1850 ENROLLMENT OF PROVIDERS	
Chapter: **Services for Children, Youth, and Families**	Section: **Provider Status**

	New Hampshire Division for Children, Youth and Families Policy Manual
	Policy Directive: **01-02** Approved:
	Effective Date: **February 21, 2001**
	Scheduled Review Date: DCYF Director

Related Statute(s): **RSA 170-G** Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): **FORM 2105, FORM 2106, FORM 2367, FORM 2368, FORM 2369, and W-9** Bridges' Screen(s) and Attachment(s):

Purpose

To establish the policy for the enrollment of providers of DCYF purchased services and of residential care.

Policy

I.   Providers of DCYF purchased services and providers operating residential facilities must be certified for payment at State Office and enrolled on the NH Bridges System, before a child is placed or a service is authorized.

II.   RSA 170-G:4 requires that all residential and service providers be certified for payment. Certification, enrollment, and rate setting must be completed before payments to providers or placements of children are made by DCYF.

III. To request the certification of a new provider, see ITEM 2600, Certification of Residential Care Providers or ITEM 2602, Certification of Service Providers, DCYF Manual.

IV.   When approved, the Certification Unit staff notifies the prospective provider in writing of the certification decision and forwards the signed "Provider Enrollment Agreement (Form 2105), the completed "Provider Enrollment" (Form 2106), and the completed Alternate W-9 to the Provider Relations Unit.

V.   The Provider Relations Unit staff enrolls the certified provider on NH Bridges via the "Provider Enrollment" (Form 2106).

VI.   Providers of Residential Care – NEW

    A.   The Residential Care Specialist at SO:

        1.   Ensures that all documents required for enrollment and certification for payment have been submitted by the applicant; and

        2.   Forwards the rate setting and enrollment information to the Provider Relations Unit.

    B.   The Fiscal Unit staff:

        1.   Sets the rate of reimbursement;

2. Establishes a Medicaid agreement; and

3. Notifies the Residential Care Specialist of the applicant's approval; and

4. Enrolls the provider on NH Bridges.

VII. Providers of Residential Care – CHANGE/REVISE/RE-LICENSE

A. The Residential Care Specialist at SO:

1. Notifies the Provider Relations Unit of any change in a provider's status; and

2. Notifies the Rate Setter of any issues concerning rate changes.

B. The Provider Relations Unit staff

1. Reviews Form 2106 and W-9;

2. Updates the NH Bridges database; and

3. Retains Forms 2105, 2106, and W-9 on file.

VIII. Providers of Foster Family Care - NEW

A. The Foster Care Worker:

1. Completes the "Foster Family Care Worksheet" (Form 2367);

2. Has the foster parents sign the "Provider Enrollment Agreement" (Form 2105), complete and sign the "Provider Enrollment" (Form 2106), and an Alternate W-9; and

3. Sends Forms 2367, W-9, 2105, and 2106 to the Foster Care Licensing Specialist for review and then the forms are forwarded to the Provider Relations Unit.

B. The Provider Relations Unit staff:

1. Reviews and verifies Form 2106 with the information on Form 2367;

2. Enrolls the foster home provider on NH Bridges;

3. Returns Form 2367 to the FC Licensing Specialist; and

4. Files Form 2105, Form 2106, and W-9.

IX. Foster Family Care Providers - CHANGE/REVISE/RE-LICENSE

A. The Foster Care Worker

1. Completes the licensing action section of the current copy of "License" or "Permit";

2. Completes the change on the "Provider Enrollment" (Form 2106); and

3. Forwards Form 2369 or Form 2368, and Form 2106 to the Foster Care Licensing Specialist for review and then the forms are forwarded to the Provider Relations Unit.

B. The Provider Relations Unit staff

1. Reviews Form 2106 with information from Form 2369/2368;

2. Forwards Form 2369/2368 to the FC Licensing Specialist;

3. Updates the NH Bridges database; and

4. Files Form 2106.