Fee-For-Service Enrollment for Diabetes Prevention Program using the PAVE System

Provider Enrollment Division

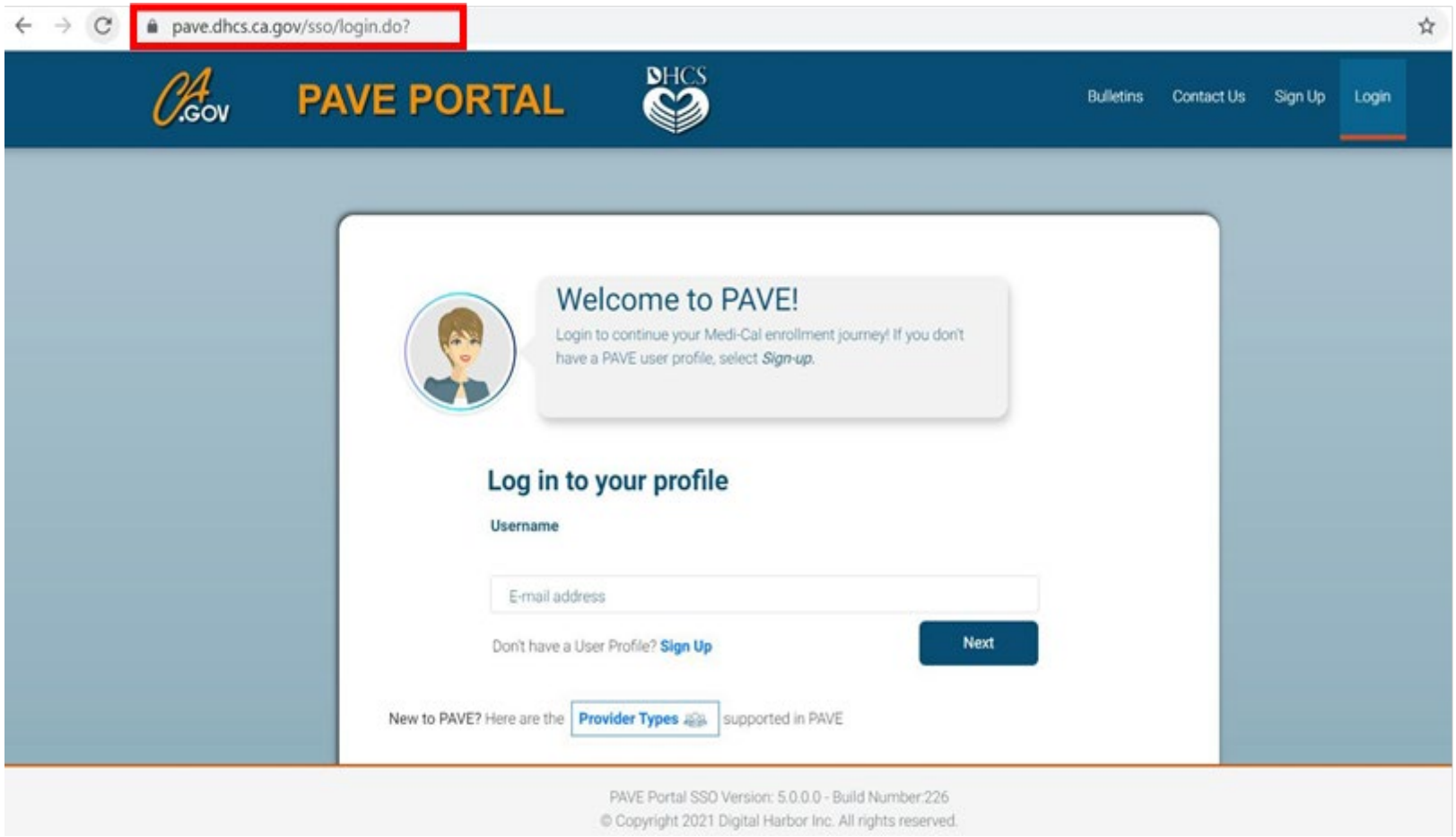
January 19, 2022

Topics Covered

1. Getting set up in the PAVE enrollment system: PAVE User, PAVE Profile
2. PAVE Questionnaire to Start a DPP Application
3. Relevant Medi-Cal Enrollment Requirements
4. Applicable Federal DPP Requirements
5. DHCS Application Review
6. Additional Resources

Getting Set Up in PAVE for First Time Users

Access PAVE


pave.dhcs.ca.gov/sso/login.do?
PAVE PORTAL
Bulletins
Contact Us
Sign Up
Login
Welcome to PAVE!
Login to continue your Medi-Cal enrollment journey! If you don't have a PAVE user profile, select Sign-up.
Log in to your profile
Username
E-mail address
Don't have a User Profile? Sign Up
Next
New to PAVE? Here are the Provider Types supported in PAVE
PAVE Portal SSO Version: 5.0.0.0 - Build Number:226
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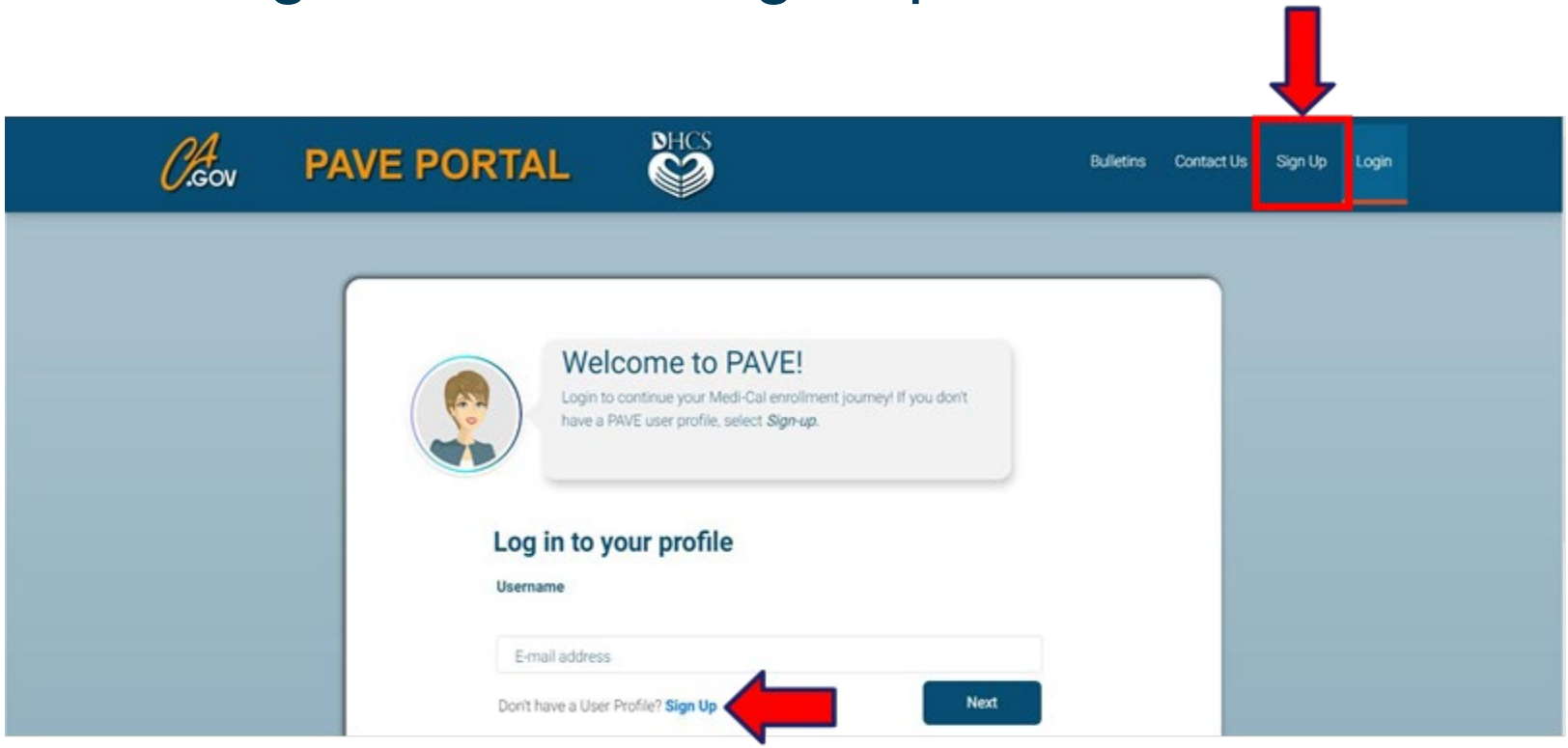
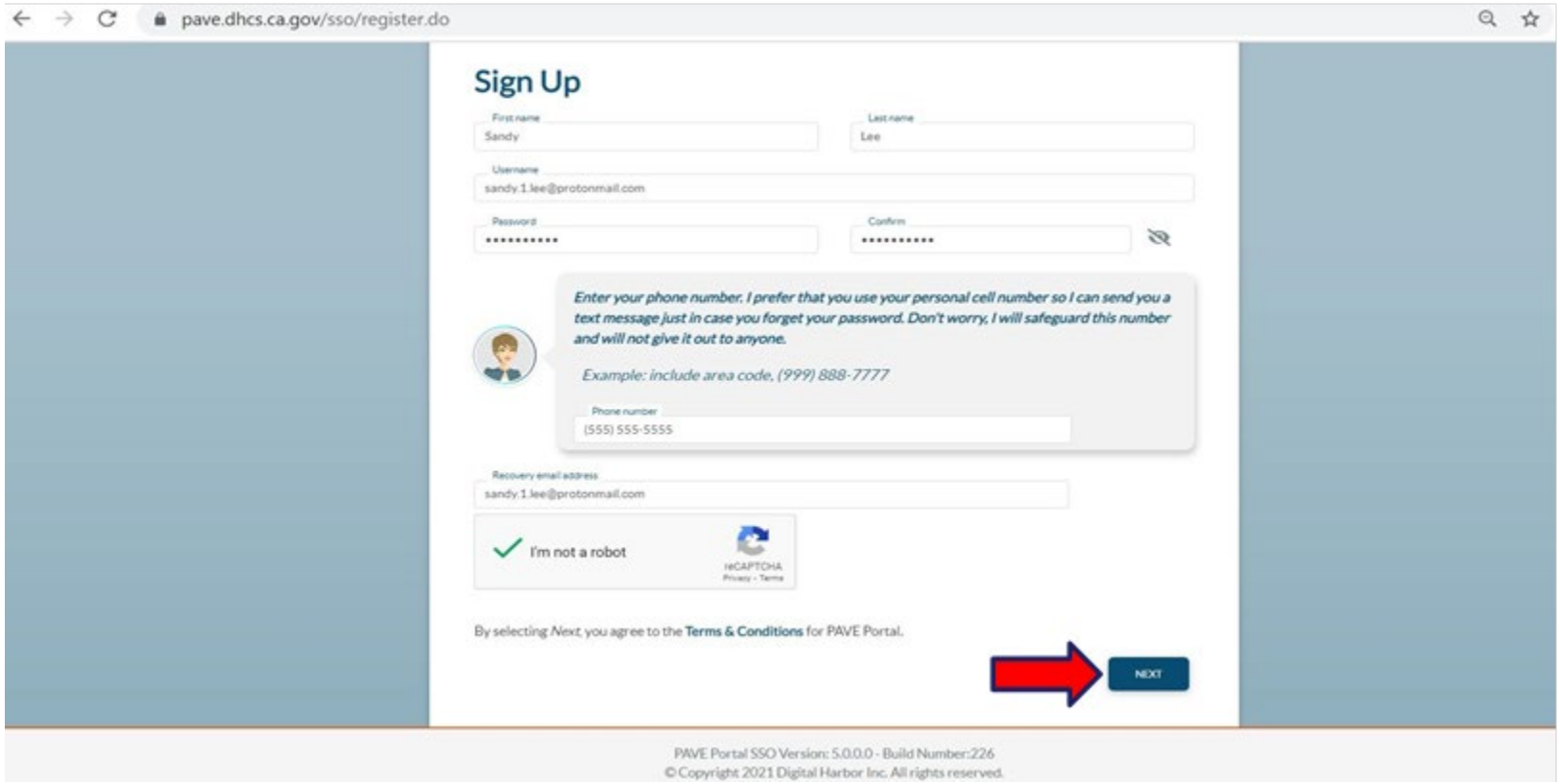
PAVE User Sign-Up Process

- To begin, click on “Sign Up.”



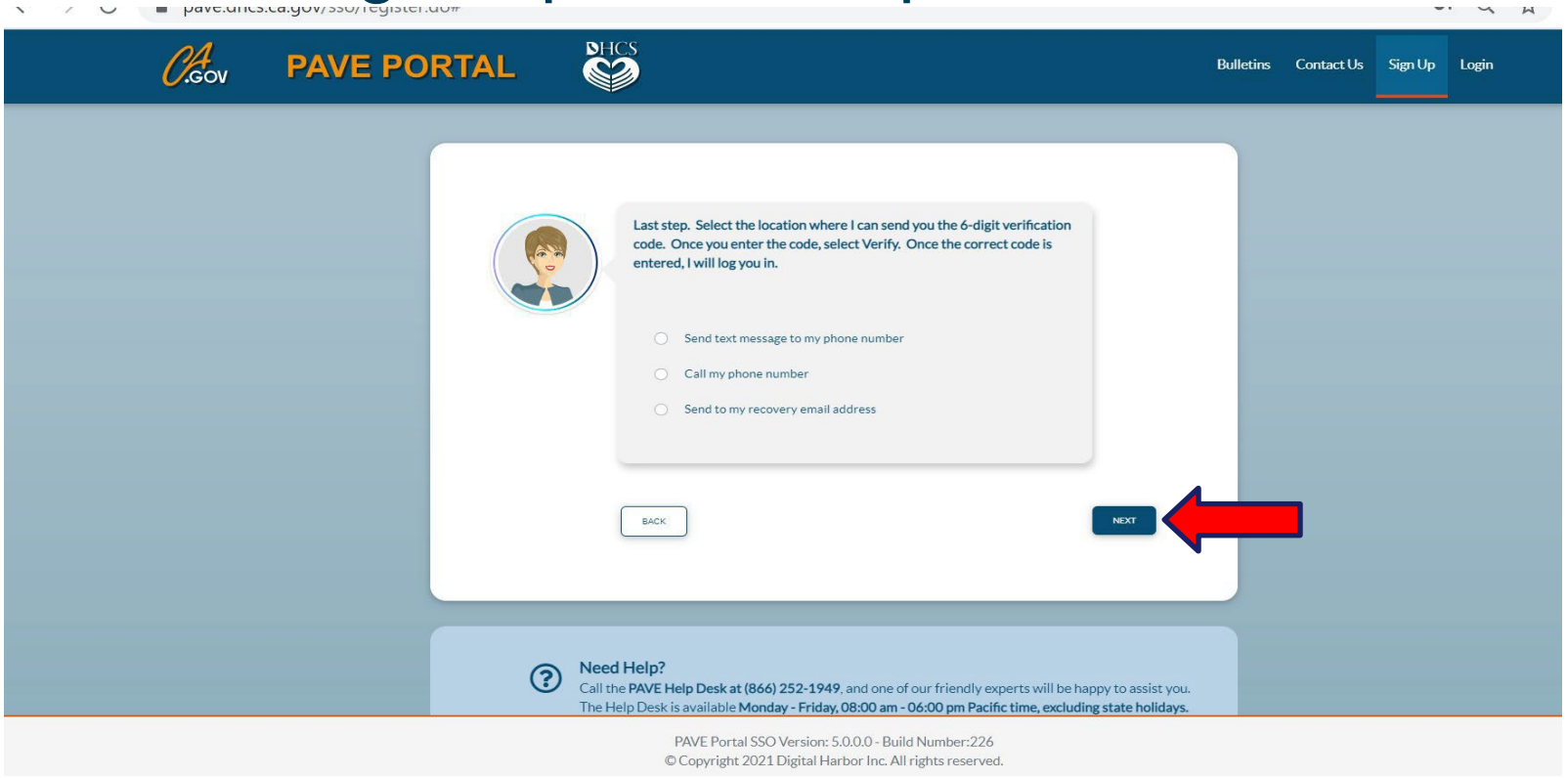
PAVE User Sign-Up Process

- Complete the required information and click "NEXT"



PAVE User Sign-Up Process

- You will be prompted to select how you wish to receive the 6-digit verification code. After selecting the preferred option, select “Next”



PAVE User Sign Up Process

- Each of the three options provides a verification code valid for only 15 minutes.

On Wednesday, August 25th, 2021 at 11:58 AM, <PAVE-DHCS@dhcs.ca.gov> wrote:

Your six digit verification code for **PAVE** is: **963803**

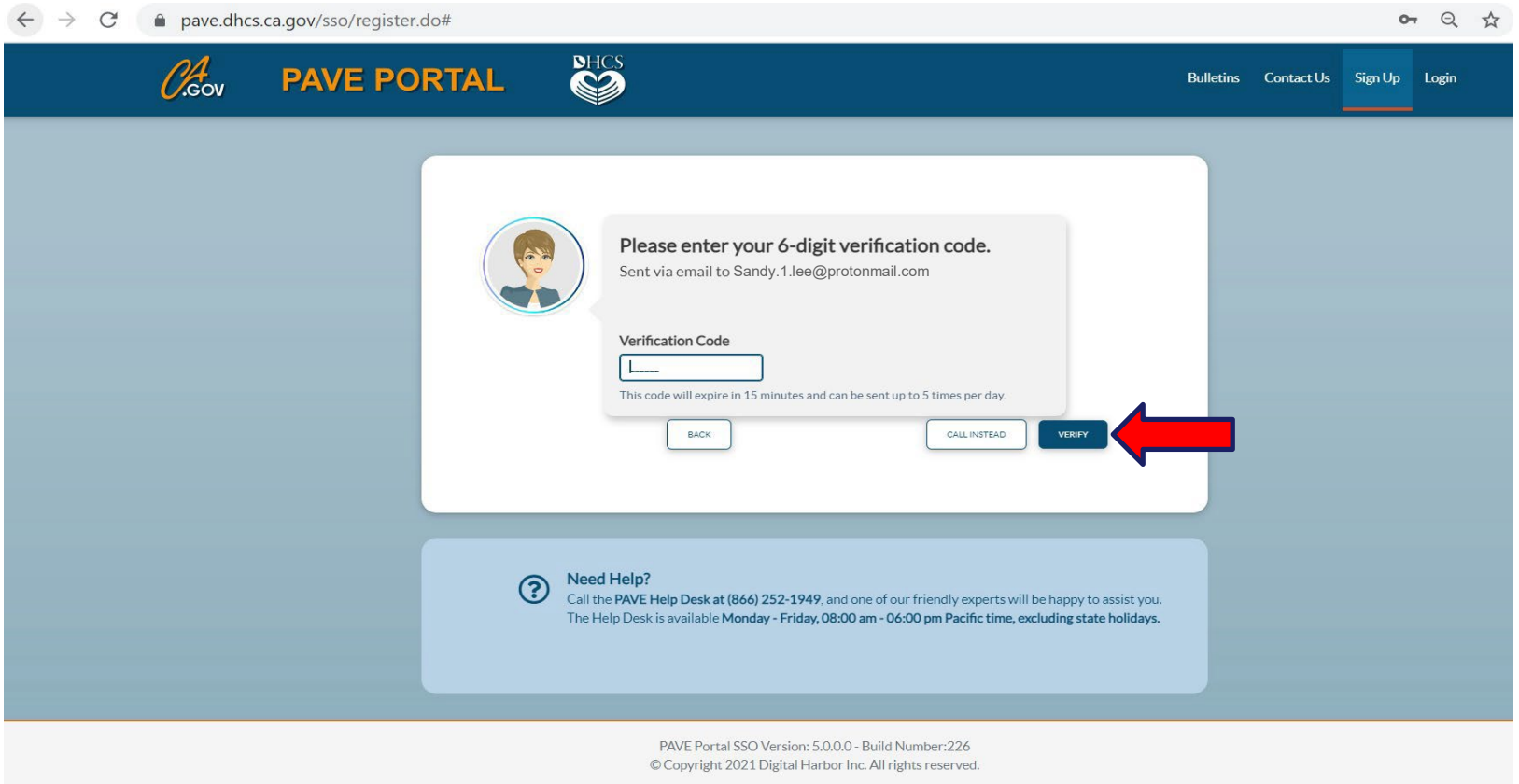
This verification code will expire in **15** minutes.

PAVE Portal Administration

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.

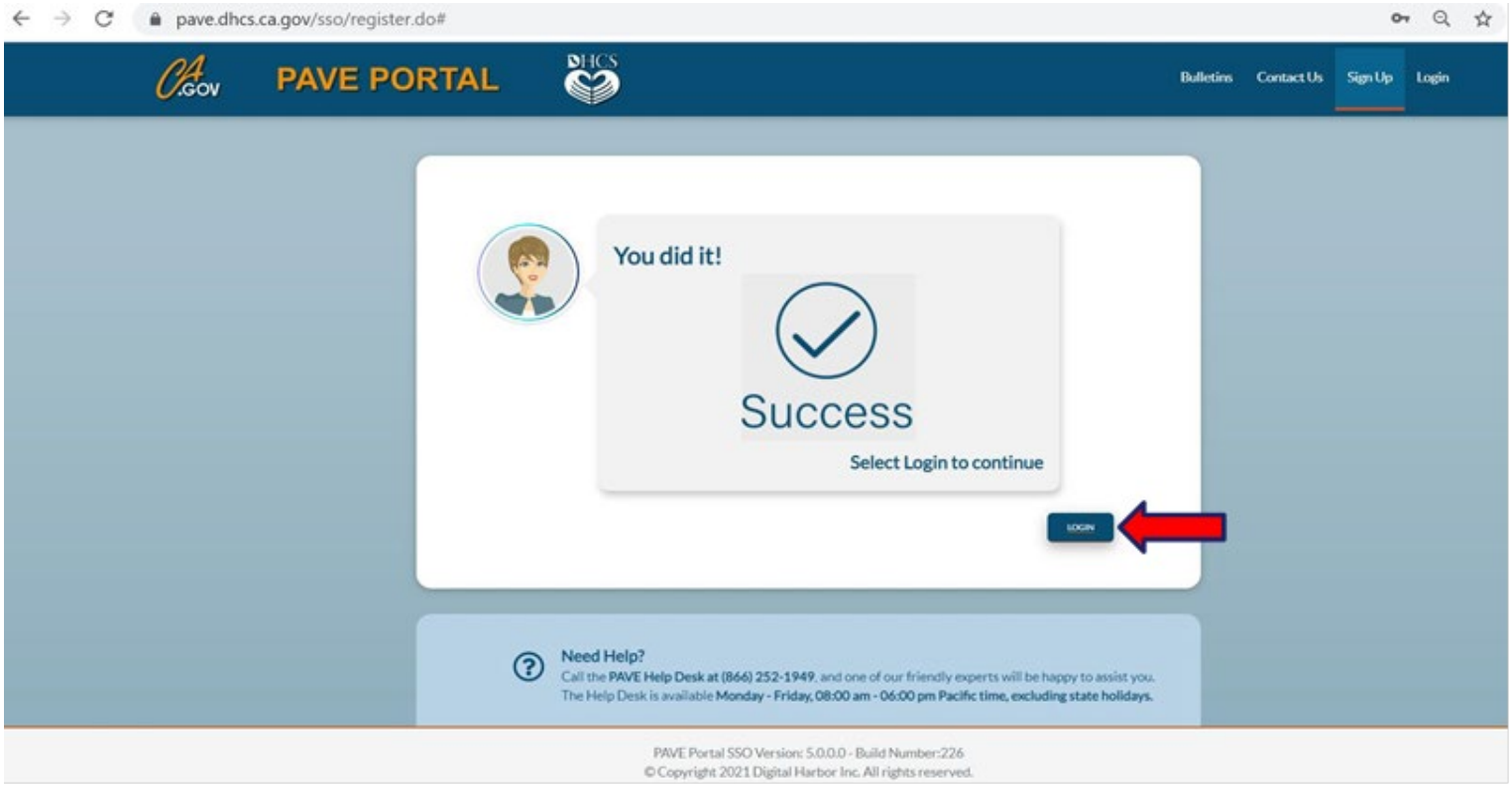
PAVE User Sign-Up Process

- Enter the six-digit verification code and click "VERIFY"



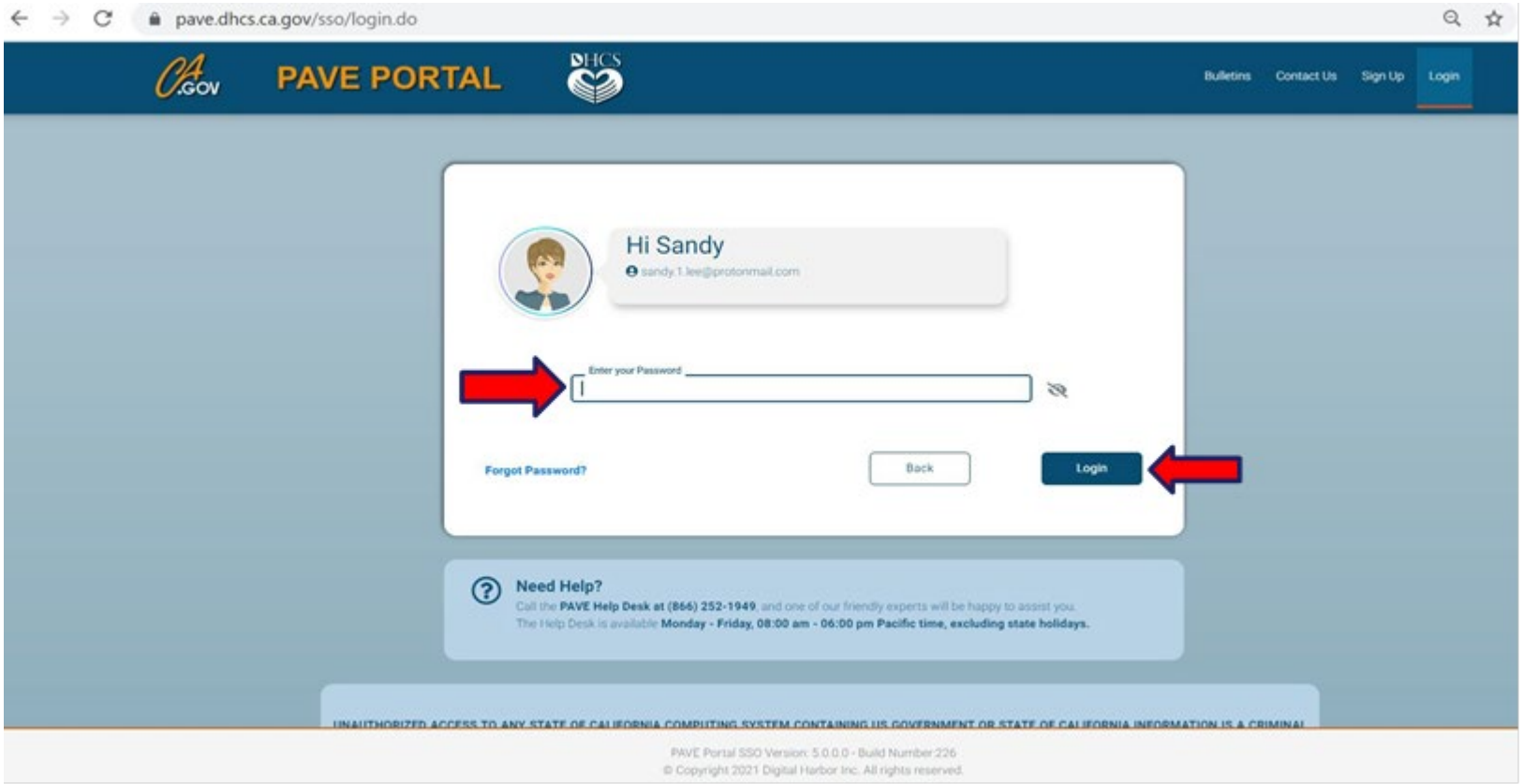
PAVE User Sign Up Process

- Once PAVE confirms successful verification, click “LOGIN”.



PAVE User Sign Up Process

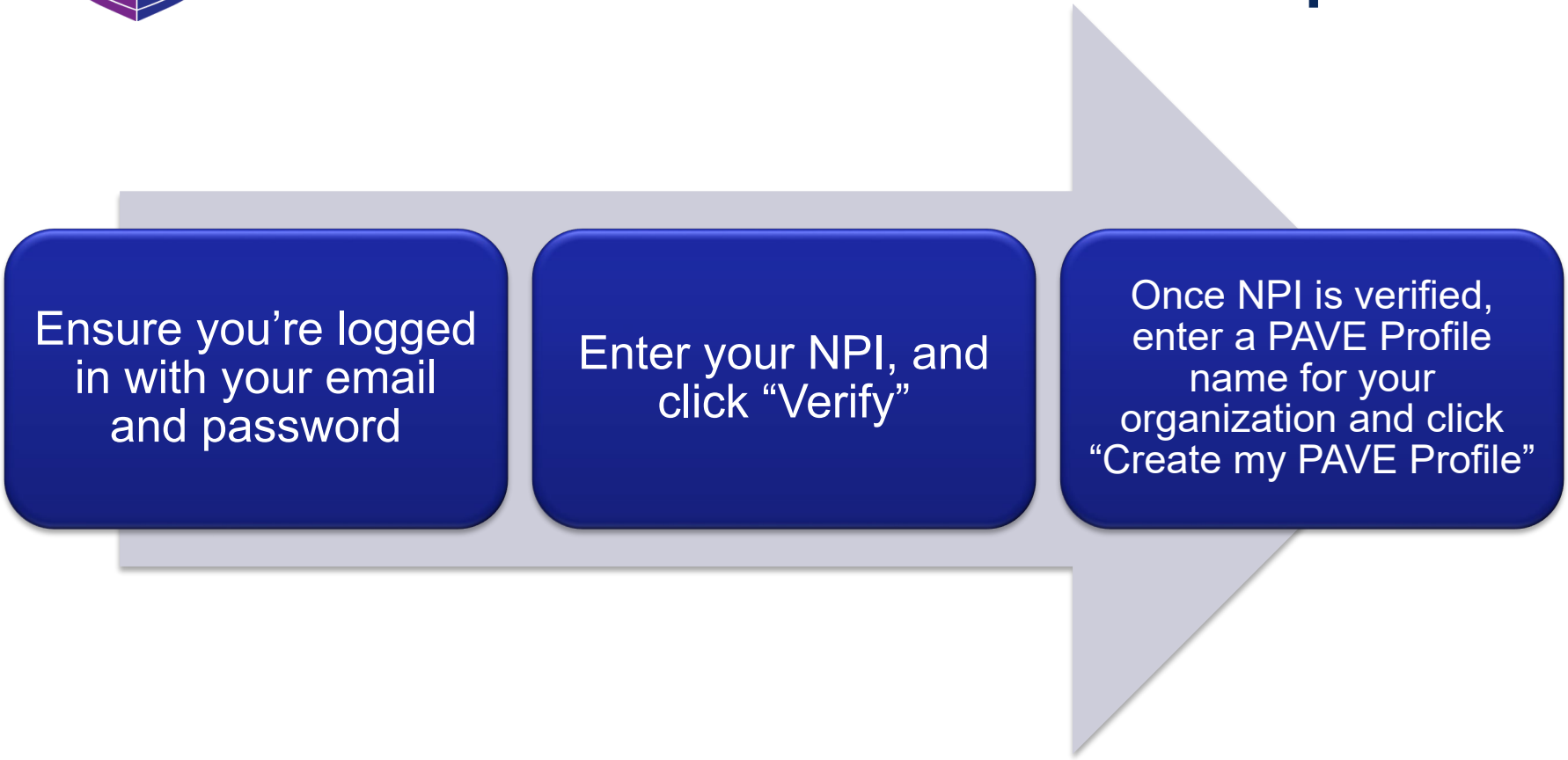
- Now enter your email and your password and click “LOGIN”



PAVE Sign Up

- Now that you are set up as a PAVE user, you will create your PAVE profile which is a workspace where groups or individual providers create applications and manage accounts.

PAVE Profile Set Up



PAVE Profile

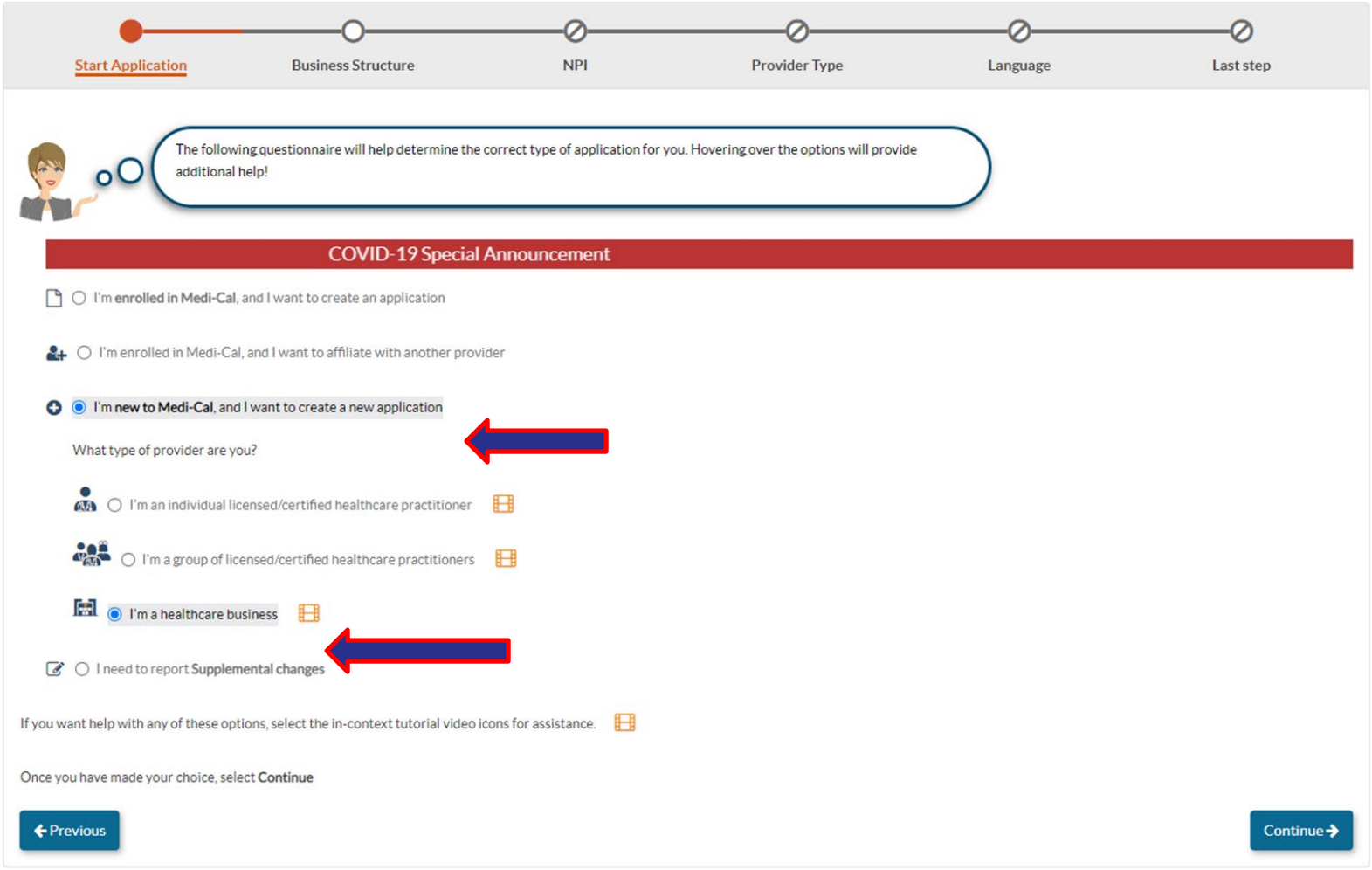
Starting a DPP Application

In your PAVE profile, click on “Applications”, then “+ New Application”

Complete the questionnaire to start the correct application.

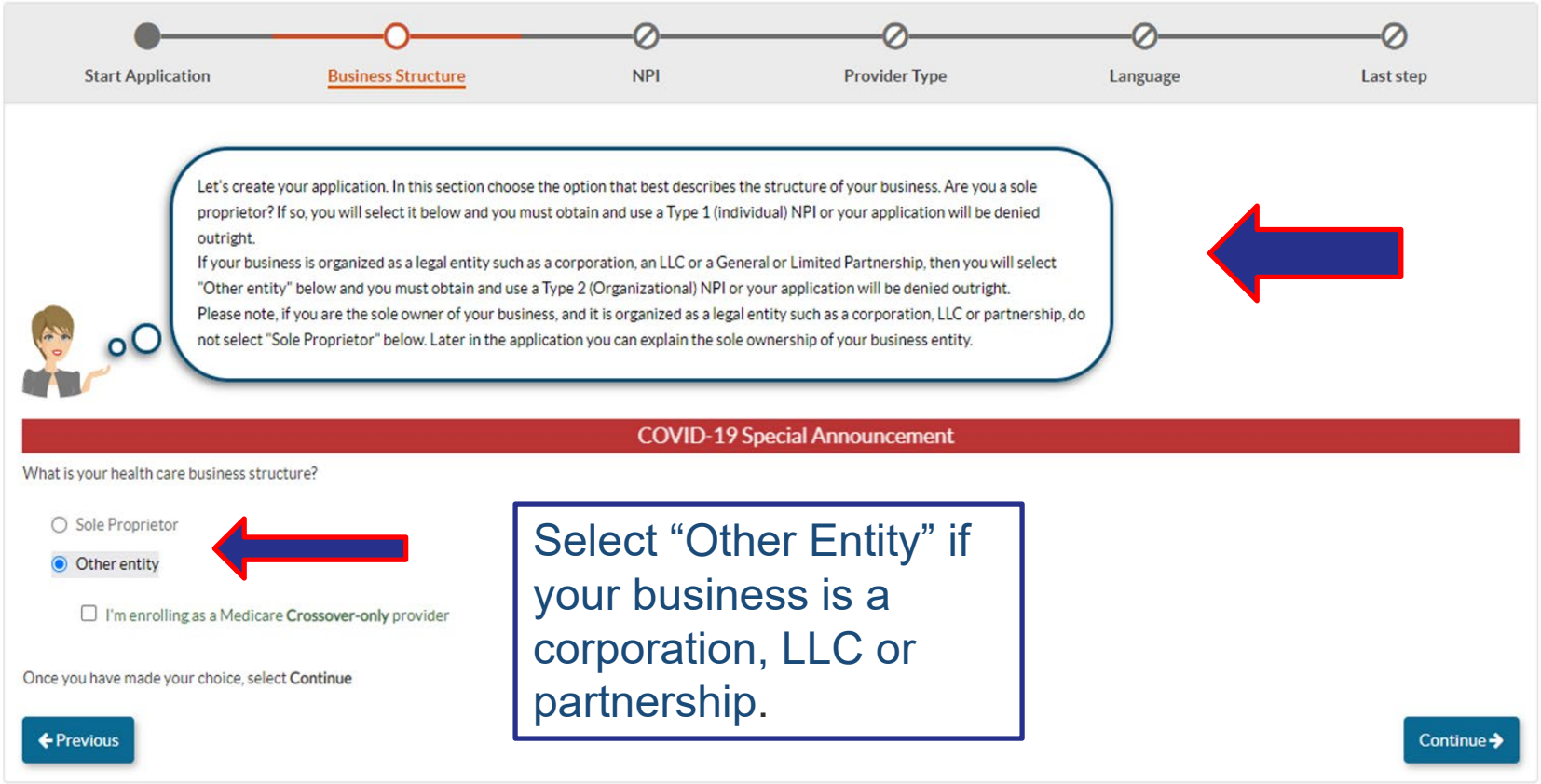
The following slides will guide you through the questionnaire to start a DPP application.

First Questionnaire Page



Second Questionnaire Page

Your Business Structure – Read Lucy!



Select "Other Entity" if your business is a corporation, LLC or partnership.

Correct NPI Type depends on your Business Structure

Type 2 NPI

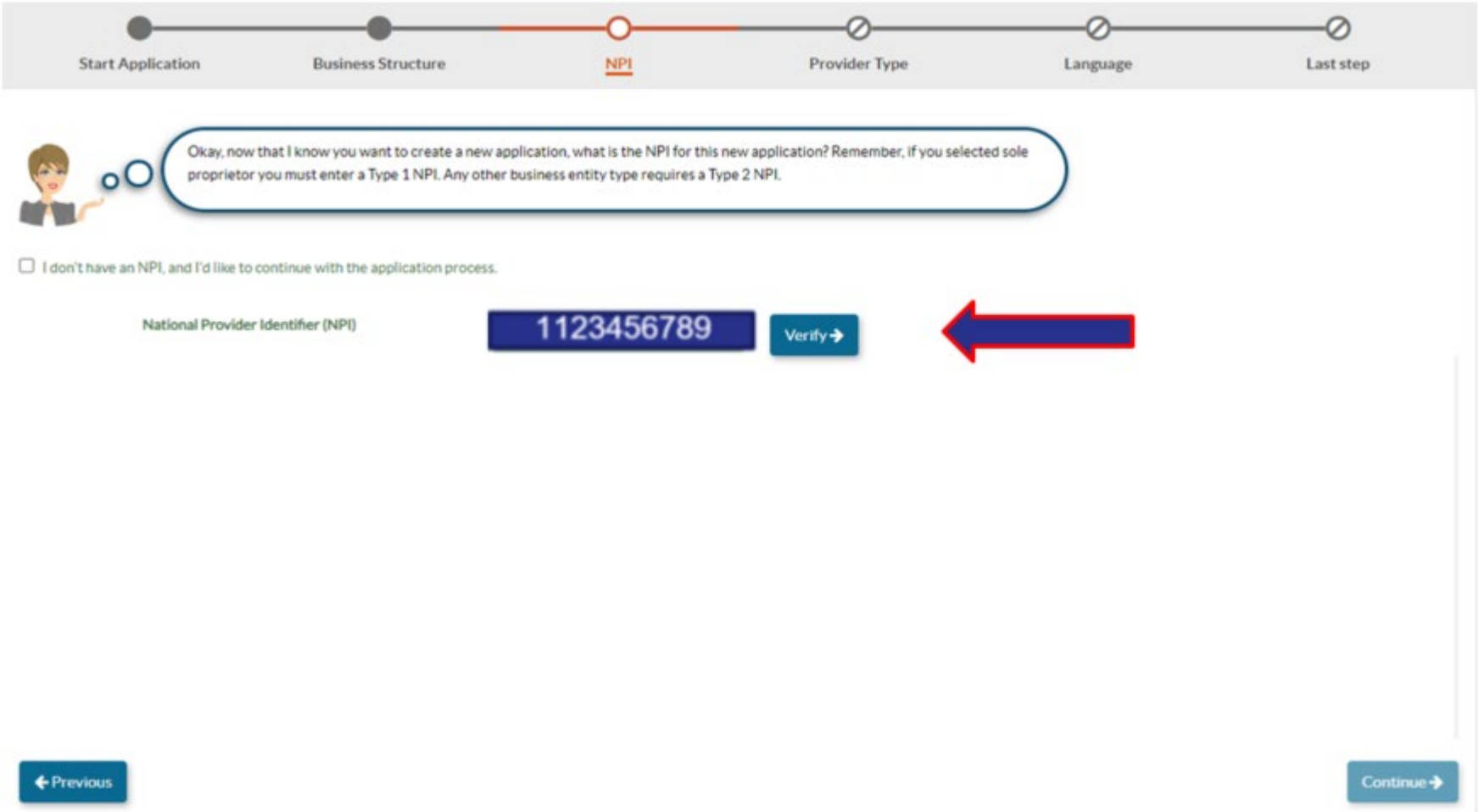
Business entities such as a corporations, LLCs, and Partnerships must use a Type 2 NPI, even if you are the only owner of the entity.

Type 1 NPI

Sole Proprietors must use a Type 1 NPI.
A sole proprietorship is a business owned and operated by one person and the business and the person are one and the same for income tax reporting.

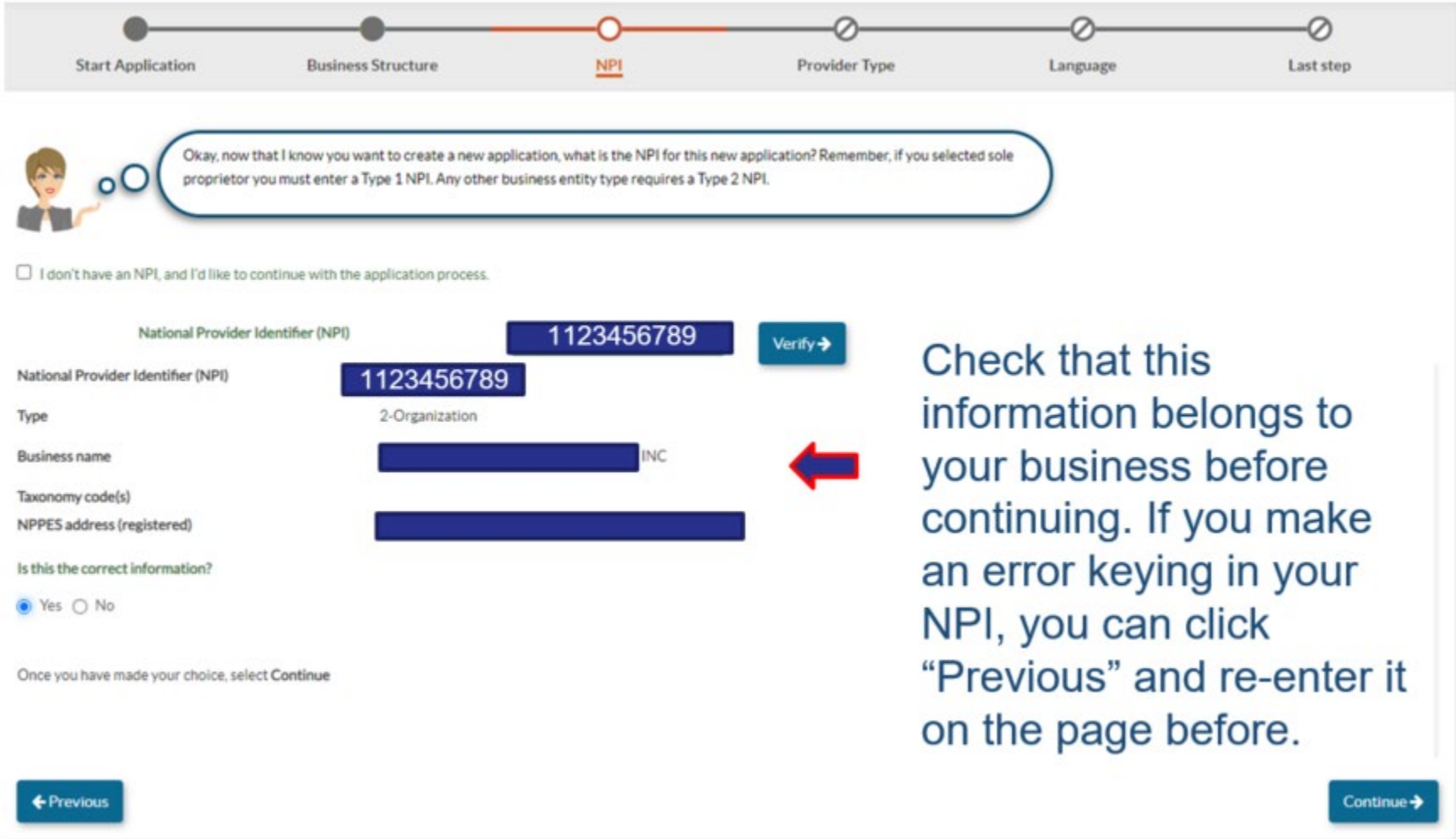
Third Questionnaire Page

Enter Your NPI and click Verify



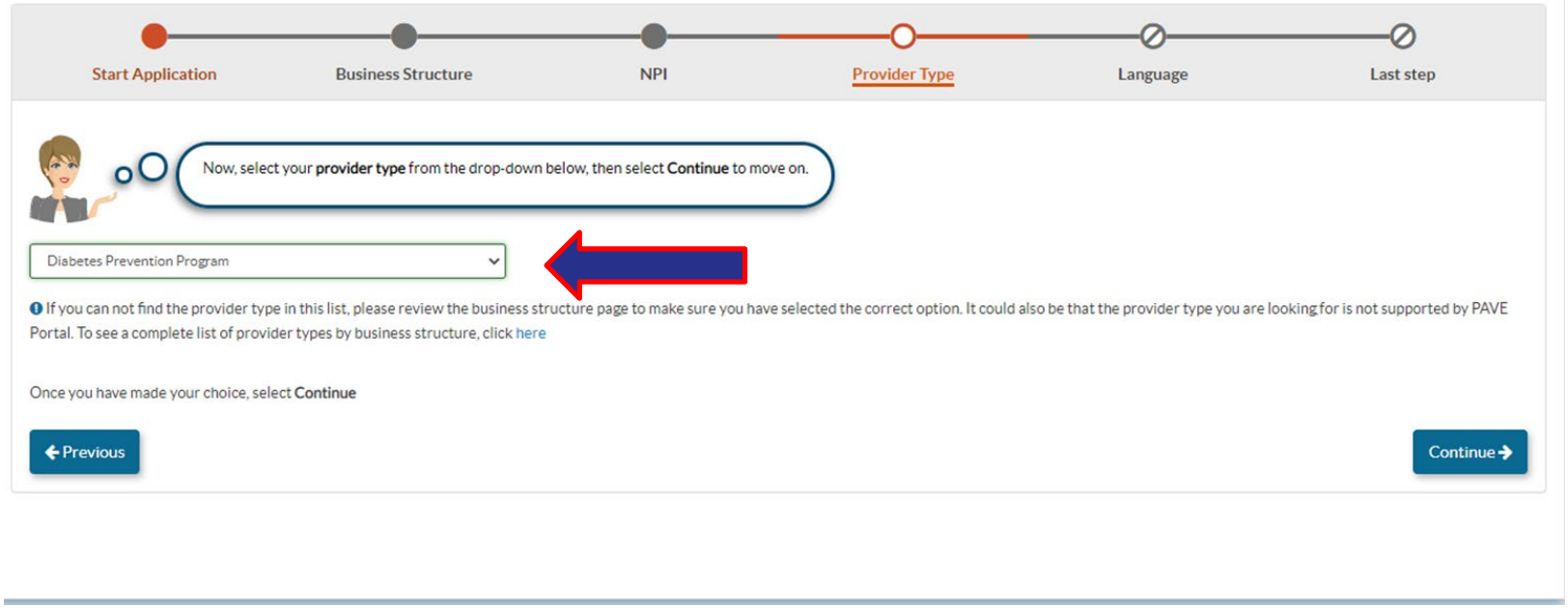
Fourth Questionnaire Page

PAVE Verifies NPI with NPPES



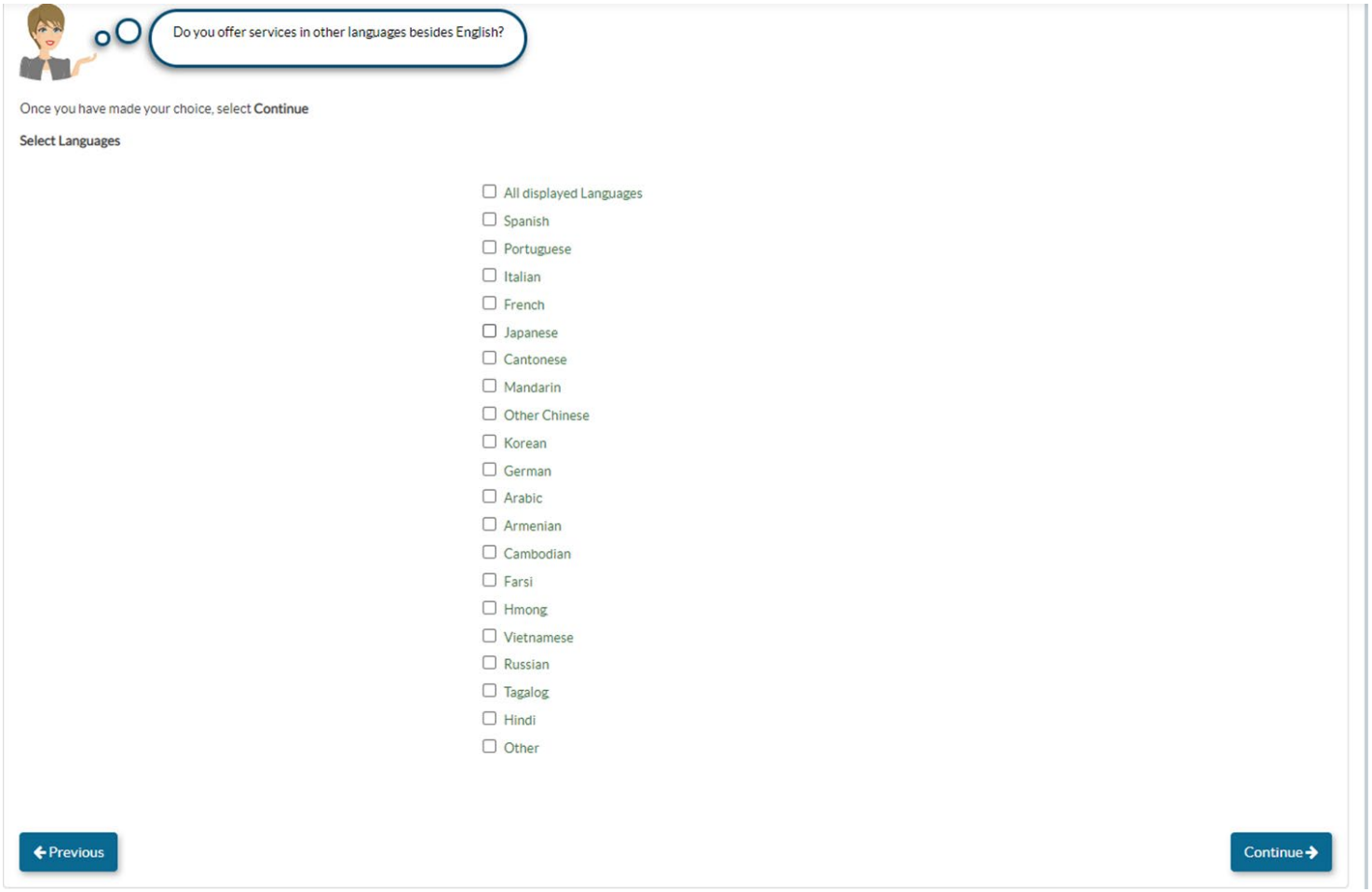
Fifth Questionnaire Page

Select Provider Type - DPP



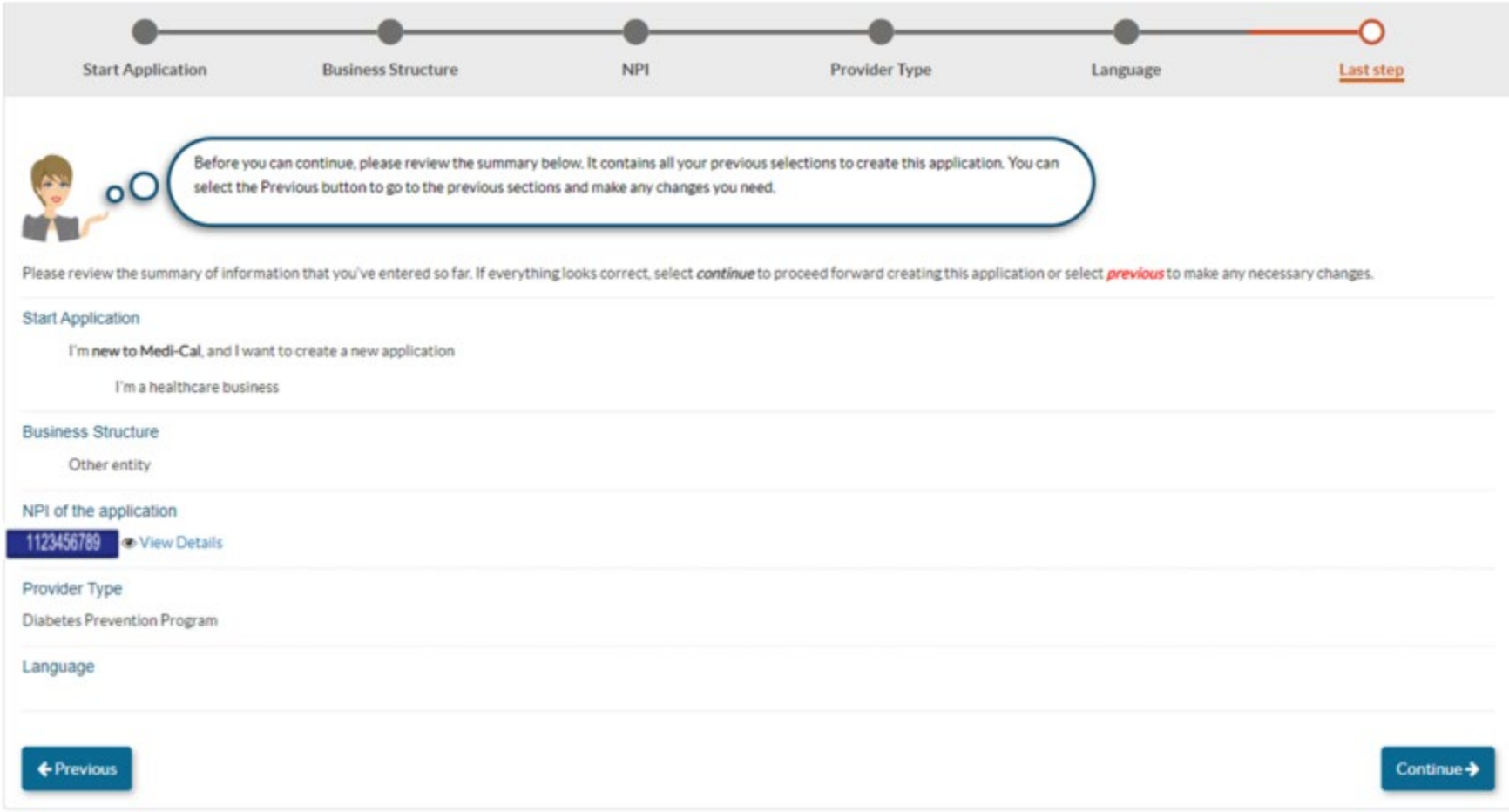
Sixth Questionnaire Page

Languages Offered



Seventh Questionnaire Page

Summary Page – Double Check!



Medi-Cal Requirements

The Medi-Cal Program requirements are woven into the application process.

The next four slides show:

- Fingerprint Requirement
- Who is authorized to sign Medi-Cal apps
- List of required documents to attach
- Medi-Cal Established Place of Business

Fingerprint Requirement

WHAT: DPP applicants are designated as a high categorical risk by the federal Center for Medicare and Medicaid Services and as such, are required to submit fingerprints.

WHO: **Any person with a five-percent or greater direct or indirect ownership interest must submit** fingerprints for State and Federal criminal background checks.

HOW: To obtain the required fingerprints, present a prefilled Department of Justice Request for Live Scan Service (BCIA 8016) form to a Live Scan operator and pay all applicable fees.

When submitting the DPP application, include a legible copy of the date stamped BCIA 8016 form along with verification that all fees have been paid. Verification of payment can be either a "PAID" stamp from the Live Scan operator or a receipt of payment.

FOR MORE INFORMATION for Individuals who are located **out of state**, please copy and paste the following URL into your computer browser window: PED Fingerprinting and Criminal Background Check CJIS9004 (ca.gov)

Who Can Sign Applications

CCR, Title 22, Section 51000.30(a)(2)(B)

- Applications shall… "Be signed under penalty of perjury by an individual who is the **sole proprietor**, **partner**, **corporate officer**, or by **an official representative of a governmental entity or non-profit organization**, who has the authority to legally bind the applicant seeking enrollment, or the provider seeking continued enrollment, or the provider seeking enrollment at a new, additional, or change in location, as a Medi-Cal provider."

- Signatures cannot be delegated

Some Required Documents

This slide lists documents that you may need to attach to the DPP application. Depending upon your specific business model, you may have additional required documents.

- ❑ Articles of Incorporation (only for corporations)
- ❑ State-Issued Identification
- ❑ Verification of TIN/EIN with one of these accepted documents: IRS Form 8109-C, Form 941, Letter 147-C, or Form SS-4 (Confirmation Notification)
- ❑ Lease agreement (if leasing service/admin location)
- ❑ Proof of Comprehensive (General) Liability Insurance
- ❑ Business License /Tax Certificate (if required by local government)
- ❑ Fictitious Business Name Statement from your city/county (if using a fictitious name)
- ❑ Valid, current, CDC Pending or Preliminary Recognition letter, or a current valid copy of the Certificate of Full CDC Recognition
- ❑ Workers' Compensation Insurance, as applicable

Medi-Cal "Established Place of Business" Requirements

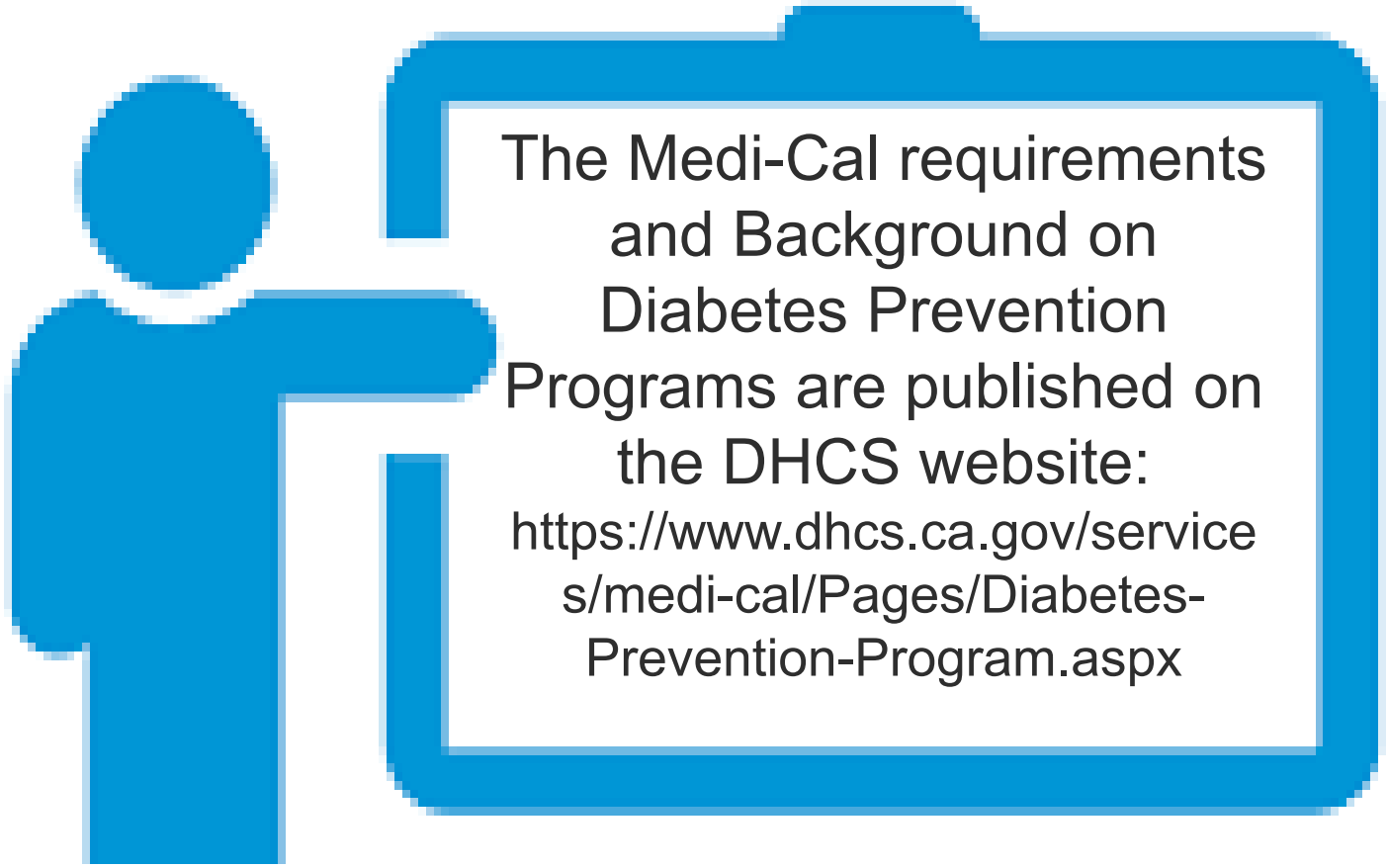
Your Administrative Address…

- ✓ Is Open and Conducting Business at time of application submission
- ✓ Is In a building either owned or leased by the applicant
- ✓ Has permanently posted business hours
- ✓ Has permanently attached signage with the business' name
- ✓ Has administrative and fiscal foundation to survive with adequate inventory and staff for the volume of business
- ✓ Has all State and local business permits and licenses to conduct business
- ✓ Has necessary equipment, office supplies and facilities to carry out business, including storage and retrieval of documentation required by the Medi-Cal Program
- ✓ Obtains and maintains General Liability Insurance coverage and has Worker's Compensation Insurance as required by state law

Federal Rules for DPP

- ✓ Must have at least one Administrative location and must report all Admin locations
- ✓ Admin Location cannot be a personal or home address
- ✓ DPP must have either pending, preliminary, or full recognition as a DPP through the CDC
- ✓ Peer coaches must have NPI and meet Federal Standards to participate
- ✓ Beginning 1/1/2022 application fee is no longer required – *click on an exemption in PAVE if it requires you to fill out this form while completing your application.*

Online Resources



More Online Resources

- Medi-Cal Enrollment requirements specific for Diabetes Prevention Programs are also published on the DHCS website:

https://www.dhcs.ca.gov/provgovpart/Pages/DiabetesPreventionProgram.aspx

Enrollment Process Initial Review

1. Complete your application in the PAVE portal

2. Submit your application

3. DHCS reviews in ‘date order received’.

4. The legal allowance for the initial review period is 180 days, but DHCS strives to complete initial reviews much sooner.

The Enrollment Process Correcting Deficiencies

- If your application is incomplete, PED will return it to you for corrections.
- You will be notified via email to log into the PAVE system to fix the noted deficiencies in your application.
- You need to go into the application and make the corrections and resubmit your application to PED within 60 days.
- If you don't resubmit timely, or correct all items, the application will be denied.

Common Deficiencies

- Lack Business License
- Live Scan Forms missing
- Lease Agreements – expired leases, virtual office leases missing terms and dates; missing signatures.

The Enrollment Process Onsite Inspections

- Your application will be referred for an onsite inspection by staff from the DHCS Audits and Investigations Division.
- You will be notified through PAVE when the application is referred.
- You will be contacted by the onsite staff who may ask for additional documents to verify information in the application.

The Enrollment Process Post-Onsite

- The onsite staff send a report to PED.
- Depending on the findings of the onsite, PED will either:
    1. Approve your application
    2. Deny your application
    3. Return your application to you for additional information or corrections.

  Corrections must be made within 60 days and application resubmitted to PED to avoid denial of the application.

The Enrollment Process Approval and Denial

- If your application is approved, you will be notified via email to log into the PAVE system to receive your Approval Letter.
- If your application is denied, you will be notified via email to log into the PAVE system to receive your Denial Letter with Appeal Rights.

Additional Resources

- For technical assistance with the PAVE system, please direct your questions to the PAVE Help Desk at 1(866) 252-1949.

- For Medi-Cal enrollment questions, you can send an email inquiry by going to DHCS.CA.GOV, click Providers and Partners, then Provider Enrollment Division and then scroll down and click “Inquiry Form” or call 1(916) 323-1945.

- For additional help in PAVE, click on the link below to take you to the PAVE homepage where you can access Provider Training videos and other tutorials.
- https://www.dhcs.ca.gov/provgovpart/Pages/PAVE.aspx