

IMPA - Member Waiver Eligibility <Providers>

April 27, 2022

Iowa Medicaid Portal Access

- New to IMPA ? Visit

<https://secureapp.dhs.state.ia.us/impa/Default.aspx>

- Select 'Register New Account' to register for an IMPA account. If you are a current user you may skip to the next slide.

Iowa Medicaid Portal Access



The screenshot shows the Iowa Medicaid Portal Access login page. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a small image of hands clasped together. Below the header, there are two navigation links: "Register New Account" and "Documents". The main content area features a welcome message: "Welcome to the Iowa Medicaid Portal Application!". In the center, there is an illustration of a person sitting at a laptop with a magnifying glass over the screen. Below the illustration, there is a link: "Click here for the User Registration Guide". On the right side, there is a login form with the following fields and buttons: "User Name:" with an input field, "Password:" with an input field, a "Login" button, and a "Reset Account" link. At the bottom of the main content area, there is an orange bar with the text "Featured Functionality".

- After completing registration or if you are already an IMPA user, please complete and submit the [Member Waiver Eligibility Access Request form](#) to request access.
- Once access is secured, users will be assigned the role of “Member Waiver Eligibility” in IMPA.

IMPA – Member Waiver Eligibility

- Login to IMPA by entering User Name and Password

Iowa Medicaid
Portal Access

[Register New Account](#) [Documents](#)

Welcome to the Iowa Medicaid Portal Application!

[Click here for the User Registration Guide](#)

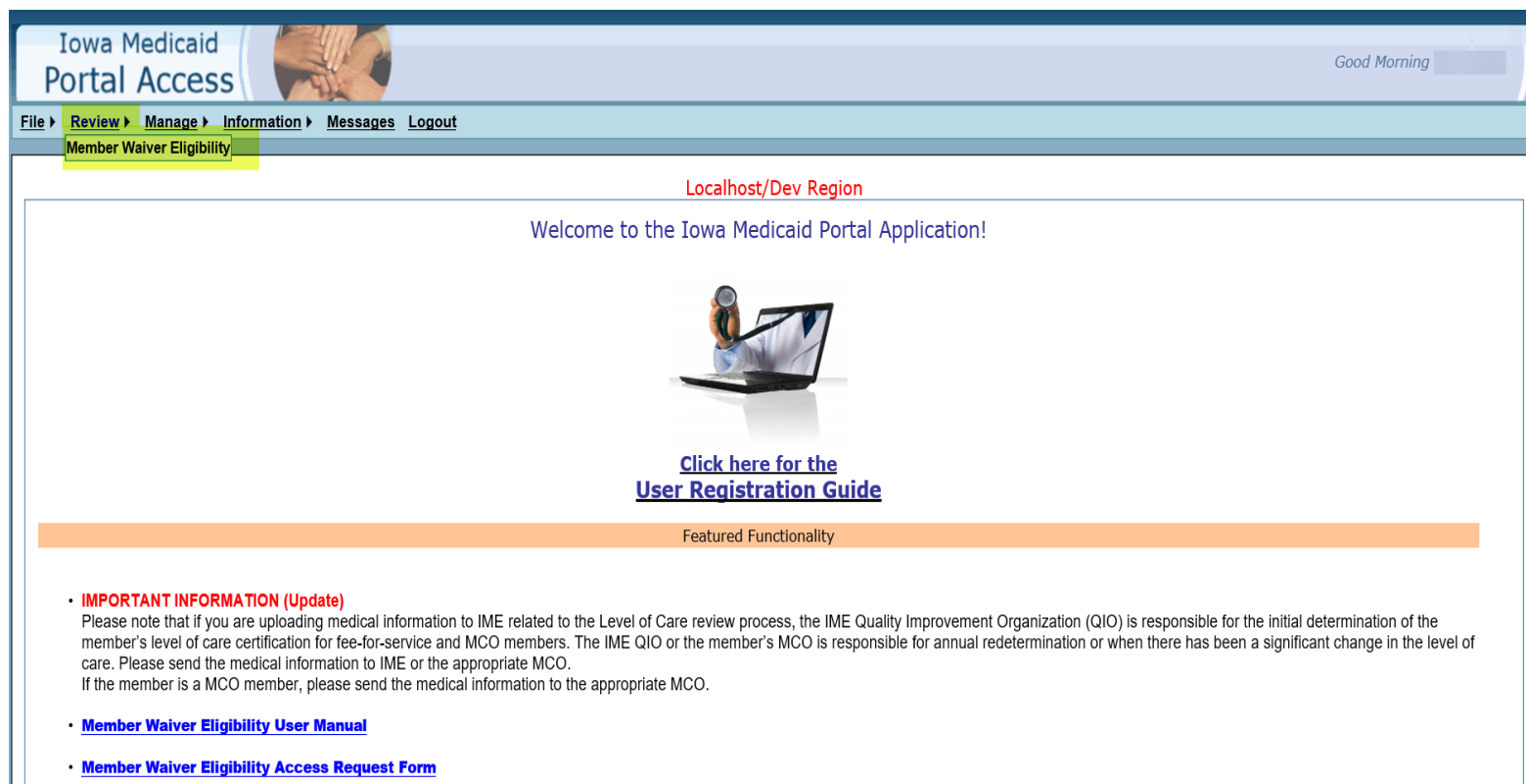
Featured Functionality

- **IMPORTANT INFORMATION (Update)**
Please note that if you are uploading medical information to IME related to the Level of Care review process, the IME Quality Improvement Organization (QIO) is responsible for the initial determination of the member's level of care certification for fee-for-service and MCO members. The IME QIO or the member's MCO is responsible for annual redetermination or when there has been a significant change in the level of care. Please send the medical information to IME or the appropriate MCO. If the member is a MCO member, please send the medical information to the appropriate MCO.
- [Member Waiver Eligibility User Manual](#)
- [Member Waiver Eligibility Access Request Form](#)

User Name:
Password:
Login
[Forgot Password?](#)
[Forgot User Name?](#)

IMPA – Member Waiver Eligibility

- Select “Member Waiver Eligibility” from the ‘Review’ drop down menu



Iowa Medicaid Portal Access


Good Morning

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Member Waiver Eligibility

Localhost/Dev Region

Welcome to the Iowa Medicaid Portal Application!



[Click here for the User Registration Guide](#)

Featured Functionality

- **IMPORTANT INFORMATION (Update)**
Please note that if you are uploading medical information to IME related to the Level of Care review process, the IME Quality Improvement Organization (QIO) is responsible for the initial determination of the member's level of care certification for fee-for-service and MCO members. The IME QIO or the member's MCO is responsible for annual redetermination or when there has been a significant change in the level of care. Please send the medical information to IME or the appropriate MCO.
If the member is a MCO member, please send the medical information to the appropriate MCO.
- [Member Waiver Eligibility User Manual](#)
- [Member Waiver Eligibility Access Request Form](#)

IMPA – Member Waiver Eligibility

- After selecting “Member Waiver Eligibility”, the following screen will be returned

The screenshot shows the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a "Good Morning" greeting. Below the header is a navigation menu with options: File, Review, Manage, Information, Messages, and Logout. The main content area is titled "Member Waiver Eligibility" and contains an "Instructions" section. The instructions are divided into "IMPORTANT INFORMATION ABOUT THIS APPLICATION" and "Troubleshooting". The "IMPORTANT INFORMATION" section includes two bullet points: "Choose Month" Drop down and "When searching 'MCO' or 'Fee for Service'". The "Troubleshooting" section includes four bullet points: "For Fee for Service, if member can't be found, consider trying the MCO search.", "For Fee for Service, if you feel any of the data related to one of your members is incorrect, please email loWANSHelpDesk@dhs.state.ia.us", "For MCO search, if member can't be found, consider trying the Fee for Service search.", and "For MCO search, if you feel any of the data related to one of your members is incorrect, please contact the appropriate MCO for that specific member." Below the instructions is a "Search Criteria" section with a form. The form includes radio buttons for "MCO" (selected) and "Fee For Service", a "Choose Month" dropdown menu, a "Tax ID" dropdown menu, and "Search" and "Clear" buttons.

Iowa Medicaid Portal Access Good Morning

File ▶ Review ▶ Manage ▶ Information ▶ Messages Logout

Member Waiver Eligibility

Instructions

*****IMPORTANT INFORMATION ABOUT THIS APPLICATION*****

- **'Choose Month' Drop down:** This is used to choose which month you are validating eligibility for your members for HCBS Waiver or Habilitation Programs. All members eligible during that month that match your TIN and NPI combination will be returned in your search results.
- **When searching 'MCO' or 'Fee for Service'** - Data is updated overnight, so the previous days values will be reflected.

Troubleshooting

- For Fee for Service, if member can't be found, consider trying the MCO search. If still can't locate, please email IMPASupport@dhs.state.ia.us
- For Fee for Service, if you feel any of the data related to one of your members is incorrect, please email loWANSHelpDesk@dhs.state.ia.us
- For MCO search, if member can't be found, consider trying the Fee for Service search. If still can't locate, contact the appropriate MCO for that specific member.
 - Amerigroup at 1-800-454-3730
 - Iowa Total Care at 1-833-404-1061
- For MCO search, if you feel any of the data related to one of your members is incorrect, please contact the appropriate MCO for that specific member.
 - Amerigroup at 1-800-454-3730
 - Iowa Total Care at 1-833-404-1061
- For additional information please refer to [Member Waiver Eligibility User Manual](#)

Search Criteria

MCO Fee For Service

Choose Month: --- Select --- *

Tax ID: --- Select Entity --- *

Search Clear

IMPA – Member Waiver Eligibility

- Within the Search Criteria section of the screen, radio buttons 'MCO' or 'Fee For Service' must be selected
 - Month to view must be selected from the 'Choose Month' drop down
 - Tax ID drop down arrow must be selected. Upon selecting, the TAX ID returned is based on the assignment of the user signed on.

Search Criteria

MCO Fee For Service

Choose Month: February-2022 ▼ *

Tax ID: --- Select Entity --- *

Search Clear

IMPA – Member Waiver Eligibility

- Once the Tax ID is selected, National Provider Identifiers associated with the TAX ID will be returned
 - In this example, there is one NPI associated with the Tax ID

The screenshot shows the 'Search Criteria' section of the IMPA system. It includes radio buttons for 'MCO' (selected) and 'Fee For Service'. The 'Choose Month' dropdown is set to 'February-2022'. The 'Tax ID' dropdown is also selected. The 'National Provider Identifier' dropdown is open, displaying a list with the title 'Choose one or more National Provider Identifiers:'. The list contains a 'Select All' option with a checked checkbox and one NPI entry with a checked checkbox. Below the list are 'Search' and 'Clear' buttons.

- In this example, there are multiple NPI's associated with the TAX ID. The user can One, Multiple or All

This screenshot shows the same search criteria as the previous one, but with 'Fee For Service' selected. The 'National Provider Identifier' dropdown is open, showing a list with the title 'Choose one or more National Provider Identifiers:'. The list contains a 'Select All' option with an unchecked checkbox and three NPI entries, each with an unchecked checkbox. 'Search' and 'Clear' buttons are visible at the bottom.

- Select the 'Search' button

IMPA – Member Waiver Eligibility

- If data is available for the selections made, the following is returned:

Search Criteria

MCO Fee For Service

Choose Month: February-2022 *

Tax ID: [Redacted] *

National Provider Identifier: **Choose one or more National Provider Identifiers:** *

Select All
 [Redacted] [Redacted] [Redacted]

Search Clear

[Export to CSV](#) [Export to PDF](#)

Provider NPI	State ID	Member Name	Member DOB	Waiver	Waiver Begin Date	Waiver End Date	CSR Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	04/01/2016	02/01/2022	07/29/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	02/01/2022		07/29/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	04/01/2016		03/25/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	03/01/2018		04/16/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	02/01/2020		05/05/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	04/01/2016		08/18/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	04/01/2016		07/26/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	04/01/2016		07/29/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	05/01/2019		01/13/2023
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	04/01/2016		02/04/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	12/01/2021		08/30/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	09/30/2021		10/27/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Intellectual Disability	09/18/2020		07/23/2022

IMPA – Member Waiver Eligibility

- If there is more data than can be displayed on one page, pagination is available at the bottom left corner of the screen to advance to additional pages (or jump to specific pages)
- Data in each of the columns returned, can be sorted ascending or descending, by pointing the cursor to the column heading and selecting enter.

Search Criteria

MCO Fee For Service

Choose Month: February-2022

Tax ID: [dropdown]

National Provider Identifier: [dropdown]

Choose one or more National Provider Identifiers:

Select All

[blurred]

Search Clear

Export to CSV Export to PDF

Provider NPI	State ID	Member Name	Member DOB	Waiver	Waiver Begin Date	Waiver End Date	CSR Date
				Intellectual Disability	04/01/2016		08/24/2022
				Brain Injury	08/01/2020		05/17/2022
				Intellectual Disability	04/01/2016		02/02/2023
				Elderly	10/01/2021		08/16/2022
				Habilitation Services	11/01/2021		08/13/2022
				Intellectual Disability	03/01/2018		08/13/2022
				Brain Injury	02/01/2017		09/03/2022
				Health Disability	04/01/2016		09/02/2022
				Elderly	07/01/2020		08/03/2022
				Intellectual Disability	07/12/2020		05/28/2022
				Habilitation Services	10/30/2018		08/16/2022
				Intellectual Disability	12/01/2017		08/16/2022
				Intellectual Disability	02/23/2020		11/18/2022
				Elderly	04/01/2016		03/25/2022
				Intellectual Disability	03/01/2018		05/10/2022
				Brain Injury	07/22/2020		05/03/2022
				Intellectual Disability	04/01/2016		08/27/2022
				Intellectual Disability	04/01/2016		03/02/2022
				Intellectual Disability	04/01/2016		12/13/2022
				Elderly	12/05/2019		04/01/2022
				Intellectual Disability	04/01/2016		03/01/2022
				Elderly	08/10/2021		03/31/2022
				Brain Injury	05/01/2019		01/14/2023
				Elderly	08/01/2018		01/20/2023
				Intellectual Disability	09/30/2019		01/28/2023
				Intellectual Disability	10/31/2018		03/25/2022
				Intellectual Disability	04/01/2016		06/08/2022
				Intellectual Disability	04/01/2016		11/15/2022
				Intellectual Disability	04/01/2016		05/05/2022
				Elderly	09/01/2021		05/11/2022

1 2 3 4 5 6 7 8 9 10 ...

***For any questions related to services authorized by Iowa Total Care, please contact their Provider Services Call Center at 1-833-404-1061
 ***For any questions related to services authorized by Amerigroup, please contact their Provider Services Call Center at 1-800-454-3730.

IMPA – Member Waiver Eligibility

- Data returned can be exported by selecting the “Export to csv” link

Search Criteria

MCO Fee For Service

Choose Month: *

Tax ID: *

National Provider Identifier: *

Choose one or more National Provider Identifiers:

Select All

[Export to CSV](#) [Export to PDF](#)

Provider NPI	State ID	Member Name	Member DOB	Waiver	Waiver Begin Date	Waiver End Date	CSR Date
				Intellectual Disability	04/01/2016	02/01/2022	07/29/2022
				Intellectual Disability	02/01/2022		07/29/2022
				Intellectual Disability	04/01/2016		03/25/2022
				Intellectual Disability	03/01/2018		04/16/2022
				Intellectual Disability	02/01/2020		05/05/2022
				Intellectual Disability	04/01/2016		08/18/2022
				Intellectual Disability	04/01/2016		07/26/2022
				Intellectual Disability	04/01/2016		07/29/2022
				Intellectual Disability	05/01/2019		01/13/2023
				Intellectual Disability	04/01/2016		02/04/2022
				Intellectual Disability	12/01/2021		08/30/2022
				Intellectual Disability	09/30/2021		10/27/2022
				Intellectual Disability	09/18/2020		07/23/2022

IMPA – Member Waiver Eligibility

- The selections from the Search Criteria along with the results of the search are displayed in the spreadsheet

1	Report Run Date : 4/14/2022 9:43:54 AM							
2	Month-Year : February-2022							
3	Tax ID : [REDACTED]							
4	NPI(s) : [REDACTED]							
5								
6	Provider NPI	State ID	Member Name	Member DOB	Waiver	Waiver Begin Date	Waiver End Date	CSR Date
7	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	5/28/2019		5/7/2022
8	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	4/7/2011		2/16/2023
9	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	5/1/2020		11/19/2022
10	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	6/15/2017		5/10/2022
11	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	7/19/2002		1/26/2023
12	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	2/25/2004		9/20/2022
13	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	5/17/2006		11/8/2022
14	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	1/1/2018		8/12/2022
15	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	6/1/2015		3/19/2022
16	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	1/29/2020		1/21/2023
17								

IMPA – Member Waiver Eligibility

- Data returned can be exported into a PDF by selecting the “Export to PDF” link

Search Criteria

MCO Fee For Service

Choose Month: *

Tax ID: *

National Provider Identifier: **Choose one or more National Provider Identifiers:** *

Select All

[Export to CSV](#) [Export to PDF](#)

Provider NPI	State ID	Member Name	Member DOB	Waiver	Waiver Begin Date	Waiver End Date	CSR Date
				Intellectual Disability	04/01/2016	02/01/2022	07/29/2022
				Intellectual Disability	02/01/2022		07/29/2022
				Intellectual Disability	04/01/2016		03/25/2022
				Intellectual Disability	03/01/2018		04/16/2022
				Intellectual Disability	02/01/2020		05/05/2022
				Intellectual Disability	04/01/2016		08/18/2022
				Intellectual Disability	04/01/2016		07/26/2022
				Intellectual Disability	04/01/2016		07/29/2022
				Intellectual Disability	05/01/2019		01/13/2023
				Intellectual Disability	04/01/2016		02/04/2022
				Intellectual Disability	12/01/2021		08/30/2022
				Intellectual Disability	09/30/2021		10/27/2022
				Intellectual Disability	09/18/2020		07/23/2022

IMPA – Member Waiver Eligibility

- The selections from the Search Criteria along with the results of the search are displayed in the PDF

Fee For Service - Member Waiver Eligibility Member List

Report Run Date: 4/14/2022 9:55:40 AM

Total# of records: 10

Month-Year: February-2022

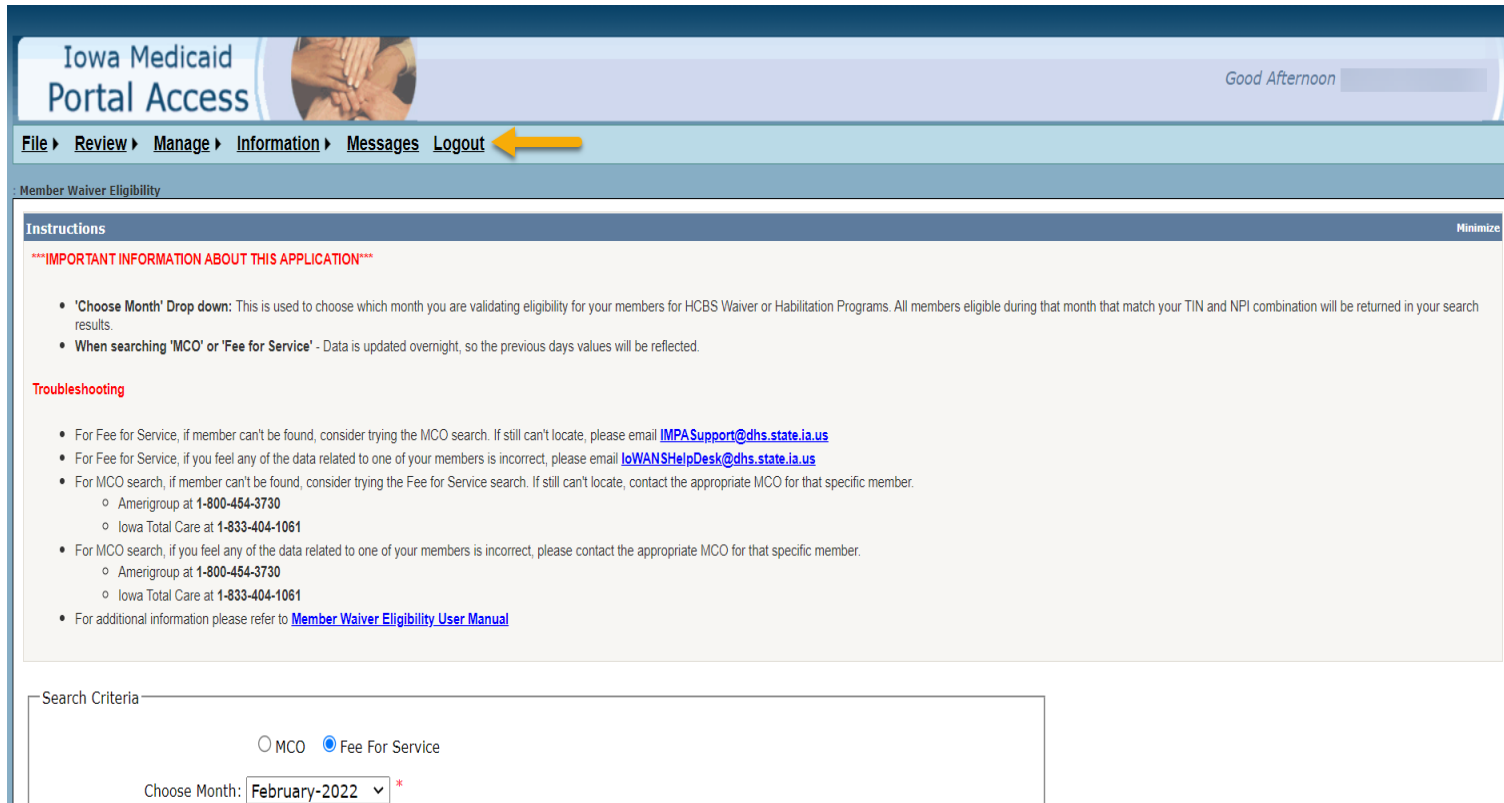
TaxID: [REDACTED]

NPI(s): [REDACTED]

Provider NPI	State ID	Member Name	Member DOB	Waiver	Waiver Begin Date	Waiver End Date	CSR Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	05/28/2019		05/07/2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	04/07/2011		02/16/2023
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	05/01/2020		11/19/2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	06/15/2017		05/10/2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	07/19/2002		01/26/2023
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	02/25/2004		09/20/2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	05/17/2006		11/08/2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	01/01/2018		08/12/2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Health Disability	06/01/2015		03/19/2022
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Elderly	01/29/2020		01/21/2023

IMPA – Member Waiver Eligibility

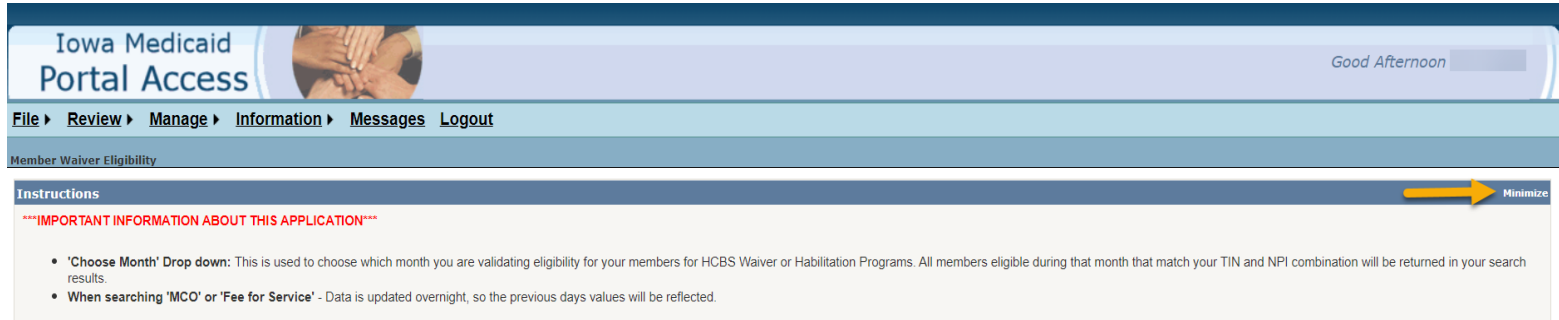
- User can logout by selecting “Logout” from menu bar



The screenshot displays the Iowa Medicaid Portal Access interface. At the top, there is a header with the text "Iowa Medicaid Portal Access" and a "Good Afternoon" greeting. Below the header is a navigation menu with the following items: "File", "Review", "Manage", "Information", "Messages", and "Logout". A yellow arrow points to the "Logout" option. Below the menu is a section titled "Member Waiver Eligibility" with a "Minimize" button. The main content area contains "Instructions" and "Troubleshooting" sections. The "Instructions" section includes a red heading "***IMPORTANT INFORMATION ABOUT THIS APPLICATION***" and two bullet points: "Choose Month' Drop down: This is used to choose which month you are validating eligibility for your members for HCBS Waiver or Habilitation Programs. All members eligible during that month that match your TIN and NPI combination will be returned in your search results." and "When searching 'MCO' or 'Fee for Service' - Data is updated overnight, so the previous days values will be reflected." The "Troubleshooting" section includes several bullet points with contact information for Amerigroup and Iowa Total Care, and a link to the "Member Waiver Eligibility User Manual". At the bottom, there is a "Search Criteria" section with radio buttons for "MCO" and "Fee For Service" (selected), and a "Choose Month:" dropdown menu set to "February-2022".

IMPA – Member Waiver Eligibility <TIP>

- To hide the instructions section, the user can select the ‘Minimize’ option in the upper right corner of the screen



- To display the instructions section, when previously minimized, the user can select the ‘Restore’ option in the upper right corner of the screen

