



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
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DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

INFORMATIONAL LETTER NO. 900

DATE: April 26, 2010
TO: All Iowa Medicaid Providers
ISSUED BY: Iowa Department of Human Services, Iowa Medicaid Enterprise
RE: Annual Provider Training 2010

The Iowa Medicaid Enterprise (IME) would like to invite all Iowa Medicaid Providers to the Annual Provider Training sessions. Based on increasing provider participation and interest in the sessions over the years, the IME is pleased to offer more sessions than ever in 2010 and will double the number of communities where sessions are hosted.

Training Modules

Like last year, distinct training modules assist providers in connecting with the Medicaid topic(s) of interest. Below is an outline of the modules being presented this year:

1. **General Medicaid Policies and Procedures** is an overview of the Medicaid program. This training familiarizes providers with the basics around program policies and billing Medicaid; it is not geared toward any specific provider category. The session also highlights changes over the past year and looks ahead to things on the horizon. This session will cover the following topics and more:
 - General Medicaid Policies and Procedures
 - General claims issues and tips
 - Billing information and forms
 - The IMPA (the Iowa Medicaid Portal Access) web tool
 - New Incident Reporting requirements: Home and Community Based (HCBS) waiver and Habilitation Service providers fall under this new reporting requirement so it is strongly recommended that providers of these services attend.

Who should attend the General Policies and Procedures training module? Anyone new to the Medicaid program interested in the basics and understanding Medicaid tools, tips and resources is a great candidate. For those more familiar with Medicaid, it is a way to connect with our trouble-shooting outreach staff and get a refresher on policies and find out what is new.

2. **Documentation Standards/HIT** is a detailed review of the Iowa Administrative Code Chapter 79 regarding requirements for documentation supporting services provided. This information applies to all provider categories and is of specific interest to those people charged with the task of building and/or maintaining records.

This year, the module also includes an optional **Health Information Technologies (HIT) overview** for anyone interested. This provides a background on how the American Recovery and Reinvestment Act (ARRA) allows for special provider incentive payments to Medicaid-eligible professionals and hospitals for the meaningful use of certified Electronic Health Record (EHR) Technology.

Who should attend Documentation Standards and Health Information Technologies? All provider types, billing managers and personnel are encouraged to attend this module as there will be a lot of new and exciting information, especially for those that are interested in the Health Information Technology incentives.

3. **Home Health** is focused on the hierarchy of tapping program services and the 2009-2010 CMS audit results. The discussions will revolve around the different programs including State Plan and Private Duty Nursing. Sessions will also review the correct coding and unit definitions.

Who should attend Home Health? Only Home Health Agency providers should attend this training.

4. **CDAC provider training** is a review of all aspects of the Consumer Directed Attendant Care (CDAC) program including tips and instructions on completing the Claim for Targeted Medical Care and the CDAC Daily Service Record. New requirements and instructions for reporting major incidents will be discussed in detail.

Who should attend CDAC? All interested individual CDAC Providers are encouraged to attend.

How to Register

Listed on the following pages are the dates, times, and locations of the Annual Training 2010 sessions. All providers are welcome to attend both morning and afternoon sessions. Please go to our website and complete the ONLINE Annual Training Registration Form.

<http://www.ime.state.ia.us/Providers/ATRegistration.html>

Each individual training session will have its own registration form. The IME is using an online registration tool to streamline the registration process and to prevent over booking of the training sessions, as well as to simplify the signing in process at the time of the event.

- **If you are unable to complete the online registration form because you do not have Internet access, please call Provider Services and a representative will complete a form on your behalf.**

- If you are unable to register because a session is fully booked, contact the IME and we will try to get you into a different session.
- Each attendee must register for each session. If you plan to attend General Policies and Procedures in the morning and Documentation Standards in the afternoon, then you must complete TWO registration forms.

There is **no** cost for attending these training sessions. Please plan on attending your selected session(s). You will only be contacted by the IME if we are unable to accommodate your request. Actual session end times will depend on the needs of that particular session. Time frames are an estimate, so please plan accordingly.

Site Information

The following two pages will give you the information you will need for all the training sessions.

- City
- Venue
- Date /time
- Name of the module: CDAC, General Policies & Procedures, Documentation Standards and Health Information Technology, and Home Health
- Physical address
- Building name, room number, & parking information

The start time and end time for these training modules will be the same for all 16 cities.

Available Training Modules	Start Time:	End Time:
Consumer Directed Attendant Care (CDAC)	1:00 PM	3:00 PM
General Policies and Procedures	9:00 AM	12:00 PM
Documentation Standards and HIT	1:00 PM	4:30 PM
Home Health	1:00 PM	3:00 PM

If you have any questions, please contact the IME Provider Services Unit, 1-800-338-7909, locally 515-256-4609 or by e-mail at imeproviderservices@dhs.state.ia.us.

Annual Provider Training 2010 Sites, Dates, Times, Sessions, Addresses, and Room Information

Venue	Date	CDAC	General Policies & Procedures	Documentation Standards & Health Information Technology	Home Health	Address	Room/ Parking
Sioux City	May 24	X				Western Iowa Tech Community College 4647 Stone Ave Sioux City, IA 51106	Entrance 14 Cargill Auditorium Room D103 Parking Lot 4
	May 25		X	X			
	May 26		X		X		
Sheldon	May 27	X	X			Northwest Iowa CC 603 West Park Street Sheldon, IA 51201	Building C Room 328 Main Parking Lot
Fort Dodge	June 14	X				Iowa Central CC One Triton Circle Fort Dodge, IA 50501	Career Education Building Room 108 & 110
	June 15		X	X			
	June 16		X		X		
Mason City	June 17	X	X			North Iowa Area Community College 500 College Drive Mason City, 50401	McAllister Hall Room 206 C Park West Side of campus
Waterloo	June 28	X				Hawkeye CC 1501 East Orange Rd Waterloo, IA 50704	Tama Hall Room 107 A
	June 29		X	X			
	June 30		X		X		
Calmar	July 1	X	X			Northeast Iowa CC 1625 Highway 150 South Calmar, IA 52132	The Wilder Building. Auditorium Room 106
Cedar Rapids	July 12	X				Kirkwood CC 7725 Kirkwood Boulevard SW Cedar Rapids, IA 52404	The Kirkwood Center for Continuing Education Ballroom B
	July 13		X	X			
	July 14		X		X		
Marshalltown	July 15	X	X			Marshalltown CC 3702 S Center Marshalltown, IA 50158	Iowa Valley Continuing Education Conference Center Room 608-610

Venue	Date	CDAC	General Policies & Procedures	Documentation Standards & Health Information Technology	Home Health	Address	Room/ Parking
Council Bluffs	July 26	X				Iowa Western CC 2700 college Rd Council Bluffs, IA 51503	Looft Hall
	July 27		X	X			Room Auditorium
	July 28		X		X		All Visitor Parking
Creston	July 29	X	X			Southwestern CC 1501 W. Townline St Creston, IA 50801	The Instructional Center Room 180 Main Parking Lot
Bettendorf	Aug 2	X				Scott Community College 500 Belmont Rd Bettendorf, IA 52722	Building Door 4
	Aug 3		X	X			Room: Student Life Center
	Aug 4		X		X		Door 4 Parking Lot
Muscatine	Aug 5	X	X			Muscatine CC 152 Colorado Street Muscatine, IA 52761	Larson Hall Room 72-73 General Parking Lot
Ottumwa	Aug 9	X				Indian Hills Community College 623 Indian Hills Drive Ottumwa, IA 52501	Building 12
	Aug 10		X	X			Bennett Student Services Center
	Aug 11		X		X		Room 100
Burlington	Aug 12	X	X			Southeastern Iowa Community College 1500 West Agency West Burlington, IA 52655	Building 400 Room 433, Auditorium Main Parking near Circle Drive by the dorms
Coralville	Aug 18		X	X		Coralville Public Library 1401 5th Street Coralville, Iowa 52241	Meeting Room A & B Park in the Basement of the building
Des Moines	Aug 23	X				Wallace Building 502 East 9th St. Des Moines, IA 50319	Main Auditorium
	Aug 24		X	X			Parking garage to the West Side of building
	Aug 25		X		X		
	Aug 26	X	X				