

Molina Provider Enrollment Policy & Procedure		
Policy and Procedure		Policy Number
Enrollment Process for Transition Navigator for Money Follows the Person (Take Me Home West Virginia)		
Original Date	Revision Dates	Approval:
01/03/13	9/15/2014	Cindy Beane, Acting Commissioner Bureau for Medical Services

POLICY: To ensure all Transition Navigator providers for the WV Medicaid's Money Follows the Person (MFP) Program, called Take Me Home West Virginia, are enrolled into West Virginia Medicaid correctly and completely within the Molina system.

PROCEDURE:

1. The Molina Enrollment Unit will mail an enrollment application and a list of required criteria (listed below) to potential providers that wish to participate with West Virginia Medicaid.
2. Once the application is received, the Molina Enrollment unit will scan the application documents into the Molina Provider Encounter Tracking System (PETS).
3. The first queue is Molina Review. The Enrollment unit will review to ensure all the required criteria have been met.
4. If met, the enrollment representative approves and completes the process. The application is automatically moved to the HealthPas Update queue, which generates a unique 10-digit provider number. This number is automatically populated to the Molina HealthPas system.
5. When the provider has been previously enrolled, the enrollment unit will update the existing file within the Molina HealthPas system
6. If the criteria are not met, the enrollment representative attempts three phone calls to the potential provider to submit missing criteria documents. If attempts are not successful within 30 days, the application is rejected and a rejection letter is mailed to the potential provide.
7. Once the enrollment process is complete, the provider is notified by mail of their successful enrollment.

Criteria for Transition Navigator Provider: BMS Provider Type 83

- Completed MPE-1
- Valid National Plan and Provider Enumeration System (NPPES) assigned National Provider Identifier (NPI)
- W-9
- EFT Form
- Valid West Virginia business license
- Physically located within the borders of the State of West Virginia
- Area Agency on Aging, Aged & Disabled Waiver Case Management Agency enrolled as of August 1, 2014, or Traumatic Brain Injury Waiver Case Management Agency enrolled as of August 1, 2014
- Signed and dated Take Me Home, West Virginia Provider Agreement between provider and WV Bureau for Medical Services
- Capacity and willingness to provide Transition Navigator services statewide
- Knowledgeable of the federally funded Money Follows the Person Rebalancing Demonstration Program (MFP)
- Experience in supporting individuals transitioning from long-term care facilities to home and community-based settings

Within HealthPas provider file is given TRANSITION NAVIGATOR provider type, direct affiliation and the specialty that pertains to that particular field.

Contract: Ancillary –Take Me Home, West Virginia Transition Navigator is attached.

Modifier –U3 must be used with all HCPCS/CPT codes as designated by the Take Me Home, West Virginia Program.

HCPCS/CPT Codes and modifier for the Take Me Home, West Virginia Program are:

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| H0038-U3 | Self-help/peer services, per 15 minutes
(aka Peer to Peer Support services) |
| T2024-U3 | Service Assessment/plan of care development, waiver
(aka Transition Navigator services; code T2024-U3 must be billed in 15
minute time increments) |

Notes to Molina:

1. Do not enroll any Transition Navigator providers without written approval (i.e., Provider Agreement) of the Take Me Home, West Virginia Director.
2. The Take Me Home program also includes services provided by ADW, Personal Care and TBI service providers. The following codes and modifier -U3 must be used:
 - a. T1001-U3 Nursing assessment/evaluation
 - b. T1016-U3 Case management, each 15 minutes
 - c. S5135-U3 Extended Direct-Care Service, each 15 minutes

