

## MEMORANDUM

Date: June 13, 2014

To: Babies Can't Wait Service Providers

From: Margie Preston, MBA, BSN | Director, Office of Child Health  
Cynthia Bryant, Part C Coordinator  
Kelli Rayford, RN, MPH, Director, CYNHS

Subject: **FAQ:** FY2015 Contract Renewal Notification

This communication serves as follow up to the June 9<sup>th</sup> email notification of contract renewal for the FY2015 Babies Can't Wait (BCW) Service Provider agreement, and to respond to the frequently asked questions (**FAQ**) about the renewal and new contract submission process.

**1. My family and I are out of town until this Sunday and I don't have access to a printer or fax. Can I get these back to you first thing on Monday?**

*Yes. We understand the June 13<sup>th</sup> submission deadline is upon us. To ensure prompt contract execution before the June 30, 2014 ending date, providers are instructed to complete and submit the type written, and signed, agreement, Provider Information Form (PIF), Agency Master List, and other relevant attachments, to the Department or to the appropriate District EIC ASAP.*

**2. I am an agency/company with one or more sub-contracted providers. The renewal notification email was received by the agency/company and my subcontractors. In the past, only the company has had to return the contract; did the process change? Will each provider need to submit a signed agreement?**

*No, the process did not change. The agency/company shall continue to submit the renewal contract information for and on behalf of its subcontracted providers—with the Agency Master list, directly to the Department or through the appropriate District's EIC as indicated in the renewal notification.*

*Independent providers are required to complete, sign, and submit the contract renewal information, and relevant attachments directly to the Department or through the District's EIC as indicated in the renewal notification.*

**3. I am unable to fill in certain fields on the agreement document and the Provider Information Form (PIF); and therefore am forced to print and handwrite the information. How can I resolve this?**

*The Adobe Reader software, version 6.0 or higher, is required to fill in the required (shaded/red-boxed) fields of the agreement and PIF documents. To download the latest FREE version of Adobe Reader click the following link:*  
<http://get.adobe.com/reader/>.

*Additionally, the signature and date fields on the agreement document are locked and set to read only—prompting the person completing the form to print, sign, and date the original form. A revised version of the fill able renewal and new agreement documents, which will allow digital signatures and dates, is forthcoming. Digital signatures are legally binding and will facilitate ease of electronic submissions.*



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June 13, 2014

**4. Where do I find the BCW or Contract ID#?**

*The BCW and Contract ID numbers are generated by the Department; no entry in this field is required by the provider or person completing the form.*

**5. What is the Vendor Lobbyist Disclosure (Attachment 2) and why am I being asked to sign it?**

*The Vendor Lobbyist Disclosure form is a statewide requirement for every vendor/provider desiring to enter into a contract with the state. Providers are being asked to disclose whether or not they lobby state officials on behalf of businesses that seek a contract to sell goods or services to the state or those who oppose such a contract.*

**6. We have a provider that will be retiring and will not be returning as a BCW provider. How do you want us to handle these?**

*For notification of provider termination, the District EIC should complete the BIBS Provider Deactivation/ Specialty Removal Form and email the completed form to the Department's BCW email at [DPH-BCW-BIBS@dph.ga.gov](mailto:DPH-BCW-BIBS@dph.ga.gov). To hasten processing, please enter "Notification of Termination" in the email subject line. The Provider Deactivation/Specialty Removal form is accessible on the BIBS website under the district forms packet.*

**7. What is the Business Associate Agreement (BAA) Attachment 5? I am unclear about is the use of the term DPH PHI in the BAA. Does this access the DPH PHI through BIBS or another source?**

*The BAA is a statewide requirement, in accordance with the Health Information Portability and Accountability Act (HIPAA) regarding protecting patients' protected health information (PHI). The use of the term, Department of Public Health (DPH) PHI, on the BAA refers access to the sharing and use of DPH PHI through any system where patients PHI is housed and accessible, i.e., BIBS, M&M, SENDSS, information transmitted via unencrypted email, etc.*

**8. Which providers need to complete Attachment D-1 and D-2 of the contract?**

*The agency/company or individual provider shall complete Attachments D-1 and or D-2 for its **sub-contractors** and "Individual, as employees or agents of Contractor, need access to DPH PHI in order for Contractor to perform the services described in the Contract", where applicable. Attachment D-2 is completed by everyone based on whether there is a need for any user accounts to access DPH Information Systems, i.e., BIBS, SENDSS, etc.*

**9. Do the District EICs; need to include the "Listing of Credentialed BCW Providers" with the contracts being mailed to state office?**

*Yes, the EIC must continue to submit a complete listing of credentialed BCW providers for the respective district.*

**10. What is the mailing address to overnight you my contract information?**

*Georgia Department of Public Health  
Maternal and Child Health  
Attn: BCW Contracts  
2 Peachtree Street, NW, 11th Floor | Atlanta, GA 30303*

**11. Although we've been provided with BCW Fiscal manuals in the past, we'd where can we see/access these manuals on line?**

*The BCW policies are currently being routed for review and approval; and will be posted to the BCW website immediately upon completion. Providers are instructed to continue to refer to the BCW Fiscal Policy manual and information previously provided.*