

'Job Aid' For Governmental Agencies

That Use One Taxpayer Identification Number For All Health Services

This document provides information for proper disclosure of control interests by governmental agencies that use one Taxpayer Identification Number (TIN) to bill for all health services provided by the governmental agency. They also use the same one TIN when completing and submitting Medi-Cal applications through the PAVE online enrollment system.

Working In The PAVE System And PAVE Business Profiles

The PAVE Business Profile is the 'virtual area' where the Medi-Cal records and applications related to a same TIN are managed and worked, many times by multiple PAVE users. When using the PAVE enrollment system to submit applications and to manage accounts for large organizations, such as governmental agencies, it is important for all users in the Business Profile of the organization to coordinate their work to avoid causing deletions or changes to the work that others are doing at the same time. This is especially true for the information about the control interest persons and managers since these persons should be the same in all Medi-Cal records reported under the agency's TIN in the Business Profile. Once approved, the information about these persons displays in the Medi-Cal records, (called Accounts) in the Business Profile for all sites and provider types that submit claims under the same TIN.

Provider Accounts - Ownership & Control Interest Information

It is important to know that some Medi-Cal records created prior to the existence of the PAVE enrollment system **do not** contain any information about the persons with control interest or the site managers and some of them **do** contain information about the approved control interest persons, but the information is incomplete.

In the cases where Medi-Cal records **do not** hold any control interest/manager information saved under the TIN, the first time a user in the Business Profile for that TIN starts an application, the Disclosure Information Form for Ownership/Control Interests will be blank, see below.

Ownership/Control Interest Summary

In this section, a complete disclosure of Ownership and financial interest is required. Please let me know about any individuals who have ownership or control interest in your practice. Fortunately, you can share any record with another user, making it easy to complete your application.

Are there any individuals or entities (corporations, unincorporated associations, partnerships, or similar entities) who have 5% or more (direct or indirect) ownership or control interest, or any partnership interest in

All officers of a corporation, directors, agents, and managing employees of _____ must be reported in this section as well.

All board members and officers of a non-profit entity must also be reported in this section.

Use the table below to add any new individual or entity owners or those with control interest

Filter by: [v] Search table below: SSN, TAXID, Legal Name [q] [Add] [grid]

You could use an excel file to add records to this table. For more information [click here](#)

Change	Type	Name	SSN/TAXID	%Ownership	Status	Actions
No Ownership Control Interest listed.						

Total Number of records 0

In the cases where Medi-Cal records **do hold** information about control interest persons or managers, the first time a user in the governmental agency’s Business Profile for that TIN starts an application, the PAVE system will auto-populate that information, but it will likely be incomplete, see below.

Ownership/Control Interest Summary

The information in this application is associated with the TAXID/EIN entered in the Business Information social form. Select **Add** to add an additional record. You can select **View Details** to see the list of all Individuals and Entities associated with the TAXID/EIN of this application

Summary of the current owners and those with control interest that were disclosed based on TAXID

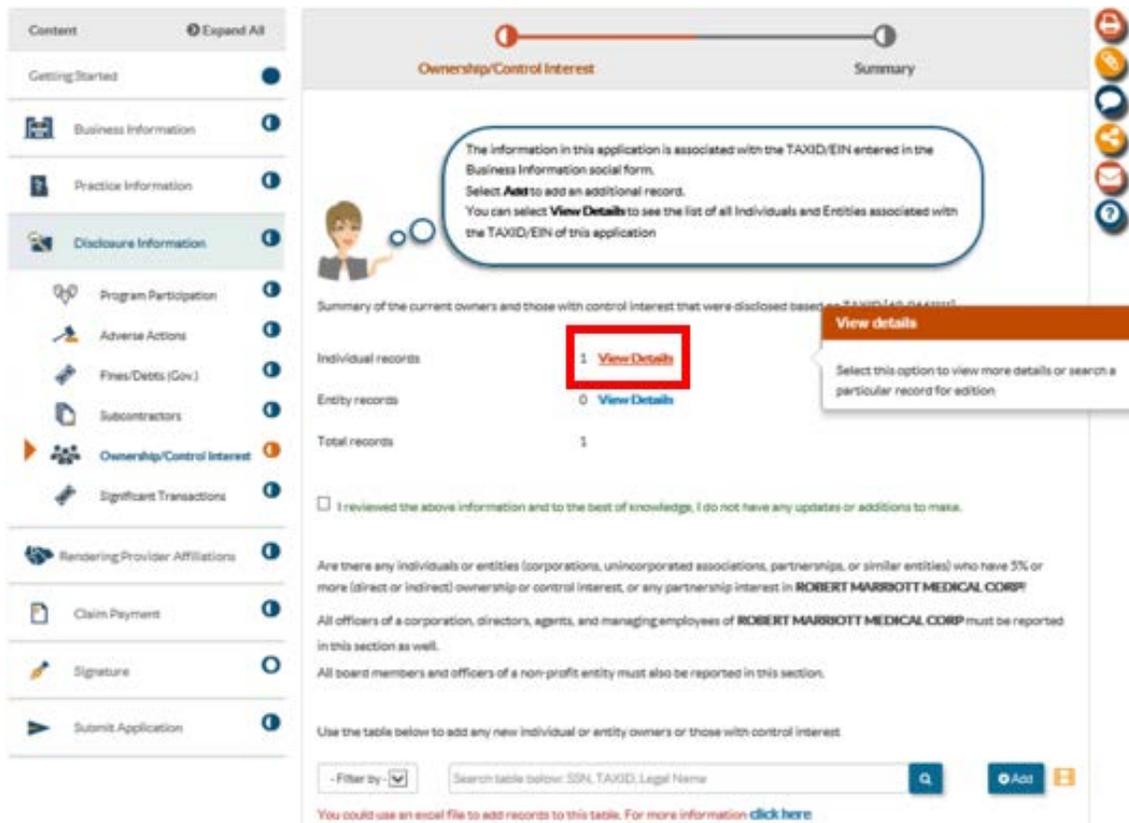
Individual records	1	View Details
Entity records	0	View Details
Total records	1	

I reviewed the above information and to the best of knowledge, I do not have any updates or additions to make.

In summary, when an organization starts their first PAVE application(s) in a Business Profile and they open the “Disclosure Information Form” for Ownership/Control Interests, they may need to provide all of the organization’s control interest persons’ information or they might see that some persons are already pre-populated and they only need to update or add some additional information.

How to Update the Ownership & Control Interest Information

If the PAVE user sees persons are pre-populated in this part of the application, the user will need to click on “View Details” and for each person’s name in the list, click on **the “Edit” button** (pencil icon) and add information for all of the listed topics that open up (SEE NEXT TWO SCREENSHOTS). To complete this section, the user must answer all questions listed, i.e., addresses and personal information, roles in the organization, associations, participation in Medicare or Medicaid, ownership in other healthcare businesses and adverse actions for every person with control interest.



Individual Associations summary ✕

Use the search tool to quickly find an individual record. You can edit a record by selecting the pencil icon.
If you need to remove/delete a record you can select the trash icon and confirm the action.
Please be aware that any changes made to those records will be associated with TAXID [00-000****]

Search table below: SSN, NPI, Legal Name

Legal Name	NPI	SSN	%Ownership	Edit
				

Total Number of records 1

If any of the listed persons are no longer working as Directors at the governmental agency or department, they can be removed from the record by selecting the **“Trash” icon** and confirming.

Individual Associations summary ✕

Use the search tool to quickly find an individual record. You can edit a record by selecting the pencil icon.
If you need to remove/delete a record you can select the trash icon and confirm the action.
Please be aware that any changes made to those records will be associated with TAXID [00-000****]

Search table below: SSN, NPI, Legal Name

Legal Name	NPI	SSN	%Ownership	Delete
				

Total Number of records 1

Delete Ownership/Control ✕

Do you want to delete this record?

Users can also Add any new or additional control interest persons or site managers in the table as applicable by clicking on **the Add Button** and completing all fields and questions.

The information in this application is associated with the TAXID/EIN entered in the Business Information social form. Select **Add** to add an additional record. You can select **View Details** to see the list of all Individuals and Entities associated with the TAXID/EIN of this application

Summary of the current owners and those with control interest that were disclosed based on TAXID [redacted]

Individual records 1 [View Details](#)

Entity records 0 [View Details](#)

Total records 1

I reviewed the above information and to the best of knowledge, I do not have any updates or additions to make.

Are there any individuals or entities (corporations, unincorporated associations, partnerships, or similar entities) who have 5% or more (direct or indirect) ownership or control interest, or any partnership interest in [redacted]

All officers of a corporation, directors, agents, and managing employees of [redacted] must be reported in this section as well.

All board members and officers of a non-profit entity must also be reported in this section.

Use the table below to add any new individual or entity owners or those with control interest

- Filter by - [v] Search table below: SSN, TAXID, Legal Name [Q] **Add**

You could use an excel file to add records to this table. For more information [click here](#)

Change	Type	Name	SSN/TAXID	%Ownership	Status	Actions
No Ownership Control Interest listed.						

Add Ownership/Control Interest

Entity Individual

Please enter the following information

First name value is required

Middle name

Last name value is required

Social Security Number value is required

+ Add **× Cancel**

Once the first PAVE application has been approved, PAVE will populate the information about these persons in all Accounts in the Business Profile, which is the “TIN owner” level of the Medi-Cal record and includes all locations/sites. Once this information is complete in the PAVE Business Profile due to approved PAVE applications, then subsequent applications made in the Business Profile will populate all of these persons. It is recommended that none of these persons be deleted unless they no longer work for the governmental agency in the role that would require reporting them.

If a user finds that an application does not auto-populate these persons and this is not the first PAVE application, it is possibly because a previous PAVE application was denied that would have added them or a previous PAVE application was approved without all of the persons contained in it.

My Home Applications **Accounts** My Tools ▾ Help

[Update Account](#) [Disenrollment](#)

If you find the term "No Data," this indicates that the information is not found in the State's database. You will be able to correct this information once you complete a Revalidation Application

Account ID: [REDACTED] NPI: [REDACTED] Approval Date: 11/03/2008
 Provider Name: [REDACTED] Contact Name: No data Last Update Date: 02/04/2020
 MEDICAL CORP Account Status: 1 - Active Service Address: [REDACTED]
 Provider Type: Physician/Surgeon Group Account Type: Group Billing

Content [Expand All](#)

- Business Information
- Practice Information
- Disclosure Information
 - Program Participation
 - Adverse Actions
 - Fines/Debts (Gov.)
 - Subcontractors
 - Ownership/Control Interest

Ownership/Control Interest

Ownership/Control Interest [Update](#)

Type	Name	Ownership/Control Interest	Summary
	[REDACTED]	Other: No Data	

To add required persons back on to the Medi-Cal record, a supplemental application can be submitted to update the ownership/control interest section of the government's Medi-Cal Business Profile and accounts.

Make Supplemental Changes To Your Account ✕

What would you like to update in your account?

Licenses-Certificates Permits Business Information **Disclosure Information** Other Change Options

Program Participation No

Adverse Actions No

Subcontractors and Managing Employees, Owners, Control Interest and Agents, Significant Transactions Yes

Fines and Debts No

For other changes, please choose from the different tabs. Once you have completed your selection, click on *Apply Changes* to continue.

[Apply Changes ✓](#) [Go to Account Viewer 👁](#) [Cancel ✕](#)