

Provider Entity Disclosure of Ownership, Controlling Interest and Management Statement

Optum is required to collect disclosure of ownership, controlling interest and management information from providers that participate in the Medicaid and/or the Children's Health Insurance Program (CHIP) managed care network pursuant to a Medicaid and/or CHIP contracts with the State Agency and the federal regulations set forth in 42 CFR Part §455.

Required information includes:

- 1) The identity of all owners and others with a controlling interest;
- 2) Certain business transactions as described in 42 CFR §455.105;
- 3) The identity of managing employees, agents and others in a position of influence or authority; and
- 4) Criminal conviction information for the provider, owners, officers, directors, agents and managing employees.

The information required includes, but it is not limited to, name, address, date of birth, social security number (SSN) and tax identification (TIN).

Providers participating in Medicaid and/or CHIP managed care networks must complete and submit the disclosure statement below in accordance with the terms of their participation agreement and as a condition of participation in Medicaid and/or CHIP. Failure to submit the requested information may result in claims denials, exclusion from Optum's network, or termination of an existing provider agreement.

This statement should be submitted with the initial contract and updated:

- Every three (3) years
- Upon renewal of the participation agreement
- At any time there is a revision to the information Within 35 days of a request for updated information.

Individual physician and health care professional members of a group practice that are credentialed by Optum and contracted as a participating provider in Optum's Medicaid or CHIP managed care network must submit a signed Individual Provider Statement attesting to the requirements under these regulations at the time of credentialing, enrollment, or contracting as requested by Optum.

Detailed instructions and a glossary for capitalized terms can be found at the end of this form.

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Tips to Avoid Delays in Processing Your Disclosure Form
For any question answered with a "Yes" response, please fill out all subsequent fields.
Every field must have a response. "N/A", "non-applicable" and "applied for" are acceptable.
If fields are left blank, the form will be returned for corrections/completeness.
If the form is unreadable due to illegible handwriting, the form will not be processed.
All attachments must indicate which section they apply to.

Contracted Provider Entity Information

Type of disclosing entity *Please choose one (1) category that indidisclosing entity is structured per the IRS		Name of Per	rson Comple	eting the Fo	orm	
Partnership Non-Profit Corporation Limited Liability Corporation (LLC)		Title				
Limited Liability Corporation (LLC)Government/Public EntityHCBS ProviderOther:			Phone Number			
In which state(s) do you participate in		Fax				
Medicaid and/or CHIP?		Email				
Legal Name ("Provider Entity"):		DBA (if differ	ent from Pro	vider Entity	Legal Name):	
Complete Address	imary business			cluding P.O.	Box)	
Street		City		State	Zip	
Additional Addresses Do you have additional addresses? If Yes, please label the attachment "Addit		s". List all Practice/E	Business loca	ations on the	e attachment.	
Federal Tax ID#:	Medicaid ID) #:	National I	Provider ID	(NPI) #:	
		l for Medicaid ID plicable	Appli	ed for NPI		

As applicable, if Provider Entity is a provider group or facility, <u>attach a roster</u> of all individual providers/practitioners that bill under the provider group/facility TIN for Medicaid. include: Provider name, address, NPI, date of birth, and social security number.					
Do you have a roster to attach?YesNo If Yes, please label the attachment with "Roster"					

Section I: Identification of All Owners

		l(s) and/or organization(s) with a Direct or Indirect Ow	-					
more. Refer to the Glossar	y to determin	e who should be listed as an Owner and/or to calculate	Ownership Interest					
Yes There are individ	lual(s) and/or	entity/entities that have a 5% or greater ownership inte	rest.					
Individuals: List the name, primary address, date of birth (DOB) and Social Security Number (SSN) for each person								
having a 5% or greater Ownership Interest in the Entity.								
		ation Number (TIN), primary business address, every b						
9		oration, or entity having 5% or greater Ownership Intere	,	. , . , ,				
		the chart below. If there are 4 or more owners, you mu		е				
required fields labeled	"Section I, Q	uestion 1". Do you have a list to attach? Yes	No					
	-	that has a 5% or greater ownership interest.						
	rs, but all hav	e less than 5% ownership, select "No" above and inclu	de a comment in the o	chart				
below.								
Name of Owner	DOB	Complete Address (Street/City/State/Zip)	** SSN (individual)					
	(mm/dd/yyyy)		TIN (entity)	Interest				
			List both as applicable					
		Street						
		a.,						
		City						
		State Zin						
		Zip						
		Street						
		City						
		City						
		State Zin						
		Zip						
		Street						
		City						
		City						
		State Zin						
	1	State 7in	1					

Zip

Section II: Identification of All Individuals & Entities with a Controlling Interest

Section II, Question 1: Does the Provider Entity have a Board of Directors or other governing body?YesNo								
If Yes, list each member of the Board of Directors or Governing Board for corporations, including the name, date of birth (DOB), address, and Social Security Number (SSN) (42 CFR §455.104(b)(1)) Note: If there are 1-2 directors, fill out the chart below. If there are 3 or more directors, you must attach a list with the required fields labeled "Section II, Question 1". Do you have a list to attach?YesNo								
Name	DOB (mm/dd/yyyy)	Complete Address (St	reet/City/State/Zip)	** SSN				
Street								
		City						
		State	Zip					
	Street							
		City						
		State	Zip					
**SSN is required per 42	CFR § 455.104	4.						
Section II, Question 2: Does the Provider Entity ha	ave anv Office	rs or Directors (e.a., Cl	EO. VP of Finance. etc.`)? Yes	No			
If Yes, list all corporate office	Does the Provider Entity have any Officers or Directors (e.g., CEO, VP of Finance, etc.)? YesNo If Yes , list all corporate officers and directors, including the name, date of birth (DOB), address, and Social Security Number (SSN) and applicable title or position (42 CFR §455.104(b)(1))							
Note : If there are 1-2 office with the required fields lab				ers/directors, you Yes No	ı must attach a list			
Name	DOB (mm/dd/yyyy)	Complete Address (Str	eet/City/State/Zip)	** SSN	Title			
		Street						
		City						
		State	Zip					
		Street						
		City						
		State	Zip					

Section II, Question 3: Are there any other individuals or entities with controlling interest in the Provider Entity (i.e. business partners)?YesNo							
If Yes to individuals, list the name, address, date of birth (DOB) and Social Security Number (SSN) for <u>each</u> person having a controlling interest in the Provider Entity. Attach a separate sheet with the information below, if necessary, and check here to designate attachment(s): # pages to accompany this page: initials							
Name	Address	DOB	SSN				
Tax Identification Number (TIN)	Full business address	3	Other business locations/P.O. Box				
Name	Address	DOB	SSN				
Tax Identification Number (TIN)	Full business address	3	Other business locations/P.O. Box				
Attach a separate sheet with the informat	If Yes to entities, list the business name, address, and DBA, if applicable having a controlling interest in the Provider Entity. Attach a separate sheet with the information below, if necessary. Attach a separate sheet with the information below, if necessary, and check here to designate attachment(s): # pages to accompany this page: initials Business name Address DBA, if applicable						
Tax Identification Number (TIN)	Full business address	3	Other business locations/P.O. Box				
Business name	Address		DBA, if applicable				
Tax Identification Number (TIN)	Full business address	3	Other business locations/P.O. Box				

^{**}SSN is required per 42 CFR \S 455.104.

Section III: Ownership & Controlling Interest in Other Disclosing Entities

Controlling Interest in any Note: If there are 1-2 own fields labeled "Section III.	y Other Disclo ners, fill out the	osing Entity?e chart below. If there	Yes e are 3	No or more owners, you n		·
Refer to the Glossary and If Yes, list the name and Ownership or Controlling	the SSN or TII	N of the Other Disclo	sing Er			closing Entities d in Section I also has an
Name of Owner Listed in Section I		ther Disclosing Entity	(Other Disclosing Entit	ty's SSN entity)	(individual) or TIN
YesNo If Yes, list the following in which the Provider Ent	have a Direct and Instructions vidual or orgar information for tity <u>also has</u> Di	or Indirect Ownershi to determine who sh nization also have an each person or entit rect or Indirect Owne	p Intere nould be Owner y with a ership I	est of 5% or more in any e listed as a Subcontrac rship or Controlling Ir an Ownership or Contro nterest of 5% or more.	ctor nterest in olling Inte (42 CFR	the same Subcontractor? erest in any Subcontractor §455.104(b)(1)&(2))
Note : If there are 1-2 sub fields labeled "Section IV					ractors, a	attach a list with the required
Legal Name of Subcont		,				Subcontractor TIN/SSN
Name of Other Individu Ownership or Controlli	•					
Other Individual/Entity Address (Street/City/St	-	Street City		State		Zip
Other Entity's TIN		Other Individual's	SSN	Other Individual's DC (mm/dd/yyyy)		% Interest in Subcontractor
Legal Name of Subcont	tractor					Subcontractor TIN/SSN

	Г			
Name of Other Individual/Entity with Ownership or Controlling Interest				
Other Individual/Entity's Complete Address Street/City/State/Zip)				
Other Entity's TIN	Other Individual's SSN	Other Individual's DC (mm/dd/yyyy)		rest in ntractor
Section V: Familial Relation	ships			
Section V, Question 1: Are any of the i	ndividuals identified in Sec	tions I, II, III or IV relate	d to each other?	YesNo
If Yes , list the individuals identified and §455.104(b)(2))	·		, ,	
Note : If there are 1-2 relationships, fill or required fields labeled "Section V, Que			ships, you must No	attach a list with the
Name of Individual #1:	Name of In	dividual #2:	Rela	ationship
Section V, Question 2: Provider Grouwith a controlling interest?Yes		members of the group	related to the lis	ted owners or those
If Yes , list the following information for ε interest.	each group provider memb	er related to the listed or	wners and those	with a controlling
Note : If there are 1-2 relationships, fill or required fields labeled "Section V, Que			ships, you must No	attach a list with the
Name of group provider	1	ionship	DOB (mm/dd/y	yyy) SSN**
Section VI: Criminal Co Terminations*	nvictions, Sanctions	, Exclusions, Deba	rment and	
Section VI, Question 1:				
Has the Provider Entity, or any person v Agent or	vho has an Ownership or (Controlling Interest in the	e Provider Entity,	or who is an
Managing Employee of the Provider E program under Medicaid, Medicare, CH	-		•	_
If Yes , list those persons and the requir	ed information below. (42 0	CFR §455.106)		
Note: If providing additional documentation of the providing additional documentation of the provider of the	•	·	s labeled "Section	n VI, Question 1".

Name					
DOB (mm/dd/yyyy)	SSN (individual) or	TIN (entity)	State of Conviction		
Complete Address (Street/City/State/Zip))				
Street					
City		State	Zip		
Matter of the Offense					
Date of Conviction (mm/dd/yyyy) *Enter N/A if not reinstated					
*At any time during the Contract period notice upon learning of convictions, sa Vol. 44, No. 138) **SSN is required per 4	nctions, exclusions,		der Entity to promptly provide erminations (See Fed. Register,		
Section VI, Question 2: Has the Provider Entity, or any person who Agent or Managing Employee of the Provider Entity or a Title XX program?YesNo	•	-	·		
If Yes, list those persons and the required Note: If providing additional documentation Do you have additional documentation to	on, you must attach a	,	ed fields labeled "Section VI, Question 2		
Name					
DOB (mm/dd/yyyy)	SSN	(individual) or TIN	(entity)		
Complete Address (Street/City/State/Zi	p)				
Street					
City		State	Zip		
Reason for Sanction, Exclusion or Deb	arment				

Date(s) of Sanctions, Exclusi Debarments (mm/dd/yyyy)		nstatement List all St ry) *Enter N/A if not reinstated excluded		States where currently				
Debarments (mm/dd/yyyy)	(IIIII/dd/yyy)) Enter N/A il not remstated	excluded	•				
Section VI, Question 3:	<u> </u>							
Has the Provider Entity, or any pe	rson who has an Owne	ership or Controlling Interest i	n the Provid	der Entity, or who is an				
Agent or								
Managing Employee of the Provider Entity ever been terminated from participation in Medicaid, Medicare, CHIP or a Title								
XX program? Yes No								
If Yes, list those persons and the required information below.								
Note : If providing additional documentation, attach a list with the required fields labeled "Section VI, Question 3". Do you have								
additional documentation to attach?YesNo								
Name								
DOB (mm/dd/yyyy)		SSN (individual) or TIN (e	antity)					
DOD (IIIIII dailyyyy)			, inchesy ,					
Complete Address (Street/City/	State/Zip)							
Street								
City		State		Zip				
Reason for Termination								
Date of Termination	State that originated	Date of Reinstatement (m	m/dd/yyyy)	Medicare billing				
(mm/dd/yyyy)	Termination	*Enter N/A if not reinstated		privileges revoked?				
				Yes No				
				163110				

Section VII: Business Transaction Information

Section VII is not required at the time of supplying this form but may be required upon request of CMS. By signing this form, you are acknowledging that you will supply the following information within 35 days if requested by the Secretary of Health and Human Services or the Medicaid agency.

Section VII, Question 1: Business Transactions - Subcontractors

List the information for Subcontractors with whom the Provider Entity has had business transactions totaling more than \$25,000 during the previous 12-month period ending on the date of this request (42 CFR §455.105(b)(1)) See Glossary for definition.

- Name of Subcontractor, Subcontractor's SSN (individual) or TIN (entity), and Subcontractor's Address
- Name of Subcontractor's Owner, Subcontractor's Owner's SSN/TIN, and Subcontractor Owner's Address

Section VII, Question 2: Significant Business Transactions - Wholly Owned Suppliers

State

Street

City

State

List the information for any Wholly Owned Supplier with whom the Provider Entity has had any Significant Business Transactions exceeding the lesser of \$25,000 or 5% of operating expenses during any one fiscal year in the past 5-year period (42 CFR §455.105(b)(2)) See Glossary for definition.

• Name of Supplier, Supplier's SSN (individual) or TIN (entity), and Supplier's Address

Section VII, Question 3: Significant Business Transactions – Subcontractors

List the information for Subcontractor with whom the Provider Entity has had any Significant Business Transactions exceeding the lesser of \$25,000 or 5% of operating expenses during any one fiscal year in the past 5-year period (42 CFR §455.105(b)(2)) See Glossary for definition.

- Name of Subcontractor, Subcontractor's SSN (individual) or TIN (entity), and Subcontractor's Address
- Name of Subcontractor's Owner, Subcontractor's Owner's SSN/TIN, and Subcontractor Owner's Address

Section VIII: Management & Control

who directly or indirect	ly conduct the day-to	g Employees or anyone that exercises operation-day operations of the Provider Entity (e.g., gence Glossary for definition		•
(DOB), address, Social Securi Note : If there are 1-4 r	ty Number (SSN), ar nanaging employees	Include all Managing Employees' information in title (42 CFR §455.104(b)(4)) s, fill out the chart below. If there are 5 or more I, Question 1". Do you have a list to attach?	managing em	ployees, attach a list
Name	DOB (mm/dd/yyyy)	Complete Address (Street/City/State/Zip)	SSN**	Title
		Street		
		City		

Zip

Zip

	Street		
	City		
	State	Zip	
	Street		
	City		
	State	Zip	

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**SSN is required per 42 CFR § 455.104.						
Section VIII, Question 2: Does the Provider Entity have any Agents?YesNo						
If Yes, list all Agents that have been delegated the authority to obligate or act on behalf of Provider Entity (e.g., purchasing						
agent, broker, etc.), including the name, date of birth (DOB), address, and Social Security Number (SSN) (42 CFR						
§455.104) See Glossary for definition.						
Note : If there are 1-2 agents, fill out the chart below. If there are 3 or more agents, attach a list with the required fields						
labeled						
"Section VIII, Question 2". Do you have a list to attach?YesNo						
Name	DOB	Complete Address (Street/City/State/Zip)	SSN**			
	(mm/dd/yyyy)					
		Street				
		City				
		State Zip				
		Street				
		City				
		State				

Through signature below, I hereby certify that I have the authority to legally bind the entity and that any employees or contractors providing services pursuant to a contract with Optum are screened with the applicable background check including, but not limited to, verification against the OIG's List of Excluded Individuals & Entities and any applicable state, federal or other governmental exclusion or sanction databases and that the information provided herein is true, accurate and complete. Additions or revisions to the information above will be submitted immediately upon revision. Additionally, I understand that misleading, inaccurate, or incomplete data may result in a denial of a claim and/or termination of the contract.

*Signature must be a wet signature or an e-signature from a state-approved source (ex. Adobe Sign) *If fields are left blank the form will be returned for completion.

^{**}SSN is required per 42 CFR § 455.104.

Signature		_	Title (indicate if authorized Agent)
Full Name (please p	rint)		Date
Phone:	Fax:	Email:	

<u>Instructions for Disclosure of Ownership/Controlling Interest and Management</u> Statement

If additional space is needed, please note on the form that the answer is being continued, and attach a sheet referencing the section number that is being continued. (For example: Section I Ownership Information, continued). Please see Glossary for definitions of capitalized terms.

Section I: Identification of All Owners:

Please list the required information for <u>each</u> individual or organization that has a Direct or Indirect Ownership of 5% or more in your entity. If the Owner is a corporation, please list the primary business address as well as every business location and P.O.

Box address. Date of Birth and SSN* must be included for each individual owner.

Section II: Identification of All Individuals & Entities with a Controlling Interest:

Please list the required information for <u>each</u> individual or organization that has a Controlling Interest in your entity. Individuals with a Controlling Interest include officers and directors of a corporation, as well as the governing board (see Glossary for definition). Date of Birth and SSN* must be included for each individual with controlling interest.

Section III: Ownership & Controlling Interest in Other Disclosing Entities:

If any of the individuals or entities listed in Section I and/or Section II as having ownership or controlling interest in this entity also have ownership or controlling interest of 5% or more in any other entities, identify those entities in Section III. This information is to identify shared and interconnected ownership and controlling interests.

Section IV: Ownership & Controlling Interest in Subcontractors:

If your entity has a Direct or Indirect Ownership of 5% or more in a Subcontractor and other individuals or entities also have a Direct or Indirect Ownership or a Controlling Interest of 5% or more in that same Subcontractor, please identify the Subcontractor and provide the required information for the additional individuals and entities.

Section V: Familial Relationships:

Report whether any of the persons listed in Sections I, II, III and/or IV are related to each other and identify the parties and their relationship. Relationships must be disclosed if the parties are spouses, parent/child, or siblings.

Section VI: Criminal Convictions, Sanctions, Exclusions, Debarment and Terminations:

List <u>your own</u> criminal convictions, exclusions, sanctions, debarments and terminations, <u>and</u> for any person who has an ownership or controlling interest, or is an agent or managing employee of your entity. List all offenses related to each person's or entity's involvement in any program under Medicare, Medicaid, CHIP or the Title XX services since the inception of these programs. Review all necessary databases to verify this information.

Section VII: Business Transaction Information:

The following is not required at this time, but will need to be provided within 35 days of request from the Secretary of Health and Human Services or the Medicaid agency:

- 1. List the Ownership of any Subcontractors that you have had business transactions totaling more than \$25,000 within the last twelve (12) month period ending on the date of the request.
- 2. List any **Significant Business Transaction** between your entity and any Wholly Owned Supplier during the past 5 years.
- 3. List any Significant Business Transaction between your entity and any Subcontractor during the past 5 years.

Remember that a *Significant Business Transaction* is defined as any transaction or series of related transactions that exceeds the lesser of \$25,000 or 5% of a provider's operating expenses during any one fiscal year.

Section VIII: Management & Control:

- 1. List the required information for all employees that hold a position of Managing Employee within your entity.
- 2. List the required information for all Agents that have the authority to obligate or act on behalf of your entity. Date of Birth and SSN* must be included for each Managing Employee and Agent.

CMS requires the identification of officers and directors of a Provider Entity that is organized as a corporation, without regard to the for-profit or not-for-profit status of that corporation.

Act of 1997, amended Section 1124, and the Federal Register Vol. 76 No. 22. Any form without the required SSN and TIN (as*Providing the SSN and TIN (as applicable) is required under 42 CFR 455.104; please see Section 4313 of the Balanced Budget, if applicable) is incomplete and will not be processed.

GLOSSARY

Provider Entity: an individual or entity who operates as a Medicaid provider and is engaged in the delivery of health care services and is legally authorized to do so by the state in which it delivers the services. For purposes of this Statement, the Provider Entity is the individual or entity identified on this form as the disclosing entity.

HCBS Provider: a provider of Home and Community Based Services for Medicaid beneficiaries.

Direct Ownership Interest: An individual or entity that possesses equity in the capital, the stock, or the profits of the disclosing entity. Ownership Interest also includes an interest in any mortgage, deed of trust, note, or other obligations (42 CFR §455.101). In order to determine percentage of ownership, mortgage, deed of trust, note, or other obligation, the percentage of interest owned in the obligation is multiplied by the percentage of the disclosing entity's assets used to secure the obligation. For example, if A owns 10 percent of a note secured by 60 percent of the provider's assets, A's interest in the provider's assets equates to 6 percent and must be reported. Conversely, if B owns 40 percent of a note secured by 10 percent of the provider's assets, B's interest in the provider's assets equates to 4 percent and need not be reported (42 CFR §455.102).

Indirect Ownership Interest: An individual or entity that has an ownership interest in an entity that has a direct or indirect ownership interest in the disclosing entity (42 CFR §455.101).

The amount of indirect ownership interest is determined by multiplying the percentages of ownership in each entity. For example, if A owns 10 percent of the stock in a corporation which owns 80 percent of the stock of the disclosing entity, A's interest equates to an 8 percent indirect ownership interest in the disclosing entity and must be reported. Conversely, if B owns 80 percent of the stock of a corporation which owns 5 percent of the stock of the disclosing entity, B's interest equates to a 4 percent indirect ownership interest in the disclosing entity and need not be reported (42 CFR §455.102).

Controlling Interest: An individual or entity that has: (1) An officer or director of a disclosing entity that is organized as a corporation; or (2) A partner in a disclosing entity that is organized as a partnership (42 CFR §455.101)

Other Disclosing Entity: any other Medicaid disclosing entity and any entity that does not participate in Medicaid but is required to disclose certain ownership and control information because of participation in any of the programs established under title V, XV III, or XX of the Act. This includes: (a) Any hospital, skilled nursing facility, home health agency,

independent clinical laboratory, renal disease facility, rural health clinic, or health maintenance organization that participates in Medicare (title XV III); (b) Any Medicare intermediary or carrier; and (c) Any entity (other than an individual practitioner or group of practitioners) that furnishes, or arranges for the furnishing of, health-related services for which it claims payment under any plan or program established under title V or title XX of the Act (42 CFR §455.101).

Significant Business Transaction: any business transaction or series of related that, during any one fiscal year, exceeds the lesser of \$25,000 or five percent (5 %) of a Provider Entity's total operating expenses (42 CFR §455.101).

Subcontractor: (a) an individual, agency, or organization to which a Provider Entity has contracted or delegated some of its management functions or responsibilities of providing medical care to its patients; or (b) an individual, agency, or organization with which a fiscal agent has entered into a contract, agreement, purchase order, or lease to obtain space, supplies, equipment, or services provided under the Medicaid agreement (42 CFR §455.101) (42 CFR §455.101).

Supplier: an individual, agency, or organization from which a provider purchases goods and services used in carrying out its responsibilities under Medicaid (e.g., a commercial laundry, manufacturer of hospital beds, or pharmaceutical firm) (42 CFR §455.101).

Wholly Owned Supplier: a Supplier whose total ownership interest is held by the Provider Entity or by a person(s) or other entity with an ownership or control interest in the Provider Entity (42 CFR §455.101).

Agent: any person who has been delegated the authority to obligate or act on behalf of a Provider Entity (42 CFR §455.101).

Managing Employee: a general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization, or agency (42 CFR §455.101).