



Community Health Worker
Collaborative of South Dakota

Organizational Readiness Assessment

Organizations in South Dakota interested in enrolling with South Dakota Medicaid to bill for Community Health Worker (CHW) Services should first review the complete SD Medicaid CHW Billing and Policy Manual to understand the basics of Medicaid reimbursement for CHW Services.

https://dss.sd.gov/docs/medicaid/providers/billingmanuals/Professional/Community_Health_Worker_Services.pdf

The following should all be confirmed or in progress prior to enrolling with SD Medicaid as a CHW Agency:

Enrollment Considerations		
Items mentioned below can be found in the Enrollment Section of the CHWSD website: https://chwsd.org/sd-medicaid-enrollment/		
Confirmed	In Progress	Item
☐	☐	Review SD Medicaid CHW Billing and Policy Manual
☐	☐	Ensure the organization's leadership/board is supportive of billing Medicaid for CHW services
☐	☐	Organization is an established legal entity, in good standing, with an Employer Identification Number (EIN)
☐	☐	Organization has, at minimum, a checking and/or savings account established at a financial institution
☐	☐	An organizational representative is willing to sign the SD Medicaid provider agreement, disclosure, and CHW addendum
☐	☐	Organization must be able to submit the full enrollment application with SD Medicaid within 30 days of starting the application
☐	☐	Organization must be willing to provide policies and procedures required by SD Medicaid for a CHW agency
☐	☐	Organization's physical location is identifiable with signage visible from a distance, the provider is at the location address given, hours of operation are posted outside the organization's office, the provider is open during posted hours of operation, and utilities (inside/outside) are turned on

Implementation Considerations

Items mentioned below can be found in the Implementation Section of the CHWSD website:

<https://chwsd.org/sd-medicaid-implementation/>

Confirmed	In Progress	Item
☐	☐	Individuals employed as CHWs/CHRs have completed or will need to complete an approved training program to become Certified in South Dakota. Certified training programs must include 200 hours of training and 40 hours of shadowing. For full details regarding training, visit: https://chwsd.org/training-requirements/
☐	☐	Individuals employed as CHWs/CHRs are or will be Certified in South Dakota. For full details regarding Certification, including training costs and requirements, background checks, and certification steps, visit: https://chwsd.org/chw-and-chr-certification/
☐	☐	Organization plans to employ Certified CHWs and/or CHRs who will provide the SD Medicaid CHW Scope of Work (see covered services section of the SD Medicaid CHW Billing and Policy Manual)
☐	☐	Organization has plans in place to secure provider referrals and a workflow in place to obtain and address referrals and provide bi-directional communications back to the referring provider
☐	☐	Organization has HIPAA-compliant documentation practices in place

Billing Considerations

Items mentioned below can be found in the Billing Section of the CHWSD website:

<https://chwsd.org/sd-medicaid-billing/>

Confirmed	In Progress	Item
☐	☐	Organization has the ability to submit Medicaid claims using the SD Medicaid portal, a billing service, or a billing clearinghouse
☐	☐	Organization has assigned staff and/or a billing team to track claims
☐	☐	Organization has record-keeping processes in place that are compliant with Medicaid requirements