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SDS Provider Certification Resources

NOTE: this list is not meant to be exclusive or exhaustive and may be updated periodically.

NEW BUSINESS RESOURCES

- <http://aksbdc.org/> This website provides links to resources including: Events; Financing Your Small Business; For-Profit and Non-Profit Businesses; Licenses, Permits and Forms, Taxes and Tax Consequences; Market Your Business; Certify Your Business to Bid Government Contracts; Alaska Industries; Target Market Research; VA information. Detailed information at link
<http://www.commerce.state.ak.us/investments/pdf/EstablishingABusiness.pdf>
- **Alaska Small Business Development Center: (907) 274-7232, (800) 478-7232;** Website: <http://aksbdc.org/>
The Alaska Small Business Development Center (SBDC) provides free consulting services and low cost educational programs to entrepreneurs looking to start or grow their small business. The Alaska SBDC business advisors work with entrepreneurs in confidential, one-to-one sessions in the areas of management, marketing, sales, finance, accounting and other disciplines required for small business growth, expansion and innovation.

BUSINESS REQUIREMENTS FOR ALL CERTIFIED PROVIDERS

- ***Required: Business and Professional Licenses:** Juneau: (907) 465-2550; Anchorage: (907) 269-8160. Certain providers must have a professional license and all providers must have a current State of Alaska Business License.
E-mail: businesslicense@alaska.gov Website:
<http://www.commerce.state.ak.us/occ/home.htm>
- ***Required: Workman's Compensation Insurance must be carried by employers who must also follow required safety and health requirements: Contact Labor and Work Force Development:** state resources including links to the **Alaska Employer Resource Manual**; information on **Workman's Compensation**; **Occupational Safety and Health requirements, OSHA Standards** and much more. <http://labor.state.ak.us/>
- ***Required: Background Check Unit (BCU):** (907) 334-4475, Intra-state toll free (888)362-4228 <http://www.hss.state.ak.us/dhcs/CL/bgcheck/default.htm>
Providers need to develop and follow a policy on conducting background checks on all required staff that they will use to comply with checking all required staff and keeping the

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State of Alaska informed of such. Once an application is filed for certification the provider will be directed to set up an account through the BCU.

Other Miscellaneous Resources:

- Fire Prevention, Training and Education: <http://www.dps.state.ak.us/Fire/>
- Center for Human Development (UAA): <http://www.alaskachd.org>

FEDERAL RESOURCES These are additional resources and references for federal requirements of Medicaid providers.

- **Centers for Medicaid and Medicare Services:** 7500 Security Boulevard Baltimore, MD 21244; (877)-267-2323. Information on Federal requirements for Medicaid/Medicare providers <http://www.cms.gov/CertificationandCompliance/>
- ***Required for all Providers: Office of Inspector General:** All providers receiving Medicaid/Medicare funding must use the “**List of Excluded Individuals and Entities** (or OIG List)” to check each employee or contractor the provider pays for ANY services related to the provision and payment of Medicaid services. Website address at <http://oig.hhs.gov/index.asp>
- ***Required for Most Providers: National Plan and Provider Enumeration System:** Information on obtaining a National Provider Identifier (NPI) (800)-465-3203 <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
- ***Required for all Providers: Confidentiality Policy and Notice of Privacy Practices:** find information at the US Department of Health and Social Services: www.hhs.gov/ContactUs.html Toll-free (877)-696-6775; information on where consumers may contact regarding privacy violations, required by the Privacy Act of 1974; you will want to include this in your Privacy Rights form. More information on the **Notice of Privacy Practices Guidelines** are found at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html>
- ***Required for all Providers: Emergency Preparedness and Response:** Information to assist you in developing your Policy can be found at <http://www.bt.cdc.gov/>

NATIONAL PRIVATE/NON-PROFIT RESOURCES FOR PROVIDERS:

- Council on Quality and Leadership: <http://www.thecouncil.org/>
- Agency for Healthcare Research and Quality: <http://www.ahrq.gov>
- Clearinghouse for Home and Community Based Services: <http://ahrq.gov>

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- **National Association for States United on Aging and Disabilities:**
<http://www.nasuad.org>

State of Alaska Provider Resources:

- **Division of Senior and Disabilities Services:** For general information, contact by phone in Anchorage (907) 269-3666, or Intra-state toll-free at: (800) 478-9996. Main Website: <http://hss.state.ak.us/dsds/>
- ***Required: Waiver Certification Application Packet:** The certification application packets for serving waivers can be found at [http://www.hss.state.ak.us/dsds/pca/documents/CertAppPkt2ndEd42106\(2\)ReqThrdEdition12-10.pdf](http://www.hss.state.ak.us/dsds/pca/documents/CertAppPkt2ndEd42106(2)ReqThrdEdition12-10.pdf)
- ***Required: Critical Incident Reporting and Training:** all providers must be trained in and use the Critical Incident Report. For information on upcoming trainings go to <http://hss.state.ak.us/dsds/carecoordinationtraining/ccTraining.htm> and click on the link for the Registration Form.
- ***Adult Protective Services:** (907) 269-3666 or (800) 478-9996. Contact for information on your duties as a care provider in reporting suspected abuse or neglect of adults. <http://www.hss.state.ak.us/dsds/aps.htm>
- **Provider Search On-Line Tool:** check your provider information through this tool. <http://www.partners.hss.state.ak.us/dsds/ds3/fx/pub/ProviderList.aspx>
- **E-Alerts:** If you have not already signed up through our website link, simply go to the new site at <http://list.state.ak.us/index.htm> and enter your email to continue receiving these messages. You may unsubscribe and/or enter a new email address at any time through this link as well.
- **Alaska Core Competencies for Direct Care Workers:** guidance on skill development in direct care workers.
http://www.annapoliscoalition.org/pages/default2.asp?active_page_id=125

Specific HCB Waiver Program Information

Adult Day Services:

- ***Required: Adult Day Services:** Adult Day Services Standards, to which you agree to follow under the Provider Certification Application Packet, Section 6, may be found at this website:
[http://www.hss.state.ak.us/dsds/grantservices/PDFs/Adult_Day_Standards_2003%20\(2\).pdf](http://www.hss.state.ak.us/dsds/grantservices/PDFs/Adult_Day_Standards_2003%20(2).pdf)

Other National resource:

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- National Adult Day Service Association at www.nadsa.org
- The Information Source for Adult Day Centers at <http://theinfosource4adc.com/>

Residential Habilitation/Supporting Living Services:

- ***Required: Assisted Living Licensing: 907-269-3640; Website:** A home must be licensed through this agency prior to being certified as a provider for HCB Waiver recipients <http://www.hss.state.ak.us/dhcs/CL/ALL/default.htm>
- **Training for Licensed Homes providing Waiver Services:** go to <http://www.hss.state.ak.us/dsds/senior-disabilities-servicetraining.htm> to find the schedule of upcoming training.
- **General Relief:** Provider agreement to provide care for recipients of General Relief contact SDS at (907) 269-3666; statewide (800) 478-9996, Adult Protective Services
- **The Long Term Care Community Coalition: 212-385-0355;** resource books available for purchase. Website: <http://www.assisted-living411.org/>
- **Assisted Living Association of Alaska: Address:** P. O. Box 243945, Anchorage, AK 99524-3945 <http://www.alaa-alaska.org/>

Care Coordinators Resources:

- ***Required: Care Coordination Training:** Information on training as required for certification of every individual care coordinator: Phone: (907) 269-3685 Fax: (907) 269-4973 <http://www.hss.state.ak.us/dsds/carecoordinationtraining.htm>

Miscellaneous State of Alaska Resources for Certification

- **Alaska Administrative Code Infobase:** Look up all regulations related to your business and referenced in your certification packets. <http://www.legis.state.ak.us/default.htm>
- **Alaska Statutes Infobase:** Look up all the statutes related to your business and referenced in your certification packet. <http://www.legis.state.ak.us/basis/folio.asp>
- **Public Notices: Stay informed! Get Updates of Regulation Changes:** As a provider you will be responsible to be aware of all changes in relevant laws and regulations. Sign up at this website to get announcements of Department of Health and Social Services' proposed changes, get other public notices of meetings and to be notified when the regulations become finalized. <http://www.hss.state.ak.us/publicnotice/>
- **Office of Rate Review: (907) 269-3469.** Website at http://www.hss.state.ak.us/commissioner/rate_review.htm

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- **Office of Children's Services: (800) 478-4444.** Contact for information on your duties as a care provider in reporting suspected abuse and neglect of children under the age of 18. <http://www.hss.state.ak.us/ocs/>
- **Office of the Long Term Care Ombudsman: (907) 334-4480; Toll Free (800) 730-6393** In 1978, under the federal Older Americans Act, every state was required to have a Long Term Care Ombudsman Program that identifies, investigates and resolves complaints and advocates for seniors. <http://www.akoltco.org/>
- **Alaskan Core Competencies for Direct Care Workers in Health and Human Services:**
http://www.annapoliscoalition.org/core_competencies.aspx
- **YouSendIt:** find out how to sign up and use the system to receive documents securely over the internet from DSDS at <http://www.hss.state.ak.us/grantees/ysi.htm>

Personal Care Assistance Resources:

- **State of Alaska Senior and Disabilities Services:** (907) 269-3666 or (800) 478-9996. This website is a resource for information on requirements, forms, policies and regulations regarding personal care assistance agencies. <http://www.hss.state.ak.us/dsds/pca/default.htm>
- ***Required:** An administrator must attend the orientation training here at SDS. To sign up and get information about the next available training, download the form at <http://www.hss.state.ak.us/dsds/providercert/>
- ***Required:** Certification/Recertification Applications: may be found and printed off our website at http://www.hss.state.ak.us/dsds/pca/documents/PCA_Certification_PacketSecondEdition12-10.pdf and http://www.hss.state.ak.us/dsds/pca/documents/PCA_Re-Certification_PacketSecondEdition12-10.pdf There are no electronic copies and they must be submitted with original signatures.

Affiliated Computer Services (ACS):

- ***Required: Enrollment as Medicaid Provider: (800) 770-5650** ACS is the fiscal agent for the State of Alaska Medicaid Services. All providers to HCBW and PCA recipients must be enrolled through this agency in order to bill for services. Resources include the **Provider Billing Manuals**, Training Schedule, enrollment portal, forms and more. <http://www.medicaidalaska.com/>