Florida's Care Provider Background Screening Clearinghouse



Clearinghouse Results Website

Advanced User Registration Guide

Agency for Persons with Disabilities and Medicaid Provider Enrollment Screenings

Agency for Persons with Disabilities & Medicaid Enrollment Screenings

TABLE OF CONTENTS

The purpose of this document is to familiarize users <u>that need to conduct Agency for Persons with Disabilities</u> and Medicaid Provider Enrollment and Renewal screenings with how to use the Clearinghouse Results Website.

Slide	Slide #
Acronyms	3
Introductory Content	4
APD/Medicaid Screening Requirements	5
Adding Medicaid Program Access To An APD-Registered Account	6
Screening Under The Correct Program	16
Technical Assistance	21



APD/Medicaid Screenings

Acronyms

This guide contains terminology with frequently used acronyms. The table below lists the terms and acronyms in this guide.

Acronym	Term
APD	Agency for Persons with Disabilities
CLH	Clearinghouse
CRW	Clearinghouse Results Website
DCF	Department of Children and Families
HCBS	Home and Community Based Services
MDCD	Medicaid Provider Enrollment and Renewal*
MW	Medicaid Waiver

^{*}This guide refers to Medicaid frequently for APD provider background screening purposes. Most APD providers will only need to request Medicaid Provider Enrollment and Renewal screenings. However, if they need to conduct other types of Medicaid screenings (general employment, etc.), they will need to add AHCA program access, as well. If they are not sure, they should contact Medicaid to clarify if they need other types of Medicaid screenings. To comply with Medicaid and APD requirements as an APD MW provider, they only need to have APD and Medicaid access.



APD/Medicaid Screenings - Introduction



Do you have an existing user account in the CLH Results Website?

NO – If you do not have an existing APD account in CRW, do not proceed with this user guide. The basic CRW user registration manual is posted at the following link:

http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/BGS_results.shtml. The DCF/APD guide is in the section titled 'Instruction Guides' under the subsection titled 'SSO Portal User Registration Guide.'

Yes – Proceed through this advanced registration guide to add Medicaid program access and learn to request screenings and view results for APD and Medicaid screening types.

For assistance, contact the **Background Screening Helpdesk** at <u>background.screening@myflfamilies.com</u>



APD/Medicaid Screening Requirements

APD MW Provider Screening Requirements

APD HCBS MW providers are required to conduct employment screenings by APD. Since they are also Medicaid-enrolled, they are also required to do Medicaid Provider Enrollment screenings by Medicaid. APD providers that are not MW providers do not need to conduct Medicaid Provider Enrollment screenings unless they are Medicaid providers for another purpose. For example, some providers may bill Medicaid for services that are not related to APD.



Screening Requirements of Each Program (APD / Medicaid)

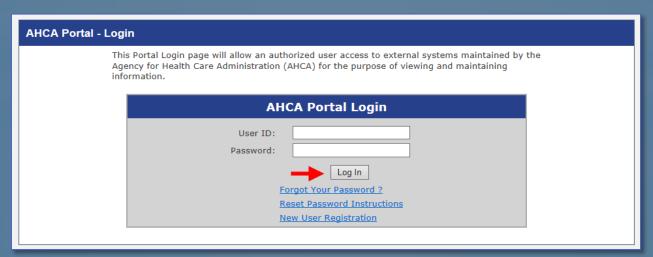
- 1. APD-Required Screenings APD regulations require providers to request APD background screenings for all owners, directors, employees, volunteers, and contractors before the individual has contact with clients/consumers. Individuals are re-screened at their 5-year employment anniversary date or when they experience a lapse in employment for more than 90 days.
- 2. Florida Medicaid-Required Screenings- Medicaid regulations require owners (individuals with 5% or more controlling interest) and managing employees (executive level) to be screened at Medicaid provider enrollment (application) and every 5 years at the provider's Medicaid enrollment renewal date (rather than on the individual's 5 year screening anniversary date as with APD-required employment screenings defined above).



APD/Medicaid Screenings – Adding Medicaid Program Access

Log In Window

- To use this guide, users should already have an APD-registered CLH account; see slide #4 for instructions to register an initial APD CLH account
- To get started adding Medicaid program access to request Medicaid required screenings, users should first open the Internet Explorer or Firefox browser (and enter this URL: https://apps.ahca.myflorida.com/SingleSignOnPortal
- Enter the User ID and password
- Click 'Log In' button and the system will direct the user to the AHCA Portal Landing Page



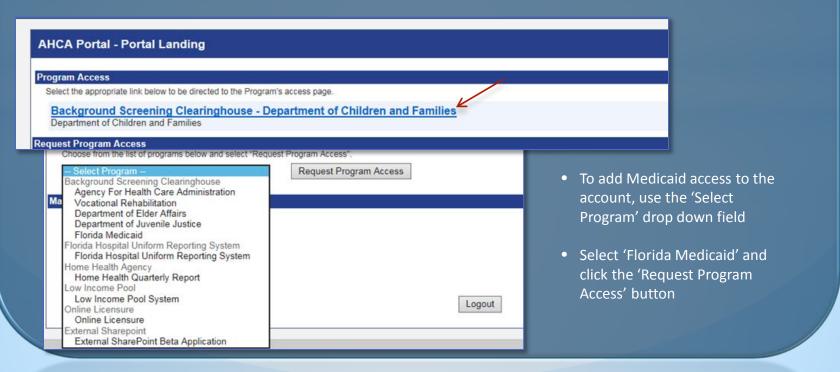
- See the <u>Clearinghouse Portal User Registration Guide at the link on slide #4</u> for information on requesting a user name and password, or resetting your password.
 - Since AHCA is the parent agency of the CLH, users register for the AHCA web portal to access the CLH Results Website.



APD/Medicaid Screenings – Adding Medicaid Program Access

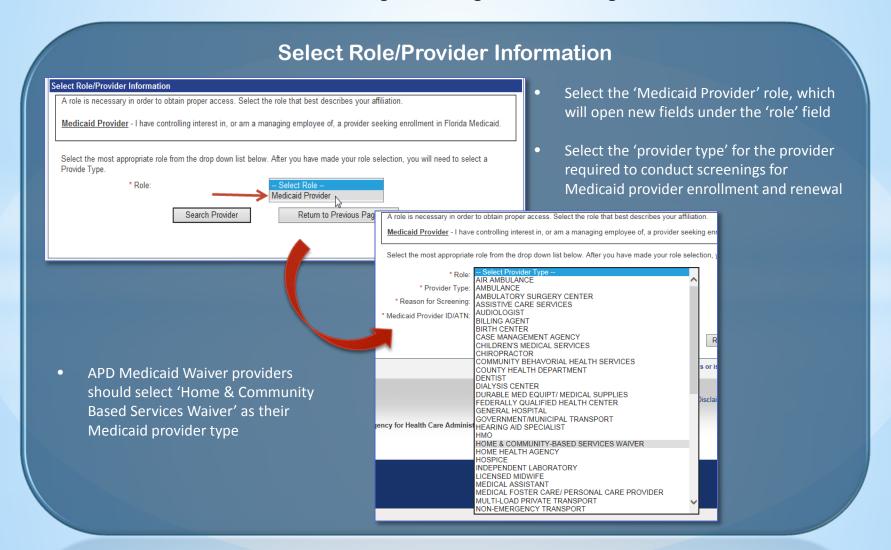
Portal Landing

- Since this is an existing user account, the landing page shows a link to access the 'Department of Children and Families Background Screening Clearinghouse' agency view; APD providers use the DCF agency view to request APD-required screenings because DCF conducts their screenings.
- Each agency has a slightly different 'view' of the Clearinghouse, based on it's provider groups, as subsequent slides
 will show; as previously referenced, use the link on slide #4 to learn how to register an initial account in the CLH.





APD/Medicaid Screenings - Adding Medicaid Program Access

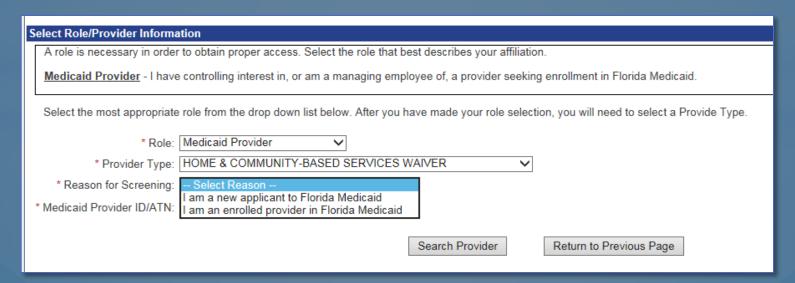




APD/Medicaid Screenings – Adding Medicaid Program Access

Select Reason For Screening

- Select the 'reason for screening'
 - Users with an existing Medicaid Provider ID should select 'I am an enrolled provider in Florida Medicaid'
 - Users applying for a new Medicaid Provider ID should select 'I am a new applicant to Florida Medicaid'

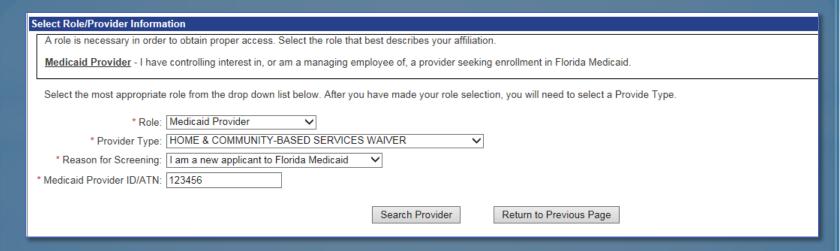




APD/Medicaid Screenings – Adding Medicaid Program Access

Enter Medicaid Provider ID/ATN

- Enrolled Medicaid providers should enter their Medicaid Provider ID
- New applicants to Florida Medicaid should enter the Application Tracking Number (ATN) received from the online Medicaid provider application wizard*



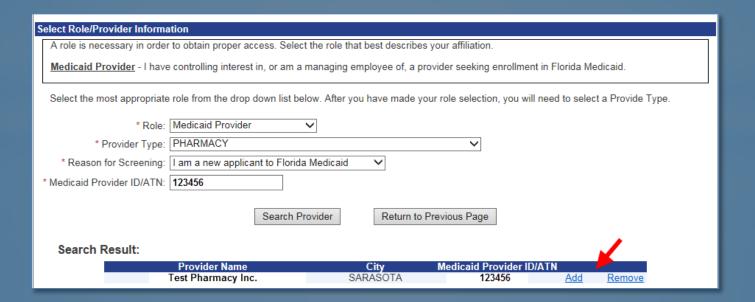
*New Medicaid enrollees must start their Medicaid application to obtain an ATN before registering for the Medicaid view of the Clearinghouse Results Website; Medicaid's online provider enrollment wizard takes preliminary information and pends the application until Medicaid receives the related screening results. Visit this link to access the Medicaid provider enrollment wizard: https://portal.flmmis.com/flpublic/Provider_ProviderServices/Provider_Enrollment/tabid/42/desktopdefault/+/Default.aspx



APD/Medicaid Screenings – Adding Medicaid Program Access

Search Provider

- Click 'Search Provider'
- Review the provider information in the search result list
- To add the provider to your request list select 'Add;' to remove the result and search for a different provider select 'Remove'

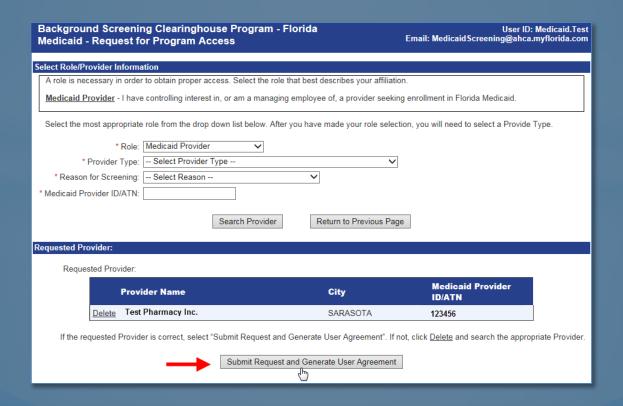




APD/Medicaid Screenings – Adding Medicaid Program Access

Submit User Agreement

- Review the 'Requested Provider' information to ensure you have selected the correct Provider Name and ID
- If correct, select "Submit Request and Generate User Agreement;' if not, click 'Delete' and search for a new provider

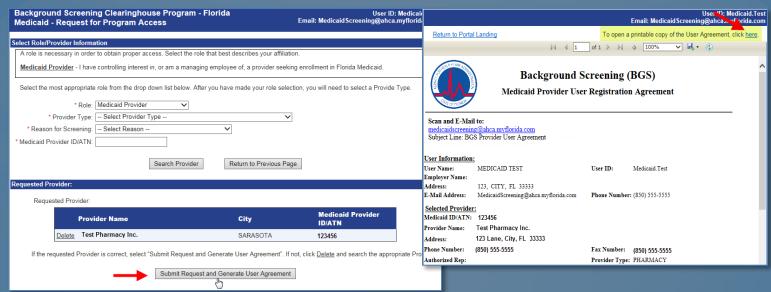




APD/Medicaid Screenings – Adding Medicaid Program Access

Submit Request and Generate User Agreement

- After adding the correct provider, click the 'Submit Request and Generate User Agreement' button
- Users must submit a separate user agreement for each State agency/program view added to a user account; the agreement is unique to the agency and the provider



You may email the agreement to Medicaid Provider Enrollment for approval. Your request for access to the Clearinghouse results website will be in Pending status until staff receives and processes your user registration agreement.

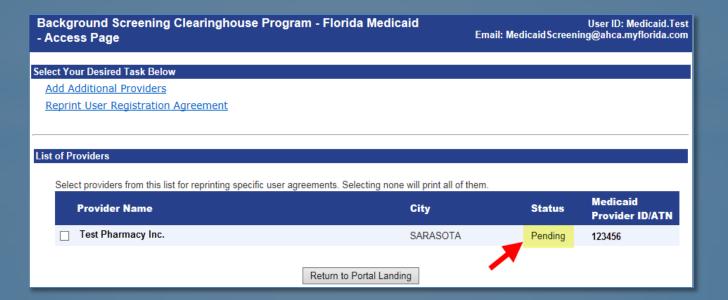
IMPORTANT – Please note that an email will be sent to the email address on file (the email entered in the 'Email Address' field at user account registration) once your request for access has been approved.



APD/Medicaid Screenings - Adding Medicaid Program Access

Pending Account Status

- Until Medicaid receives the user agreement with required attachments and approves the new Medicaid program access, the account will remain in 'pending' status
- When the status changes to 'approved' the user can access Florida Medicaid's view of the Clearinghouse to initiate Medicaid screenings and view Medicaid screening requests and results

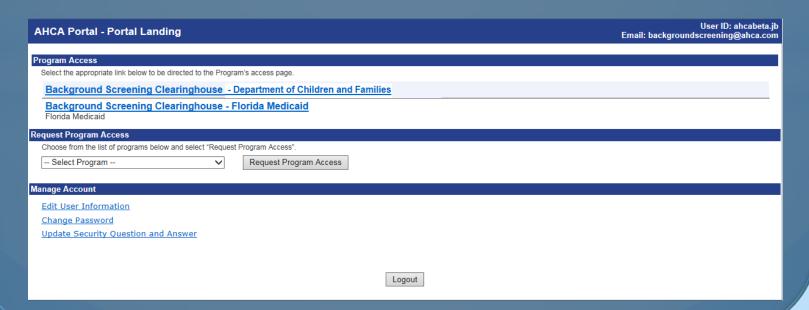




APD/Medicaid Screenings - Adding Medicaid Program Access

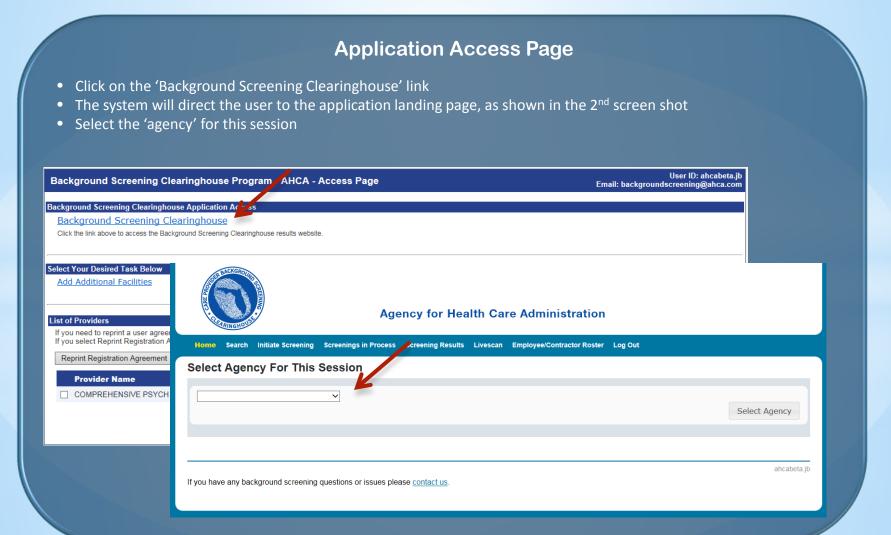
Dual Program Access

- Links to program access for both DCF (DCF/APD) and Medicaid will now display on the portal landing page
- When the user receives an email indicating 'Your Request for Access to <username> Has Been APPROVED', program access is active
- To request screenings for Medicaid provider enrollment or renewal, click the 'Background Screening Clearinghouse Florida Medicaid' link
- To request APD-required screenings, click the 'Background Screening Clearinghouse Department of Children and Families' link



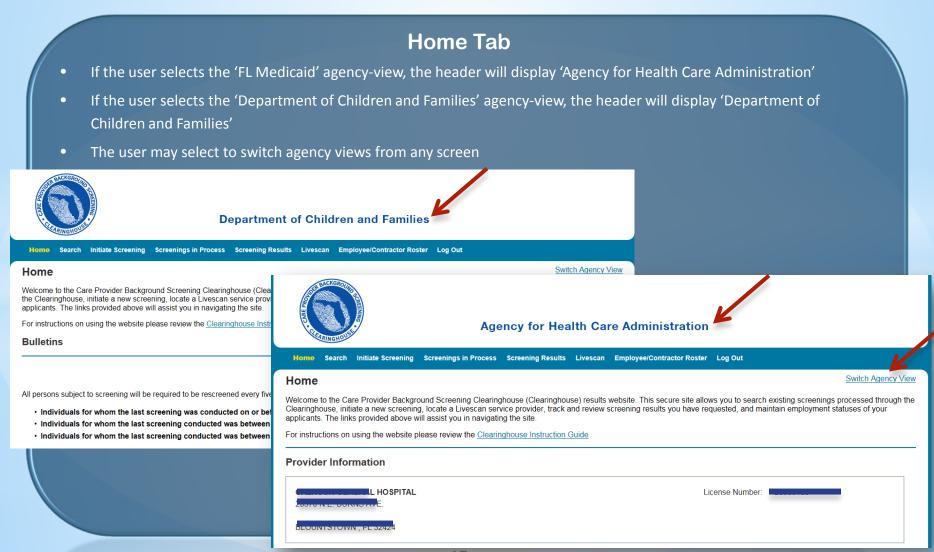


APD/Medicaid Screenings – Screening Under the Correct Program





APD/Medicaid Screenings – Screening Under the Correct Program

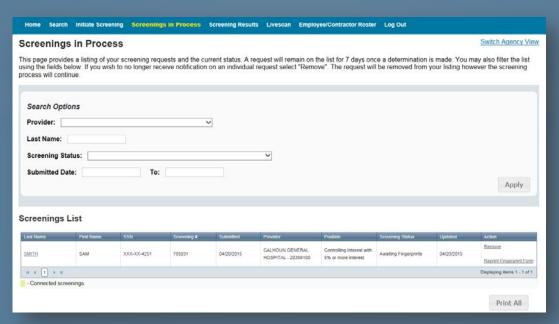




APD/Medicaid Screenings – Screening Under the Correct Program

Screenings In Process Tab

- In general, aside from the header, most screens will look the same in the DCF/APD and Medicaid system views; there are a few screens with notable differences
- The 'Screenings In Process' tab shown below, displays screenings that have been requested by each provider
 associated with the selected agency view in the 'Screenings List' table; the system will only display screenings that
 have been requested from the selected agency view, even if the provider is associated with both DCF/APD and
 Medicaid

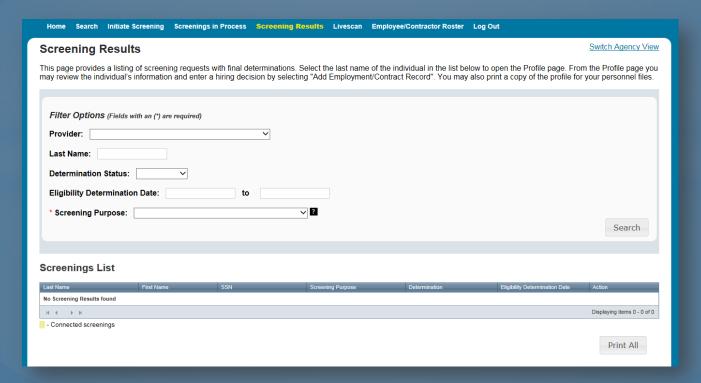




APD/Medicaid Screenings – Screening Under the Correct Program

Screening Results Tab

- The 'Screening Results' tab has similar differences to those noted on the 'Screenings in Process' tab; the system will only display screening results for those screenings requested under the selected agency view
- To view screening results for screenings requested from another agency/program, the user must 'switch agency view'

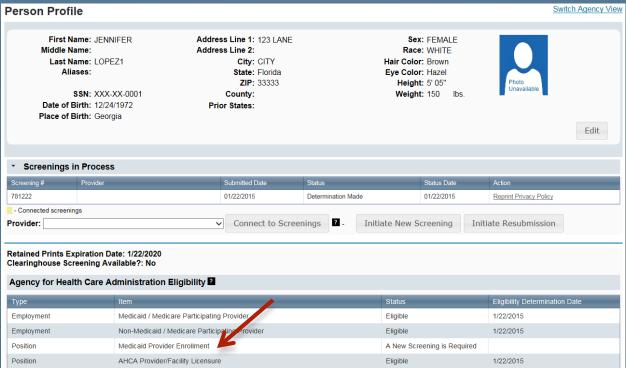




APD/Medicaid Screenings – Screening Under the Correct Program

Person Profile – Eligibility Table

- Each person profile displays an 'eligibility table' with different 'eligibility types' for each agency view; the screen shot below displays the AHCA eligibility types; APD MW providers should review the screening/eligibility status for 'Medicaid Provider Enrollment' to identify the status of Medicaid requested screenings
- For more information on DCF/APD and Medicaid eligibility types, see the DCF/APD or Medicaid Clearinghouse Results
 Website Guide at this link: http://ahca.myflorida.com/MCHQ/Central_Services/Background_Screening/BGS_results.shtml





APD/Medicaid Screenings – Technical Assistance

Requesting Assistance with Clearinghouse Results Website Registration and Use

• For technical support, click on the 'Contact Us' link at the bottom of each screen in the application

If you have any background screening questions or issues please contact us.