

New District Checklist / Information

- There are 4 vendors that work independently of DSS that can be contracted by a district to assist in the initial and day to day tasks associated with enrollment and management of the SBCH Medicaid Program. For a listing of those vendors, please contact DSS.
- Enroll for NPI number at www.nppes.cms.hhs.gov
 - a. Create a new account as an “Organization”
 - b. Be sure to register using the correct information:
 - i. NPI Type = 2 Organization
 - ii. Primary Taxonomy 251300000X- Local Education Agency (LEA)
 - c. Receipt of the NPI number can take up to 10 business days
- Once NPI number is obtained, enroll in the State of Connecticut Medicaid Program on their secure site at www.ctdssmap.com. DXC Provider Assistance Center can be contacted at (800) 842-8440 with questions.
 - a. Under the Provider section, select Provider Enrollment
 - b. Enroll as an Organization/Group ensuring that the same taxonomy and name used in the NPI application are also used here
 - Provider Type = Special Services
 - Provider Specialty = School Corporation
 - Primary Taxonomy = 251300000X- Local Education Agency (LEA)
 - ii. The district will need to list at least 1 individual as a managing employee for the district. This is usually the Superintendent, Business Manager, or SPED Director;
 - iii. This individual must provide their Full Name, Date of Birth, and Social Security Number so that they can be vetted through the Federal Office of the Inspector General as this is both a Federal and State Program;
 - iv. Enrollment in the State Medicaid Program can take up to 30 days to process.

- Download the Medicaid Eligibility system software using the instructions and password provided by DSS. This allows the district to (a) determine which students are Medicaid eligible in their district and (b) to complete the required quarterly SnapShot data for submission.
- Complete the UMass Authorized Representative Form for the district. This will allow the district to obtain access to the UMass site for Random Moment Time Study Set up, Administrative Claim entry and submission, and Annual Cost Report completion. UMass School Based Claiming can be contacted at (800) 535-6741 with questions.
 - a. Set up the District in the Random Moment Time Study System including the district calendar and workgroups associated with the district;
 - b. Review instruction manuals provided by UMass pertaining to RMTS, Admin claiming, and Annual Cost Report;
 - c. Determine the staff who should be included in the Random Moment Time Study.
- Complete the DSS Contact Form for the district. This will notify DSS of the proper district contacts for program details.
- Submit an official program enrollment letter signed by district Superintendent notifying DSS of the program enrollment. This letter can also notify DSS of the program contacts and the districts billing vendor, if applicable.