

Resources for New HCBS Waiver/245D Licensed Providers

What are Home and Community Based Waiver and Alternative Care Programs?

DHS manages the HCBS waiver programs under the authority of the Minnesota Legislature. DHS obtains permission from the federal government to offer services that exceed limitations of the regular Minnesota Medicaid program but do not exceed the comparable cost of institutionalization. Waiver programs make broader services available to address recipient needs unmet by Medical Assistance.

Minnesota residents with disabilities or chronic illnesses who need certain levels of care may qualify for the Minnesota HCBS waiver programs. These programs are available to persons who choose to reside in the community and meet the eligibility criteria.

[Alternative Care \(AC\)](#) for people over age 65 years who are at risk of nursing home placement (DHS Aging and Adult Services Division administers the AC program)

[Brain Injury \(BI\) Waiver](#) for people with a traumatic, acquired or degenerative brain injury who require the level of care provided in a nursing facility that provides specialized services for persons with BI, or who require the level of care provided in a neurobehavioral hospital

[Community Alternative Care \(CAC\) Waiver](#) for chronically ill and medically fragile people who require the level of care provided in a hospital

[Community Alternatives for Disabled Individuals \(CADI\) Waiver](#) for people with disabilities who require the level of care provided in a nursing facility

[Developmental Disability \(DD\) Waiver](#) for persons with developmental disabilities or a related condition who require the level of care provided in an Intermediate Care Facility for Persons with Persons with Developmental Disabilities (ICF/DD)

[Elderly Waiver \(EW\)](#) for people over the age of 65 years who require the level of care provided in a nursing facility and choose to reside in the community (DHS Aging and Adult Services Division administers the EW program)

How do I become a 245D Licensed HCBS Waiver or Alternative Care Provider?

STEP 1: SUCCESSFULLY COMPLETE HCBS WAIVER/AC PROVIDER TRAINING 101

WHAT IS WAIVER PROVIDER TRAINING 101?

Effective January 1, 2014 newly enrolling or licensed home and community-based waiver service providers must complete [Waiver 101 Training](#). Providers must ensure that at least one owner or managerial official completes this onetime training, **before** the provider is enrolled or a license is issued.

Waiver Provider Training 101 includes information on Minnesota's waiver services and standards, the processes to become a waiver/AC service provider (enrollment, billing basics), roles and responsibilities (federal, state, lead agency, provider)

This training also includes **navigational instruction** on how to get to several resources including:

- MHCP Enrollment Webpage
- MHCP Provider Manual
- Community Based Services Manual (CBSM)
- DHS Licensing Webpage

STEP 2: BECOME A 245D LICENSED PROVIDER

WHEN DO I APPLY FOR A 245D-HCBS LICENSE?

If you are currently providing [services that will require a 245D-HCBS license](#) effective Jan. 1, 2014, you MUST apply for the license.

HOW DO I APPLY FOR A 245D LICENSE?

Complete the following steps (providers are encouraged to use resources 1 and 2) in the completion of a 245D License Application:

Initial Application			
Step	Provider Action	Documentation/Resource	Submit with 245D Application
1	Review the DHS License Application Process Guide	DHS License Application Process Guide	
2	Complete the 245D Pre-Application Worksheet	245D Pre-Application Worksheet	
3	Complete 245D License Application	Application: Start a 245D-HCBS license now Reference Guide: E-Licensing Management System: Reference Guide for Submitting a Licensing Application	
4	Complete and submit all additional required materials with your application, including policies and procedures. Providers may use the DHS sample documents as a template for their programs by filling in the blanks or modifying them to fit their programs' format and style.	Sample policies and forms for basic support services Sample policies and forms for intensive support services	X

245D Licensing Resources		
Resource	Description	Website Link/Contact Information
DHS Licensing Website Home and Community-Based Services (HCBS) for People with Disabilities and Age 65 or Older – 245D	Provides information about provider requirements and resources as it relates to MN Statutes Chapter 245D- Home and Community-Based Services (HCBS) services licensure	DHS Home and Community Based Services Licensure
Licensing Division Contacts	Provides licensing division contacts related to 245D license application and 245D services standards	Licensing Division Contacts
245D Training Resources		
College of Direct Support	The College of Direct Support (CDS) is a web-based learning management system where learners can improve their skills in caring for people across disabilities. Many courses offered through CDS suffice the training requirements of 245D.	College of Direct Support

STEP 3: ENROLL WITH MINNESOTA HEALTH CARE PROGRAMS (MHCP)

WHAT IS MHCP ENROLLMENT?

To participate as an MHCP provider, you must meet professional, certification and/or licensure requirements according to state and federal laws and regulations.

Initial Enrollment			
Step	Provider Action	Documentation/Resource	Submit with Enrollment Application
		NOTE: All documents marked with an “X” must be submitted to MHCP Enrollment via fax to 651-431-7462	
1	Complete the Waiver and Alternative Care (AC) Programs Service Request Form to report the service (s) you plan to provide and determine the qualifications needed to provide the service (s)	Waiver and Alternative Care (AC) Programs Service Request Form	X
2	Verify all employees (including those on the Disclosure of Ownership form) are not on the MHCP Excluded Provider Lists as an excluded group or individual provider. Keep this for your own records.	List of Excluded Individuals/Entities (LEIE) . Check the Office of Inspector General (OIG) Exclusion list.	
3	Complete a Home and Community-Based Services (HCBS) Waiver and Alternative Care (AC) Programs Provider Application	Waiver and Alternative Care (AC) Programs – Provider Enrollment Application (DHS-4015)	X
4	Complete a Minnesota Health Care Programs (MHCP) Provider Agreement	MHCP Provider Agreement (DHS-4138)	X
5	Complete Assurant statements as appropriate	Use the Waiver and Alternative Care (AC) Programs Service Request Form (DHS-6638) to determine which services require assurance statements	X
6	Complete a Disclosure of Ownership form	Disclosure of Ownership form (DHS-5259).	X
7	Submit a copy of owner or managerial official’s Waiver 101 Training transcript showing a result of “mastered”	Waiver 101 Training	X
8	Submit a copy of your liability insurance certificate naming “DHS PE” as a certificate holder on the document if providing the following services: <ul style="list-style-type: none"> • Any service that requires you to have a 245D program license • Foster Care funded by the EW or AC programs (unless foster care covered by 245.814) • Adult Day Care • Customized Living • Residential Care 	Send attention MHCP Provider Enrollment to: PO Box 64987, St Paul, MN 55164-0987	X
9	Submit a copy of license, certification or registration if required for the service you are providing		X
10	Establish your direct deposit or electronic funds transfer	Direct Deposit/Electronic Funds Transfer	X

Post Enrollment

Action	Document/Resources
MHCP sends you a Welcome Letter to confirm your enrollment.	Welcome Letter
MHCP will assign you a 10-digit Unique Minnesota Provider Identifier (UMPI) in your Welcome Letter	Welcome Letter
Register for MN-ITS (for submission of electronic claims). MN-ITS initial user ID, password and registration instructions included in Welcome Letter	Welcome Letter
Participate in Waiver/Alternative Care Billing Lab within 6 months of initial enrollment. Providers will learn how to navigate the MHCP provider website including: basic provider requirements, programs and services, service specific provider requirements, provider tools and resources, billing for waiver and AC services and payment related audits. Providers will also learn how to use the MN-ITS electronic billing system.	Waiver Billing Labs Waiver & AC Provider Billing Lab Agenda

Enrollment Resources

Resource	Description	Website Link/ Contact Information
Provider Call Center	For questions about fee-for-service coverage policies and billing procedures provided to Minnesota Health Care Programs (MHCP) recipients, contact the Provider Call Center.	MHCP Enrolled Providers- Provider Call Center
Provider Updates	MHCP places links to new Provider Updates in MN-ITS Mailbox LINKS folder of the provider types to whom the information pertains.	Sign up to get email notices of new Provider Updates and other information.
Provider Basics Provider Manual	Find information for all providers under Provider Basics including coverage policies, rates and billing procedures.	Provider Basics - Provider requirements, programs and services, billing policy and authorization.
HCBS Waiver Services Provider Manual (BI, CAC, CADI and DD waivers)	The HCBS Waiver Services Provider Manual includes information about eligible providers, enrollment, MN-ITS, covered/non-covered services, authorization and billing.	HCBS Waiver Services Provider Manual
Elderly Waiver (EW) and Alternative Care (AC) Program Provider Manual	The Elderly Waiver (EW) and Alternative Care (AC) Program Provider Manual includes information about eligible providers, enrollment, MN-ITS, covered/non-covered services, authorization and billing.	Elderly Waiver (EW) and Alternative Care (AC) Program Provider Manual

