

Temporary Individual QSP Enrollment Checklist
for the following services:

- Chore
- Companionship
- Family Home Care
- Family Personal Care
- Homemaker
- Non-Medical Transportation
- Personal Care
- Respite Care
- Supervision

Some requirements have been removed for enrollment during the COVID-19 national emergency. Any information that is not required at this time, will be required within 6 months of the end of the national emergency

Required Information

1. W9 – Request for Taxpayer Identification Number – <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. SFN 615 – Medicaid Program Provider Agreement – <http://www.nd.gov/eforms/Doc/sfn00615.pdf>
3. Make a copy of a valid form of government issued identification
 - Examples of acceptable government identification include: Driver's license, SSN Card, passport, or Tribal ID.
4. Competency Requirements. If you are a QSP applicant who would like to provide services to the general public, and the services will not be provided to a legal family member (includes in-laws), then you must complete SFN 750 except in these circumstances:
 - Hold a valid RN, LPN, OT license in North Dakota
 - RN, LPN, OT licensed in good standing in another state who has received permission to work in ND per Executive Order 2020/05
 - If you are a certified nurse aide (CNA), or the certification has expired within the last six months, you do not need to submit an SFN 750.
 - You must submit a copy of the expired certificate and a statement indicating the license was not revoked due to disciplinary action.
 - If you work for an enrolled Developmentally Disability (DD) Provider as a Direct Service Provider (DSP) you do not need to submit an SFN 750.
 - Proof of this criteria being met must be provided by submitting a letter from your Agency stating you are employed as a DSP.
 - Once the national emergency is over, all QSP providers who did not submit an SFN 750, will be asked to do so within 6 months.
 - The following health care professionals can assist you with completing the SFN 750 competency document:
 - Physician (MD)
 - Registered Nurse (RN)

MEDICAL SERVICES

600 E Boulevard Ave Dept 325 | Bismarck ND 58505-0250

701.328.7068 | Fax 701.328.1544 | 800.755.2604 | 711 (TTY) | Provider Relations 701.328.7098 | www.nd.gov/dhs

- License Practical Nurse (LPN)
 - Occupational Therapist (OT)
 - Physical Therapist (PT)
 - Chiropractor
- If you are unable to find a health care professional to complete the SFN 750 competency document, contact the QSP Enrollment Office for a referral form to Train ND:

Phone: 1-800-755-2604 or 701-328-4602 or Email: DSHHCBS@ND.GOV

5. Competency Requirements. If you are a QSP applicant who would like to provide services to a legal family member (includes in-laws), then you do not need to complete SFN 750.

Finally, all QSP applicants will need to complete either form #6 or #7. See description below to determine which form you should complete.

6. If you are a QSP applicant and would like to provide services to the general public, and not to a legal family member (includes in-laws), you will need to complete SFN 1603.
- SFN 1603 – Individual Request to be a Qualified Service Provider – <http://www.nd.gov/eforms/Doc/sfn01603.pdf>
7. If you are a QSP applicant and would like to provide services to a legal family member (includes in-laws) who is an HCBS recipient, contact an HCBS case manager for assistance in completing SFN 1604.
- SFN 1604 – Request to be a Qualified Service Provider for Family Home Care <http://www.nd.gov/eforms/Doc/sfn01604.pdf>

To contact a case manager, call the Aging & Disability Resource Link (ADRL):

1-855-462-5465 or Email: CareChoice@ND.gov

Forms can be faxed, emailed or mailed to one of the following locations:

Fax: 701-328-4875

Email: DSHHCBS@ND.GOV

Mail: ND Department of Human Services
ATTN: QSP
600 E Boulevard Avenue
Bismarck ND 58505