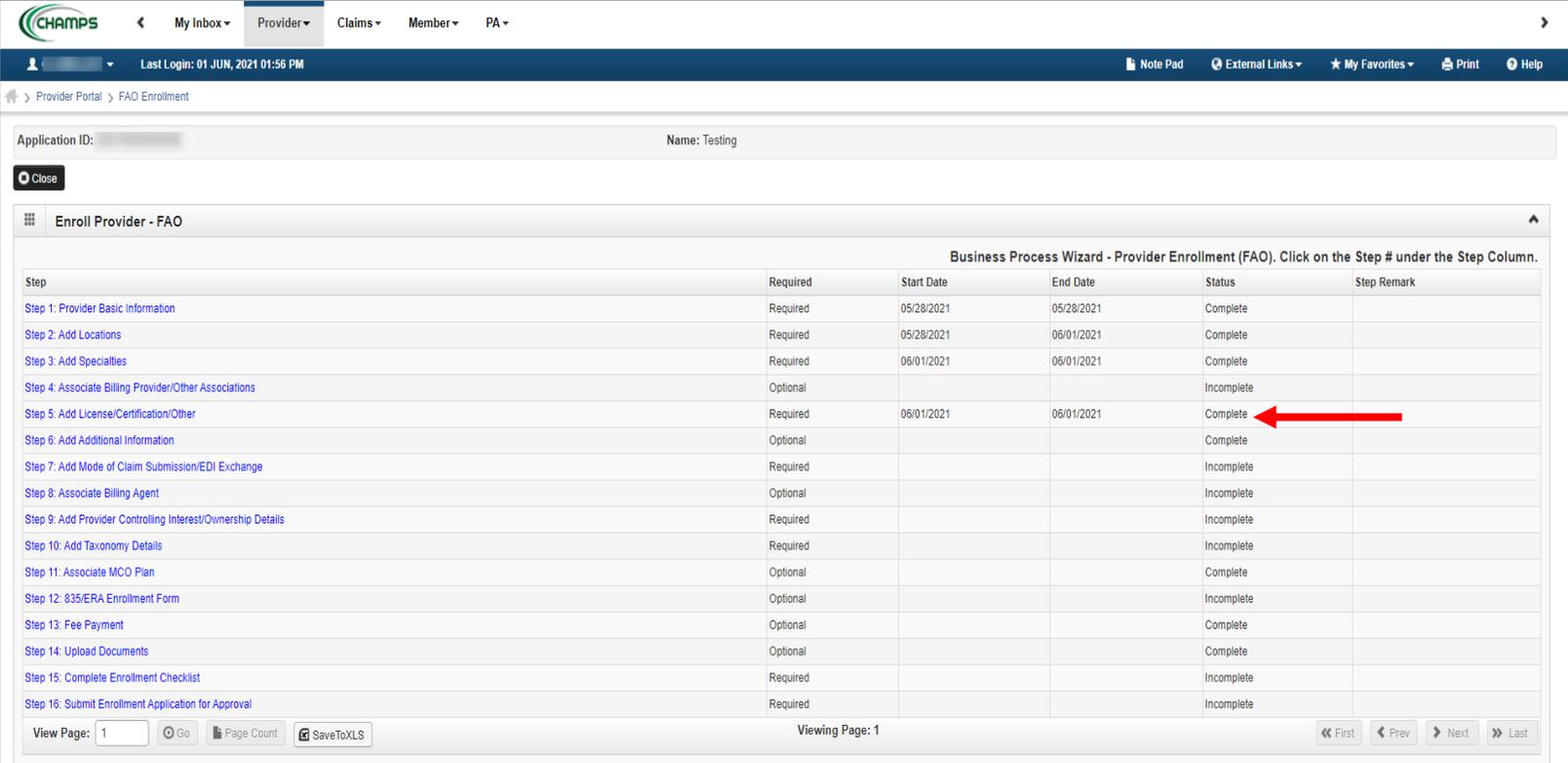
FAO Step 5: Add License/Certification/Other

- If additional Licenses/Certifications need to be entered click Add.
- Once all Licenses/Certifications have been added, click Close to return to the business process wizard steps.

The screenshot shows the CHAMPS Provider Portal interface. At the top, there is a navigation bar with the CHAMPS logo and menu items: My Inbox, Provider, Claims, Member, and PA. Below this is a user profile section with the text 'Last Login: 01 JUN, 2021 01:56 PM' and utility icons for Note Pad, External Links, My Favorites, Print, and Help. The main content area is titled 'Provider Portal > FAO Enrollment'. It features an 'Application ID' field and a 'Name: Testing' label. Below these are two buttons: 'Close' and 'Add', with the 'Add' button highlighted by a red box. The 'License/Certification/Other List' section contains a table with columns: License/Cert./Other Type, License/Cert./Other #, Location, Valid Flag, Effective Date, and End Date. A single row is visible with the type 'AAAASF-Accrdtn of Ambulatory Surgery Fac', location '01-', valid flag 'Yes', effective date '02/01/2021', and end date '12/31/2999'. Below the table are controls for 'Filter By', 'Go', 'Save Filters', 'My Filters', 'Delete', 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1' with navigation arrows for First, Prev, Next, and Last.

FAO

- Step 5 will show complete
- Providers will need to complete 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](#)



CHAMPS My Inbox Provider Claims Member PA

Last Login: 01 JUN, 2021 01:56 PM

Provider Portal > FAO Enrollment

Application ID: [REDACTED] Name: Testing

Close

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View Page: 1 Go Page Count SaveToXLS Viewing Page: 1

First Prev Next Last

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

Next Steps

- Beginning October 1, 2021 providers may begin to enroll in CHAMPS as an FAO enrollment type.
 - Once the enrollment is approved providers may begin to bill for services rendered.
- Provider Enrollment Resources: <https://www.michigan.gov/mdhhs/doing-business/providers/providers/medicaid/provider-enrollment>
- CHAMPS Direct Data Entry Claims Resources: <https://www.michigan.gov/mdhhs/assistance-programs/medicaid/portalhome/medicaid-providers/champs-a/champs/accordion/pages-functions/claims-and-encounters>
- CHAMPS Eligibility Resources: <https://www.michigan.gov/mdhhs/assistance-programs/medicaid/portalhome/medicaid-providers/champs-a/champs/accordion/pages-functions/eligibility-and-enrollment-member-tab>
- MDHHS Traumatic Brain Injury website: https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_4868_42176---,oo.html

Next Touchbase Meeting: Monday August 9, 2021

Provider Resources



MDHHS website:

www.michigan.gov/medicaidproviders



**We continue to update our
Provider Resources:**

[CHAMPS Resources](#)

[Listserv Instructions](#)

[Provider Alerts](#)

[Medicaid Provider Training Sessions](#)



Provider Support:

ProviderSupport@Michigan.gov

1-800-292-2550



**Thank you for participating in the Michigan Medicaid
Program**