

April 20, 2020

**North Dakota (ND) Medicaid:
Temporary Provider Enrollment Process for Individual Qualified Service Providers (QSP)
Frequently Asked Questions (FAQ)**

Q: Do the changes apply to all services?

No, the temporary enrollments standards only apply to providers who enroll and wish to provide the following services:

- Chore
- Companionship
- Family Home Care
- Family Personal Care
- Homemaker
- Non-medical transportation
- Personal care
- Respite care
- Supervision

Q: How can I enroll to be an individual QSP?

Follow these steps to enroll as a ND Medicaid individual QSP:

1. Complete a SFN 1603 form which is an Individual Request to be a QSP and can be found at <http://www.nd.gov/eforms/Doc/sfn01603.pdf>
2. Complete a W9 form which is a Request for Taxpayer Identification Number and can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
3. Complete a SFN 615 form which is a Medicaid Program Provider Agreement and can be found at <http://www.nd.gov/eforms/Doc/sfn00615.pdf>
4. Make a copy of one form of official identification (Example: Driver's License, Tribal ID, Passport)
5. Competency Requirements. If you are a QSP applicant who would like to **provide services to the general public**, and the services **will not be** provided to a legal family member (includes in-laws), then you must complete an SFN 750 except in these circumstances:
 - If you are an RN, LPN, OT licensed in North Dakota
 - If you are an RN, LPN, OT licensed in good standing in another state who has received permission to work in ND per Executive Order 2020/05
 - If you hold a current CNA license, or the license has expired within the last six months, you do not need to submit an SFN 750.
 - You must submit a copy of the expired certificate and a statement indicating the license was not revoked due to disciplinary action.
 - If you work for an enrolled Developmentally Disability (DD) Provider as a Direct Service Provider (DSP) you do not need to submit an SFN 750.
 - Proof of this criteria being met must be provided by submitting a letter from your Agency stating you are employed as a DSP.
 - Once the national emergency is over, all QSP providers who did not submit an SFN 750, will be asked to do so within 6 months.

MEDICAL SERVICES

600 E Boulevard Ave Dept 325 | Bismarck ND 58505-0250

- The following health care professionals can assist you with completing the SFN 750 competency document:
 - Physician (MD)
 - Registered Nurse (RN)
 - License Practical Nurse (LPN)
 - Occupational Therapist (OT)
 - Physical Therapist (PT)
 - Chiropractor
- If you are unable to find a health care professional to complete the SFN 750 competency document, contact the QSP Enrollment Office ND Medicaid for a referral form to Train ND:

Phone: 1-800-755-2604 or 701-328-4602 or Email: DSHCBS@ND.GOV

6. Competency Requirements. If you are a QSP applicant who would like to **provide services to a legal family member** (includes in-laws), then you do not need to complete SFN 750.

Q: Who can help me fill out the SFN 750 form if I am required to?

The following health care professionals can assist you with completing the document of competency:

- Physician (MD)
- Registered Nurse (RN)
- License Practical Nurse (LPN)
- Occupational Therapist (OT)
- Physical Therapist (PT)
- Chiropractor

Q: I have not been able to find a health care professional to help me fill out the SFN 750 form, who else can help me?

If you are unable to find a health care professional to complete the SFN 750, contact the QSP Office for a referral to Train ND:

- Phone: 1-800-755-2604 or 701-328-4602 or Email: DSHCBS@ND.GOV

Q: Once I have completed all the forms, where do I send them?

Forms can be faxed, emailed or mailed to one of the following locations:

Fax: 701-328-4875

Email: DSHCBS@ND.GOV

Mail: ND Department of Human Services
 ATTN: QSP
 600 E Boulevard Avenue
 Bismarck ND 58505

Q: How will I know when I have been approved?

The Department will contact you either by phone or email to inform you of your approval. Information will be provided to you on your responsibilities.

Q: What happens once I am approved?

- Any QSPs approved during the national emergency will be given a Temporary Enrollment approval. Once the national emergency has been declared over, you will be required to send ND Medicaid all the information that was not requested as part of the temporary enrollment process.
- You should send that additional information within six months of the end of the national emergency.
- If the additional information is not submitted within the required time limit, your temporary enrollment will be ended, and you will no longer be an enrolled QSP.

Q: What type of information will I be required to send once the temporary enrollment ends?

- If you do not want to continue to be a QSP provider when the national emergency is over, you do not need to do anything. If the additional information is not received within the specified time frame (or six months), your enrollment automatically be ended.
- If you decide you want to continue being a QSP provider after the national emergency of over, you will need to submit the following additional information:

- a. For Family Home Care (FHC) QSPs: <http://www.nd.gov/dhs/info/pubs/docs/medicaid/qsp-handbook-family-home-care-form-packet.pdf>
- b. For Individual QSPs: <http://www.nd.gov/dhs/info/pubs/docs/medicaid/qsp-handbook-individual-qsp-form-packet.pdf>
- c. For Agency QSPs:
 - i. Handbook: <http://www.nd.gov/dhs/info/pubs/docs/medicaid/qsp-handbook-agency-provider.pdf>
 - ii. Forms Packet: <http://www.nd.gov/dhs/info/pubs/docs/medicaid/qsp-handbook-agency-provider-form-packet.pdf>

Q: What if my QSP enrollment is about to end, do I need to fill out all the forms again?

QSPs who are currently enrolled and have an expiration date of February 28, 2020 or later, will be granted a temporary extension through the duration of the COVID-19 national emergency. You can continue to provide services.

Once the national emergency is over, you will be required to submit a complete renewal packet within six months from the end of the national emergency being declared over, to continue as an enrolled provider. ND Medicaid will send you instructions at that time.

Q: How is this temporary QSP enrollment process easier than normal?

Several forms have been temporarily waived as a requirement for enrollment to speed the enrollment process and to make sure all clients are receiving timely services. These forms include:

- o SFN 750 – Documentation of Competency or a current CNA, RN, LPN, PT or OT licensure <http://www.nd.gov/eforms/Doc/sfn00750.pdf> – (Does not apply to all providers. See competency requirements above)
- o SFN 1168 – Ownership/Controlling Interest and Conviction Information
(This form is for Individual QSP Enrollees only. <http://www.nd.gov/eforms/Doc/sfn01168.pdf>)
- o SFN 433 – Child Abuse/Neglect Background Inquiry <http://www.nd.gov/eforms/Doc/sfn00433.pdf>
- o Fraud, Waste & Abuse Training for QSPs: <http://www.nd.gov/dhs/services/adultsaging/providers.html>

Each of these forms that have been temporarily waived as a requirement to enroll (SFN 750, 1168, 433, and Fraud, Waste, and Abuse Training), will need to be completed within six months from day that the national emergency ends, if you wish to continue to be a QSP provider.

Q: Is there anything else that I need to know?

- For more information visit the Department of Human Services Coronavirus (COVID-19) Information and Resources webpage at <https://www.nd.gov/dhs/info/covid-19/index.html>
- The website will be updated with the latest information available for providers, consumers, and their families.