




## PROVIDER BULLETIN

No. 18-14

DATE: August 10, 2018

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

RE: Adult and Child Protective Service Central Registry Screening Process

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

This provider bulletin supersedes provider bulletin 18-05 dated May 15, 2018.

The purpose of this provider bulletin is to notify providers about a change to how Central Registry screenings are obtained for 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](http://dhhs.ne.gov/children_family_services/CentralRegistry/Pages/Home.aspx)). There are fees associated with the new screening process.

Nebraska Revised Statute 28-718(3) authorizes the Department of Health and Human Services Division of Children and Family Services (DCFS) to charge a reasonable fee to recover expenses in carrying out Central Registry requests. This fee will be \$2.50 for each Central Registry request. DCFS began collecting this fee on **June 19, 2018**.

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 age 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.
  - o There is a \$1 identity proofing charge, a \$2.50 screening fee, and an additional \$1.50 online payment convenience fee (\$5.00 total).

- **OR** -

2. Complete the paper request form (CFS-5) supplied by Maximus.
  - o The form must be notarized which may delay the enrollment process.
  - o A notary may charge a fee up to \$5.
  - o There is a \$2.50 screening fee paid to DCFS

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

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](mailto:DHHS.CFSCentralRegistry@nebraska.gov).

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

Questions about enrollment as a Medicaid provider should be directed to Maximus at [nebraskamedicaidpse@maximus.com](mailto: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](http://dhhs.ne.gov/medicaid/Pages/med_pb_index.aspx). The "Recent Web Updates" page will help you monitor changes to the Medicaid pages.