

Community Care Services Program (CCSP)
Potential Provider Information

I. Eligibility Requirements for being a CCSP Provider

Any provider agency applying to be a CCSP Medicaid Provider must meet the following criteria:

- a. Provider agency must have the legal right to conduct business in the State of Georgia (i.e., current business license or other proof of legal authorization)
- b. Must have a current, non-restrictive license (for CCSP services ALS-G, HDS, PSS) issued by the Georgia Department of Community Health, Healthcare Facility Regulation Division (HFR)
- c. Must maintain business premises in Georgia that are appropriate to conduct CCSP business
- d. Must have been in business in the service for which application is being made a minimum of 12 consecutive months prior to making application.
- e. Must attend *CCSP Provider Pre-Enrollment Training* and *New Provider Training* prior to CCSP Medicaid enrollment. Participation in both trainings is **by DAS CCSP invitation only**.
- f. The DAS CCSP state office must receive both completed applications (*Department of Community Health Medicaid Provider Enrollment Application* and the *CCSP Medicaid Provider Enrollment Application*).
- g. In order for a provider to be issued a CCSP Medicaid number, both DAS CCSP and DCH must approve the provider application.
- h. If applicable, the provider agency must have a satisfactory site visit (ADH, ALS-G).

NOTE: Enrollment in the CCSP does not guarantee client referrals. CCSP clients always have choice of providers.

II. CCSP Provider Agency Enrollment Application Process

- a. **Pre-Enrollment CCSP Provider Technical Assistance Training** <http://www.aging.dhr.georgia.gov>
Select Programs, CCSP. Under Publications, download the *CCSP Provider Pre-Enrollment and Registration Form*. Mail it, a copy of the current, non-restricted license issued by HFR (PSS, HDS, and ALS-G applicants), and enclose a check or money order for \$25.00 per person (limit two people per agency), payable to:
DAS Healthy Aging Training Trust Fund:
Georgia Department of Human Services
Division of Aging Services/CCSP
Two Peachtree Street, NW, Suite 9.405
Atlanta, Georgia 30303-3142
Provider participation is on a first come, first served basis, and is **by DAS CCSP invitation only**.
- b. **CCSP Medicaid Provider Enrollment Application**
The CCSP provider agency Medicaid application is distributed at the CCSP Pre-Enrollment Training. When completed, it must be mailed to the DAS CCSP state office.
- c. **DCH Medicaid Provider Enrollment Application**
The DCH Medicaid application is distributed at the CCSP Pre-Enrollment Training. NOTE: The completed DCH Medicaid application must also be mailed to the DAS CCSP state office. (For information only, the Medicaid application is also on the DCH website: <http://www.mmis.georgia.gov/portal> Select Provider/Enrollment Wizard. Scroll to Enrollment Package at bottom of page.

III. DCH Medicaid Provider Manuals & CCSP Medicaid Manuals

The Medicaid HP (DCH/DMA) website houses all CCSP provider program and service policy and procedure manuals: <http://www.mmis.georgia.gov/portal>

NOTE: Manuals may be revised every SFY Quarter (July 1, October 1, January 1, and March 1).

Select Provider Information tab, Medicaid Provider Manuals. These manuals are listed alphabetically Review and download:

- *Policies & Procedures for Medicaid/ Peachtree for Kids*
- *CCSP General Services Manual*
- *CCSP service specific manual(s):*

<i>CCSP ADH (Adult Day Health)</i>	<i>CCSP PSS (Personal Support Services)</i>
<i>CCSP Emergency Response Systems</i>	<i>CCSP SNS by Private Home Care provider</i>
<i>CCSP HDM (Home Delivered Meals)</i>	<i>Alternative Living Services Part II</i>
<i>Home Delivered Services</i>	<i>OOHR (Out of Home Respite Care) CCSP</i>

CCSP 404-657-5307
Division of Aging Services - Main number 404-657-5258

Medicaid - Other Contacts

State License or Permit Information or General DCH /Medicaid Questions

DCH Healthcare Facility Regulation Division 404-651-9976

DCH - CCSP Medicaid (waiver for aged and disabled)

Tom Underwood 404-657-5463 tunderwood@dch.ga.gov

DCH - SOURCE (State Plan aged and disabled high acuity case management)

Lorrie Stewart RN PNP 404-463-0949 lstewart@dch.ga.gov

Healthcare Facilities Regulations

- **Personal Care Home (PCH):**

General Information	404-657-4076	(In the CCSP, the service is called ALS-F, or ALS-G)
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- **Questions about Private Home Care Providers (PHC) or Home Health**

General Information	404-657-5550	(In the CCSP, the service is called PSS, or HDS)
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- **Long-Term Care Section** 404-657-5850
- **Complaint Intake** 800-878-6442 or 404-657-5726 and 5728 <http://www.dch.georgia.gov>

DCH - Other Medicaid Waiver Programs

- **ICWP** (waiver for physical disabilities) Ollie Freeman 404-656-6862
- **NOW/COMP** (waiver for developmentally disabled) Marilyn Ellis 404-651-9174