

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

# GUIDANCE DOCUMENT

“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Nebraska Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

Pursuant to  
Neb. Rev. Stat. § 84-901.03

## How to Become an Independent Provider for Developmental Disabilities Services

The Division of Developmental Disabilities (DDD) is responsible for administration of Nebraska’s Medicaid Home and Community-Based Services (HCBS) Waiver services for people who are eligible. DDD provides funding for services and oversight of community-based developmental disabilities (DD) providers.

A participant is someone who is eligible for DD services and is receiving services through a Medicaid HCBS DD waiver.

### What are developmental disabilities services?

Developmental disabilities services focus on helping a participant live as independently as possible. A list of services including definitions; limits on the amount, frequency, or duration; and provider requirements are in chapter 8 of the [DD Policy Manual](#). Services can be provided by either an independent or agency provider.

### What do I need to know to be an independent provider?

As an independent provider, you are employed by a participant. The participant is responsible for locating, hiring, scheduling, training, supervising and dismissing. DHHS is involved in the approval process when providers are chosen by participants.

You must enroll as a Medicaid provider. You must meet all requirements and have a service authorization.

As a Medicaid provider, you must follow [Provider Bulletins](#) issued by DHHS Medicaid and Long-Term Care.

As a provider of DD services, you must follow [Provider Bulletins](#) issued by DDD.

It is important to subscribe to both provider bulletin pages to stay up-to-date when new guidance is issued.

### The following services may be offered by an independent provider:

#### Habilitative Services:

- Habilitative Community Inclusion
- Independent Living\*
- Supported Employment – Follow-Along
- Supported Employment – Individual
- Supported Family Living\*

#### Non-Habilitative Services:

- Homemaker\*
- Respite In-Home\*
- Respite Out-of-Home
- Transportation

#### Other Services:

- Assistive Technology
- Consultative Assessment
- Environmental Modification Assessment
- Home Modifications
- Transition Services
- Vehicle Modification

Services with a star (\*) require use of electronic visit verification (EVV) and the provider will need a mobile device (smart phone or tablet) to check in and out when delivering services.

## **An independent provider must:**

- Be age 19 or older and authorized to work in the United States;
- Not be an employee of DDD, unless approved by DHHS;
- Not be a legally responsible adult for the participant: a parent (natural or adoptive) of a minor child, a spouse, a guardian, a conservator or a power of attorney;
- Avoid any conflicts of interest and any appearance of conflicts of interest;
- Work drug-free;
- Follow all statutes, regulations and policies;
- Have access to and the ability to use the state-mandated web-based case management system (Therap);
- Accept the rate selected by the participant and comply with billing requirements, including submitting thorough and accurate electronic claims;
- Be able to meet the participant's needs and provide services as written in their Individual Support Plan (ISP);
- Not live with the participant when providing respite, homemaker or home modifications; and
- Have training in the following areas, and provide evidence of such upon request:
  - [Abuse, neglect and exploitation](#) and state law reporting requirements and prevention (free training is on the DDD [training page](#));
  - Cardiopulmonary resuscitation (CPR) course with a hands-on skills evaluation and OSHA workplace approval; and
  - Basic first-aid.

## **To provide a habilitative (teaching) service, you must have:**

- A Bachelor's degree or equivalent coursework or training in education, psychology, social work, sociology, human services, or a related field; OR
- Four or more years of professional experience providing habilitative services for people with developmental disabilities, or habilitative program writing and program data collection/analysis, or four or more years of life experience teaching and supporting someone with developmental disabilities; OR
- Any combination of education and experience identified above equaling four years or more.

## **When transportation is provided as part of any service, you must:**

- Maintain the minimum vehicle insurance coverage required by state law;
- Not have had your driver's or chauffeur's license revoked within the past three years; and
- Use your own personally registered vehicle to transport.

## **How do I become an independent provider?**

DDD holds independent provider orientations every month to help you make sure you can meet the requirements and are willing to do the job. The orientation is highly recommended and provides valuable information. The orientation schedule and how to sign up is on the [Prospective Provider page](#). When you want a paper copy of any resource, you may ask the participant's Service Coordinator.

When a participant wants you to be his/her independent provider:

- They will give you a referral form. The second page will have been filled out by the participant's Service Coordinator. You need to complete the rest.
- After you complete the referral form, send it to [dhhs.ddproviderreferrals@nebraska.gov](mailto:dhhs.ddproviderreferrals@nebraska.gov) and a referral to become a Medicaid provider will be emailed back.
- When you get this referral, you must complete and submit your Medicaid provider application on Medicaid's website.

- You must receive your approval before you can provide developmental disabilities services.

Nebraska uses Maximus Health Services to complete specific screens and background checks, as required by federal regulations. Information is available online about [provider screening and enrollment](#).

- As an independent provider you are responsible for the central registry check for child and adult abuse and neglect. When you provide services in your home, you must also check the central registry for household members.
- Maximus will send you a link to complete the central registry online. When you use the link, Maximus will receive the results. When you do not use the link, you must upload the results to the Maximus web portal.
- When a report of abuse or neglect has been substantiated, you cannot be a provider. When a report of abuse or neglect is substantiated concerning you, or a member of your household when services are provided in your home, your provider agreement will end immediately.
- When background checks are done, Maximus will notify DDD.
- When you are approved, Maximus will also notify you. You cannot provide services until you are contacted and your information has been moved into the state-mandated case-management system, which takes about four days.

When you want to provide services for an additional participant, you can let service coordination know, contact local advocacy groups, or contact statewide resources:

- [Nebraska Resources and Referral System \(NRRS\)](#) is a database of agencies and service providers.
- [Nebraska 211](#) lists information regarding Health and Human Services agencies and services providers.

## How do I complete provider enrollment?

When a participant chooses you to become their independent provider for Medicaid HCBS DD Waiver services, their Service Coordinator (SC) will discuss independent provider requirements for the services they choose. The SC will complete the agency portion of the referral form and give the participant, or their guardian, the memo and provider guidance document. The participant, and their guardian, can help you complete the independent provider portion of the referral. The referral then needs to be emailed to DD Central Office at [dhhs.ddproviderreferrals@nebraska.gov](mailto:dhhs.ddproviderreferrals@nebraska.gov).

DD Central Office will complete a referral to Maximus for you to become enrolled as a Medicaid provider. When Maximus receives the referral, Maximus will send an email to you with instructions on how to complete Medicaid provider enrollment in the Maximus portal.

- You will complete Maximus enrollment on the MC-19, which includes attestation, a felony statement, and CPS/APS registry check.
  - Maximus portal is found at: [www.nebraskamedicaidproviderenrollment.com](http://www.nebraskamedicaidproviderenrollment.com)
  - Enrollment must be completed on a computer. The Maximus portal cannot be accessed on a cell phone or tablet.
- When you do not provide an email address, Maximus will send a paper packet to you for enrollment. When you receive a paper packet, complete it and send to Maximus.

Maximus will complete your background checks and enrollment. **When you have any questions about the status of your enrollment, contact Maximus directly at their toll-free number (844) 374-5022.**

- When your background checks come back, Maximus notifies both you and DD Central Office.
- Unless something prevents you from being able to provide Medicaid services, DD Central Office will notify the participant's SC that you have been approved and can begin working.

- The participant’s SC will complete a service authorization on Therap for services the participant chooses for you to provide. Once this service authorization is complete, you have acknowledged the authorization, and the participant’s Individual Service Plan (ISP) team has met and outlined service expectations, you may begin providing DD waiver services.

## Links

- Abuse, Neglect, and Exploitation training <http://dhhs.ne.gov/DD%20Documents/DD%20Abuse-Neglect%20Training.pdf>
- DD Policy Manual <http://dhhs.ne.gov/Guidance%20Docs/DDD%20Policy%20Manual.pdf>
- DD Provider page <https://dhhs.ne.gov/Pages/DD-Providers.aspx>
- Maximus portal [www.nebraskamedicaidproviderenrollment.com](http://www.nebraskamedicaidproviderenrollment.com)
- Nebraska 211 [www.ne211.org](http://www.ne211.org)
- Nebraska Resources and Referral System (NRRS) [www.nrrs.ne.gov](http://www.nrrs.ne.gov)
- Prospective Provider page <https://dhhs.ne.gov/Pages/DD-Prospective-Provider.aspx>
- Provider bulletins from DDD <http://dhhs.ne.gov/Pages/DD-Provider-Bulletins.aspx>
- Provider bulletins from DHHS-MLTC <http://dhhs.ne.gov/Pages/Medicaid-Provider-Bulletins.aspx>
- Provider screening and enrollment information <http://dhhs.ne.gov/Pages/Medicaid-Provider-Screening-and-Enrollment-Requirements.aspx>
- Training Page <http://dhhs.ne.gov/Pages/DD-Training.aspx>
- Electronic Visit Verification information and resources <http://dhhs.ne.gov/Pages/Electronic-Visit-Verification.aspx>