

APPENDIX B: REMINDER TO PROVIDER, AE WARNING E-MAIL

Reminder to Provider - AE Warning E-mail

Email to: Provider Director From: AE Provider

Qualification Lead Date: 30-45 Days Prior to Due Date

Subject: ***WARNING---Provider Qualification Action Required***

Dear: Provider Director

Please be advised that, as of the date of this e-mail, the required qualification documentation has not yet been received from your agency by the assigned AE.

Please submit all required documentation to: AE Provider Qualification Lead's email

Not having your service specialties in a qualified status will result in having individuals who receive your services transitioned to another willing and qualified provider on July 1, 20XX. If during planning activities the individual chooses to begin service with an alternate willing and qualified provider prior to July 1, 20XX, service authorizations in the Fiscal Year (FY) 20XX-20XX ISP will be end-dated accordingly.

If your agency's qualification status is not marked as **Qualified** in HCSIS by the assigned AE by May 1, 20XX, your HCSIS provider qualification status will change to **Expiring**. Real contracts will not be created in HCSIS for the upcoming FY until your agency becomes qualified. Waiver services rendered by a provider with a qualification status other than **Qualified** after June 30, 20XX will not be paid as per ODP waiver requirements and regulation.

Sincerely,

AE (Assigned AE)

cc: Applicable AE Staff SCO Director(s)

ODP Regional Program Manager (ODP) Regional Provider Qualification Point Person