<u>Community Care Services Program (CCSP)</u> <u>Potential Provider Information</u>

I. Eligibility Requirements for being a CCSP Provider

Any provider agency applying to be a CCSP Medicaid Provider must meet the following criteria:

- a. Provider agency must have the legal right to conduct business in the State of Georgia (i.e., current business license or other proof of legal authorization)
- b. Must have a current, non-restrictive license (for CCSP services ALS-G, HDS, PSS) issued by the Georgia Department of Community Health, Healthcare Facility Regulation Division (HFR)
- c. Must maintain business premises in Georgia that are appropriate to conduct CCSP business
- d. Must have been in business in the service for which application is being made <u>a minimum of 12</u> <u>consecutive months</u> prior to making application.
- e. Must attend *CCSP Provider Pre-Enrollment Training* and *New Provider Training* prior to CCSP Medicaid enrollment. Participation in both trainings is **by DAS CCSP invitation only**.
- f. The DAS CCSP state office must receive both completed applications (*Department of Community Health Medicaid Provider Enrollment Application* and the CCSP Medicaid Provider Enrollment Application).
- g. A 147c letter from the IRS is needed to verify the tax identification number.
- h. The provider enrollment fee of \$500 for criminal background check is required.
- i. In order for a provider to be issued a CCSP Medicaid number, both DAS CCSP and DCH must approve the provider application.
- j. If applicable, the provider agency must have a satisfactory site visit (ADH, ALS-G).

NOTE: Enrollment in the CCSP does not guarantee client referrals. CCSP clients always have choice of providers.

II. CCSP Provider Agency Enrollment Application Process

a. <u>Pre-Enrollment CCSP Provider Technical Assistance Training</u> <u>http://www.aging.dhr.georgia.gov</u>

Select Programs, CCSP. Under Publications, download the *CCSP Provider Pre-Enrollment and Registration Form*. Mail it, a copy of the current, non-restricted license issued by HFR (PSS, HDS, and ALS-G applicants), and enclose a check or money order for \$25.00 per person (limit two people per agency), payable to:

DAS Healthy Aging Training Trust Fund: Georgia Department of Human Services Division of Aging Services/CCSP Two Peachtree Street, NW, Suite 9.405 Atlanta, Georgia 30303-3142

Provider participation is on a first come, first served basis, and is by DAS CCSP invitation only.

Disclaimer: After successful completion at Pre-Enrollment Training, the potential applicant completes the Medicaid application at: <u>http://www.mmis.georgia.gov</u>. The printed and completed document **MUST** be submitted with the CCSP application with the accompanying HP tracking number.

A Specialist will review the process for the completion of the Medicaid application at the CCSP Pre-Enrollment Training.

III. DCH Medicaid Provider Manuals & CCSP Medicaid Manuals

The Medicaid HP (DCH/DMA) website houses all CCSP provider program and service policy and procedure manuals: <u>http://www.mmis.georgia.gov/portal</u>

NOTE: Manuals may be revised every SFY Quarter (July 1, October 1, January 1, and March 1).

Select Provider Information tab, Medicaid Provider Manuals. The following manuals are listed alphabetically for review and download:

- > Part I, Policies & Procedures for Medicaid/ Peachcare for Kids
- CCSP General Services Manual
- CCSP service specific manual(s): CCSP Adult Day Health CCSP Emergency Response Systems CCSP Home Delivered Meal) CCSP Home Delivered Services CCSP Home Delivered Services

CCSP Personal Support Services CCSP SNS by Private Home Care provider CCSP Alternative Living Services CCSP Out of Home Respite Care

Community Care Services Program - Secretary	404-657-5307
Division of Aging Services - Main number	404-657-5258

Medicaid - Other Contacts

State License or Permit Information or General DCH /Medicaid Questions DCH Healthcare Facility Regulation Division 404-651-9976

DCH - CCSP Medicaid(waiver for aged and disabled)Tom Underwood404-463-8365tunderwood@dch,ga.gov

DCH - SOURCE (State Plan aged and disabled high acuity case management) Lorrie Stewart RN PNP 404-463-6570 <u>lstewart@dch.ga.gov</u>

Healthcare Facilities Regulation Division (HFRD)

- Personal Care Home (PCH): General Information 404-657-4076 (In the CCSP, the service is called ALS-F, or ALS-G)
- Questions about Private Home Care Providers (PHC) or Home Health General Information 404-657-5550 (In the CCSP, the service is called PSS, or HDS)
- Long-Term Care Section 404-657-5850
- Complaint Intake 800-878-6442 or 404-657-5726 and 5728 <u>http://www.dch.georgia.gov</u>

DCH - Other Medicaid Waiver Programs

≻	ICWP (waiver for physical disabilities)	Ollie Freeman	404-656-6862
≻	NOW/COMP (waiver for developmentally disabled)	Marilyn Ellis	404-651-9174
	Host Homes 404-657-2312 Romain Ramsuchit or Mary B	arclay 404-463-0706	

New Option Waiver and COMP rehensive -----NOW is basically for folks who have a strong social support system and is lower cost. Comprehensive would be more medically fragile, include residential services and have a much higher costs associated with services

J:CCSP/Office Management/Forms\Potential CCSP Provider Information