

**Questions or Additional Assistance**:

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MN-ITS  
MHCP requires those who provide services through waiver and AC programs to register for a [**MN–ITS**](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=ID_008924#MNITS) account.

You will receive a welcome letter with your MN–ITS registration information once you are approved as an MHCP enrolled provider.

**While DHS manages the waiver/AC programs, lead agencies administer the programs.** Lead agencies include counties, tribal nations and managed care organizations (MCOs).

TRAINING  
**Home and Community-Based Services (HCBS) Waiver and Alternative Care (AC) Provider Training 101**

The HCBS Waiver and AC Programs Provider Training 101 is for employees of organizations or agencies who want to enroll with MHCP to provide services to people who receive services through an HCBS waiver or the AC program or for other interested people.

People who take the training can learn basic information about MHCP and the HCBS waiver and AC program operations, policies and requirements.

This training is through the online learning center, TrainLink, where you can take the course on your own time.

For more information on the training requirements and the type of training provided, see the next page.

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PARTICIPATION  
The Minnesota Department of Human Services (DHS) ensures basic health care coverage for low-income Minnesotans through Minnesota Health Care Programs (MHCP). MHCP covers Alternative Care (AC) and Waiver programs (i.e. EW, CADI). If providers want to work with clients on waivers, they must:

* Be an enrolled MHCP provider
* Maintain licensure or documentation supporting their qualifications to provide waiver services
* Obtain a DHS-approved service authorization to provide services

**MHCP Enrollment**

To enroll in MHCP to provide waiver or AC program services, follow the instructions in the [**Home and Community-Based Services (HCBS) Waiver and Alternative Care Provider Enrollment**](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_017530) section.

Providers must determine which HCBS program services they want and are qualified to provide. Use the[**Waiver and Alternative Care (AC) Programs Service Request Form (DHS-6638)**](https://edocs.dhs.state.mn.us/lfserver/Public/DHS-6638-ENG) to report the service(s) you want to provide and the qualifications you have to provide the service(s) to a member receiving services through waiver programs.

For more information regarding licensures, certifications or registrations needed to provide the waiver service, refer to the lead agency where you will provide services:

* Human service office in each county or tribe. See the [**Tribal and County Health Care Directory**](http://mn.gov/dhs/people-we-serve/adults/health-care/health-care-programs/contact-us/county-tribal-offices.jsp)
* [**Managed care organization (MCO)**](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_008923)
* [**DHS Licensing**](http://www.dhs.state.mn.us/Licensing)
* [**Minnesota Department of Health**](http://www.health.state.mn.us/)

SUBJECT: STATE HEALTH CARE PROGRAMS

ADULT DAY SERVICES | BILLING KNOW HOW

**Module 1: The Road to Home and Community-Based Services in Minnesota**

* Be able to describe differences between institutional and community-based living
* Increase their understanding of the disability rights movement
* Be able to describe the differences between fee-for-service and managed care
* Be able to describe the differences between Medicare and Medicaid

**Module 2: Supporting People with Home and Community-Based Services**

* DHS Disability Services Division and Aging and Adult Services Division Vision
* Importance of a person-centered foundation in supporting people in the home and community
* HCBS waiver programs, definitions and options
* Federal requirements regarding service development and service standards
* Become familiar with services provided under Minnesota’s HCBS waiver
* Minnesota’s standards that providers must meet or exceed to be qualified to provide waiver services
* How to navigate through the MHCP webpages for more information about waiver programs, definitions and standards
* How to navigate through DHS licensing webpages.

**Module 3: Roles and Responsibilities**

Federal government, state, counties and tribes, managed care organizations, case managers and case coordinators, providers, service participant and legal representative, and decision-making as it relates to guardianship.

**Module 4: Becoming an HCBS Waiver Provider**

* Process required to become a waiver and AC service provider
* The county and tribe contracting process
* Required documents that must be submitted as part of the enrollment process
* General processes related to service authorizations
* General processes related to rates and billing

**Module 5: Participant Safeguards**

* Types of protections that state and federal regulations support
* How safeguards for people receiving HCBS services are addressed in the design of waiver programs
* Their role in mandatory reporting of abuse and neglect
* Roles of federal, state and local entities that protect service participants
* Their role in crisis intervention and behavior management
* Different rights of people with disabilities
* State and federal data privacy laws
* Role of the ombudsman’s offices that protect people who receive waiver or AC services
* Role of the service provider in the protection of people receiving services

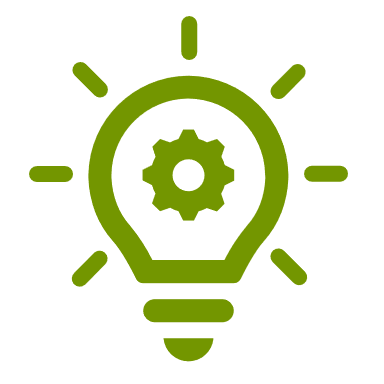
**Module 6: Business Operations and the Provision of Medicaid Services**

* General business operations in Minnesota
* Local resources to help you set up and operate their business
* Circumstances in which recoveries of Medicaid payments may occur

[**Introduction and training requirements**](https://mn.gov/dhs/partners-and-providers/training-conferences/minnesota-health-care-programs/provider-training/waiver-ac-provider-training-101.jsp#1)

MHCP requires this training before enrolling a new provider to provide services through an HCBS waiver or the AC program. **You will need to take the quiz in the course, then print and submit with your enrollment application a copy of the screen that shows you passed the course.**

HCBS WAIVER & AC PROVIDER TRAINING 101



**FREE LAB!**

MHCP offers a [free lab monthly](https://mn.gov/dhs/partners-and-providers/training-conferences/minnesota-health-care-programs/provider-training/waiver-ac-billing-lab.jsp) for HCBS and AC program providers who bill for waiver and AC services.

The session is provided in a computer lab and participants may attend either in person or through a webinar.

The lab covers:

* How to navigate the MHCP provider webpages to understand:
  + MHCP basic provider requirements
  + MHCP programs and services
  + MHCP connection with managed care organizations
* Additional service-specific provider requirements and processes
* Provider tools and resources
* Billing for waiver and AC services
* Coordination of benefits with other payers (third-party liability (TPL) or other insurance, Medicare)
* Payment-related audits
  + How to read a remittance advice
  + How to use MN–ITS including:
  + Administration
  + Mailbox
  + Eligibility requests (270/271)
  + Submit an 837P professional claim
  + Request claim status (276/277)

**Module 7: HCBS Settings Requirements**

* HCBS program requirements and expectations, including information about preferred practices proven to lead to effective outcomes (referred to as "promising practices")
* Exceptions to the HCBS program requirements and the HCBS rights modification process (allowing rights to be modified when people live in settings where they receive customized living, foster care or supported living services)
* Resources and tools available to assist providers to comply with program requirements and expectations

HCBS WAIVER & AC PROVIDER TRAINING 101

