

Change Requests and Compliance

- ▶ Providers are required to notify MMAC when making changes to your enrollment
- ▶ If changing any phone/fax #s, email addresses or even suites within the same building - you are to notify MMAC
- ▶ HCBS Change Request form - very simple to fill out and can always be found online at the MMAC website <https://mmac.mo.gov/providers/provider-enrollment/home-and-community-based-services/provider-contracts-forms/>

THIS IS VERY IMPORTANT IN REGARDS TO CORRESPONDENSE AND NOTIFICATIONS

- ▶ Make sure that you are sending all the required documents requested on the form
- ▶ If making the same changes to both the CDS and IHS and they are under the same NPI, you may submit one form; if you are making different changes, submit two separate forms
- ▶ Send Change Requests to the PEU electronic fax 573/634-3105
- ▶ If you have questions, PLEASE reach out the us prior to submitting - mmac.ihscontracts@dss.mo.gov

Revalidation

- Revalidating by EIN
- Site visit required
- Application Fee required -one fee per EIN
- Contract will be renewed at the same time
- Go to www.eMOMED.com to revalidate
- FAQs:
<https://www.emomed.com/wps/.mmisAppsJSF/ExportServlet?filename=ProviderRevalidationFAQs.pdf>
- Required forms can be found here:
<https://mmac.mo.gov/revalidation-requirements/>
- Incorporating DocuSign



Revalidation Continued

- Revalidation must be submitted at the latest 30 days prior to Revalidation due date
- If **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
- If **uploading** documents to the Revalidation Portal documents must be in black and white, under 3MB and in PDF format
- All documents submitted must be signed and dated using a wet or DocuSign signature
- MMAC does not accept pictures of documentation

Revalidation Due Dates

- Notices for revalidation are sent to the current email address and main location MMAC has on file for the provider
- Notices are sent as follows:
 - **90 days** before the revalidation due date (email)
 - **60 days** before the revalidation due date (physical letter and email)
 - **30 days** before the revalidation due date (email)
 - Each time you log into eMOMED
 - Until 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