

**Modified and
updated February
2024**

Housing Stabilization Services Learning Session #1: Provider Enrollment and Compliance

HOSTED BY THE HSS TA TEAM



Housing Stabilization Services TA Team

Our goal is to support agencies and communities in implementing the new Housing Stabilization Services so that people experiencing homelessness get the help they need to achieve housing stability.

Purpose of Learning Sessions

DHS provides the WHAT

Housing Stabilization
Services TA Team helps
with HOW

Each session will include:

- Helpful tips and tools provided by the TA team
- Open Q&A on topic
- Opportunities for sharing experiences across agencies

Today: Provider enrollment and compliance

Goals

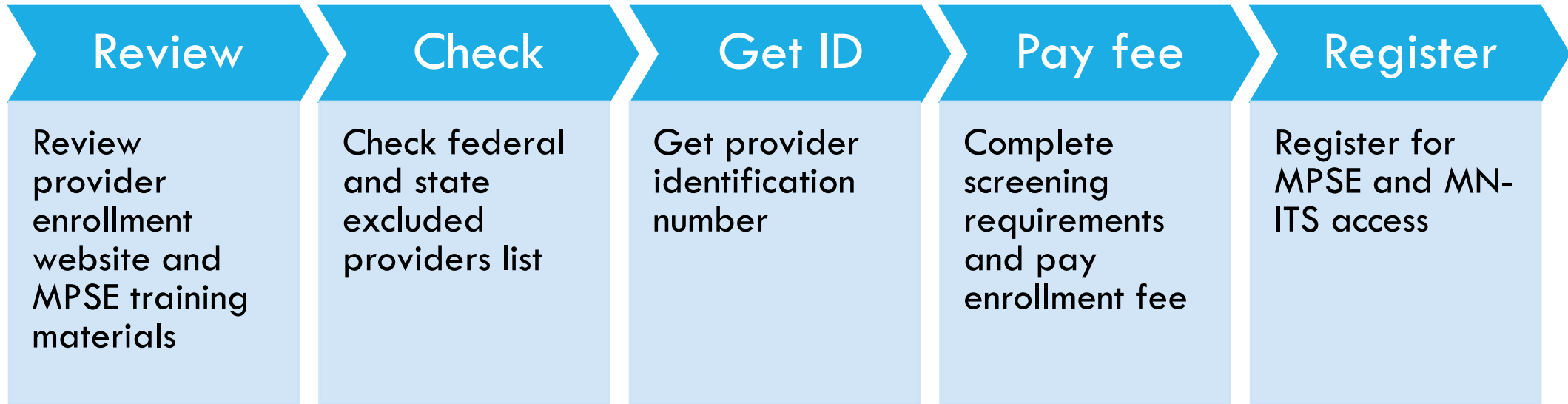
- Help you get organized to start the process
- Highlight important items
- Refer to tools and additional info
- Opportunity to share experiences among providers

This session is **NOT** a substitute for official guidance from DHS.

Agenda

- I. Review info and tools
 - I. Getting started
 - II. Forms
 - III. Medicaid compliance
- II. Discussion

I need to enroll. How do I start?



Options for provider enrollment



OR



MPSE PORTAL

FAX YOUR MATERIALS
TO PROVIDER
ELIGIBILITY AND
COMPLIANCE

Benefits to enrolling through the MPSE portal

- You can verify that the request was received via the portal and can monitor the status of that request through MPSE.
- Requests that are submitted through MPSE can be “taken back” before DHS has processed it and correct any information and resubmit without starting the 30-day processing clock over.
- Help button at the top of each page to directly link to more information.

Screening, revalidation and fees

Housing Stabilization Services is considered “low-risk” and an “institutional provider” (HCBS)

Must pay fee PRIOR to submitting application

Separate enrollment required for EACH office location that is owned or managed by your agency and you will be providing Housing Stabilization Services from

NPI/UMPI

- You do NOT need a NPI number to provide Housing Stabilization Services. You may need it if you plan to provide other Medicaid services at some point.
- If you do not apply for an NPI, you can use an UMPI.
- If you do not have either, leave this section blank and one will be assigned to you.
- [This NPI Application guide](#) from the California Department of Health Care Services goes through the step-by-step process of applying for an NPI in the [NPPES Portal](#).

Completing forms

(4138, 7618, 7968, 7967, 3891)



Complete all forms before you get started and save in a folder on your computer.



Print, sign forms and scan back in. Electronic signatures are not accepted.



You can google eDoc forms by number to find them.

Housing
Stabilization
Services
Provider
Enrollment
Application
(DHS-8018)
(PDF)

- Scattered-site services should choose “office” location
- Select fee-for-service AND in-network managed care
- Use “Provider Type” 18—HCBS Housing Services
- Encourage you to apply for both Consultation and Transition/Sustaining

Disclosure of
Ownership
and Control
Interest of
an Entity
(DHS-5259)

Refer to instructions on last page to learn more about who should be included on here.

The [MHCP Data Privacy Notice \(DHS-6287\) \(PDF\)](#) is helpful if people have questions about why this information is needed.

For nonprofits, members of the Board of Directors should be included on this form.

Background studies

Must provide information to provider enrollment so that these can be completed for all OWNERS and MANAGERS. For nonprofits, members of the Board of Directors do NOT need to have background studies done so do not need to be on this form.

Use Request for Licensing Agency ID Number [DHS-3891](#) to provide this information. Include FULL NAMES. If person does not have a middle name, write in N/A or select “No middle name.” (Use printable form; electronic form currently does not work.)

You will need to initiate background studies for all staff who will be directly providing Housing Stabilization Services to clients.

Before you hit
submit...

Double-check everything carefully. Look at:

Dates

Identification numbers

Confirmation numbers

Medicaid provider compliance

Federal Medicaid requirements

- Includes Home and Community-Based Services (HCBS) requirements

Minnesota Health Care Programs (MCHP) requirements

Housing Stabilization Services requirements

Federal Medicaid requirements

[MHCP Provider Agreement Form \(DHS-4138\) \(PDF\)](#)

→ Note: Person signing this form must be listed on: Disclosure of Ownership and Control Interest of an Entity (DHS-5259) (PDF)

Items to note in Provider Agreement

Comply with all federal statutes, implementing regulations and guidance **prohibiting discrimination** on the basis of race, color, national origin, sex, age, religion and disability

Ensure proper handling and safeguarding by provider employees, contractors, and authorized agents of **protected information** collected, created, used, maintained, or disclosed on behalf of DHS. [This means that you need to follow the confidentiality and data safeguards as outlined by HIPPA]

For provider entities receiving or making Medicaid payments totaling at least \$5 million annually, establish written policies and procedures for the education of all employees, contractors and agents, that includes information about the **False Claims Act** and other provisions named in Section 1902(a)(68)(A) of the Social Security Act.

HCBS requirements

[Home and Community-Based Settings Applicant Assurance Statement \(DHS-7618\) \(PDF\)](#)

- Note additional requirements for provider-controlled settings

[Best practices guide from DHS](#)

Housing Stabilization Services requirements



[HOUSING CONSULTATION PROVIDER
ASSURANCE STATEMENT \(DHS-7968\)
\(PDF\)](#)



[HOUSING TRANSITION AND HOUSING
SUSTAINING PROVIDER ASSURANCE
STATEMENT \(DHS-7967\) \(PDF\)](#)

Bookmark these!

[MCHP Provider Enrollment home page](#)

[Housing Stabilization Services Provider Enrollment page](#)

[MPSE portal](#)

[MPSE FAQ](#)

[MPSE User Manual](#)

[MN-ITS home page](#)

Thank you!



<https://mesh-mn.org/hssta/>



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