

Revalidation - Need to Know

- Revalidating by EIN, not by NPI
- **If you have multiple NPI numbers/taxonomy codes you need to submit all for revalidation**
- Site visit required (each location must have a site visit conducted before revalidation is approved), please see Site Visit Slide
- Application Fee required - one fee per EIN; for the link please see Revalidation Links and Documents slide
- **Contract** will be renewed at time of approved revalidation
- If your due date is approaching but you do not have all documents required, please upload and submit what you currently have to avoid inactivity

Revalidation Links and documents

- Go to www.eMOMED.com to revalidate
- FAQs: <https://www.emomed.com/wps/.mmisAppsJSF/ExportServlet?filename=ProviderRevalidationFAQs.pdf>
- All MMAC required forms can be found here: <https://mmac.mo.gov/revalidation-requirements/>
- MO DOR & Vendor No Tax link: <http://dor.mo.gov/forms/943.pdf>
- Questions can be sent to: mmac.revalidation@dss.mo.gov
- Application Fee Link: <https://magic.collectorsolutions.com/magic-ui/Login/mo-medicaid-audit>
- Revalidation Phone: (573) 751-5238
- Revalidation Fax: (573) 761-3781



HCBS REVALIDATION DATES

11/15/2022:

To avoid any processing delays for HCBS providers, due to the large number of enrollments due for Revalidation in 2023/2024, Missouri Medicaid Audit and Compliance is scheduling **some** providers to revalidate sooner than the current five year schedule.

Providers and/or their authorized representative will begin receiving system emails 90 days prior to the due date directing them to revalidate at the www.emomed.com portal.

Any questions regarding the change in revalidation date or any other revalidation related question should be directed to:

mmac.revalidation@dss.mo.gov

Revalidation Due Dates/Notices

- Notices for Revalidation are sent to the current email address and main location on file for the provider, please make sure your current email address is valid, also check **SPAM** and **JUNK** folders
- Notices are sent as follows:
 - **90 days** before the revalidation due date (email on file)
 - **60 days** before the revalidation due date (physical letter to main location on file and email on file)
 - **30 days** before the revalidation due date (email on file)
 - **EACH** time you log into the eMOMED portal, starting **90 days** before the due date
 - Until your Revalidation is **approved** or **terminated**
- If your revalidation is **not completed by your due date**, you are considered non-compliant and your **contract with MMAC is expired**, at this time you can be terminated from the program and will be required to re-enroll

MMAC.REVAL-DONOTREPLY@MOMED.COM

If you receive any of the below notices please DO NOT reply, this is an unmonitored email address. Any questions need to be sent to mmac.revalidation@dss.mo.gov

From: mmac.reval-donotreply@momed.com

Date: 03/21/23 14:55

To:

Subject: Provider Revalidation Rejected

On Tue, Apr 4, 2023 at 10:12 AM mmac.reval-donotreply@momed.com <mmac.reval-donotreply@momed.com> wrote:

Dear MO HealthNet Provider,

The revalidation you submitted for NPI [REDACTED] has been approved. You may view your approved revalidation status at www.emomed.com. The provider will have a next revalidation date 5 years in the future and the revalidation status will be "Not Due".

From: mmac.reval-donotreply@momed.com <mmac.reval-donotreply@momed.com>

Sent: Saturday, April 1, 2023 1:14 AM

Subject: Provider Enrollment Revalidation Due

Dear MO HealthNet Provider,

State and federal regulations require all currently enrolled Medicaid providers to "revalidate" their enrollments at least every five years.

You are receiving this continuous email because the following National Provider Identifiers (NPIs) are due for revalidation:

You will continue to receive this e-mail until the revalidation(s) have been Approved.



Revalidation Submission

- Revalidation must be submitted at the latest **90** days prior to Revalidation due date
- **Faxing** documents to the Revalidation Portal documents must be in black and white, under 50 pages and **must have Revalidation Cover sheet on top with QR code readable**
- To avoid email returns and delivery delays only send documents to the mmac.revalidation@dss.mo.gov email when requested
- All documents submitted must be signed and dated using a wet, DocuSign, Hello Sign or Adobe Sign signatures
- MMAC **does not** accept pictures of documentation
- **If you have multiple enrollments, all NPI numbers or taxonomy codes need to be submitted**



Uploading Documentation

Make sure to **UPLOAD** all documents to your revalidation using the portal. If you are having issues with uploading documentation please make sure the documents are in **PDF format**, each upload is **under 3MB and in black and white**, if issues still occur please contact the eMOMED Help Desk (573) 634-3105. (do not submit screen shots, jpeg, image attachments).

DO NOT EMAIL DOCUMENTS UNLESS INSTRUCTED, emailing multiple large documents clogs up the email and returns other emails trying to send due to mailbox size.

Uploading documentation to the correct revalidation within the eMOMED portal is not a part of the Revalidation Staff process, this is the **PROVIDERS RESPONSIBILITY**

Revalidation Site Visits

- **All providers must complete a Site Visit**
- A Site Visit must be completed per enrolled location
- Please make sure the email address in the contact section of the revalidation is a valid email
- Please make sure to check **JUNK** and **SPAM** folders for Site Visit notification
- Site Visit email notification will come from a **dss.mo.gov** email address
- Site Visits are conducted **BEFORE** approval
- Completing the Site Visit **DOES NOT** mean your revalidation has been **APPROVED**
- **If the Site Visit is not completed or you do not reply to the Site Visit request email your enrollment will deactivate due to non-compliance**

Revalidation Contract

- Contract documents will be sent out once Site Visit is completed and requested pictures are approved.
- **Only** the Box C and the Participation Agreement need to be completed for the Revalidation. (do not submit screen shots, jpeg, image attachments).
- Each document must include an authorized representative signature (Director or Owner)
- Provider **has 10 calendar days to complete**. Anything after 10 days can result in billing suspension or Termination.
- **MMAC CANNOT GIVE OUT YOUR E-VERIFY INFORMATION**. E-Verify is a Federal work Authorization program. MMAC is a state program and does not have the Authority to give out that information.
- If you have lost your Information you can contact E-Verify by phone: 888-464-4218 or email at e-verify@dhs.gov or by phone: 888-464-4218 (this information can be found on the “BOX B” either page 14 or 15 of Program Requirements)

Revalidation Contract BOX C

I certify that **1. Legal Business Name of Provider/Agency** _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed by the contractor and the Department of Homeland Security – Verification Division.
- ✓ A completed, notarized Affidavit of Work Authorization signed and dated on or after September 1, 2009.

Name of Missouri State Agency or Public University* to Which Previous E-Verify Documentation Submitted: **2. DSS/MMAC** _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: **3. Date of previous submission to MMAC** _____

Previous Bid/Contract/ERS Number for Which Previous E-Verify Documentation Submitted:

4. ERS # _____
(if known)

5. Print Your Name _____

Authorized Business Entity
Representative's Name
(Please Print)

7. Company # off of MOU _____

E-Verify MOU Company ID Number

6. Actual Signature _____

Authorized Business Entity
Representative's Signature

8. business email address _____

E-Mail Address

9. Legal Business Name of Provider/Agency _____

Business Entity Name

10. Date _____

Date

1. & 9. – Legal Business Name – as stated on contract – include DBA if applicable
2. Name of entity you previously submitted your E-Verify to – sent to **DSS/MMAC** when you originally contracted
3. Use previous date on E-Verify Electronically signature page
4. ERS# can be found on previous contract (top right hand box) Agreements Number **ERS104xxxxx**
5. Print Name legibly – this is required
6. Original Signature of authorized representative – do not use a cursive or hand written font
7. Company Number with E-Verify program - this can be found on the E-Verify MOU and Electronic Signature page
8. Current business email address
9. – see #1
- 10 – Date you are signing Box C form

Contract Participation Agreement



MISSOURI MEDICAID AUDIT AND COMPLIANCE UNIT
PARTICIPATION AGREEMENT FOR HOME
AND COMMUNITY BASED SERVICES

AGREEMENT NUMBER ERS10423	O.A. VENDOR NUMBER
FUNDING SOURCE	
STATE 100%	FEDERAL
RESEARCH & DEVELOPMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	SUBJECT TO A-133 REQUIREMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
FEDERAL AGENCY NAME N/A	FEDERAL AWARD YEAR N/A
FEDERAL AWARD NUMBER N/A	FEDERAL AWARD NAME N/A
CFDA NUMBER N/A	CFDA TITLE N/A



MISSOURI MEDICAID AUDIT AND COMPLIANCE UNIT
PARTICIPATION AGREEMENT FOR HOME
AND COMMUNITY BASED SERVICES

AGREEMENT NUMBER ERS10423	O.A. VENDOR NUMBER
FUNDING SOURCE	
STATE 70%	FEDERAL 30%
RESEARCH & DEVELOPMENT YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	SUBJECT TO A-133 REQUIREMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
FEDERAL AGENCY NAME N/A	FEDERAL AWARD YEAR N/A
FEDERAL AWARD NUMBER N/A	FEDERAL AWARD NAME N/A
CFDA NUMBER N/A	CFDA TITLE N/A

If checked, this agreement constitutes a vendor relationship, as defined by OMB Circular A-133, and therefore these funds are not federal awards, and are not subject to the federal audit requirements of OMB Circular A-133. This in no way precludes the Missouri Medicaid Audit and Compliance Unit ("MMAC") from performing monitoring, review, or any other procedures deemed necessary by the MMAC to ensure compliance with the provisions of this agreement.

- This agreement is between the MMAC and a vendor of consumer directed services as defined in §§208.900 – 208.930, RSMo Supp. 2009. The term provider as used in the Terms and Conditions incorporated by reference shall mean Vendor as used in this program.
- By signing below, the Vendor (also referred to as "Contractor") agrees to provide services and comply with its proposal as amended and approved by the MMAC, the Program Requirements, the Terms and Conditions, and all applicable policies and procedures as set forth in §§208.900 – 208.930, RSMo Supp. 2009 and the regulations promulgated thereunder, and all other applicable federal and state laws in the delivery of services and in the submission of claims for reimbursement.
- This Participation Agreement, together with the Program Requirements and the Terms and Conditions, which are attached hereto and are incorporated by reference herein, shall hereinafter be referred to as the "Agreement" or "Contract."
- This Agreement shall become effective on the date it is executed by the MMAC's Director or his/her authorized representative or 01/03/2023, whichever is later, and shall end 12/31/2028.
- This Agreement covers services authorized by DHSS's Division of Senior and Disability Services ("DSDS") regardless of funding source. Requests for reimbursement for services must be made in accordance with the requirements of the funding source. The DSDS shall not reimburse the Vendor for consumer directed services that are reimbursable under the Missouri Medicaid program. Requests for reimbursement from the DSDS shall be made in writing to: Missouri Department of Health and Senior Services, Division of Senior and Disability Services, P.O. Box 570, 912 Wildwood Drive, Jefferson City, MO 65102-0570.
- Except as provided in Section 3.4.1 of the Program Requirements, any notice, form, communication, or request made in the performance of the terms of this Agreement must be submitted to the MMAC, HCS Provider Contracts, P.O. Box 6500, Jefferson City, MO 65102 or fax number 573-634-3105.
- Any written notice or communication to the Vendor by the MMAC or the DSDS shall be deemed delivered when deposited in the United States mail, postage prepaid, and addressed to the Vendor at its address as listed below, or at such address as the Vendor may have requested in writing after the submission of this Agreement, to be used for notice, or transmitted by telecopier to a number listed on Vendor's correspondence, or sent via electronic mail (e-mail) to an address submitted by the Vendor, and/or hand carried and presented to an authorized employee of the Vendor at its last known physical address.
- The Vendor will utilize a form provided by the MMAC to submit updated information at least five (5) days prior to any change in such information. The Vendor understands and agrees that no change can take place prior to the MMAC's approval of the proposed change.
- An individual executing this Agreement on behalf of the Vendor represents and warrants that he/she is authorized to execute this Agreement on behalf of the Vendor and that upon his/her signature, this Agreement shall be binding upon the Vendor.
- The MMAC reserves the right to terminate the contract or agreement, in whole or in part, at any time, for the convenience of the state agencies, without penalty or recourse. Termination of this Agreement may also be made by MMAC at any time after a material breach by the Provider.

If checked, this agreement constitutes a vendor relationship, as defined by OMB Circular A-133, and therefore these funds are not federal awards, and are not subject to the federal audit requirements of OMB Circular A-133. This in no way precludes the Missouri Medicaid Audit and Compliance Unit ("MMAC") from performing monitoring, review, or any other procedures deemed necessary by the MMAC to ensure compliance with the provisions of this agreement.

- By signing below, the Provider (also referred to as "Contractor") agrees to provide Home and Community Based Services, as authorized by the Department of Health and Senior Services ("DHSS"), to DHSS clients.
- This Participation Agreement, together with the Program Requirements and the Terms and Conditions which are attached hereto and are incorporated by reference herein, shall hereinafter be referred to as the "Agreement" or "Contract."
- This Agreement shall become effective on the date it is executed by the Missouri Medicaid Audit and Compliance Unit's (MMAC) Director or his/her authorized representative or 01/08/2023, whichever is later, and shall end 12/31/2028.
- The Provider shall comply with the Program Requirements, the Terms and Conditions, and all applicable policies and procedures in the delivery of services and in the submission of claims for reimbursement. The Provider shall also provide services and operate in accordance with its proposal as amended and approved by the MMAC and with applicable provisions of 13 CSR 70-3.020 through 13 CSR 70-3.150, 13 CSR 70-91.010, and 19 CSR 15-7.021 and all other applicable federal and state laws.
- When completed for the provision of in-home services, this agreement is the contract referred to in 19 CSR 15-7.021 and 13 CSR 70-91.010.
- This Agreement covers services authorized by the DHSS's Division of Senior and Disability Services ("DSDS") regardless of funding source. Requests for reimbursement for services must be made in accordance with the requirements of the funding source.
- The Provider shall not request from the DHSS nor shall the Provider be reimbursed from the DHSS for services otherwise covered under Titles XVIII or XIX of the Social Security Act. Requests for reimbursement from the DSDS shall be made in writing to: Missouri Department of Health and Senior Services, Division of Senior and Disability, P.O. Box 570, 912 Wildwood Drive, Jefferson City, MO 65102-0570.
- Except as provided in Section 3.3.1 of the Program Requirements, any notice, form, communication, or request made in the performance of the terms of this Agreement must be submitted to the MMAC, HCS Provider Contracts, P.O. Box 6500, Jefferson City, MO 65102 or fax number 573-634-3105.
- Any written notice or communication to the Provider by the MMAC or the DHSS shall be deemed delivered when deposited in the United States mail, postage prepaid, and addressed to the Provider at its address as listed below, or at such address as the Provider may have requested in writing after the submission of this Agreement, to be used for notice, or transmitted by telecopier to a number listed on Provider's correspondence, or sent via electronic mail (e-mail) to an address submitted by the Provider, and/or hand carried and presented to an authorized employee of the Provider at its last known physical address.
- The Provider will utilize a form provided by the MMAC to submit updated information at least five (5) days prior to any change in such information. The Provider understands and agrees that no change can take place prior to the MMAC's approval of the proposed change.
- By signing below, the Provider certifies that all in-home service workers employed by this Provider received or upon employment shall receive training in accordance with 19 CSR 15-7.021(22) of the In-Home Service Standards prior to delivery of services to any Medicaid in-home service participant. Further, Provider will maintain written documentation of all basic and in-service training in accordance with 19 CSR 15-7.021(23) of the In-Home Service Standards. Non-compliance with these provisions may require repayment of any reimbursement received for in-home service workers who were not properly trained prior to the delivery of the in-home service.
- An individual executing this Agreement on behalf of the Provider represents and warrants that he/she is authorized to execute this Agreement on behalf of the Provider and that upon his/her signature, this Agreement shall be binding upon the Provider. The MMAC reserves the right to terminate this Agreement, in whole or in part, at any time, for the convenience of the State, without penalty or recourse. Termination of this Agreement may also be made by MMAC at any time after a material breach by the Provider.

VENDOR NAME	SSBG/OR VENDOR NUMBER	TELEPHONE NUMBER
MAILING ADDRESS (STREET)	FAX NUMBER	E-MAIL
CITY, STATE, ZIP	FEDERAL TAX I.D. OR SOCIAL SECURITY NO.	
DATE	TYPE OF HOME AND COMMUNITY BASED CARE Consumer Directed Services	
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	SIGNATURE OF AUTHORIZED REPRESENTATIVE	
VENDOR APPROVED		
MISSOURI MEDICAID AUDIT AND COMPLIANCE UNIT	TITLE Director or Designee	DATE

PROVIDER NAME	SSBG/OR PROVIDER NUMBER	TELEPHONE NUMBER
MAILING ADDRESS (STREET)	FAX NUMBER	E-MAIL
CITY, STATE, ZIP	FEDERAL TAX I.D. OR SOCIAL SECURITY NO.	
DATE	TYPE OF HOME AND COMMUNITY BASED CARE In-Home Services	
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	SIGNATURE OF AUTHORIZED REPRESENTATIVE	
PROVIDER APPROVED		
MISSOURI MEDICAID AUDIT AND COMPLIANCE UNIT	TITLE Director or Designee	DATE

Revalidation Contract Continued

- If you have multiple enrollments that were revalidated together i.e a CDS and an In-Home, you will have multiple Contracts to complete.
- Each Contract has its **OWN** BID/Contract/ERS number. Make sure that the correct Number goes to the correct Contract.
- Once completed providers will receive a full Program Requirement packet with all the signed documents and Mo HealthNet Resource page. **KEEP THESE DOCUMENTS IN YOUR FILES FOR FUTURE REVALIDATION CONTRACT USE.**