

## Individual Consumer Directed Attendant Care New Provider Check List

- Contact the Iowa Medicaid Enterprises (IME) Provider Services to request the forms to apply to be a CDAC provider. The forms can also be accessed from the IME website.
  - IME Provider Services Phone Number: 1-800-338-7909 option 2 or 515-256-4609 option 2
  - IME website link: <https://dhs.iowa.gov/ime/Providers/enrollment/WaiverEnrollment>
  - Required forms to submit to the IME include:
    - Form 470-2917 HCBS Waiver Provider Application-section I & II (Send a copy of this form to Iowa Total Care)
    - IRS Form W9 (Send a copy of this form to Iowa Total Care)
    - Form 470-2965 Provider Agreement
    - Form 470-4202 Electronic Funds Transfer
    - Form 470-4612 Individual CDAC Disclosure
    - Form 470-4457 Atypical Provider Declaration
    - Form 470-4227 Record Check Consent
    - Proof of age – copy of driver’s license, birth certificate, state issued ID, passport
  - Complete all forms and mail to the IME, along with proof of age to:
    - Iowa Medicaid Enterprise  
Provider Services  
PO Box 36450  
Des Moines, IA 50315
- Submit a copy of form 470-2917 HCBS Waiver Provider Application and IRS Form W9 to Iowa Total Care (ITC) Rebecca Timmerman by fax, email or mail.
  - Fax: 1-844-966-0769
  - Email: [NetworkManagement@IowaTotalCare.com](mailto:NetworkManagement@IowaTotalCare.com)
  - Mail: Iowa Total Care  
Attn: Network Contracting/Attn: Becky Timmerman  
1080 Jordan Creek Parkway  
West Des Moines, IA 50266
- Contact CareBridge to sign up for Electronic Visit Verification (EVV) training. CareBridge is an electronic system used to complete your CDAC documentation and to submit claims to ITC. Training should be completed when you apply to be a CDAC provider with the IME and Iowa Total Care.
  - CareBridge Phone Number: 1-844-343-3653
  - Email: [IAEVV@CareBridgeHealth.com](mailto:IAEVV@CareBridgeHealth.com)
  - Training website link: <https://www.CareBridgehealth.com/trainingiaevv>
- When you are approved by the IME to be a CDAC provider, you will receive an approval letter with your National Provider Identifier (NPI) number.
  - Contact the waiver case manager to notify them you are an IME approved provider and give them your NPI. The NPI will be used in the member’s approval for CDAC.

- Contact Rebecca Timmerman, ITC Network Management become an activated ITC provider.
  - Phone number: 515-393-9096
  - Email: [rebecca.timmerman@iowatotalcare.com](mailto:rebecca.timmerman@iowatotalcare.com)
- The waiver case manager will set up a meeting with you and the member to complete the CDAC Agreement form and the member's Person Centered Service Plan.
  - The waiver case manager will submit the CDAC Agreement form and Person Centered Service Plan for review by Utilization Management.
  - Utilization Management will review the member assessment to verify the services are needed.
  - When services are approved, an authorization will be completed and sent to CareBridge.
  - The waiver case manager will send you and the member a copy of the Person Centered Service Plan and CDAC Agreement.
  - After being notified of CDAC approval from the waiver case manager, you can begin to provide services to the member.
  - Contact CareBridge for your Provider Identification Number (this is different than your NPI). This number will be used to log into CareBridge to complete your documentation.
- It is recommended to use Payspan for direct deposit of your claim payment into your bank account.
  - Website to register <https://www.payspanhealth.com>
    - Call Payspan for a registration code at 1-877-331-7154 option 1.
    - You will need your NPI and Tax ID Number (TIN).
  - For questions and assistance call Iowa Total Care Provider Services 833-404-1061.