

Instructions for Providers Enrolling in Presumptive Eligibility (PE)

Purpose:

These instructions are intended to provide Presumptive Eligibility (PE) providers with high-level, step-by-step instructions on how to enroll in the PE program in West Virginia. **Only providers identified in the West Virginia Medicaid State Plan - Federally Qualified Health Centers, Rural Health Clinics, Free Clinics, and Community Behavioral Health Centers - may enroll as a qualified PE provider.**

Enrollment in PE Overview:

- Before qualified Medicaid providers are permitted to make PE determinations, they must enroll in West Virginia's PE program.
- A qualified PE provider must:
 - Complete and submit the full PE enrollment packet.
 - Assess Medicaid eligibility according to state and federal requirements.
 - Not assess eligibility for Medicaid based on disability or other factors outside of those outlined by federal and state policies.
 - Assist applicants with completion of the full Medicaid application.
 - Not delegate authority to another entity to determine presumptive eligibility.
 - Only allow authorized employees to conduct the presumptive eligibility determinations.
 - Follow state and federal privacy and security requirements.
 - Follow state requirements for data submission.
- Providers must identify employees who will complete the training and become "authorized employees" or "AEs."
- AEs must satisfactorily complete BMS training online at www.onlinelearning.wv.gov/student.
- Employees must be trained by BMS and may not "cross-train" other provider staff.
- Only AEs who have completed the training may be given access to the system (inROADS) to make PE determinations.

PE Enrollment Steps:

1. The enrollment packet forms you need to submit include:
 - a. The Application to Determine Presumptive Eligibility for Medicaid
 - b. Administrative User Agreement
 - c. Data Release Agreement
 - d. HIPAA Business Associate Agreement
 - e. Application for PE Addendum, if you want to utilize a DHHR hospital worker, or a third party vendor to determine presumptive eligibility.
2. The Application to Determine Presumptive Eligibility for Medicaid form must be signed by the Administrator or other person with the authority to enter into contracts on behalf of your organization.
3. Identify one system administrator and have this individual complete the Administrative User Agreement. This person will be responsible for adding users, deleting users, re-setting passwords, etc.
4. Complete one Data Release Agreement for the qualified provider.
5. Complete and return the HIPAA Business Associate Agreement
6. If applicable, complete and sign the PE Addendum.

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All forms may be submitted by:

- Mail to WV DHHR, Bureau for Medical Services, Attn: Cynthia Engle, 350 Capitol Street, Room 251, Charleston, WV 2530;
- E-mail to Cynthia.L.Engle@wv.gov; or
- Fax to 304-558-1542

7. Identify all Authorized Employees (AE) who will be making the PE determinations. These employees must have completed the PE training course and have a certificate showing their successful completion of the course. Have each AE complete the inROADS Individual User Agreement (one per person), this is done on-line once the Administrative User has set them up in WV inROADS. The Administrative User may not grant access to WV inROADS until the training course is successfully completed.

Questions:

If you have questions about the PE program, enrollment process, enrollment forms/agreements, or trainings please contact:

Cynthia Engle, Program Manager, BMS

Phone: 304-356-4839

Cynthia.L.Engle@wv.gov