

DECEMBER 2024

KMAP GENERAL BULLETIN 24271

2025 HCBS Provider Qualifications Audit

Per Kansas Medical Assistance Program (KMAP), the State has delegated auditing of Home and Community Based Services (HCBS) provider qualifications to the Managed Care Organizations (MCOs). This is an annual audit and applies to all providers of HCBS.

A full audit was implemented in 2024, and this will continue in 2025. From 2020-2023, a limited audit was conducted focusing on general provider qualifications (staff background checks, Community Developmental Disabilities Organization [CDDO] affiliation agreements, Community Mental Health Centers [CMHC] license). In 2025, the full audit will continue, which includes general AND service-related waiver provider qualifications. Examples of service-related waiver requirements are training, education, licenses, and certifications for employees.

The three MCOs have contracted with a single company, Averifi, to complete the HCBS audits. Beginning January 2025, and using the process described below, Averifi will complete an audit of each HCBS provider and provide the results to each MCO that has the provider in their network.

Averifi will reach out via email to obtain a current list of HCBS employees. This list must include active, temporary, or variable staff, paid or unpaid. The list should also include volunteers, non-Kansas residents and Intellectual and Developmental Disabilities (IDD) residential providers (foster families).

From the list of employees, a sample is selected. Averifi will send an email with a list of selected employees and documents required for audit submission.

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Customer Service

- 1-800-933-6593
- 7:30 a.m. - 5:30 p.m.
Monday - Friday

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2025 HCBS Provider Qualifications Audit continued

Averifi will notify the provider of audit outcome. An audit failing for the following reasons will require provider action.

| Fail Reason | Provider Action |
|---|--|
| Adverse Finding | Re-Audit Conducted with New Employee Sample |
| Background Check Result Obtained After Audit Initiated | Provide compliant results/documents. And Sign form indicating any HCBS Provider Qualification gaps in their policy/process will be updated and addressed. |
| Background Check Result Over 2 Years Old | |
| Background Check Documents/Results Not Provided | |
| Agency Requirement – Documents/Results Not Provided | |
| Service Worker Requirement – Documents/Results Not Provided | |

Key Reminders about Employee Background Checks for HCBS Employees

New Background Check Required:

- All HCBS employees must be searched on the National Sex Offender Registry site [Home | Dru Sjodin National Sex Offender Public Website](#) to see if listed.
- Background check results should already be done for all employees, on file, free of findings and less than two (2) years old. Any results obtained after the audit begins will fail.
- All HCBS employees must be checked to see if they have been prohibited due to confirmation of abuse/neglect/exploitation in an adult care home. This is done by going to the Kansas Department for Aging and Disability Services (KDADS) Nurse Aide Registry site [KDADS](#). When searching, you must receive a result indicating “No Prohibition”. You cannot employ an individual if you are unable to confirm prohibition status.

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Audit Determinations:

Each MCO is required by the State to make a separate determination using the audit findings and based upon the MCO's individual policy for HCBS Provider Qualifications Audits. For providers who are found not to meet the qualification requirements, a re-audit will be conducted to ensure compliance with the qualifications. In addition, the MCO may implement a corrective action plan or take other action including and up to termination of the provider from the MCO's network.

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