ODP-MR Provider Qualification
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Overview of Enhancement

- As part of the HCSIS Release 6.8.0 on June 26, 2010, the Provider Qualification module has been restructured with changes to the following areas:
  - Application
  - Service Statuses and Expiration Dates
  - Alerts
  - Provider Qualification Status Report
- Providers may choose from two types of applications: Annual and Update
- The qualification status for previously qualified specialties will not be affected by the submission of a provider qualification update
- Specialties added with an update application will be given the same expiration date as the specialties in the current annual application.
- A new specialty status of Expired has been created
- Question 3.3.1 on the provider application, which confirm the specialties the provider is applying for, has been removed from all new annual applications
- The provider qualification alert has been modified
- The Provider Qualification Status Report has been re-designed
# Roles and Permissions

The table below describes the user roles impacted by this enhancement.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Provider Qualification Main Menu</th>
<th>Service Specialties</th>
<th>Qualification Status</th>
<th>Printable Summary</th>
<th>Provider Qualification Status Report</th>
<th>Applications Over Time Limit Report</th>
<th>Provider Qualification Alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Registration Data Entry</td>
<td>Read</td>
<td>Update</td>
<td>Read</td>
<td>Read</td>
<td>No access</td>
<td>No Access</td>
<td>Read</td>
</tr>
<tr>
<td>Provider Qualification Reviewer</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>Read</td>
<td>Read</td>
<td>Read</td>
<td>No Access</td>
</tr>
<tr>
<td>Provider Qualification AE Reviewer</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>Read</td>
<td>Read</td>
<td>No Access</td>
<td>Read</td>
</tr>
<tr>
<td>Provider Qualification Region Reviewer</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>Read</td>
<td>Read</td>
<td>Read</td>
<td>No Access</td>
</tr>
</tbody>
</table>
Application Changes
Application Types

There are two types of applications:

- **Annual**
  - Annual applications must be completed each year prior to the previous annual application’s **Annual Expiration Date**
    - The **Annual Expiration Date** for specialties listed on an annual application will be 365 days after the date of qualification
    - If the Annual application is not submitted prior to the **Annual Expiration Date**, the provider’s service offering’s **Qualification Status** will be set to **Expired** which will prevent contracts from being created and the provider from providing waiver services
    - Annual applications can be filed up to three months prior to the **Annual Expiration Date**
    - If an application is submitted erroneously, the provider should contact the AE to discuss the appropriate resolution

- **Update**
  - Update applications allow providers to qualify additional service specialties
  - Update applications can be filed at any time as long as there is currently a completed annual application

![Application Type Identification](image)
Application Process Flow

Provider

Submit new Annual application

Application goes through review process

Specialties are qualified

Apply for next year

Update existing

Submit new Update application

Application goes through review process

Specialties are qualified
The Provider Qualification Main Menu has been updated to include three links:

- **Begin qualification application**
  - Click this link to begin an annual application
  - Annual applications can be filed up to 90 days prior to the **Annual Expiration Date**
  - This link will be active from three months prior to the Annual Expiration Date until the user begins the annual qualification

- **Update current qualifications** (new link)
  - Click this link to update an application
  - This link will be inactive if an application is currently in-progress or there is not a current annual application on file

- **Complete/Update saved application**
  - Click this link to access a current application in-progress
  - This link will be inactive if an application is not currently in-progress
Expiration Dates

Background

- Prior to HCSIS Release 6.8.0, whenever an application was submitted, the expiration date for all specialties was extended to be 365 days from the most recent finalized qualification. The prior expiration date was not maintained for the previously qualified specialties.

Change

- The expiration date for specialties listed on an annual application will be 365 days after the date of qualification (when the reviewer clicks [Finalize])
  - For specialties listed on an update application, the expiration date will match the expiration date for those specialties listed on the current annual application
  - An annual application will overwrite the previous specialty expiration date if the specialty is determined as Qualified in the new application
  - If an annual application is not submitted prior to the Annual Expiration Date, all service offerings will be set to Expired (a new status) on the day after their expiration date
  - If an annual application has been submitted but not reviewed prior to the Annual Expiration Date, all service offering will be set to the status Pending AE Review
Specialty Statues

Background

- Prior to HCSIS Release 6.8.0, when a provider submitted a new application, the statuses for all previously qualified specialties reverted to Pending AE Review even for services that had been previously qualified
  - Interrupting the automatic contract creation process for waiver services

Change

- The Qualification Status for previously qualified services will not be affected by the submission of a new update or annual application
  - The status will remain as it was previously until the Annual Expiration Date or it is changed by a reviewer
  - A service contract will automatically be created for qualified services, provided other conditions are met
Service Specialties Screen (Update Applications)

- Provides a list of service specialties based upon the provider’s current service offerings, as well as a list of other available service specialties to choose from.

The top section will display all services that are currently qualified.

The bottom section will list all the ODP specialties eligible for the current calendar year.

**Note:** This change will also apply to Annual applications.
The new **Application Service Specialties** section will list all the specialties for which an application was submitted.

**Note**: Question 3.3.1 (asks which specialties the Provider is applying for) on the provider application will be removed from all new annual applications created after June 26, 2010. Instead, all specialties for which an application was submitted will be shown in this section.
Alerts
Alerts

- The alert to notify provider users that their current application is approaching the **Annual Expiration Date** will be generated based on the most recent expiration date.
- The **Provider Qualification AE Reviewer** role will also receive an alert for all providers where they are identified as the qualifying AE.
- The alert will be generated at 60, 30 and 0 days prior to the expiration date.
- If the provider has submitted an annual application within 90 days prior to the Annual Expiration Date, an alert will not be generated.
Reports
The Provider Qualification Status Report results are displayed immediately, once the report is requested.

The new, mandatory report parameter: Only include most recent applications? defaults to Yes.
- If No is selected, a date range must be specified.

The following optional search parameters have been added to the report request screen:
- Region
- AE
- Filter Date By
- Begin Date
- End Date
- Qualification Status

- Submitted Date
- Completion Date
- Expiration Date

Multiple statuses can be selected.
The following changes have been made to the report columns:

- **Columns added:**
  - **Application Type** - Shows the type of application in which the specialty was included: **Annual** or **Update**
  - **Previous Qualification Date** - Shows the most recent qualification date for specialties that have been qualified before
  - **Region** – Shows the region that corresponds to the county in which the provider qualification was filed

- **Column deleted:**
  - **Assignment Date**

### New Columns

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>MPI</th>
<th>Application Type</th>
<th>Specialty</th>
<th>Qualification Status</th>
<th>Previous Qualification Date</th>
<th>Submission Date</th>
<th>Completion Date</th>
<th>Expiration Date</th>
<th>AE</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLIED HEALTHCARE</td>
<td>900002377</td>
<td></td>
<td>552. ADAPTIVE APPLIANCES/EQUIPMENT</td>
<td>Not Qualified</td>
<td>7/7/2009</td>
<td></td>
<td></td>
<td>DELAWARE</td>
<td>Southeast</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For applications created before HCSIS Release 6.8.0 this column will be blank.
Application Over Time Limit Report

Displays applications that have not been completed within 21 days of the provider submitting the application.

- **Provider Qualification Region Reviewer** has been given access to view this online report

- The report is sorted by **Qualifying AE (A-Z)**, **Provider Name (A-Z)**, and then **Specialty (A-Z)**

- Specialties are put under three groups:
  - Under Central Office Level
  - Under Regional Level
  - Under AE Level

If the specialty status is **Pending AE Review**, it appears in the **Under AE Level** section
If the specialty status is **Pending Regional Review**, it appears in the **Under Regional Level** section
All other statuses appear in the **Under Central Office Level** section
Additional Resources

HCSIS Help Desk

- Call: 1-866-444-1264
- E-mail: c-hhcsishd@state.pa.us
- Hours: Monday – Friday: 8:00AM – 5:00PM

Learning Management System (LMS)

- Training resources that provide additional detail about these system enhancements are located on the HCSIS Learning Management System (LMS) and can be accessed by clicking the LMS link on the HCSIS Homepage.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Courseware</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODP: Provider</td>
<td>Provider Qualification - Provider Job Aid</td>
</tr>
<tr>
<td>Qualification</td>
<td>Provider Qualification - Reviewer Job Aid</td>
</tr>
</tbody>
</table>

Online Help

- Remember that HCSIS Online Help is updated with each release and is a valuable HCSIS tool. The help link is located in the upper, right corner of each screen.