

Action Request Transmittal Aging and People with Disabilities



Mike McCormick

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Number: APD-AR-20-077

Issue date: 8/3/2020

Topic: Provider Information

Due date:

Subject: HOMECARE WORKER CREDENTIALS

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | Office of Developmental
Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | ODDS Children's Intensive In
Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: HCW credentials that are expiring in June 2020 and ongoing will require the following:

- Local offices will need to verify in the Long-Term Care Registry (LTCR) to determine if the HCW is due for a new background check via CRIMS/ORCHARDS. If the date in CRIMS/ORCHARDS is not expiring, the HCW does not need recertification at this time. Please do not initiate a background check via CRIMS/ORCHARDS. CRIMS/ORCHARDS will resume initiating the rechecks by sending an email to the QED when it is time for the recheck process to begin once the variance has ended.
- Local offices still need to collect the Provider Enrollment Agreement (PEA) that will end prior to the current credential expiration in OACCESS.
- Once the new PEA is obtained, Local Offices will need to add a new credential line in OACCESS to match the LTCR.
- If the provider submits a 301 and it is not needed, the QED should either leave it with the HCW or shred it.

Reason for action: On March 1, 2020, The Background check unit extended all HCWs credentials for one year in CRIMS/ORCHARDS. Therefore, if a HCW was to expire on 5/1/2020 they were extended to 5/1/2021. A new HCW who was approved on 5/1/2020 would be extended to 5/1/2023.

On 6/1/2020, [APD-AR-20-038](#) expired and therefore, there is no longer a 90- day extension for homecare worker to renew expiring credentials. However, [APD-AR-20-035](#) is still active and therefore, please follow the above required action to ensure all HCW's remain active, if appropriate.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Operations Committee

If you have any questions about this action request, contact:

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