

MA Participant Directed Program Existing Provider Paperwork Matrix

The below chart should be used as a guide for existing MA Participant Directed Program providers who wish to add or change provider types. As you are aware, there is a certain amount of paperwork required to be completed prior to starting services, and this chart is meant to serve as a guide as to which paperwork is required for each provider type (Independent Contractor, Employee, and Agency). Not all paperwork completed for one provider type translates over to a different provider type, which is why the below chart is helpful when transitioning provider types.

How to read the below chart:

The first column on the left is a list of all possible pieces of paperwork. The first row on the top is a list of possible provider type transfers. Find your provider transfer type in the top row: IP>IC, IP>AG, IC>IP, IC>AG. Look down the appropriate column. Any cell with an 'x' in it means that the corresponding piece of paperwork in the 'paperwork column' is required.

Two additional notes:

1. All Provider packets and CORI application are located on www.publicpartnerships.com
2. Any participant receiving IP (employee) services must have an Employer of Record on file. An EoR is established by filling out the EoR packet located on www.publicpartnerships.com

Please refer to the chart below to determine what paperwork is required for 'good to go' status for existing providers:

	IP->IC	IP->AG	IC->IP	IC->AG	Existing provider adding services within same provider type	Existing provider providing services (within same provider type) to new participant
Employee Packet:						
Form A			x			x
Form B			x			x
Employee Info. Form			x			
INS Form I-9			x			x
IRS W-4 Form			x			
A DOR Form M-4			x			
EFT Form (optional)						
Independent Contractor Packet:						
IRS W-9 Form	x					
IC Info. Form	x					
Form A	x					
Form B	x					
EFT Form (optional)						
Agency Packet:						
IRS W-9 Form		x		x		
Agency Info. Form		x		x		
Form A		x		x		
Form B		x		x		
EFT Form (optional)						
Credentialing Packet *:						
Information Form	x	x	x	x	x	
Service Selection	x	x	x	x	x	
Certification Page	x	x	x	x	x	
CORI Application:						

*The Credentialing Packet is obtained by creating a provider profile in the Web Portal and clicking "print forms" at the bottom of the last page

Please call PPL Customer Service at: (888) 866-0869 with any questions