I. Tribe becoming Medicaid HCBS Provider

☐ Review and know state’s provider requirements for the services you provide/want to provide

☐ Apply for Medicaid Provider ID if you do not have one and/or Apply for an additional NPI specific to your LTSS program

☐ Apply for the appropriate Medicaid provider type according to state rules

II. Enroll Tribal members in Medicaid/Waivers & Medicare

☐ Work with staff from clinic, aging, community health and social services to identify people who may be at risk of nursing home placement

☐ Plan a strategy to help your members gather and complete necessary documents such as providing printing/copies, scanning documents to store, help read letters and complete LTSS program forms

☐ Aid Elders and other community members in enrolling and getting functional screens

III. Create Tribal Service Menu & Update AFA

☐ Review state Medicaid Card/Waiver services and compare to the services you provide across Tribal departments/programs. Make a list of matching services – this is a good initial service menu and is reimbursement you may not be collecting.

☐ Review possible Medicare billables (Home Health Care must be performed by a licensed provider, some Nutrition services are payable due to specific disease diagnosis, Nail care can be allowed if the patient has certain medical conditions)

☐ Update your Annual Funding Agreement with IHS to add LTSS/HCBS services (example statements can be found on the NIHB website)

IV. Billing for Services

☐ Set rates for the services you are providing. Review state Medicaid rates (often found as Max fees, Maximum Allowable, HCBS rates) as a guide to start

☐ Plan and implement billing process that includes all Tribal departments providing services