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Health and Human Services

Open Enrollment Contracts & Operations

Contract Administration and Provider Monitoring (CAPM)

Your Presenter

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Nikolaos Vekris

Director of Open Enrollment Contracts and Operations, Contract Administration and Provider Monitoring (CAPM)

What to Expect

I. Contracts

PEMS

CAMP

Contract Overview

Areas of concern

II. Questions

Provider Enrollment and Management System (PEMS)

Enrollment in Texas Medicaid is a mandatory step for providers.

This process guarantees that healthcare providers meet specific criteria and are equipped to offer high-quality care within the framework of the Medicaid program.

Contract applicants and contractors will use PEMS to enroll, or revalidate, as a Texas Medicaid provider to obtain or retain a contract with HHSC.

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Contract Application and Management for Providers (CAMP)

CAMP is a web-based portal where applicants and current contractors can:

- Create and submit applications for certain Medicaid waiver programs.
- Receive notifications related to application status or contract action requests
- Communicate with contract staff assigned to their application or contract action request.

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Contract Application and Management for Providers (CAMP) (cont.)

Request contract actions such as renewal, information changes, change of ownership, and voluntary terminations.

Upload application and contract documentation.

Revise or address suspensions of contract applications.

Execute contract documents.

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Contract Application and Management for Providers (CAMP) (cont.)

Resources

Website

https://camp.hhs.texas.gov/camp/s/

Email

IDDWaiverContractEnrollment@hhsc.state.tx.us

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CAMP Account Setup

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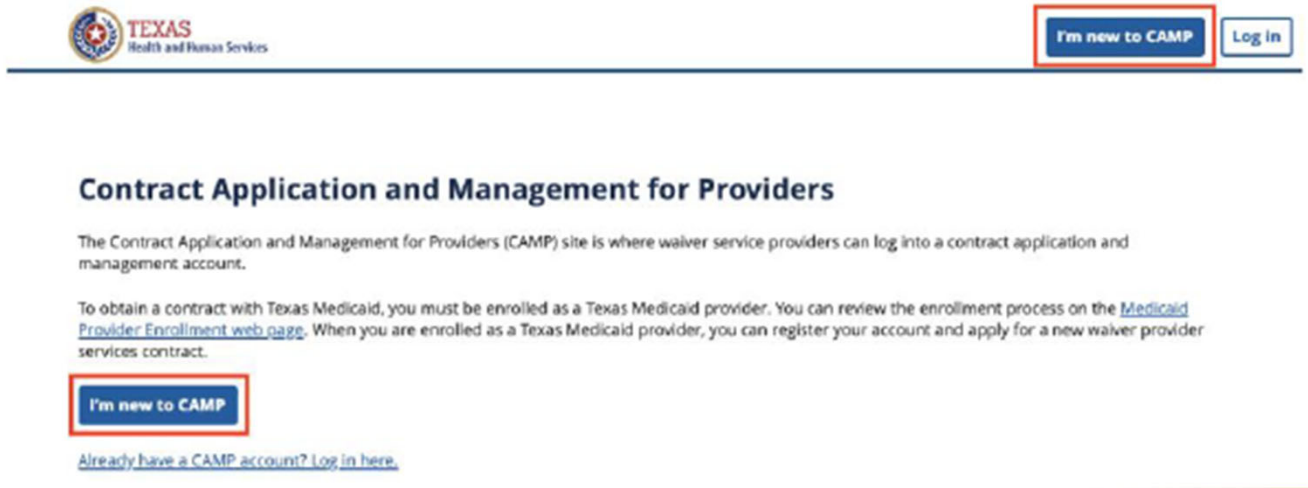
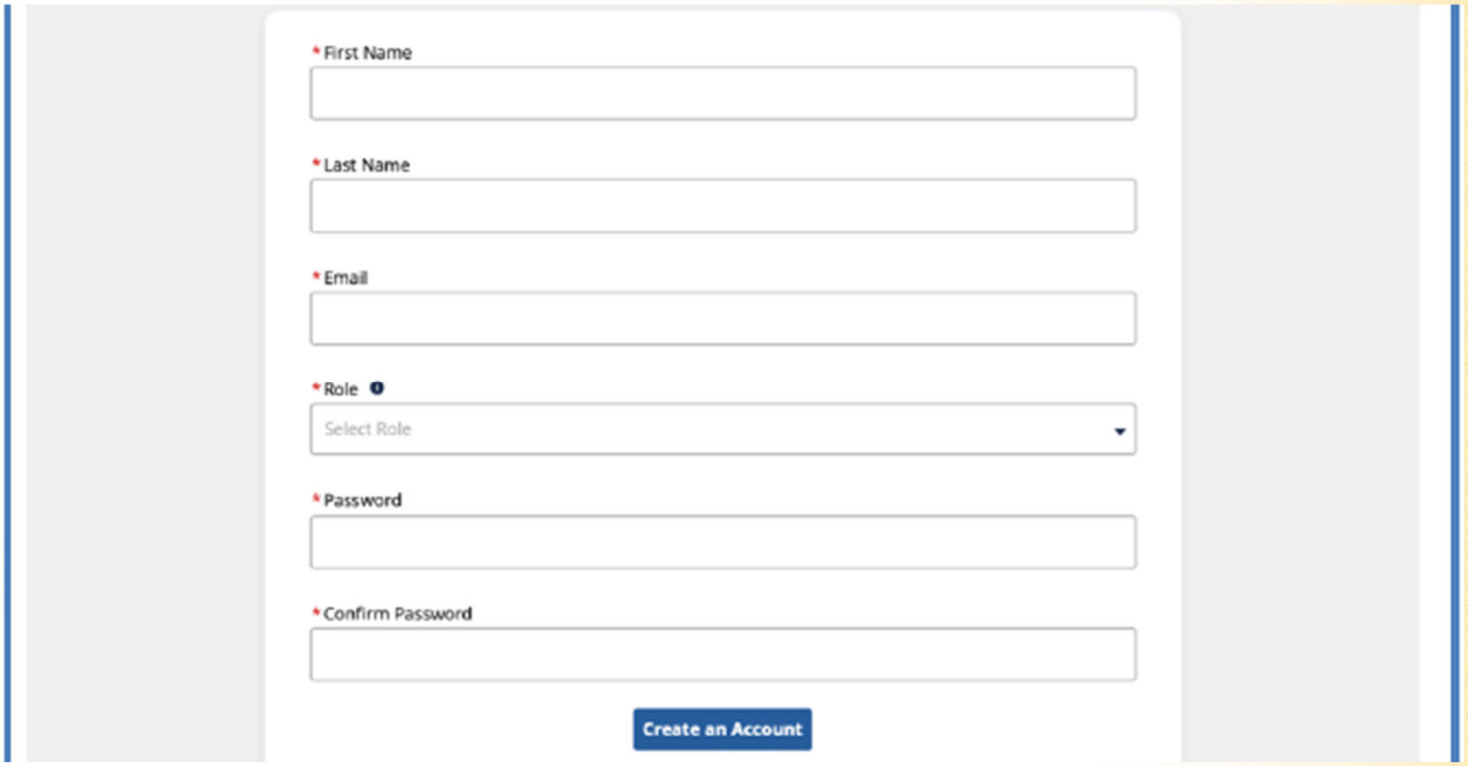
Navigate to the CAMP portal and click the "I'm New to CAMP" button on the top, right-hand corner of the page or under the welcome text on the page.



CAMP Account Setup (cont.)



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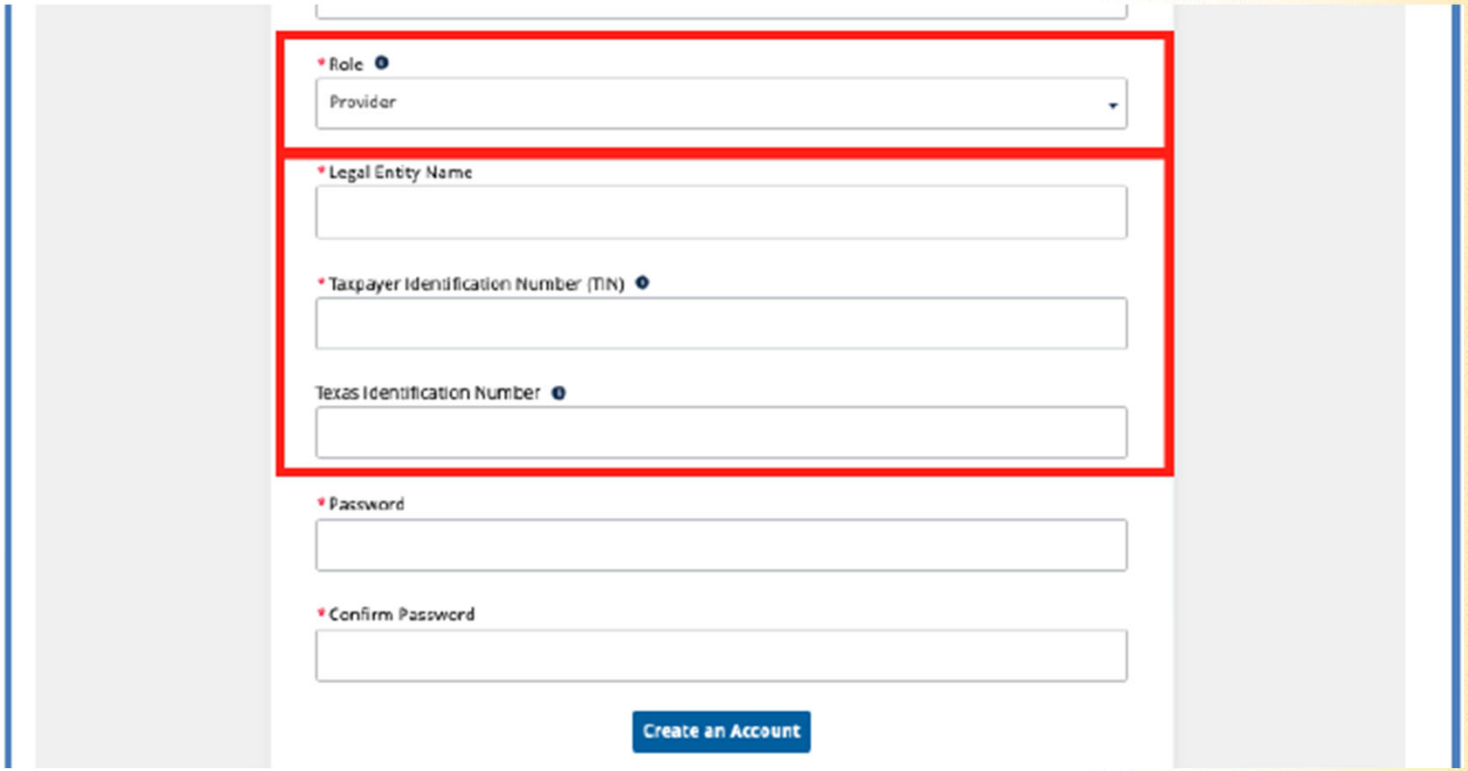
CAMP Account Setup (cont.)



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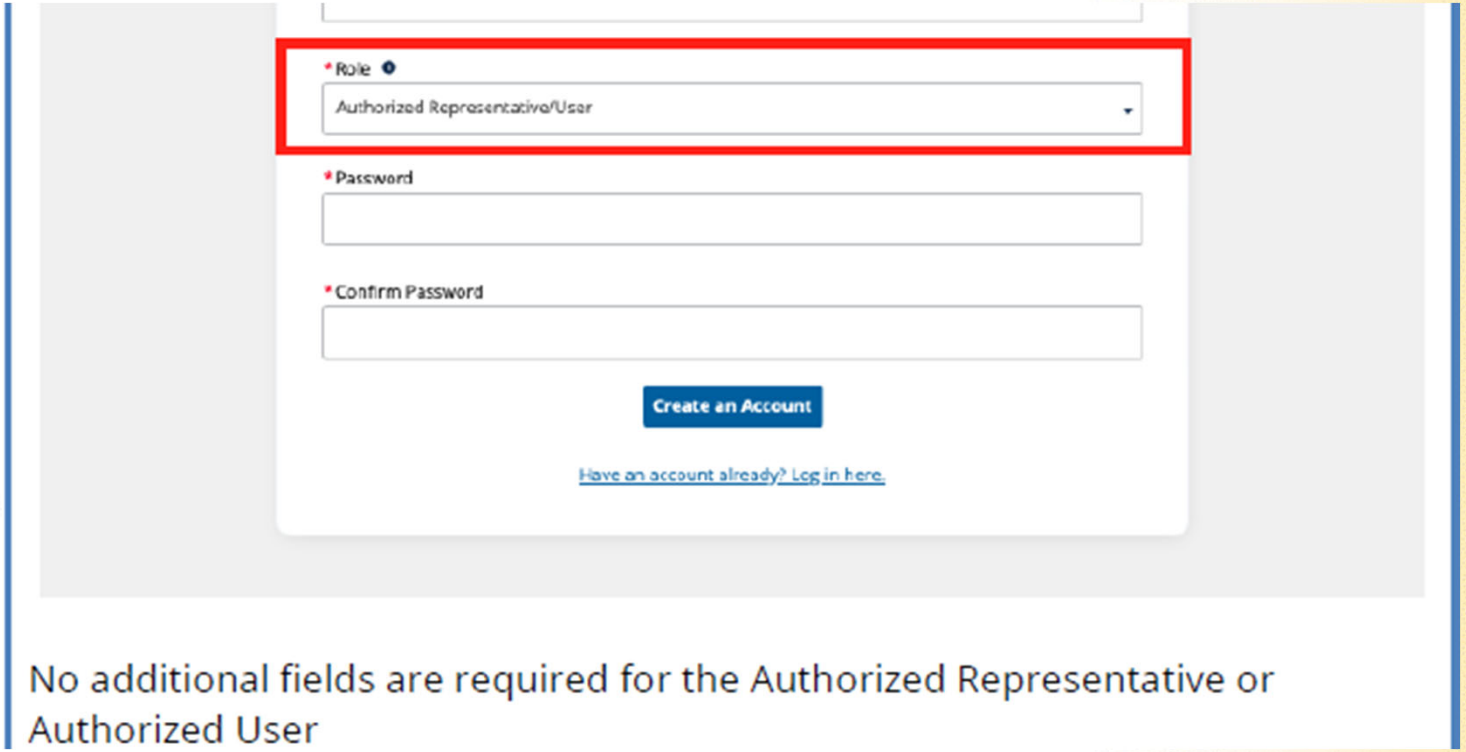
CAMP Account Setup (cont.)



No additional fields are required for the Authorized Representative or Authorized User

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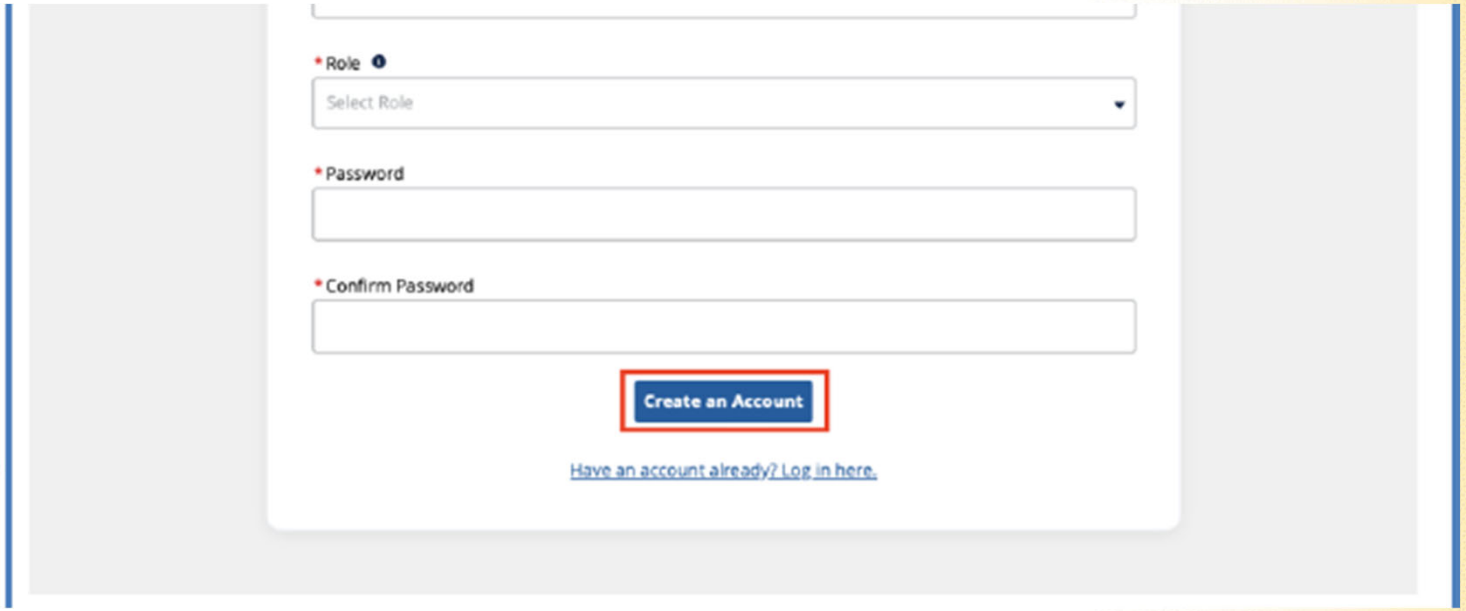
CAMP Account Setup (cont.)



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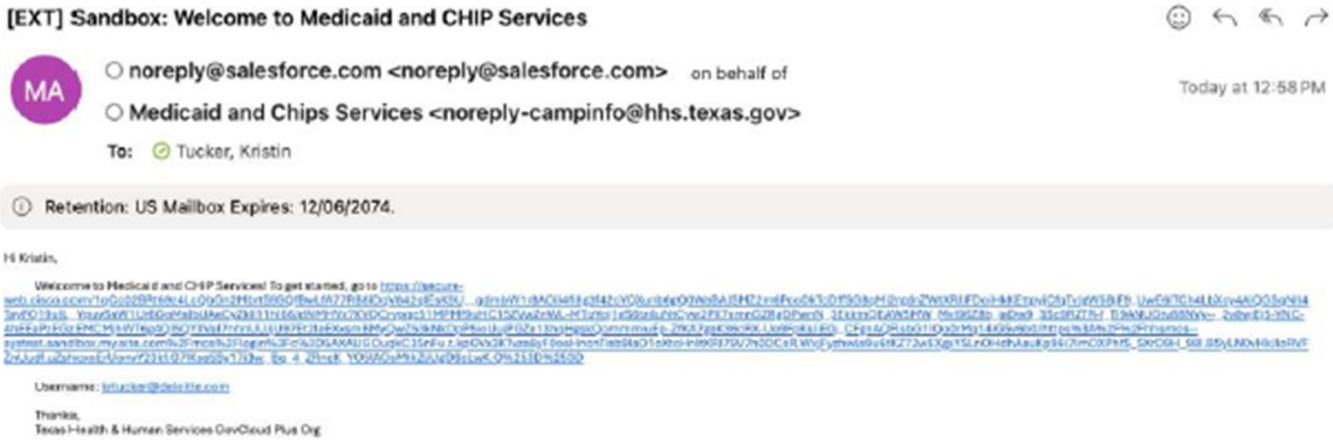
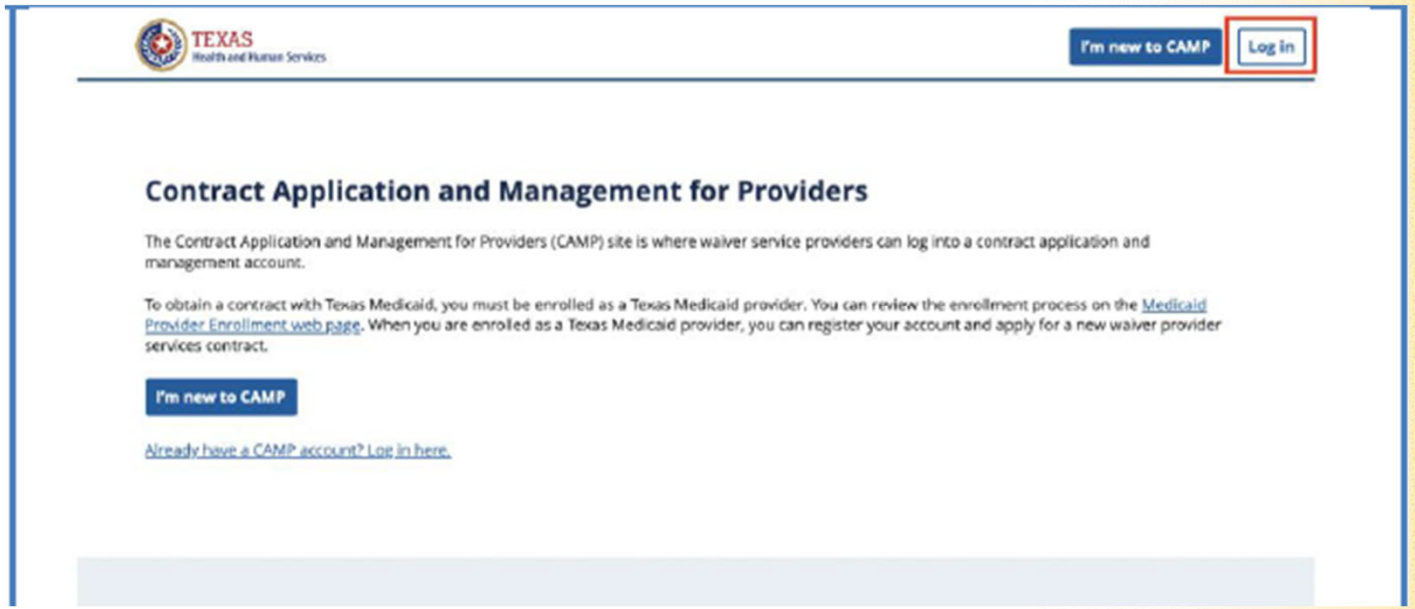
CAMP Account Setup (cont.)

Navigate to the inbox of the email address that was provided and ensure that an email confirmation of account creation has been received



Copy and paste the link provided in the email into your browser. Click the "Login" button on the top, right-hand corner of the page.

CAMP Account Setup (cont.)



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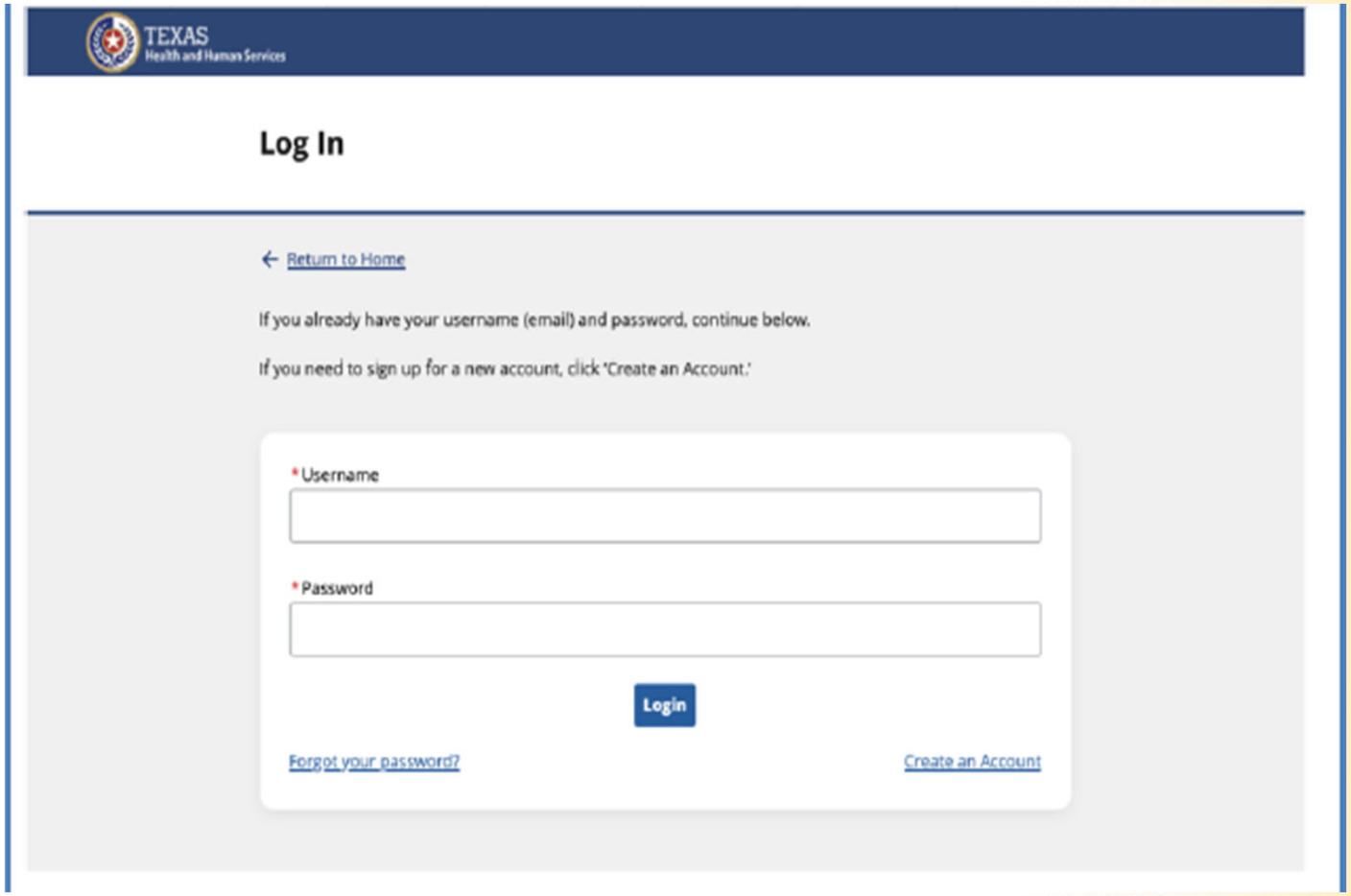
CAMP Account Setup (cont.)



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CAMP vs Paper

CAMP replaces some of the documents required to be completed as part of the manual, paper-based process which will remain an available option.

When interacting with CAMP you will notice submodules that address some of the existing forms.

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Application Packet

Form 5873 – Waiver and Community-based Programs and Services Application Packet along with the following:

- An applicable, current license issued by HHSC
- Receipts for Criminal History Record Requests for each controlling person of the legal entity

The application packet is reviewed and processed by a Contract Specialist.

Submitting an Application

CAMP is the preferred means to submit applications and contract action requests. However, the manual paper-based process will remain available by submitting:

HCS, TXHML, CLASS, DBMD, Hospice application packets

Email: IDDWaiverContractEnrollment@hhsc.state.tx.us

ICF/IID and Nursing Facility application packets

Email: CAPM_NF_ICF_Contracts@hhsc.state.tx.us

FAX to (512) 206–3916 or by Mail

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Contract Types

There are two different types of contracts you may have with HHSC:

A provisional contract, which has a 30-month term.

A standard contract, which has a five-year term.

All initial open enrollment contracts executed by HHSC are provisional.

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General Requirements

Except as provided in HHS rules governing services provided under the contract, a contractor shall:

- Comply with the terms of its contract.
- Accept the reimbursement rate for a service in effect at the time the service is provided as **payment in full** for performance under the contract.

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General Requirements (cont.)

Not make an additional charge to the individual, any member of the individual's family, or any other source for supplementation for performance under the contract, unless specifically allowed by federal or state law, rule, or regulation.

Subscribe to receive HHSC e-mail updates and be informed of policy updates, information letters, and provider letters.

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General Requirements (cont.)

Keep contract information current.

Per the current version of the contract (Form 3254) in Section III.3, Item B under Updating HHSC, you must advise HHSC about **any** changes to contract information.

Failure to notify HHSC may result in contract sanctions.

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General Requirements (cont.)

The Contractor agrees:

To keep its contracted information current by informing HHSC in writing of:

- A "change of ownership" or a "change in the contract's legal entity" that directly or indirectly changes the legal entity responsible for fulfilling this contract **at least 60 calendar days before the date of the change**;

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General Requirements (cont.)

- A change in the name of the person authorized to negotiate, execute, amend or terminate this contract on behalf of the Contractor **within 30 calendar days** of the date of the change; and

- A change in the name, telephone number, fax number or e-mail address of the Contractor's contact person or the name of the Contractor, if the change is not a change in the Contractor's legal entity, **within 14 calendar days of the date of the change*.**

***PEMS must be updated first.**

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General Requirements (cont.)

IMPORTANT: Notify all areas

Provider Enrollment and Management System (PEMS)

HHS Licensing and Certification Unit

CAPM

Areas of Concern

CHOW vs CHOW vs CHLE

Licensing

Change of Ownership is when the tax ID changes.

Contracting

Change of Ownership occurs when:

(A) a transfer or sale, 50% of the ownership of a contractor is held by one or more persons who owned less than 5% before the transfer or sale; and

(B) the contractor is not required to obtain a new federal tax identification number.

Change of Legal Entity is when the tax ID changes.

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Areas of Concern (cont.)

Failure to report CHOW or CHLE timely.

Update contact information.

Maintain accuracy of Signature Authority.

Failure to respond to Contract Staff timely.

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Areas of Concern (cont.)

PEMS revalidation delays.

License expirations or issues.

Not meeting minimum qualification for contract.

Suspension of Applications or Termination of contract.

Resources

Subscribe to HHSC Alerts

Contract Application and Management for Providers

Request Assistance:

CAPM_Operations@hhs.Texas.gov

Questions?

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Thank you!

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DAHS-ISS & ICF/IID Renewals and CHOWs

Stephanie Allred, PhD
Deputy Associate Commissioner
HHSC Long-Term Care Regulation

DAHS Licenses

- DAHS
  - Provides traditional DAHS services
- DAHS with Individualized Skills and Socialization
  - Provides traditional DAHS services and Individualized Skills and Socialization services
- DAHS-Individualized Skills and Socialization Only
  - Provides Individualized Skills and Socialization services only.

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ICF/IID Medicaid Beds

- Medicaid Bed Allocation for ICF/IID is completed through identification of need in the Long-Term Care Plan for Individuals with an Intellectual Disability (HSC §533A.062).
- HHSC cannot issue a license for new beds or the expansion of an existing facility unless it is included in the plan (HSC §252.033(f) and HSC §222.042).
- If new beds are approved by the plan, the approved capacity of the new facility cannot exceed six (26 TAC §251.206(a)(1)).

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Renewals

- All renewals are submitted through TULIP
  - TULIP Online Licensure Application System | Texas Health and Human Services
  - Login
- Renewal applications should auto generate into your TULIP account
  - If it does not, contact TULIP Support
  - 512-438-2584

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Renewals

- It is the responsibility of the provider to submit a renewal application
  - PL 2020-03
  - Renewal applications must be submitted regardless of survey status
- Licenses remain active during the renewal process, as long as a timely renewal application is submitted
  - PL 2021-14

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Renewals

- LTCR has issued a recent provider letter that provides guidance on elements of a licensure application.
  - PL 2025-03
- Providers are required to follow the TULIP instructions for applications.

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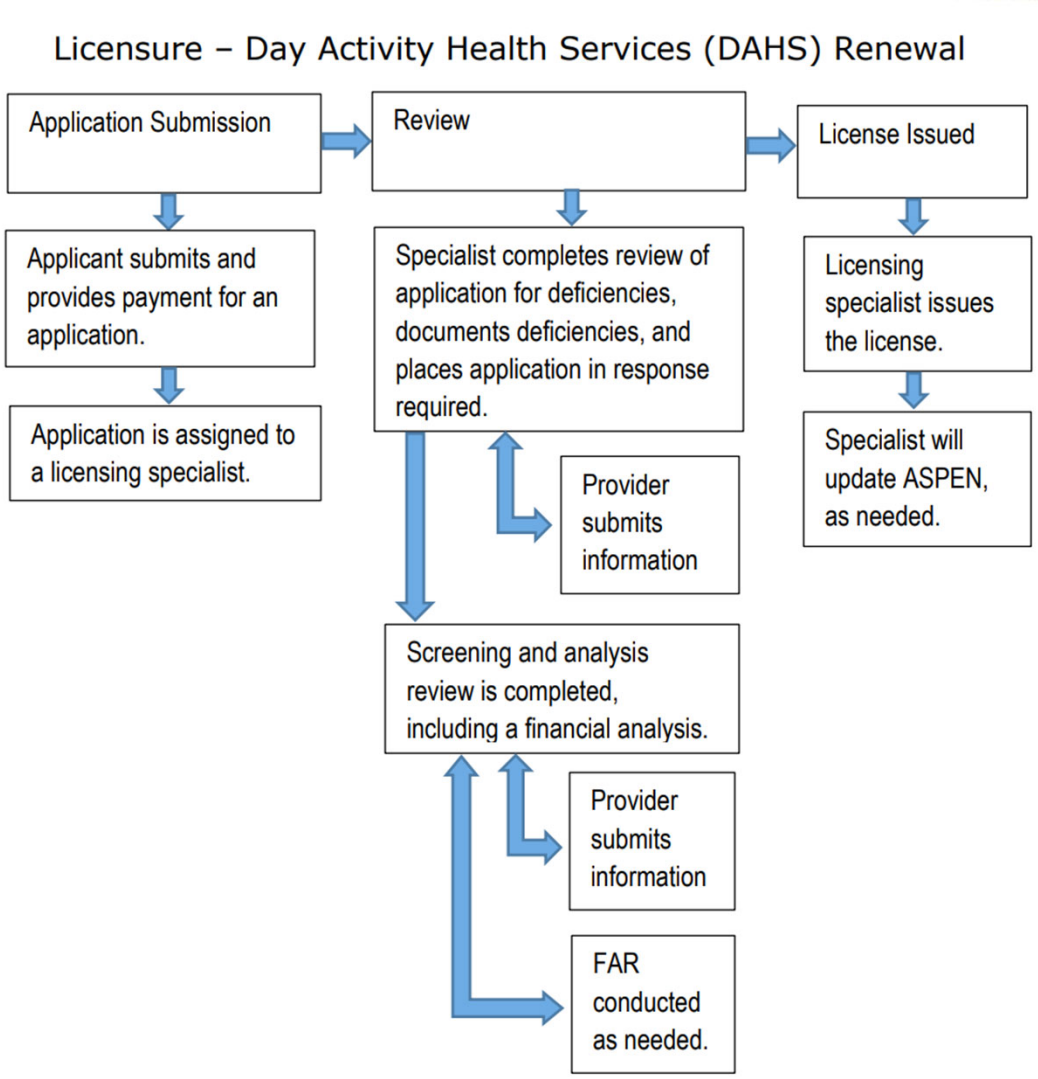
Renewals - DAHS

- Mapping DAHS Renewal



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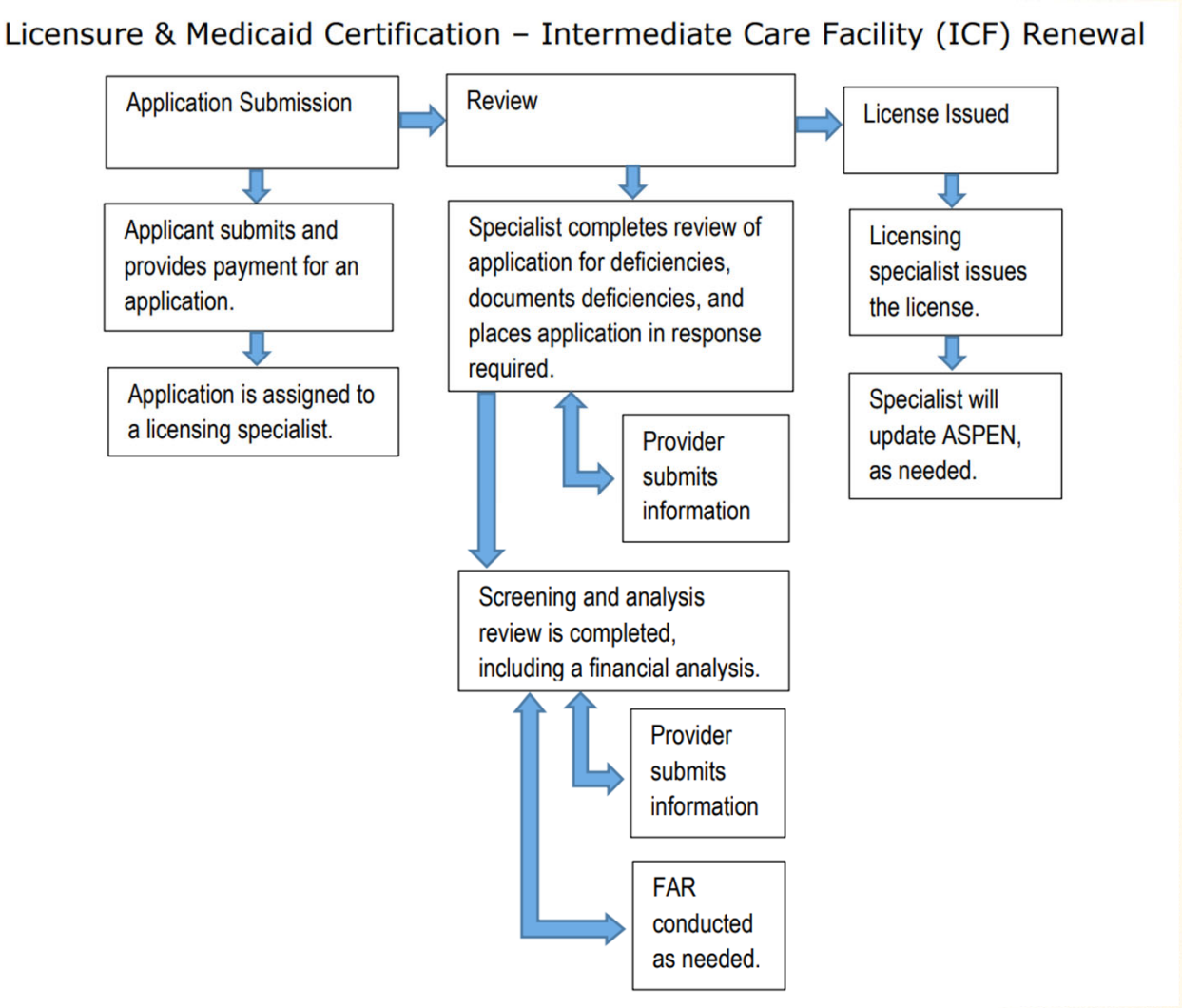
Renewals – ICF/IID

- Mapping ICF Renewal



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CHOW - definition

- According to the Texas Administrative Code, a CHOW is an event that changes the federal taxpayer identification number (EIN) of the license holder of a facility [26 TAC §551.3(12); 26 TAC §559.3(8); 26 TAC §559.203(1)].
- If the EIN does not change, the current licensee is required to submit a change application in the Texas Unified Licensure Information Portal (TULIP).

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CHOWs

- The CHOW application is submitted by the prospective new owner, the 'buyer' from their own account in TULIP.
  - TULIP Online Licensure Application System | Texas Health and Human Services
  - Login
- The CHOW application must be submitted at least 30 days before the effective date of the CHOW.
- A license must be active to go through a CHOW
- If a license will expire during the CHOW process, it must be renewed first

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CHOWs

- The CHOW affidavit (Form 1092) is required to be signed by both the incoming and outgoing owners
  - PL 2021-02
- During the application review process, the Screening and Analysis Unit (SAU) checks the background and the qualifications of all owners, controlling parties and affiliates as disclosed in the application.
  - PL 2024-11

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CHOWs

- A temporary license is a 90-day license issued to a new owner pending the outcome of a CHOW health survey.
  - This license can be extended.
- A standard license is a three-year license issued once the provider has successfully completed the CHOW health survey.

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CHOWs – ICF/IID

- For ICF/IID:
  - CAPM is notified that a CHOW application has been received and when the temporary license issued.
  - The allocation of Medicaid beds moves with the license to the new owner.

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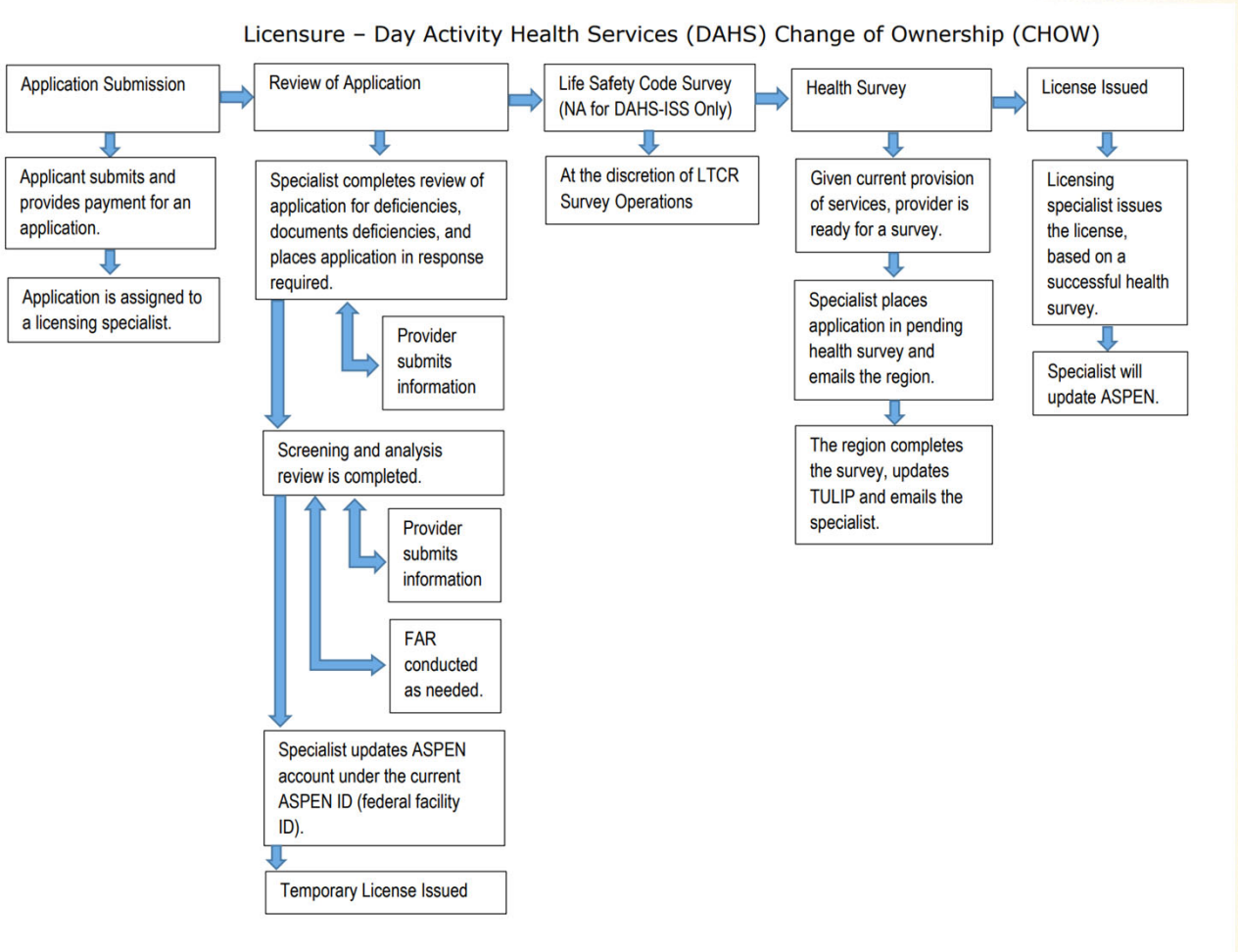
CHOWs - DAHS

- Mapping DAHS CHOW



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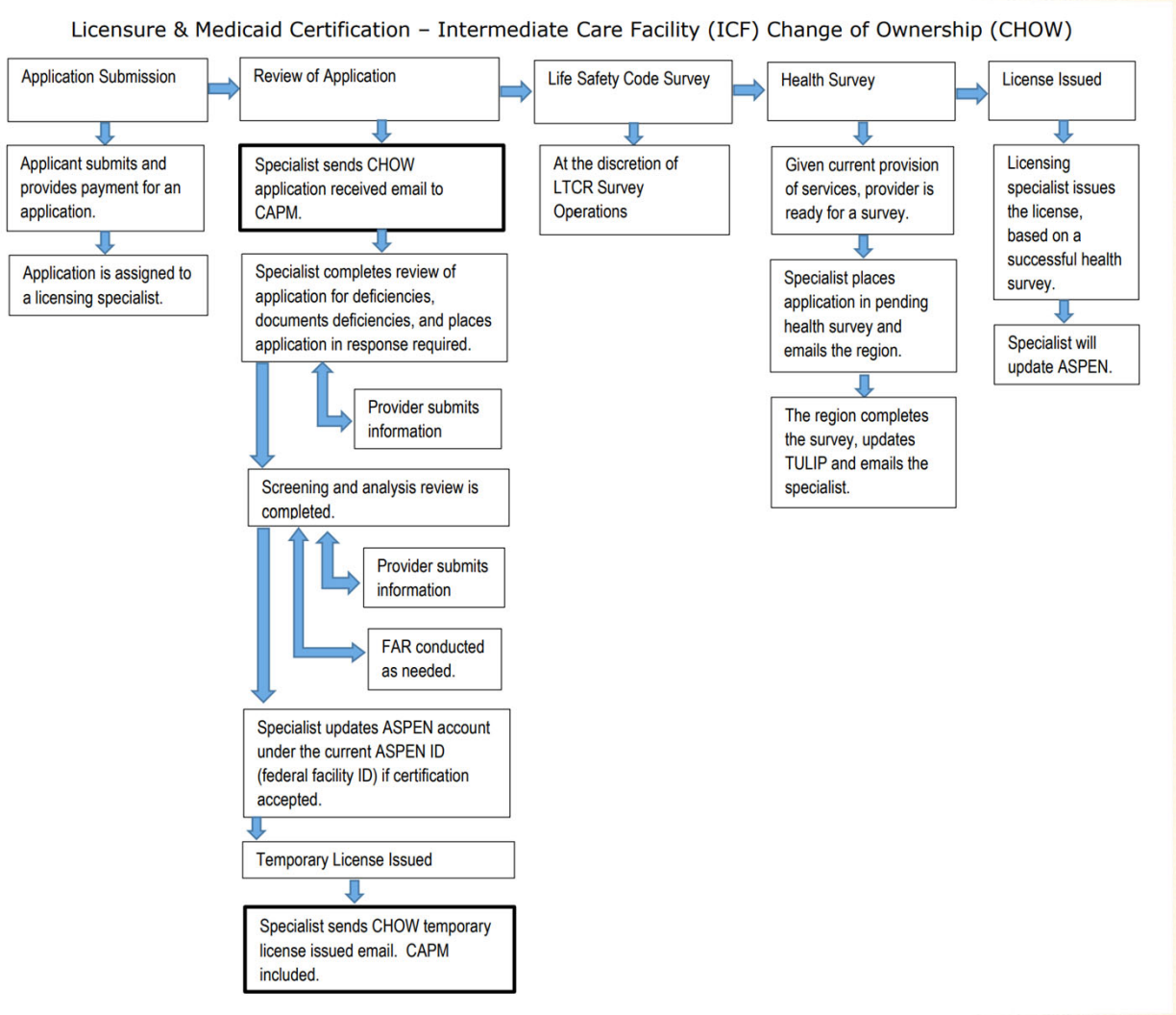
CHOWs – ICF/IID

- Mapping ICF CHOW



Contacts

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- Anne Trejo – Director
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  - Anne.Trejo@hhs.Texas.gov
- Heidi Lopez – PLC Manager
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  - Heidi.lopez@hhs.Texas.gov

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Contacts

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  - Rodney.hidrogo@hhs.Texas.gov
- ALF/ICF/PPECC Unit email
  - LTC_ALF_ICF_Licensing@hhs.texas.gov
- Rebecca Flores – DAHS Unit Manager
  - Cell: 512-945-9315
  - Rebecca.flores@hhs.Texas.gov
- NF/DAHS Unit email
  - LTC_NF_DAHS_Licensing@hhs.texas.gov

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Questions?

Thank you!!

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Please fill out a survey on this session:
(the QR code is also on the backside of the conference program)
Type in the name: Contract & Licensure.

SESSION SURVEY