## APPENDIX A: AE REQUALIFICATION HCSIS TIP SHEET

## Provider Qualification Status Screen for Assigned AEs

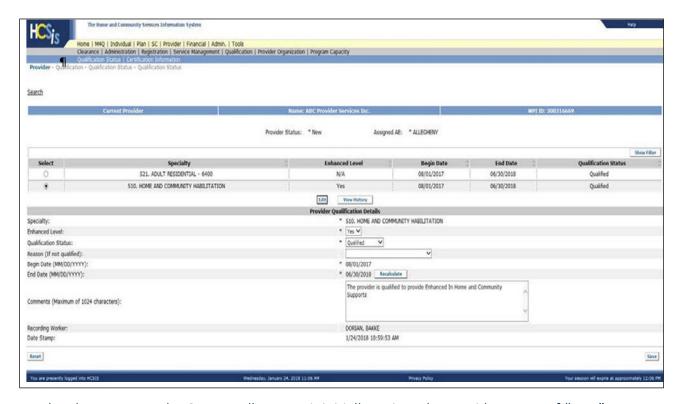
During the requalification process, the provider qualification status screen allows AEs to review and document the results of qualification determination by specialties for a provider. Assigned AEs may see a variety of screens that display different results. Below is an explanation for different display results an assigned AE may encounter.



Scenario: New Provider Qualification Screen for AEs is Blank

When the provider qualification status screen is blank, the provider's enrollment application is either in process or not completed, which means the provider is not enrolled in PROMIS $e^{TM}$  or HCSIS for any ODP programs. Only ODP enrollment staff can add a new specialty to the provider qualification screen.

Scenario: Requalifying a provider when Provider Status shows "New"



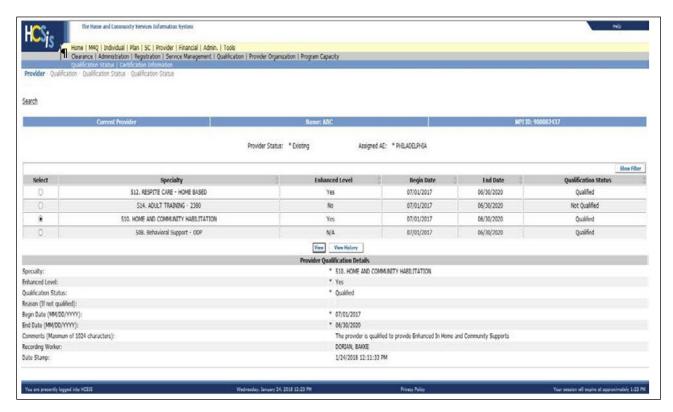
For the above screen, the ODP Enrollment unit initially assigns the provider status of "new" when a provider is not previously enrolled in any ODP waiver programs. During the requalification process, if a provider is due for requalification and they are in a provider status of "new", the assigned AE will update the qualification status and recalculate the end date for requalification to take place. To do this, the AE should select the radial button of the specialty and select the edit button. In the provider qualification detail section, the AE will update the qualification status to either the designation of **Qualified** or **Not Requalified**, then select the recalculate button which changes the end date to the appropriate cycle. If **Not Requalified** is chosen, the AE must choose a reason from the drop down. The AE may also add additional comments in the comments box. On July 1<sup>st</sup>, if the provider has been requalified their provider status will automatically change to existing.

If the provider is qualified to provide enhanced services, the assigned AE will mark the enhanced level as "Yes" on the provider qualification status screen and add a comment specifying the documentation reviewed in the comment section. If there is an enhanced level

available for the specialty and the provider is not qualified to provide enhanced services, the assigned AE will mark the enhanced level as "No". The assigned AE must manually save the results, or the updates will not save. This process needs to be repeated for each specialty. Please note that if there is an enhanced option for the specialty, the assigned AE must choose Yes or No in the drop down for enhanced level, or the changes will not save.

**NOTE**: If the AE gets an error message when they select the recalculate button, please contact your regional office.

Scenario: Changing the qualification status for an existing provider



When a provider status is "Existing" the assigned AEs will perform the same steps as when the provider is in a new status mentioned above. No matter the qualification status (i.e. **Qualified** or **Not Requalified**), the end date will automatically populate to the date of the requalification cycle. If an assigned AE wants to change the end date to a specific date, they will need to contact their Regional Program Office. This will usually occur when a provider needs to be terminated from providing ODP services.