

## ADMH Medicaid Provider Approval Review Process

### Credentialing

A formal Medicaid Provider application request will be submitted to the MI, Resource Specialist or SUD, Medicaid Specialist for review/approval immediately upon hire. If an applicant was previously credentialed for Medicaid billable services as outlined in Chapter 105: Rehabilitative Services or Chapter 106: Targeted Case Management, the new agency must submit a Medicaid Provider application seeking approval.

For applicants that have been previously employed by a certified ADMH agency the new agency will need to complete only the top portion of the application and select “yes” on the application, provide the name of the previous agency, job title/QSAP level and note the hire/start date with new agency.

If applicant is not listed with the previous agency as being credentialed, the MI Resource Specialist, or SUD, Medicaid Specialist, will request the supporting documentation to review for processing.

If you are seeking approval at a higher level than previously credentialed, a new application and supporting documents must be submitted.

### Definitions

Masters Level Clinician -An individual possessing a master’s degree or above from a university or college with an accredited program for the respective degree in psychology, social work, counseling or other human service field areas who meets at least one of the following qualifications: - Has successfully completed a clinical practicum as a part of the requirement for the degree OR - Has six months of post master’s level clinical experience supervised by a master’s level or above clinician with two years of postgraduate clinical experience.

Human Service field- An interdisciplinary field of study with the objective of meeting human needs through an applied knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. (e.g., nursing, social work, psychology, counseling, criminal justice, and sociology)

### Accepted Master’s degrees

- Psychology
- Social Work
- Counseling (e.g., Clinical Mental Health Counseling, Rehabilitation Counseling, General/Professional Counseling)
- Psychiatric Nursing
- Criminal Justice (MI only)
- \*Other behavioral/human services degree

*\*Other behavioral/human service degree. \*If an agency is unsure a degree meets the criteria of a behavioral health or human service degree, an informal review can then be submitted to the SUD, Medicaid or MI, Resource Specialist. The graduate must have taken and passed a minimum of (4) 3-hour behavioral health courses.*

If an applicant has **not** completed a practicum/internship, the applicant must provide a résumé which demonstrates six month’s post master’s clinical experience. Please see guidelines listed below.

### **GUIDELINES FOR DEMONSTRATION OF SIX MONTH’S POST MASTER’S CLINICAL EXPERIENCE:**

When a résumé is required, please attach a *current* résumé which clearly shows the following:

- Specific dates of employment (**month/day/year through month/day/year**)

- Name and Address of Employing Agency
- Clinical Supervisor(s) [**Agency staff who provided required clinical supervision**]
- Duties relative to supervised clinical experience with target population

### **Case Management**

#### ***Target 1 Adult MI, Target 3 Child & Adolescent low intensity, and Target 10 Child & Adolescent High Intensity***

- All bachelor's degrees are acceptable for Target 1 and 3 in addition to verification of the completed ADMH approved case management training.
- Target 10, Child & Adolescent High Intensity requires a bachelor's in a \*human service field in addition to verification of the completed ADMH approved case management training.

*\*Qualifying bachelor's level degrees in the human service field includes but are not limited to sociology, social work, counseling, criminal justice, psychology, human service etc.)*

#### ***Target 9 Individuals with a substance use disorder diagnosis***

- All bachelor's degrees are acceptable for Target 9 in addition to verification of the completed ADMH approved case management training.

### **Denial Review Process**

Before an application is denied, it must go through a two-tier review process to include a review by the Director of MI Community Programs or the Director of SUD Treatment Services. The outcome of the review will be reported to the Medicaid or Resource Specialist within 72 hours. Providers will receive written notification of the outcome of this review process.

### **Signed Approval Timeframe**

Providers will receive a signed approval or denial via email within 7 business days of receiving a complete packet from the provider.

### **Terminations**

If an applicant is no longer employed with the agency, the provider shall notify the MI, Resource Specialist or SUD, Medicaid Specialist within three (3) business days of the time it receives notices.