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## **Children's Presumptive Eligibility**

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This section includes instructions to complete the *Children's Presumptive Eligibility Provider Application and Agreement* (DHCS 7025). Approved Medi-Cal providers must electronically complete and sign the application and agree to comply with all applicable program requirements and policies.

### **CPE Providers**

Children's Presumptive Eligibility (CPE) Qualified Providers (QPs) are Medi-Cal providers approved by the Department of Health Care Services (DHCS) to grant immediate, temporary Presumptive Eligibility (PE) coverage through the CPE Portal for children under the age of 19, pending their formal Medi-Cal application.

### **Telephone Service Center (TSC) Information**

For questions regarding CPE, providers can call the Medi-Cal TSC at 1-800-541-5555 from 8 a.m. to 5 p.m., Monday through Friday, except holidays.

Providers can navigate through the menu prompts by selecting:

- Option 1 for Provider
- Option 9 for all other calls, or stay on the line
- Option for language (English or Spanish)
- Option 4 for the Technical Help Desk
- Option 2 for Children's Presumptive Eligibility

Providers are encouraged to print the TSC Main Menu prompt options and keep it near their phones for faster access to TSC resources.

## **Children’s Presumptive Eligibility Provider Application and Agreement (DHCS 7025)**

The *Children’s Presumptive Eligibility Provider Application and Agreement* form (DHCS 7025) is referred to as the “Provider Agreement.” Medi-Cal providers should reference this manual section when completing the Provider Agreement located in the Medi-Cal Provider Portal.

**Note:** Only providers or organizations eligible to participate in CPE are able to view the Provider Agreement in the Medi-Cal Provider Portal. Providers must read all provisions of the Provider Agreement prior to electronically signing. For questions regarding the Provider Agreement, call the TSC at 1-800-541-5555.

The Provider Agreement located in the Medi-Cal Provider Portal will use the provider or organization’s Provider Master File (PMF) to prepopulate most of the agreement’s elements. The prepopulated elements include: Legal Name of Provider, Business Name of Provider (if different from legal name) and Service Address (City, State and ZIP Code.).

## Certification and Signature

To submit the Provider Agreement, the individual completing the form must scroll through and review the program requirements and responsibilities and mark the checkbox which indicates that they are authorized to attest and agree to all of the terms and conditions of the agreement.

To electronically sign the Provider Agreement:

- Enter the full name of the person authorized to sign the agreement. This will create a signature on the electronic signature line. This name will also populate in all necessary name sections.
- Select the *Title of Authorized Provider Applicant* from the drop-down list. Only individuals who hold an authorized title may sign the agreement on behalf of the applying provider or organization.

Individuals authorized to sign the Provider Agreement are as follows:

- Assistant Administrator
- Chief Administrator
- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Chief Medical Officer (CMO)
- Contoller
- Director
- Director of Central Business Office
- Division Manager of Patient Business Services
- Owner
- Patient Financial Services Director
- President/Vice President
- Treasurer
- Vice President of Financial Operations

Once the application is submitted, the provider or organization will receive a contingent approval notice.

## **Children’s Presumptive Eligibility (CPE) Step-By-Step User Guide**

For additional information about Portal transactions, providers may refer to the *Children’s Presumptive Eligibility (CPE) Step-by-Step User Guide*. The user guide may be downloaded from the Medi-Cal Providers website.

## **Legend**

Symbols used in the document above are explained in the following table.

<b>Symbol</b>	<b>Description</b>
«	This is a change mark symbol. It is used to indicate where on the page the most recent change begins.
»	This is a change mark symbol. It is used to indicate where on the page the most recent change ends.