



# HOW TO BECOME A CERTIFIED PROVIDER WITH THE STATE OF ALASKA

HOW TO NAVIGATE THE SDS WEBSITE AND BECOME A LICENSED PROVIDER

# WHAT WILL BE COVERED IN THIS PRESENTATION

- ▶ This presentation pertains to the steps one would take in navigating the SDS website and becoming a licensed provider. There are two types of providers; Direct Service Providers and Care Coordinators.
- ▶ This presentation does not include what one would take to form their own business. Please refer to the Small Business Association or a Certified Public Accountant to help navigate these steps.
- ▶ How to navigate the SDS website
- ▶ Where to find policies, conditions of participation, regulations, etc
- ▶ How to build a network of contacts

# WHERE DO I START?

- ▶ You will find everything you need to begin the process of becoming a certified provider at the State of Alaska / Department of Health / Senior and Disability Services (SDS) website
- ▶ Visit the SDS website at: <https://health.alaska.gov/dsds/Pages/default.aspx>
- ▶ Here is the link to the SDS Certification Powerpoint Presentation:
- ▶ How to become a Care Coordinator SDS Link: <https://www.youtube.com/watch?v=VBtnIJzfEC8>
- ▶ SDS Powerpoint: Personal Care Services Application Guidance / Waiver Application Guidance:
- ▶ On the right column you will find the link to the **Provider Certification & Compliance Unit**
  - ▶ Here you will find a wealth of information on how to become a provider, including key contacts to add to your network of support when navigating the process.

# Let's explore the website together!

- ▶ E-Alerts
- ▶ Centralized Reporting
- ▶ How to access regulations and conditions of participation (COPS)
- ▶ Harmony System
- ▶ Various programs offered by SDS
- ▶ AK HCBS Waivers
- ▶ Still want to become a certified provider? Let's go to "Approved SDS Forms"

# APPROVED SDS FORMS

- ▶ **Cert-01 Waiver Services Provider Certification Application**
- ▶ **Cert-04 Notice of Appointment or Change of Program Administrator**
- ▶ **Choose the types of waivers you want to become certified with**
- ▶ **Choose what types of services within each waiver you want to provide**
- ▶ **With each service you will find a “Service Declaration” and you will need to review the “Conditions of Participation”**
- ▶ **Follow the steps on the certification forms and service declarations to create the required policies and procedures.**

# Certification/Licensing/Enrollment

- ▶ **Certification**: all providers need to go through the certification process, regardless of what services you choose to provide.
- ▶ **Licensing**: If you are interested in operating a licensed assisted living home, you will also need to go through the licensing process which you will find on the SDS website.
- ▶ **Enrollment**: You will need to enroll as a Medicaid Provider by visiting:
  - ▶ [medicaidalaska.com](http://medicaidalaska.com) (also referred to as “the portal”)
- ▶ **Billing** – there are various ways you can bill for services: through the Medicaid portal, a software program such as Payerpath, or if you choose online documentation provider like Therap you could use electronic billing

# There are people to support you, don't be afraid to ask for help along the way!

- **The system is robust, but try not to get overwhelmed. There are great people throughout our state who can help.**
- **Build a network of contacts**
- **Become a member of the Southeast Regional Eldercare Coalition, and/or the Alaska Association on Developmental Disabilities**
- **Start small, and grow as you feel more comfortable and confident with how to navigate the system.**

# SAMPLE POLICY

**Please see attached!**



# Q&A

