



**TO: Connecticut Home Care Access Agencies, Connecticut Home Care Performing Providers and Home Health Agencies**

**RE: Important CHC Provider Enrollment and Claim Submission Changes**

The Department of Social Services (DSS) will be making significant changes to the administration of the Connecticut Home Care (CHC) program. These changes are targeted for claims with dates of service July 1, 2013 and forward. Current billing practices will remain in effect until that time.

### **CHC Performing Providers**

Effective for dates of service July 1, 2013 and forward, CHC performing providers will no longer submit **non-medical** claims to the Access Agency. Claims for CHC clients will be submitted directly to HP and HP will make payment directly to the service provider. To facilitate this change, **all CHC performing providers must enroll in the Connecticut Medical Assistance Program (CTMAP) by July 1, 2013 with a new provider type 57 “CT Home Care Program” and specialty 544 “CHC Service Provider” in order to receive reimbursement for services rendered.**

### **Home Health Agency Providers**

Home Health Agencies who provide **medical** services to CHC clients who are Medicaid eligible will continue to bill claims directly to HP. However, effective for dates of service July 1, 2013 forward, Home Health medical services provided to CHC clients who are not eligible for Medicaid will no longer be submitted to the Access Agency. These claims will be submitted directly to HP via the Institutional claim type using the provider's existing Home Health billing provider number. Since all CHC medical services will

be billed under the Home Health Agency's billing provider number, providers do not need to enroll as a “CHC Service Provider”.

However, Home Health Agencies who provide **non-medical** services will be required to enroll in the CTMAP with the new provider type 57 “CT Home Care Program” and specialty 544 “CHC Service Provider”. These claims will no longer be submitted to the Access Agency effective for dates of service July 1, 2013 and forward. These claims will be submitted directly to HP via the Professional claim type and HP will make payment directly to the service provider.

### **Provider Enrollment**

Providers will be required to submit their provider enrollment application via the enrollment Wizard on the [www.ctdssmap.com](http://www.ctdssmap.com) Web site. **PLEASE NOTE:** Web enrollment for the new CHC Service Provider type and specialty is not yet available. Providers will soon receive a separate bulletin when they may begin the Web enrollment process. Paper applications will not be accepted.

### **Web Portal**

Once enrolled, providers will receive documentation to set up a secure Web account to allow access to the number and frequency of service(s) they are able to provide on an approved care plan. All services performed must be on the care plan in order for a provider to be reimbursed. Access to approved services will allow providers to monitor care plan changes against units of



service provided or available in order to prevent over service and claim denials. Providers should look for future bulletins and Important Messages on the [www.ctdssmap.com](http://www.ctdssmap.com) home page regarding these program changes, provider responsibilities, and the resources available as enrolled **billing** providers in the Connecticut Home Care Program.

### **Provider Training**

HP will offer online enrollment training to CHC performing providers who will be enrolling as “CHC Service Providers” once the Enrollment Wizard is available.

Additional training will be provided regarding such topics as secure Web account features, claim submission and resources available to enrolled providers.

Providers should look for invitations regarding future training. Workshop invitations are also posted on the [www.ctdssmap.com](http://www.ctdssmap.com) Web site. From the Home page, select Provider Services then Provider Training. Once on the Provider Training page, click “here” and scroll to the workshop schedule where providers can register online and get directions to workshop locations.

