



PROVIDER BULLETIN

No. 18-05

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TO: All Providers Participating in Nebraska Medicaid Program

FROM: Matthew A. Van Patton, DHA, Director
Division of Medicaid & Long-Term Care

BY: Danny Vanourney, Provider Relations Program Manager
Division of Medicaid & Long-Term Care

RE: Adult and Child Protective Service Central Registry Screening Process

Please share this information with administrative, clinical, and billing staff.

The purpose of this provider bulletin is to notify providers about a change to how Central Registry screenings are obtained for their initial enrollment, annual screening, and 5 year revalidation of provider agreements.

Providers are now required to obtain their own screenings through the Central Registry online portal (http://dhhs.ne.gov/children_family_services/CentralRegistry/Pages/Home.aspx). There are fees associated with the new screening process.

Personal Assistance Service (PAS) and Home & Community-Based Waiver Services (HCBS) providers must successfully pass a screening against the Adult Protective Services (APS) and Child Protective Services (CPS) Central Registries (see NAC 471 2-001.04). Household members 13 and older must also complete and pass the Central Registry background check process if services will be rendered in the provider's home.

Please refer to the following instructions to complete the Central Registry screening process.

1. Use the Central Registry web link supplied by Maximus to complete the Identity Verification process to initiate the Central Registry background check.
 - There is a \$1 identity proofing charge required plus an additional \$1.50 online payment convenience fee

- **OR** -

2. Complete the paper request form (CFS-5) provided by Maximus.
 - The form must be notarized and may delay the enrollment process.
 - A notary may charge a fee up to \$5.

Failure to comply with the Central Registry check process will result in denial or termination of the service provider agreement.

DHHS Children & Family Services (CFS) will begin charging a Central Registry screening fee at some point in the future. Additional information will be provided when available.

If you have questions about the Central Registry screening process, please contact Children and Family Services at (402) 471-9272 or via DHHS.CFSCentralRegistry@nebraska.gov.

Questions concerning this bulletin should be directed to Provider Relations via DHHS.MedicaidProviderEnrollment@nebraska.gov or (402) 471-9297.

Questions about enrollment as a Medicaid provider should be directed to Maximus at nebraskamedicaidpse@maximus.com or 1-844-374-5022.

Medicaid Provider Bulletins, such as this one, are posted on the DHHS website at http://dhhs.ne.gov/medicaid/Pages/med_pb_index.aspx. The “Recent Web Updates” page will help you monitor changes to the Medicaid pages.