CPC Enrollment/Attestation Guide

October 1, 2019
2020 CPC Enrollment Timeline

**September 2019**
- Invitation letters emailed the week of Sept 16th
- Enrollment webinar held on Sept 27th

**October 2019**
- Enrollment opens on Oct 1st
- Mid-late Oct we’ll outreach to those who haven’t enrolled

**November 2019**
- Enrollment ends on Nov 1st
- ODM will finish rest of the approvals and denials

**January 2020**
- 2020 program beings Jan 1st
- Q1 PMPM pymts will be sent out by all payers in Jan
Who Gets the Invite to Enroll/Re-attest?

DXC runs attribution logic to look for which providers meet our criteria for enrollment

1. ODM uses an “anchor” date which has traditionally been 6/1/XX
   - Essentially this is an end date to start the look back period on previous claims

2. DXC then uses the look back period of 17 months 1/1/XX – 5/31/XX
   - This is for all FFS claims and encounters received by a specific date
   - The 7-digit Medicaid ID is used, **not** NPI or tax ID
   - The paid date must be before the file cut-off dates and the DOS must be within the look back period

2020 enrollment: The lookback was 1/1/18-5/31/19 for all received by 6/21/19

3. DXC runs our attribution method and attributes all eligible individuals

4. ODM breaks the data down so we know who falls where with eligibility:
   - A practice that gets over 500+ members attributed to them can enroll individually
   - A practice that gets 150-499+ members attributed to must enroll with a partnership (to equal a total of 500 min)
   - A practice 149 and under has NO eligibility
Enrollment Process
Who Completes the Enrollment Process?

Newly Joining CPC

New Individual

New Practice Partnership
Enrollment Process for Brand New CPC Providers - Individual & New Partnerships

Enrollment Process for Brand New CPC Providers - Individual & New Partnerships

1. Select to enroll as a CPC Provider
Enrollment Process for Brand New CPC Providers- Individual & New Partnerships

Application provides details for CPC enrollment criteria

If a partnership is enrolling, only the convener needs to complete the enrollment, all other practices do not need to enroll

General eligibility requirements
The following entities may participate through their contracts with MCPs or provider agreements for participation in Medicaid fee for service:

- Individual physicians and practices;
- Professional medical groups;
- Rural health clinics;
- Federally qualified health centers;
- Primary care or public health clinics; or
- Professional medical groups billing under hospital provider types.

The following Medicaid providers are eligible to participate in the delivery of primary care activities or services in the Ohio CPC program:

- Medical doctor (MD) or doctor of osteopathy (DO) with any of the following specialties or sub-specialties: Family practice; General practice; General preventive medicine; Internal medicine; Pediatric; Public health; or Geriatric.
- Clinical nurse specialist or certified nurse practitioner who has met the requirements of section 4733.41 of the Ohio Revised Code and has any of the following specialties: Pediatric; Adult health; Geriatric; or Family practice
- Physician assistant who has met the requirements of section 4730.11 of the Ohio Revised Code

Participating practices must have at least 500 attributed (claim-based) Medicaid individuals, attest that they will participate in learning activities as determined by ODM or its designee, and share data with ODM and contracted managed care plans (MCPs).

Practice Partnerships
Practices that meet the eligibility requirements of at least 150 claim-based attributed Medicaid members may participate in the model, but only as a practice partnership. The practice partnership as a whole should have equal to or greater than 500 claim-based attributed Medicaid members.

Practices with at least 500 or more claim-based attributed Medicaid members may participate in Ohio CPC independently or as part of a practice partnership.

Any eligible practice may participate in Ohio CPC and receive PMPM payments, however only participants with at least 5,000 Medicaid members (either independently or through formation of a practice partnership) are eligible for total cost of care shared savings payments.

Practices may choose to participate in a practice partnership to access eligibility for shared savings payments.

Practice partnerships are led by a “convener” which must be a practice that has previously participated in Ohio CPC. All practices in the practice partnership must be individually eligible for the Ohio CPC program as outlined above.

If you are convening a practice partnership, you should select provider specialty “991-CPC Practice Partnership” when completing the provider specialty panel.

See Comprehensive Primary Care (CPC) Program for additional information.

http://medicaid.ohio.gov/ProviderPaymentInnovation/CPC
Enrollment Process for Brand New CPC Providers - Individual & New Partnerships

CPC criteria is also listed

2. Once done reading all the criteria, select “new application”
Enrollment Process for Brand New CPC Providers- Individual & New Partnerships

3a. Select “CPC” for enrollment type, “99-CPC entity” for provider type, then yes or no to being new to CPC (if saying yes click next)

Once available, make sure to document the ATN in order to complete the enrollment application at a later time as well as check the status.
Enrollment Process for Brand New CPC Providers - Individual & New Partnerships

3b. If you need to select no, make sure to add the business name exactly the same way/spelling as previous enrolled with CPC

Only a previously participating practice that is now going to be the convener to a new partnership or a practice that is leaving a partnership to enroll individually should click no and enter previous information.
Enrollment Process for Brand New CPC Providers-
Individual & New Partnerships

4. Select whether contracting with any managed care plans by using the arrows and then click next.
Enrollment Process for Brand New CPC Providers-
Individual & New Partnerships

Primary specialty
990-CPC Individual

OR

Primary specialty
991-CPC Partnership

PLUS

Secondary specialty
997-CPC Pediatrics
(if eligible/wishing to participate)

5. Complete all * fields, select your specialty(ies) and provide the main CPC contact information, then click next.
Enrollment Process for Brand New CPC Providers - Individual & New Partnerships

6. Enter every participating practice’s CPC ID - if no CPC has ever been given then the Medicaid ID or NPI can be used, click the blank blue line to save your entry, click add to repeat, then once all are entered click next.

Page 5 of 10. Please make note of your ATN:
Enrollment Process for Brand New CPC Providers - Individual & New Partnerships

7. If applicable, click all the appropriate accreditations that apply and then click next.
End of Process for Brand New CPC Providers - Individual & Practice Partnerships

8. Complete * fields then the provider must attest to the program requirements before submitting the application.

There will be a fourth attestation box below for those providers who select the CPC for Kids specialty-only select it if eligible and wishing to participate.
9. The “False Statement Agreement” and “Ohio Medicaid Provider Agreement” must be fully read, select that the terms are agreed to, electronically sign the application, and then click next.
Clicked Next and Nothing Happens?

- If you do not receive the confirmation of receipt page after clicking next, scroll back up to the top of the page because you received an error/denial message.
  
  » Either all terms were not accepted, or an application ‘denial’ was received.

The following messages were generated:

The enrolling provider(s) do not appear to meet the qualifications to be an Ohio CPC Provider and/or CPC for Kids provider. The reason for this denial message is likely due to the patient attribution data that we have. Tips for troubleshooting your application are available on the ODM CPC page at https://medicaid.ohio.gov/Provider/PaymentInnovation/CPC. For additional information or questions on your attribution count and eligibility you may contact provider assistance at 1-800-686-1516.

At this time, this application is denied. If you disagree with this denial, you may request a reconsideration pursuant to OAC 5160-70-02. For an administrative review, please send a written request including all information that you consider relevant to:

Office of the Director
Ohio Department of Medicaid
PO Box 182709
Columbus, OH 43218-2709

Refer to troubleshooting section for assistance.
End of Process for Practice Partnerships Only

10. Choose whether you will upload or mail the attestation and acknowledgement forms, then click submit

*The recommended method is to upload – both forms can be uploaded individually or as one pdf attachment

If you receive the pop-up denial/error message instead of this page, please refer to the trouble shooting section for help.
11. If you selected upload then click the blue hyperlink to upload the required forms

*Instructions are also included if you selected to mail them

(See next slide for the form details)
End of Process for Practice Partnerships Only

- Each partnership has one convener
- Practices in the partnership must complete the appropriate forms:
  - **Acknowledgement forms** by everyone including the convener
  - **Attestation forms** by everyone except the convener

There is no CPC Memorandum of Understanding to complete-only these two forms
End of Process for Practice Partnerships Only, cont.

12. Click the line that says “CPC Memorandum of Understanding” to make the upload attachment button available, click browse and select your document(s), then click the “upload attachment” button.
End of Process for Practice Partnerships Only, cont.

You’ll receive an upload success panel with a tracking number.
What Happens After the Enrollment is Submitted?

- Provider receives a confirmation of receipt
- ODM reviews the application for eligibility
- A CPC ID is created – applicable
- ODM updates appropriate specialties to the Medicaid & CPC IDs
- MITS auto-generates and sends the welcome letter – if approved

![Confirmation of Receipt](image)
Additional Troubleshooting and Tips
Checking Your CPC Enrollment Status

- Click on “check enrollment application”
- Enter ATN and business name exactly as entered on the application
- Click search and the status of the application and required documents will be displayed

If you need to find forms to submit with an enrollment please [click here](#)
Checking CPC Enrollment Status, cont.

If you need to find forms to submit with an enrollment please click here.

- Print a copy of the application for your records. Print Application
- Required documents can be mailed or uploaded:
  - Enrollment form is available on this site.
  - A cover page is required for documents that are sent by mail. Print Cover Page.
  - Upload required documents.
How to Complete an Unsubmitted Application

1. Follow the same steps as if submitting a new application by clicking on “provider enrollment”, click the enroll in CPC box, then click “continue application”.

The system keeps an ATN active for 72 hours – applications need completed and/or corrected and submitted within that timeframe to prevent starting over.
2. Enter the ATN and your business name exactly as entered on the application, then click search.
How to Complete an Unsubmitted Application, cont.

3. Once your ATN details are displayed below, click next to continue the application

4. Continue the needed steps in order to complete the application
Troubleshooting an Error/Denial Message

<table>
<thead>
<tr>
<th>Possible reasons to receive the message:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Only eligible under a practice within a partnership (NOT the convener) but attempted to enroll individually</td>
</tr>
<tr>
<td>✓ Was not invited to join CPC but attempted to enroll</td>
</tr>
<tr>
<td>✓ Not eligible for CPC for Kids but selected the specialty – this can be corrected*</td>
</tr>
</tbody>
</table>

*Go back into the ATN, use the previous buttons to go back to the page to remove the secondary specialty of 997, and complete the rest of the application
Re-attestation Process
Who Completes the Re-attestation Process?

Individually

Enrolled in CPC

Practice Partnership
Re-attestation Process for Repeat CPC Provider - Individual & Continuing Practice Partnerships

1. Set-up the MITS administrator account under the CPC ID – if not done so yet
2. Log into the MITS Provider Portal under CPC account user ID & password
   » If provider needs help with creating a log-in for the portal, refer them to the “How to Access Your Reports” guide on the ODM website
   » If provider needs help with completing this process, refer to them to the “CPC Enrollment/Attestation Guide” Click on the CPC Attestation tab at the top of the page
3. Provider must attest to **all** the program requirements.
Re-attestation Process for Repeat CPC Providers - Individual & Continuing Practice Partnerships, cont.

4. Provider will need to select the CPC for Kids option if eligible and wishing to participate

5. Provider must click “save” to submit the attestation
6. A message stating “save was successful” will appear
Reporting Practice Changes for Partnership Practices

Ohio-CPC-Enrollment@medicaid.ohio.gov

REQUEST TO REMOVE – provide the practice name and Medicaid ID

Must be done during enrollment

Convener must make the request

Email request and applicable forms

*see next slide

REQUEST TO ADD – provide both forms completed by the new practice(s)
Reporting Practice Changes for Partnership Practices, cont.

- Each partnership has one convener
- Practices in the partnership must complete the appropriate forms:
  - Acknowledgement forms by everyone including the convener
  - Attestation forms by everyone except the convener

If there are no changes to the partnership, policy does not require the forms to be re-done every year.
What Happens after the Re-attestation is Done?

- ODM reviews the application for eligibility
- ODM updates the CPC for Kids specialty 997 to the Medicaid & CPC IDs – if applicable
- ODM adds or removes practices – as applicable
- ODM will email the welcome letter to the CPC contact on file – if approved
Provider Resources
Additional Provider Resources for CPC

ODM Website
https://medicaid.ohio.gov/Provider/PaymentInnovation/CPC

Signing-up with the NEW listserv!!! – providers can receive up-to-date information about the program including webinar signups

Webinars
Webinars are recorded and later posted on the CPC page

Provider Assistance
For additional assistance call ODM at 1-800-686-1516 option 5