


NH Department of Health and Human Services (DHHS)
Division of Long Term Supports and Services
Bureau of Developmental Services (BDS)

105 Pleasant St.
Concord, NH 03301

STATE OF NEW HAMPSHIRE BDS GENERAL MEMORANDUM (GM)	
DATE:	6/7/2024
TO:	Development Service Provider
FROM:	Jessica Gorton, Bureau Chief
SIGNATURE:	
SUBJECT:	NH Easy 777 Provider Enrollment form
GM NUMBER:	#24-04
EFFECTIVE DATE:	6/7/2024
REGULATORY GUIDANCE:	This memo is a communication tool circulated for informational purposes only. The goal is to provide information and guidance to the individuals to whom it is addressed. The contents of this memo and the information conveyed are subject to change. This communication is not intended to take the place of or alter written law, regulations or rule.

GM SUMMARY
To provide instructions on how to complete and submit the NH Easy 777 form for provider to gain access for the new provider dashboard effective 7/1/2024.

BDS is excited to offer the provider access enhancement to NH Easy. In order to access the NH Easy BDS Service Provider Management platform all providers must complete the NH Easy Provider enrollment form (777):

Complete the NH Easy Provider enrollment form (777):

The **NH Easy Provider enrollment form (777)**, that must be completed by the assigned NH EASY Administrator (One administrator per organization) by **June 15th, 2024**. Please inquire internally at your provider agency to identify who the NH Easy Administrator is.

Please submit this form to the DHHS BDS email, (bds@dhhs.nh.gov) with the subject line **“Provider Access NH Easy 777 Form”**.

The form indicates to submit it to DHHS.NHEASYHelpDesk@dhhs.nh.gov, during this initial enrollment process please do not submit to that email address. Through June 30th, please submit to the BDS email (bds@dhhs.nh.gov) as indicated above.

If your organization uses NH Easy for any of the other functions, on the form please check the appropriate boxes. Please note the Family Centered Early Supports and Services- Area Agency and the Family Centered Early Supports and Services - Vendors of Area Agencies is not operational at this time. Do not select these boxes at this time.

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For ALL Developmental Service Provider Agencies:

Developmental Service Providers must check the **BDS Service Provider Management-View Service Authorizations Status**, and other NH Easy permissions your organization may have when submitting the form.

****A form must be submitted per NH Developmental Services Medicaid Billing ID, to ensure access to view all applicable service authorizations associated with the appropriate billing ID.**

***This form submitted will override any existing NH EASY Enrollment form and permissions currently on file.**

ORGANIZATION OPTIONS:

- Apply Only – Submit an application for benefits on behalf of a client
- Apply & Update Case Info – Submit an application on behalf of client and view/update case information
- LTSS (Nursing Facility, HCBC CFI, Residential Care) – Create and review assessments requested by LTSS unit
- WIC – Submit an application on behalf of client and view/update case information
- CFI Plan Management – Manage CMA assignment and CFI authorization
- BDS Intake – Add new He-M 503 and He-M 522 eligibility determinations (Area Agencies only)
- BDS Service Management – Manage CMA Assignments, Individuated service agreements and service authorizations
- BDS Service Provider Management – View service authorization status
- Family Center Early Supports & Services – Area Agencies
- Family Center Early Supports & Services – Vendors of Area Agencies

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For Service Coordination Entities ONLY:

In addition to the required box above, and other NH Easy permissions your organization may have, you must check the BDS Service Management- Manage CMA Assignments, Individual Service Agreements and Service Authorizations.

***This form submitted will override any existing NH EASY Enrollment form and permissions currently on file.**

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For Area Agencies ONLY:

In addition to the required box above, and other NH Easy permissions your organization may have, you must check the BDS Intake box for DAADS Functions.

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ORGANIZATION OPTIONS:

- Apply Only – Submit an application for benefits on behalf of a client
- Apply & Update Case Info – Submit an application on behalf of client and view/update case information
- LTSS (Nursing Facility, HCBC CFI, Residential Care) – Create and review assessments requested by LTSS unit
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Once the 777 form is completed and received, the assigned NH Easy Administrator will receive NH Easy Administrator log in information. Only one NH Easy Administrator can be assigned per provider entity/Medicaid Billing ID. The identified NH Easy Administrator will set up individual user log ins within the organization. Instructions for how to set up these users will be sent out mid-end of June. **The NH Easy Provider Portal Access does not go live until 7/1/2024.** All NH Easy 777 forms for each **Provider Medicaid Billing ID** within an organization must be **submitted by 6/15/2024** to ensure NH Administrators are set up for the 7/1/24 go live.

During this initial enrollment if you have questions on completing this form please reach out to Abby Conger (Abigail.p.conger@dhhs.nh.gov).