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# FLORIDA MEDICAID

*A Division of the Agency for Health Care Administration*

## Florida Medicaid Health Care Alert

September 1, 2020

Provider Type(s): 39

### Enrollment Site Visits for Behavior Analysis Providers

**Background:** The Agency for Health Care Administration (Agency) conducts Medicaid provider screenings in accordance with 42 CFR Part 455, Subpart E, as detailed in the [Provider Enrollment Policy](#). On-site reviews are conducted for currently enrolled providers, those re-enrolling, and those enrolling for the first time in Florida Medicaid.

**Virtual Site Visits Begin September 8:** Beginning **September 8, 2020**, the Agency will conduct site reviews of behavior analysis lead analysts who enrolled in Florida Medicaid as a behavior analysis lead analyst on or after December 25, 2019, the effective date of the Agency's promulgated Medicaid Provider Enrollment Policy. Both independent lead analysts and lead analysts associated with a behavior analysis group provider will receive a site review. Providers who enrolled as lead analysts prior to December 25, 2019 will receive a site review when their provider enrollment renewal is due.

Due to the COVID-19 state of emergency, in person, on-site provider enrollment reviews are suspended. Instead, site reviews will be conducted using a virtual review process until further notice. The virtual review process includes two components: a desk review and a video conference.

#### **Desk Review**

The desk review is completed prior to the video conference.

Agency staff will contact the lead analyst provider location by email to describe the process, request information for the desk review, and provide time frames for information to be submitted.

Examples of the type of information requested may include:

- Name, title, and certification #

- Billing agent name and Medicaid ID, if applicable
- Details about RBTs under direct supervision, if applicable
- Government-issued photo ID

## **Video Conference**

Once all requested information is received and the desk review is complete, a live, two-way video conference using Skype or Microsoft Teams will be scheduled with the lead analyst to discuss the information submitted and address any questions. The live video conference should last approximately 30 minutes, depending upon questions and any technical issues.

The lead analyst must be present for the video conference and present a valid, government-issued photo ID.

Upon completion of the video conference, the reviewer submits results for final processing.

## **Additional Information**

For questions regarding the information requested for the desk review or the video conference, lead analysts should contact the Agency staff name provided on the initial virtual review contact email.

For additional general assistance or policy information, please contact the Florida Medicaid Helpline at 1-877-254-1055.

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QUESTIONS? [FLMedicaidManagedCare@ahca.myflorida.com](mailto:FLMedicaidManagedCare@ahca.myflorida.com)

COMPLAINTS OR ISSUES? ON LINE <http://ahca.myflorida.com/Medicaid/complaints/> | CALL 1-877-254-1055 

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