CIS PROVIDER ENROLLMENT IN HOKU

9.3.2021

https://medquest.hawaii.gov/

Community Integration Services (CIS)

GOAL:

- To promote the objectives of the Medicaid program by <u>improving health outcomes</u> for Medicaid members <u>who needs housing</u> (SDoH)
  - To support the member's transition into housing
  - Increase long-term stability in housing in the community
  - Avoid future periods of homelessness and institutionalization

CIS target populations:

- Homeless Individuals
- Individuals at risk of homelessness (eviction)
- Individuals transitioning from institutions back to the community who do not have housing

What are the QI Community Integration Services?

- Pre-Tenancy and Tenancy Services that support the member to be successful tenants in housing that is owned, rented or leased to the member   OUTREACH-NAVIGATION-TENANCY STABILIZATION

Agenda

- Become a New CIS Provider
- Enrollment Type: Atypical vs FAO
- Provider Types
- NPI: Need for NPI
- Medicaid Provider Number
- Application steps
- Documents
- Fees, Site Visit and PHE Emergency
- Repair Edit Update Agency Provider Information

Introduction to the Speakers

HCSB/ DAPNS: Data Analysis & Provider Network Section

- KelliAnn Komatsu
- Will Choy-Ctr

HCSB: Health Care Services Branch

- Madi Silverman
- Alana Souza

Become A New CIS Provider

HOKU ONLINE-Medicaid Provider Applications

Go to: https://medquest.hawaii.gov/en/plans-providers/Provider-Management-System-Upgrade.html

| News | FAQs | **Training** | Resources |

Select "Training", review slides and videos

HOKU Website Links:

Effective June 21, 2021, please bookmark the new URL after signing in

- NEW - Create HOKU Username and Password - **Click here**
- NEW - Logon to HOKU - **Click here**

Register for HOKU (additional training to follow)

Log on: 14 steps to complete the HOKU application. Have documents to upload ready

Enrollment Type: Atypical vs FAO

Atypical	FAO
"Atypical" providers deliver non-health care services	Facility/ Agency /Organization (FAO) provider is an entity that provides health care services
Agencies or Individuals	Agencies or Individuals
No NPI required	NPI Required
Ex. Family Life Center, Catholic Charities, Achieve Zero	Ex. CCS CBCM Providers

Provider Type

- Provider type indicates what "kind" of billable services the provider is contracted to do.

- Provider types include **individuals, facilities, and agencies**.

- **CIS Provider Types**:
  - PT A3 Community Service Agency
  - PT 77   Mental Health Rehab Option (MRO)
    - CCS providers
  - PT 02 Hospital

- A different Medicaid ID # is assigned to your agency <u>for service/provider type</u> you are enrolled to provide.

- HOKU Application step # 4

National Provider Identifier (NPI) Number and NPI Taxonomy Codes for CIS

NPI Number

- FAO providers require an NPI Number
- To apply for or edit an NPI, go to the NPPES link: https://nppes.cms.hhs.gov/#/
- The NPI is a unique 10-digit identification number for covered <u>health care providers.</u>
- <u>A different NPI number is required for each provider type/provider ID # you apply for</u>
- NPI is used by QI Health Plans for billing

Recommended CIS NPI Taxonomy Codes:

Primary	251S00000X	Community/Behavioral Health
Secondary	251B00000X	Case Management

A taxonomy code is a unique 10-character code that designates your classification and specialization. You will use this code when applying for a National Provider Identifier, commonly referred to as an NPI.

Medicaid Provider ID Number

- A Medicaid Provider Number is a unique 6-digit identifier issued by the Medicaid program for each type of service your agency provides.

- Your Hawaii Medicaid Provider ID #s are only good in the state of Hawaii

- **STATUS in HOKU**

- A ctive

- P ending

- T ermination

Summary Grid

Enrollment Type	Individuals	Agencies	NPI Required	Taxonomy		Provider Types
Atypical	X	X	No	No		A3 CSA
FAO	X	X	X	Primary 251S000000X		PT 77 MRO PT 02 Hospital
					Secondary 251B000000X	

HOKU Application Steps

Step
Step 1: Provider Basic Information
Step 2: Add Locations
Step 3: Add Correspondence Address
Step 4: Add Provider Type/Specialties/Subspecialties
Step 5: Associate Billing Provider/Other Associations
Step 6: Add License/Certification/Other
Step 7: Add Additional Information
Step 8: Add Provider Controlling Interest/Ownership Details
Step 9: Add Taxonomy Details
Step 10: Fee Payment
Step 11: Upload Documents
Step 12: Complete Enrollment Checklist
Step 13: Submit Enrollment Application for Approval

Application Tips

- Before starting your HOKU Application gather your documents
- Save application number and new Medicaid Provider ID
- Naming convention for your agency

HOKU Documents

Step #11 Upload Documents

W-9

GENERAL EXCISE TAX (GET)

INSURANCES: CGL REQUIRED, AUTO (COMPANY OWNED VEHICLE, PROFESSIONAL AS NEEDED

LICENSES/CERTIFICATIONS AS NEEDED

W-9

- IRS form used to request a taxpayer identification number (TIN).
- The W-9 form requires the contractor's name, address, and taxpayer ID number.
- The W-9 tax form can also show the legal organization of the contractor's business.

General Excise Tax (GET)

- GET is the registration of your business in Hawaii for tax purposes.

Fees, Site Visits and PHE Changes

- $500 Provider Enrollment Fee (Initial and every 5 years)
- Site visit (Initial and every 5 years???)
- Other: PHE related changes and waivers

Your Responsibility

Please update your agency information in the Medicaid HOKU online record (ongoing basis)

OWNERS   ADDRESS(ES)   PHONE   EMAIL

QI Community Integration Services (CIS)

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MQD Website: https://medquest.hawaii.gov

CDS Website: https://www.cds.hawaii.edu/goinghome/   pick: housing