

PCA/CFSS provider agency training requirements

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Legal authority	42 C.F.R. 455.101, Minn. Stat. §256B.0659, subd. 13 (c) and subd. 21	
Comparison of PCA and CFSS	<p>DHS is in the process of replacing PCA with CFSS. For more information about this transition, refer to CFSS Manual – Transition from PCA and CSG to CFSS.</p> <p>Similarities For both PCA and CFSS, there are training requirements specific to a person’s role within the provider agency.</p> <p>Differences There are different requirements depending on whether the provider agency is transitioning from PCA to CFSS or enrolling as a new CFSS provider agency.</p>	
Definitions	<p>Designated billing person: An employee who is responsible to ensure claims are billed according to Minnesota Health Care Programs (MHCP) policies and procedures. A provider agency must have at least one designated billing person. The designated billing person must have a valid certificate from the Agency Resources and MN-ITS Training. They may train others within their provider agency.</p> <p>Managing employee: An employee who has operational or managerial control or who directly or indirectly conducts the day-to-day operation of PCA/CFSS services for an institution, organization or PCA/CFSS provider agency. The managing employee could be the provider agency’s general manager, business manager, administrator, director or another employee. This role does not include managing employees who only work in non-PCA/CFSS areas of the business.</p> <p>Owner: A person with an ownership or control interest of 5% or more.</p> <p>Qualified professional (QP)/supervising professional: An employee who provides oversight and supervision of PCA/CFSS services and staff as they deliver PCA/CFSS services. In PCA, this employee is called the QP. In CFSS, this employee is called the supervising professional.</p>	
Overview	<p>This page includes sections with:</p> <ul style="list-style-type: none"> • Information for current PCA agencies. • Information for new CFSS provider agencies. 	
Additional resources	<p>CFSS Manual – Transition from PCA and CSG to CFSS</p> <p>DHS – Online provider training registration</p> <p>DHS – PCA Agency Resources and MN-ITS Training</p> <p>DHS – PCA Steps for Success Workshop</p> <p>Designation of Billing Person for PCA, DHS-6000 (PDF)</p> <p>Individual Direct Support Worker Information Change Form, DHS-5716</p> <p>PCA Agency Personnel List and Affiliation, DHS-6041 (PDF)</p>	
Information for current PCA agencies		
Requirements	<p>Agencies that serve people using PCA and people using CFSS must comply with the requirements for both PCA and CFSS.</p> <p>The PCA provider agency must identify people in the organization who are required to complete training. These training requirements apply to the following roles:</p> <ul style="list-style-type: none"> • Owner. • Managing employee. • QP. • Designated billing person. 	

	<p>When additions or changes to these roles occur, the PCA provider agency must ensure the new people complete the necessary training.</p> <p>If the PCA provider agency identifies a change in the designated billing person, the PCA provider agency must complete Designation of Billing Person for PCA, DHS-6000 (PDF) and ensure the new designated billing person completes the PCA Agency Resources and MN-ITS Training.</p> <p>A board of directors is exempt from the training requirements, unless they meet one of the four definitions above.</p>
<p>Training information</p>	<p>Policy for new owners and managers</p> <p>DHS is no longer offering PCA Steps for Success. The policy for required training depends on the owner/manager's circumstances. CFSS Steps for Success replaces this requirement.</p> <p>New owner/manager who attended PCA Steps For Success</p> <p>New owners and managers with valid PCA Steps for Success certificates can continue enrolling as PCA provider agencies until DHS stops enrolling PCA provider agencies. DHS will communicate when it is no longer enrolling new PCA provider agencies.</p> <p>New owners and managers with a PCA Steps for Success training certificate can enroll as CFSS provider agencies. They must also take the CFSS transition training for PCA agency owners/managers/QPs to continue providing CFSS services.</p> <p>For more information, refer to the information for new CFSS agencies section</p> <p>New owner/manager who attended PCA/CFSS Steps For Success</p> <p>A new owner/manager who attended PCA/CFSS Steps for Success does not need to take additional policy training to enroll as a CFSS agency. They must have a designated billing person who meets the training requirements.</p> <p>A new owner or manager who wants to serve people still using PCA during the training must also employ a QP that completed the PCA QP training and test.</p> <p>Transfers of ownership</p> <p>If a PCA provider agency transfers ownership while still serving people using PCA, the new owner must employ a QP that has completed the PCA QP training and test and either:</p> <ul style="list-style-type: none"> • Complete CFSS Steps for Success. • Have completed PCA/CFSS Steps for Success. <p>For more information, refer to the sale or transfer of a provider entity section of MHCP Provider Manual – Provider requirements.</p> <p>For help with a PCA provider agency's change of ownership, contact the MHCP Provider Resource Center.</p> <p>Timeline</p> <p>The new owner must complete the training requirements before they can complete the transfer.</p> <p>Current owners and managers</p> <p>Current owners and managers must take the CFSS transition training for PCA agency owners/managers/QPs to continue providing CFSS services.</p> <p>Timeline</p> <p>Current owners and managers must complete the training requirements before a date yet to be determined by DHS.</p> <p>New QPs</p> <p>If a PCA provider agency hires a new QP, the new QP must take the PCA</p>

	<p>QP training and test to serve people still using PCA services until the transition to CFSS is complete. The QP must either:</p> <ul style="list-style-type: none"> • Have a certificate from PCA Steps for Success or PCA/CFSS Steps for Success that occurred within the last three years. • Complete the PCA QP training and test within six months of hire. <p>Timeline New QPs must complete the training requirements within six months of hire.</p> <p>New designated billing person A new designated billing person must complete the PCA/CFSS Agency Resources and MN-ITS Training within the following timelines:</p> <ul style="list-style-type: none"> • PCA agencies applying for MHCP enrollment: Within 30 days of the PCA provider agency's successful enrollment. • Changes to positions/roles: Within 30 days of the change. <p>To register, refer to DHS – MHCP provider training.</p> <p>Note: If changing owners results in the PCA provider agency having a new national provider identifier (NPI) number, the designating billing person must attend the PCA/CFSS Agency Resource and MN-ITS Training within 30 days of the completed change.</p> <p>Existing designated billing person An existing designated billing person who completed the PCA Agency Resources and MN-ITS Training does not need to complete the PCA/CFSS Agency Resources and MN-ITS Training. DHS will share information about CFSS billing at a later date.</p>
Documentation	<p>Transfers of ownership The new owner must submit proof of required trainings with their MHCP enrollment application. For more information, refer to the sale or transfer of a provider entity section of MHCP Provider Manual – Provider requirements. For help with a PCA agency's change of ownership, contact the MHCP Provider Resource Center.</p> <p>Current owners, managers and QPs After completing the CFSS transition training for PCA agency owners/managers/QPs, agency owners and managers must save copies of their certificates. DHS will share information about how to submit this documentation to DHS at a later date.</p> <p>New QPs The provider agency must submit a copy of the new QP's training certificate within six months through the Minnesota Provider Screening and Enrollment (MPSE) Portal or fax to 651-431-7465.</p>
Information for new CFSS agencies	
Requirements	<p>The CFSS provider agency must identify people in their organization who are required to complete training. These training requirements apply to the following roles:</p> <ul style="list-style-type: none"> • Owner. • Managing employee. • Designated billing person. <p>When additions or changes to these roles occur, the CFSS provider agency must ensure the new people complete the necessary training. If the CFSS provider agency identifies a change in the designated billing person, the CFSS provider agency must complete Designation of Billing</p>

	<p>Person for CFSS, DHS-8559 (coming soon) and ensure the new designated billing person completes required training. A board of directors is exempt from the training requirements, unless they meet one of the three definitions above.</p>
<p>Training information</p>	<p>New owners and managers New owners and managers must do both of the following:</p> <ul style="list-style-type: none"> • Complete the CFSS Steps for Success pre-training. • Attend three days of CFSS Steps for Success. <p>Owners or managers who completed PCA/CFSS Steps for Success can use that certificate to complete their enrollment if the certificate is less than three years old.</p> <p>If an owner or manager completed PCA Steps for Success but did not complete their enrollment before DHS stopped enrolling PCA agencies, they can use that certificate to enroll if both of the following are true:</p> <ul style="list-style-type: none"> • The certificate is less than three years old. • They complete the CFSS transition training for PCA agency owners/managers/QPs. <p>Timeline</p> <p>Applying for enrollment (owners and managers) Owners and managing employees must complete mandatory training before MHCP enrollment.</p> <p>Additions or changes to positions/roles (managers) Managing employees newly hired by an enrolled MHCP provider must complete mandatory training within six months of hire.</p> <p>Transfers of ownership Prospective new owners of a CFSS provider agency must complete mandatory training prior to receiving ownership of the CFSS provider agency, unless they have completed the training within the past three years. CFSS provider agencies must report all changes of ownership to DHS using Organization – MHCP Provider Profile Change Form, DHS-353 (PDF).</p> <p>Designated billing person A designated billing person must complete the PCA/CFSS Agency Resources and MN-ITS Training. To register, refer to DHS – MHCP provider training.</p> <p>Timeline</p> <p>Applying for enrollment After a CFSS provider agency successfully enrolls with MHCP, the designated billing person must complete the PCA/CFSS Agency Resources and MN-ITS Training within 30 days of the CFSS provider agency's successful enrollment and before submitting any claims to MHCP for CFSS services.</p> <p>Changes to positions/roles A newly hired designated billing person must complete the PCA/CFSS Agency Resources and MN-ITS Training within 30 days of the change. The CFSS provider agency must report the staff change using Designation of Billing Person for CFSS, DHS-8559 (coming soon).</p> <p>Note: If changing owners results in the agency having a new NPI, the designated billing person must attend the PCA/CFSS Agency Resources and MN-ITS Training and submit a copy of their training certificate within six months of the completed change through the MPSE portal or fax to 651-</p>

	431-7465.
Documentation requirements	<p>During a transfer of ownership, the new owner must submit proof of required trainings with their MHCP enrollment application. For more information, refer to the sale or transfer of a provider entity section of MHCP Provider Manual – Provider requirements.</p> <p>For help with a CFSS agency's change of ownership, contact the MHCP Provider Resource Center.</p>