IMPACT
Illinois Medicaid Program
Advanced Cloud Technology

HFS
Illinois Department of
Healthcare and Family Services

Our Mission: We work together to help Illinoisans access high quality health care and fulfill child support obligations to advance their physical, mental, and financial well-being.

Ownership Job Aid

Who should be listed in the Ownership Step?

1) Any individual or entity that owns 5% or more (direct or indirect) of the business.
2) Any individual who holds or meets the criteria of a managing employee. See below for definition of managing employee.
3) If the business is incorporated, any individual that is on the Board of Directors.

Ownership definitions are listed below.

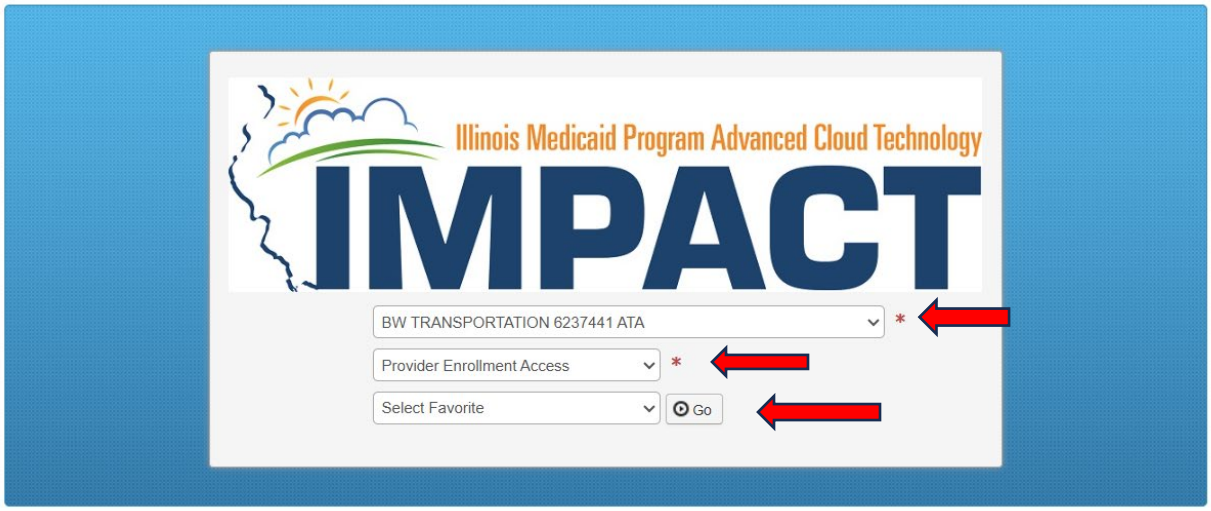
Term	Definition
Disclosing entity	The entity that is enrolling/modifying their enrollment. (Who the enrollment belongs to)
Managing employee	A general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts, the day-to-day operation of an institution, organization, or agency. There are not exceptions to the managing employee disclosure requirement. To the extent any individual meets the definition of "managing employee" under § 455.101, their information is required to be disclosed.
Indirect ownership interest	An ownership interest in an entity that has an ownership interest in the disclosing entity. This term includes an ownership interest in any entity that has an indirect ownership interest in the disclosing entity. ***Example***: The provider listed on the Medicaid enrollment application is an ambulance company that is wholly (100 percent) owned by Company A. Company is a direct owner of the provider (the ambulance company), in that it actually owns the assets of the business. Assume that Company B owns 100 percent of Company A. Company B is considered an indirect owner - but an owner, nevertheless - of the provider. In other words, a direct owner has an actual ownership interest in the provider, whereas an indirect owner has an ownership interest in an organization that owns the provider.

Ownership definitions are listed below.	
Ownership interest	The possession of equity in the capital, the stock, or the profits of the disclosing entity.
Person with an ownership or control interest	a person that: (a) Has an ownership interest totaling 5 percent or more in a disclosing entity. (b) Has an indirect ownership interest equal to 5 percent or more in a disclosing entity. (c) Has a combination of direct and indirect ownership interests equal to 5 percent or more in a disclosing entity. (d) Owns an interest of 5 percent or more in any mortgage, deed of trust, note, or other obligation secured by the disclosing entity if that interest equals at least 5 percent of the value of the property or assets of the disclosing entity. (e) Is an officer or director of a disclosing entity that is organized as a corporation. (f) Is a partner in a disclosing entity that is organized as a partnership.

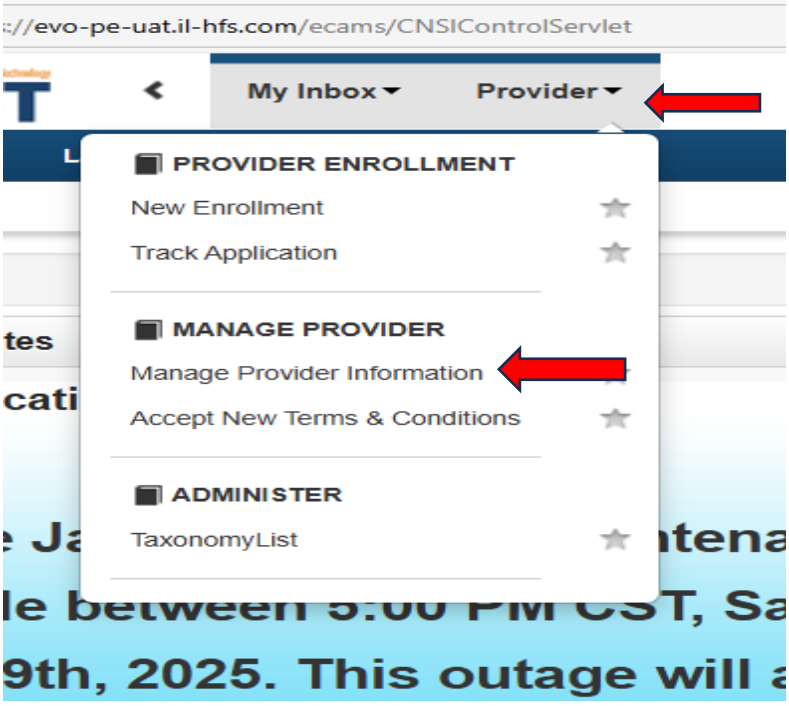
Non-Profit Entities	Non-profit entities generally do not have owners unless state law permits such ownership. However, if a non-profit entity has managing employees, to the extent these individuals meet the definition of "managing employee" under § 455.101; they would have to be disclosed as 34 such. In addition, as discussed further below, entities, including non-profit entities, that are organized as corporations must provide disclosures regarding their officers and directors. All officers and directors must be disclosed, regardless of their number (e.g., 100 board members) and even if they serve in a voluntary (e.g., unpaid) capacity. Also, if a non-profit corporation has "trustees" instead of officers or directors, these trustees must be disclosed.
Government-Owned Entities	There is not an exception for government-owned entities. Government-owned entities likewise need to disclose anyone meeting the definition of "managing employee," and would only need to disclose board members if the entity was organized as a corporation or if that individual meets the definition of "managing employee." See 1.4.C.1.d "Managing Employee Disclosure."

Adding a New Owner

1. Login to your IMPACT portal.
2. Select IMPACT PE.
3. Click the 1st drop-down arrow and select the Provider's Name/NPI/Provider ID you need to access.
4. Click the 2nd drop-down arrow and select Provider Enrollment Access.

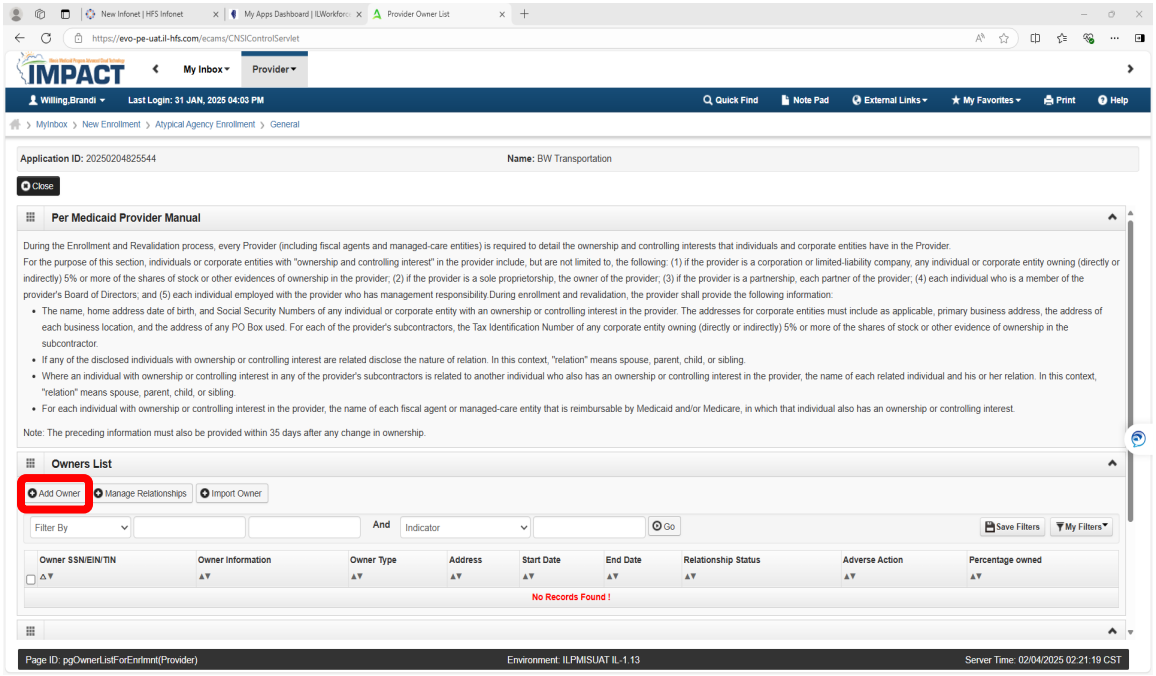


5. Click go.
6. Click on Provider drop-down at top of page.
7. Select Manage Provider Information.



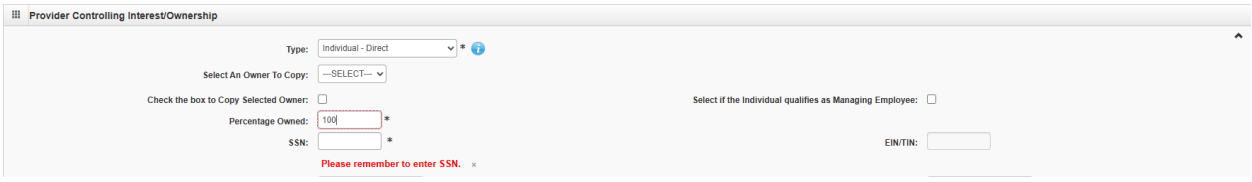
8. Click on Step 9: Provider Controlling Interest/Ownership Details.

9. To add an owner, click Add Owner and complete the required fields indicated by the asterisk (*).



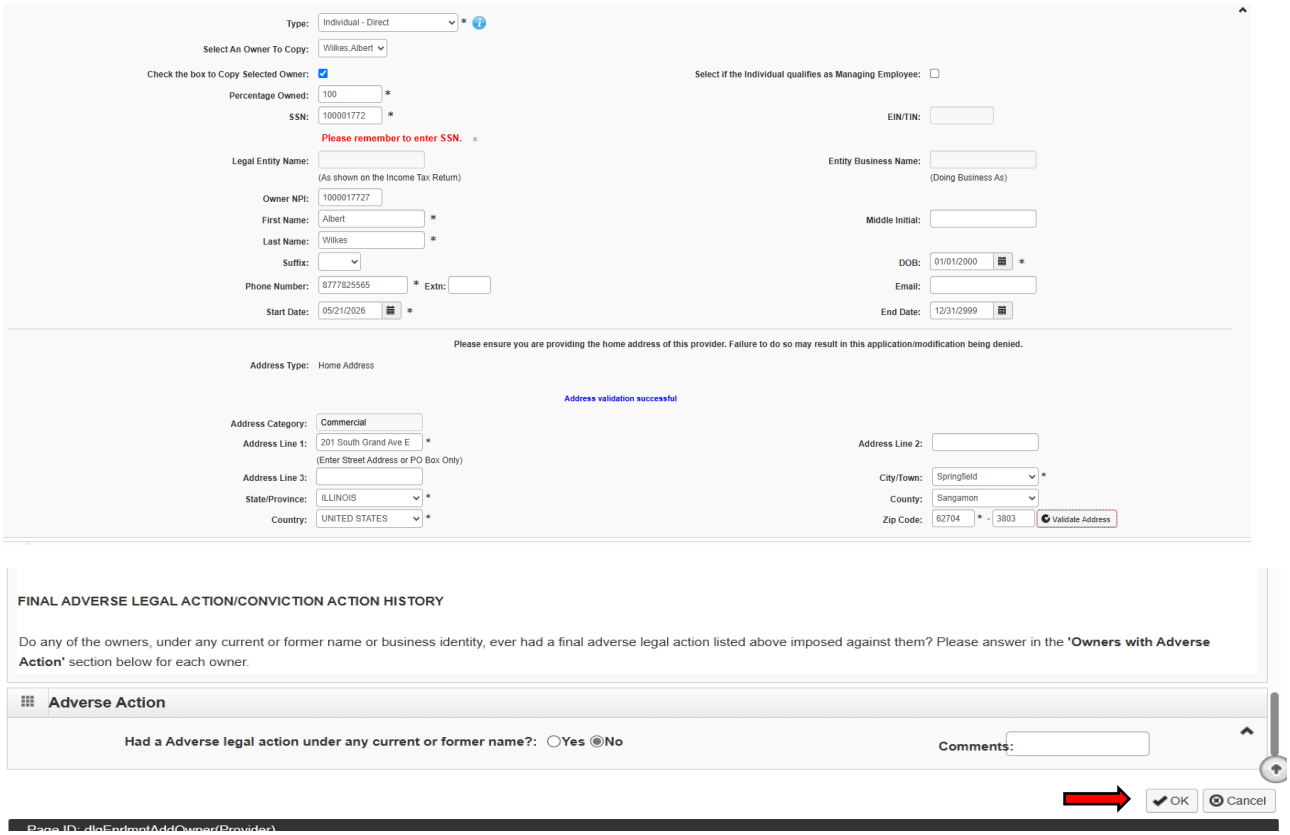
a. Owner Type: click the drop-down arrow and select the appropriate ownership type.

b. Percentage Owned: enter the percentage owned for owner(s).

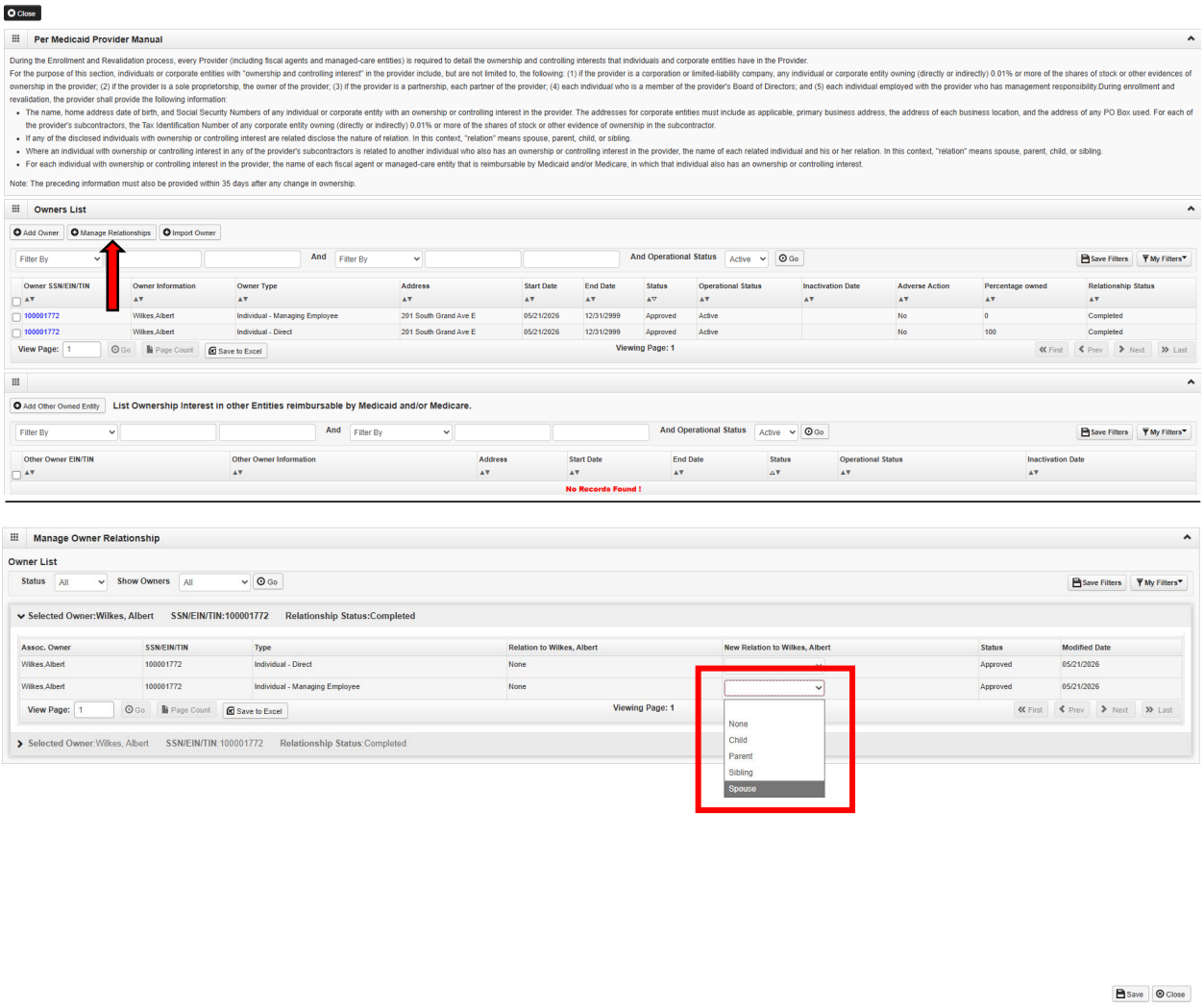


c. Owner Information
   i. First and Last Name.
   ii. Social Security Number.
   iii. Phone number.
   iv. Date of Birth.

v. Email address.
vi. Address lines- Enter owner's residential street address in line 1 and zip code in zip code box, then click Validate Address. The system will auto populate the city, state, and county. Per federal guidelines address line 1 must be residential and cannot be a P.O. Box. If you have a P.O. Box, you will list that in address line 3.
vii. Start date will be the date you are adding the owner.
viii. End date-Leave this field blank-This field will auto populate with 12/31/2999.
ix. Adverse Action: select yes or no. If yes, explain in the comment field.
x. Select OK in bottom right corner.



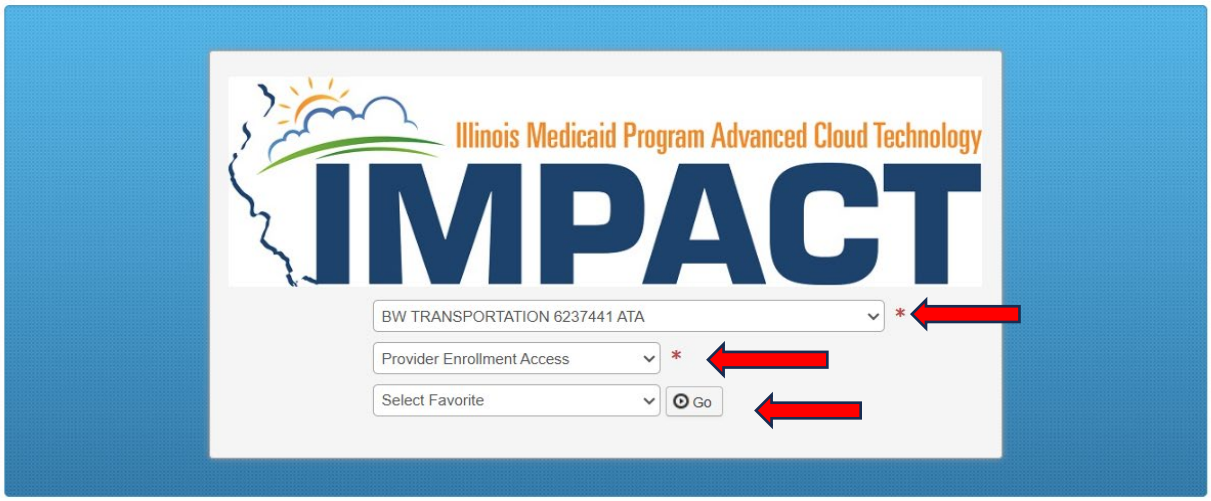
10. Once all owners have been added, click on Manage Relationships.
    a. Select the appropriate relationship status for each owner in the drop down, then click Save. This will be completed for each owner. When finished, the Relationship Status column will say Completed. Options are None, Child, Parent, Sibling, or Spouse.



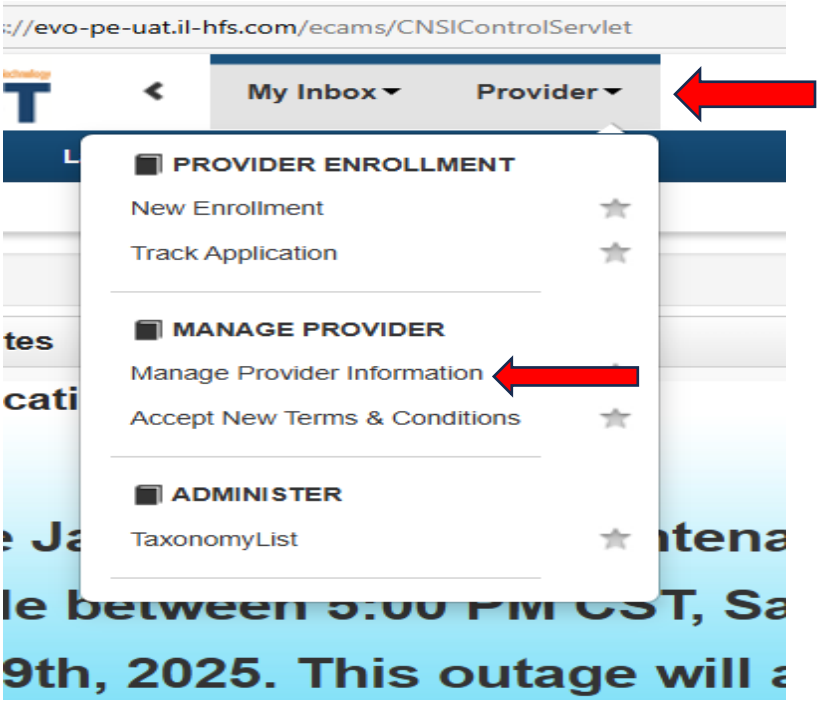
11. Click on the arrow (>) to open the relationship section for each owner. Select the relationship in the drop down and click save.
12. Complete steps 13 and 14 to submit your modification for review.

Changing Existing Owner

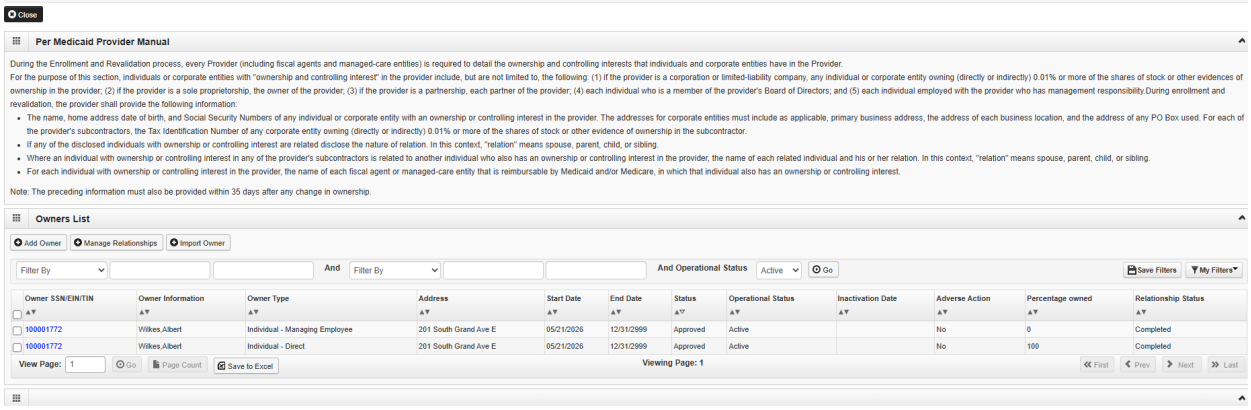
1. Login to your IMPACT portal.
2. Select IMPACT PE.
3. Click the 1st drop-down arrow and select the Business Name you need to access.
4. Click the 2nd drop-down arrow and select Provider Enrollment Access.
5. Click go.



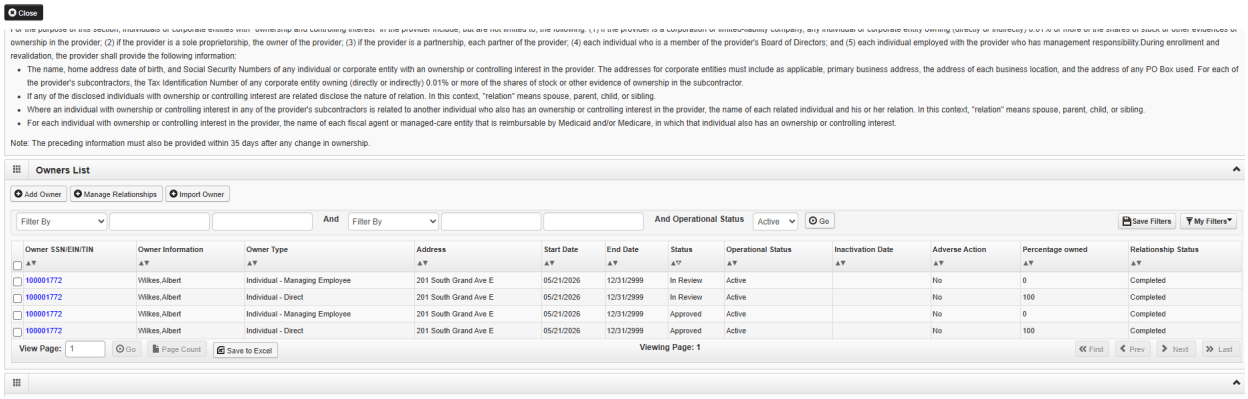
6. Click on Provider drop-down at top of page.
7. Select Manage Provider Information.



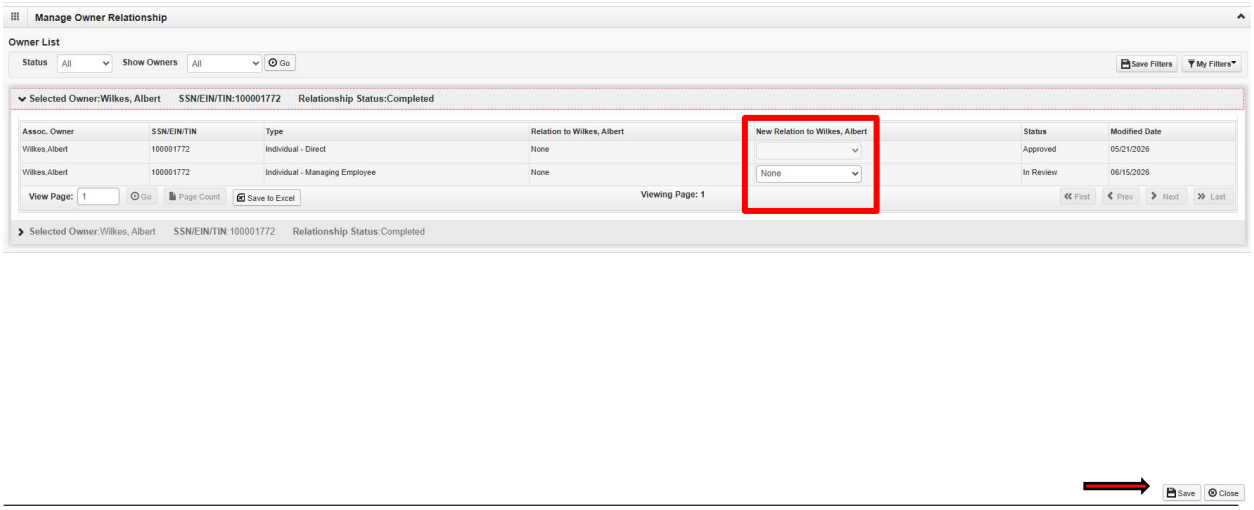
8. Click on Step 9: Provider Controlling Interest/Ownership Details. This section displays a list of owners that have previously been added.
    a. Click on the blue hyperlink of the EIN/TIN/SSN of current owner/type listed.



9. Go to the End Date field and enter the date you are submitting the modification.
10. Click Save. Then, click Close.
    a. There will be 2 lines displayed for the owner. One will say “In Review” and the other will say “Approved”. Once the modification is processed, the “In Review” line will disappear, and show “Approved” line only.
11. To add an owner, click Add Owner and complete the required fields indicated by the asterisk (*).
    a. Owner Type: click the drop-down arrow and select the appropriate ownership type, e.g. Individual – Direct or Indirect, Entity – Direct or Indirect, Individual - Managing Employee, Individual – Board of Directors etc.
    b. Percentage Owned-enter the percentage owned for owner(s).
    c. Owner Information
        i. First and Last Name.
        ii. Social Security Number.
        iii. Phone number.
        iv. Date of Birth.
        v. Email address.
        vi. Address lines- Enter owner’s residential street address in line 1 and zip code in zip code box, then click Validate Address. The system will auto populate the city, state, and county. Per federal guidelines address line 1 must be residential and cannot be a P.O. Box. If you have a P.O. Box, you may list that on address line 3.
        vii. Start date will be the date you are adding the owner.
        viii. End date-Leave this field blank-This field will auto populate with 12/31/2999.
        ix. Adverse Action: select yes or no. If yes, explain in the comment field.
        x. Select OK in bottom right corner.



12. Once all owners have been added, click on Manage Relationships.
    a. Select the appropriate relationship status for each owner then click Save. This will be completed for each owner. When finished, the Relationship Status column will say Completed. Options are None, Child, Parent, Sibling, or Spouse.



13. Click on the arrow (>) to open the relationship section for each owner. Select the relationship in the drop down and click save.
14. Complete steps 13 and 14 to submit your modification for review.