

B.4.4 Specialized Service Provider Enrollment

Responsible Office: Certification

Reference: 580-5-30-.01 Purpose; 580-5-30-.08 Community Service Provision; 580-5-30-.15 Freedom of Choice; ADMH Medicaid Waiver Programs; [Waiver Provider Manual](#)

Effective: July 1, 2023

Purpose/Intent: To provide a step-by-step process to a prospective provider in becoming qualified to deliver specialized services and supports.

HCBS Waiver: ID, LAH, CWP

Definitions: Specialized Medical Supplies (SMS), Environmental Accessibility Adaptations (EAA), Personal Emergency Response System (PERS), Community Waiver Program (CWP), State of Alabama Accounting and Resource System (STAARS), Alabama Division of Intellectual Disabilities Information System (ADIDIS), Provider Network Manager (PNM), Person-Centered Plan (PCP), Positive Behavior Supports (PBS), National Provider Identifier (NPI), State of AL Accounting & Resource System (STAARS)

Procedures: This application is for waiver service providers who are not certified by the Alabama Department of Mental Health, Division of Developmental Disabilities (ADMH/DDD) and/or for businesses which are vendors of waiver-covered items such as Assistive Technology, Specialized Medical Supplies (SMS), Home Modifications, Environmental Accessibility Adaptations (EAA), Speech and Language Therapy, Occupational Therapy, Physical Therapy Personal Energy Response System (PERS) Level 1-3, and Remote Support services desiring to conduct business with (ADMH/DDD).

1. The prospective specialized service provider completes the [Waiver Service Provider/Vendor Application](#) and submits it to the Provider Network Manager (PNM) at ADMH.
 - a. Additional required documents to be included with application:
 - i. Copy of AL Business License (if applicable)
 - ii. Registration with the AL Secretary of State
 - iii. Proof of Liability Insurance
 - iv. Certifications (if applicable)
 - Positive Behavior Supports (PBS) Level 1-3
 - Level 1 Provider – Either a Ph.D. or MA Certified as a Behavior Analyst Certification Board
 - Level 2 Provider – Either a Ph.D. or MA in Behavior Analysis, Special Education or related field and 3 years’ experience working with persons with Developmental Disabilities. Level 2 providers with a doctorate do not require supervision.
 - Level 3 Provider – Either a Qualified Developmental Disabilities Professional (QDDP) as required in 43 CFR 483.430 or be a Certified Assistant Behavior Analyst (BCaBA). Level 3 Providers must be supervised by either a Level 1 or Level 2 doctorate provider.
 - v. Each prospective provider will need to register for a National Provider Identifier (NPI) Enumerator <https://nppes.cms.hhs.gov/#/>
 - vi. Each prospective provider will need to enroll in the State of AL Accounting & Resource System (STAARS) <https://vendors.alabama.gov/>
2. Once the application is submitted, the PNM will submit to the Advisory Attorney for ADMH, the name and email address of the prospective provider.
 - a. The Advisory Attorney will send to the prospective provider, a link to KnowMyHire for payment and processing of the background check.

- b. KnowMyHire will provide the results of the background check to the Advisory Attorney who will then notify the PNM of the results.
 - i. If the KnowMyHire reports prospective provider meets requirements, application moves to the next step.
 - ii. If the KnowMyHire reports prospective provider does not meet the requirements, the application package is denied, and notification is sent to applicant.

Alabama Medicaid Agency Guidance on Waiver Background Checks

Applicants **must not** have convictions or pending charges for:

- Any crime of violence
- Any felony convictions as well as any pending felony arrests

The following are criminal convictions that would deny a prospective provider from becoming a provider:

- Reckless endangerment in the past 5 years
- Stalking in the second degree in the past 5 years
- Criminal trespass in the first degree in the past 5 years
- Violating a protective order in the past 3 years
- Unlawful contact in the first degree in the past 3 years
- Criminal mischief in the first degree in the past 7 years
- Unlawful contact in the second degree in the past year

The Operating Agency will have final discretion on the application of the above guidance and may implement more restrictive policy in relationship to the performance of Statewide Background Checks for employment.

3. After the complete application package is received from the prospective provider (including all additional required documentation) the PNM will review the documents.

If the application package is incomplete, the PNM will contact the prospective provider via email and/or phone requesting the missing information. Please note when your application is delayed, it stops the process of you becoming a Provider. The timeframe for completing the paperwork is 60 days.

4. Once the application is reviewed and approved, the PNM will send the following to the Provider Enrollment Specialist at Medicaid (Gainwell Technologies)
heather.formby@gainwelltechnologies.com for Medicaid enrollment:
 - a. Enrollment File (ID, LAH, and/or CWP form)
 - b. Provider Agreement
 - c. Provider Disclosure Form
5. AMA emails the enrollment form back to PNM with the Provider's Medicaid number.

6. The PNM forwards the completed Provider Enrollment Checklist form to ADIDIS Support at ddsupport.dmh@mh.alabama.gov . ADIDIS Support will then complete ADIDIS setup of the Provider.
7. The PNM sends the contact information of the new Provider to the Financial Manager at the Regional Office closest to the Provider's physical location and they will make contact to schedule training in ADIDIS for the new Provider.

Untrustful/fraudulent information may be cause for denial of an application. No future applications will be considered.