Dear Medicaid LTSS Screening Physicians,

The Department of Medical Assistance Services (DMAS) in collaboration with Virginia Commonwealth University, Partnership for People with Disabilities developed a Medicaid Long Term Services and Supports (LTSS) Screening Training Module specifically for physicians **(Module 5)**.

This training module is being offered to enable Physicians to understand their responsibilities related to the Medicaid LTSS Screening and to meet Virginia regulations regarding the LTSS Screening process and training requirements as stated in 12VAC30-60-310.

All physicians (and those authorized to sign for a physician per the Code of Virginia, 54.1-2957.02 and 54.1-2952.2) who are responsible for reviewing and final authorization or denial of the Medicaid LTSS screenings **must complete this training by June 1, 2020**.   Physicians should allow approximately 30 minutes for the training including taking the quiz at the end of the module and reviewing the resource handout LTSS Key Knowledge Points for Physicians.   A certification number will be provided following successful completion.

Beginning in June 2020, all physicians signing the Medicaid LTSS Screening Authorization form must enter their certification number into the identified field on the form. After June 2020, no Medicaid LTSS Screening will be processed without the physician certification number.

Instructions for using the Medicaid LTSS Training

Step 1: Click link below to register for the training.
 https://medicaidltss.partnership.vcu.edu/register

Step 2: Register as a Physician (those legally allowed to sign for a physician and assigned responsibility for review and final signature on the Medicaid LTSS Screening, should register as physician).

> IMPORTANT NOTE: Enter the Primary API/NPI of the site where you are employed.

> Local Departments of Social Services and Health Departments enter APIs. Community-based Screeners must use the API assigned to their site during the ePAS registration process.

> Hospitals Staff should enter the facility's NPI used for submitting Screening results.

> If you do not know your API/NPI please contact your agency's administrator or email ScreeningAssistance@dmas.virginia.gov.

Step 3: Email Verification.

Once the registration information has been entered a verification email is sent (note: please wait a few minutes for email verification to be received by your email system. If you do not see the verification email after a few minutes be sure to check junk/spam folders).

Step 4: Access Content.
Access content using **the link, username and password provided in the verification email**. Please note that the username and password <u>are case sensitive</u> and are different from your registration user ID and password.

Also Please Note: To review content only, the Username and Password sent in the verification email must be used. To access the competency quiz, the user email and password created at registration must be used.

<u>**A Few Notes Regarding Using the Training and Entering Information into ePAS:**</u>
Users may download copies of the PowerPoint presentation which includes the notes/script. Users may also download and keep copies of all handouts but should note that periodically information may be updated by DMAS. When questioning content please contact ScreeningAssistance@dmas.virginia.gov for guidance.

Please note that in the future you will need to log into ePAS (or other approved electronic system) using the **exact same name (and spelling)** used for the training registration, ie, if you registered for the training using a middle initial then you will need to use your middle initial when attesting to your signature in ePAS.

<u>**Contact Information:**</u>

Questions about the content please email: ScreeningAssistance@dmas.virginia.gov
Technical questions regarding the training modules and operation please email:
ppdtechhelp@vcu.edu