**UPDATED** - Adult Care Home Nursing Facility Medicaid Enrollments

Currently all Nursing Facility Medicaid enrollments are processed through Kansas Department for Aging and Disability Services (KDADS) as described below. Nursing Facility (NF) Medicaid enrollments will not be completed and processed through the online enrollment portal until Kansas Modular Medicaid System (KMMS) Stage 2 is implemented.

If you are already enrolled with Kansas Medical Assistance Program (KMAP) and want to credential with one of the Managed Care Organizations (MCO)s, you will need to contact the MCO directly and provide your KMAP ID number to start the credentialing. You will not need to go through KDADS or KMAP if you are already enrolled.

For a Nursing Facility change of ownership (CHOW):

- KDADS Licensure staff forward the Letter of Intent (60-day notice is required for a CHOW) to NF operations staff.
- Using the contact information on the Letter of Intent, KDADS sends the following documents to the provider or legal team handling the paperwork, for completion:
  - Instructions for Changes to be filed with Medicaid
  - Long-Term Care Facility Application for Medicare and Medicaid – Form CMS 671
  - Disclosure of Ownership and Control Interest Statement
  - National Provider Identifier Update form
  - Nursing Facility (NF) and Nursing Facility for Mental Health (NF/MH) Provider Agreement (Medicaid) – MS-2015
- Once the documents are complete and returned for review, KDADS will let the provider know they will be in contact if more information or any clarification is needed.
- KDADS performs checks on three websites: NPPES NPI Registry, SAM, and the Office of Inspector General Exclusion Database.
UPDATED - Adult Care Home Nursing Facility Medicaid Enrollments continued

- Once the new signed license and Medicare and Medicaid Certification and Transmittal (C&T) is received from the KDADS licensure staff, and all documentation and reviews are complete, the CHOW request and all acquired information continues to a 3-step approval process within KDADS. This internal review may take up to four (4) business days. The Program Finance Oversight Manager, Fiscal and Program Evaluation Director, and Audit Manager review the information and sign-off on the approval.
- After approval from KDADS, the MS-1 is created and sent to the KMAP fiscal agent to request assignment of a new Medicaid provider number.
- Upon receipt of the new Medicaid provider number, KDADS creates and sends a letter to the facility notifying them of their new Medicaid provider number, effective date, and rate.

For new or returning providers, the paperwork/review requirements are the same with the addition of a projected cost report. For more information, please contact the Program Finance Oversight Manager or Nursing Facility Reimbursement Analyst at KDADS_providerassessment@ks.gov.

KDADS recommends contacting the MCO/s of their choice during the Medicaid enrollment process. Providers can obtain instructions, an application and notice of required documents at this link: https://www.kmap-state-ks.us/Documents/Content/KanCare/KS_PE_App.pdf

Additional direction on how to enroll and supporting documentation can be found at the following link: https://www.kdads.ks.gov/commissions/survey-certification-and-credentialing-commission