

Children's Habilitation Intervention Services

Independent Intervention Specialist and Interventional Professional

PROVIDER ENROLLMENT INSTRUCTIONS

Children's Habilitation Intervention Service provider enrollment is completed and monitored by the Children's Developmental Disabilities Program under Family and Community Services. To process your application, the reviewer must be able to determine that you meet the requirements as defined in 16.03.09.575.08.

Enrollment to become an Independent Intervention Specialist and Independent Intervention Professional is a multi-step process:

1. Complete an IDHW Criminal History check or state name check when applicable. Don't delay. This must be completed before you enroll. If you need ISP check, you can complete your DXC Provider Enrollment application at same time.
2. Complete the online Medicaid Provider Enrollment application.
3. Attach all required documentation to your Provider Enrollment application.
4. Once DXC Provider Enrollment has reviewed the application to assure the enrollment material is complete, DHW FACS will review the application for Provider qualifications and send email verification needing additional information or approval of enrollment.

Carefully follow all steps of the process to assure your enrollment is expedited.

Step 1 – Complete a criminal history background check

Each applicant must show clearance of a criminal history check through the Department of Health and Welfare Criminal History Unit. The employer identification number to use to apply is **6255**. For more information on how to complete a criminal history background check, go to the website:

<https://chu.dhw.idaho.gov> or PHONE (208) 332-7990 TOLL FREE 1 (800) 340-1246.

1. ***If you have a Health & Welfare background check and it is less than 3 years old***, you may be able to transfer it in lieu of completing a new one. In these cases, the state name check form is available on the Criminal History Unit's web site. Once you access your criminal history and determine it is within the three-year period, you can attach your criminal history to our program by completing a state name check. The applicant must complete the top section of the ISP name check application, complete the payment information on the form or include a money order for \$20.00 made out to the **Idaho State Police**.
 - a. **Send the application and money order to:**

**Idaho Department of Health and Welfare
FACS DD Program
PO Box 83720 (PTC 5th Floor)
Boise Idaho 83720**
 - b. **The Department of Health and Welfare (DHW)** will then complete the bottom portion of the application and submit it to the Idaho State Police with the money order. All other forms of payment will not be processed.
2. ***If you have not completed a criminal history check or your criminal history check is over 3 years old***, go to the website at <https://chu.dhw.idaho.gov> to start your criminal check process.

- a. Do not proceed until you review the FAQ's tab for important information about the process. After reviewing the FAQ's, go to the *New Applicant or Log into your background check account* tab.
- b. For the purposes of the Children's Developmental Disabilities Program, the application should be completed with the following information:
 - a. Register as an applicant - **Select Applicant**.
 - b. Use the employer number assigned by the Department (*it is not your tax ID#*) - Enter **6255** and click "**Add to List**".
 - c. Check the type of service - **Home and Community Based Services (HCBS) – Children** and click "**Next**".
- c. Submit the criminal history check application.
- d. Schedule a fingerprinting appointment immediately after submitting the application. After submitting your application, the buttons at the bottom of your last page will give you the option of choosing to schedule your fingerprint appointment at a DHW location or mailing in your fingerprints and application.
- e. If you have difficulties scheduling an appointment, contact the Central Criminal History Unit toll free number at **1-800-340-1246** for assistance. If you schedule a fingerprinting appointment immediately, the background check process does not typically take longer than 45 days.
- f. To avoid a delay in your provider application, **do not** submit your Provider Enrollment application until your DHW criminal history background check is completed and/or you have a copy. Your ISP check will not hold up your enrollment.
 - a. Your background check is completed when you receive notification from the Criminal History Unit that you have cleared.
 - b. Print your **Notice of Clearance** from the Criminal History Unit website and include it with your Medicaid provider application. It will not be mailed to you.

Step 2 – Obtain General Liability Insurance

Applicant must obtain and maintain General Liability Insurance. Documentation will be submitted with the Medicaid enrollment application in Step 4 below

Professional Liability does not meet the General Liability requirement. What is the difference between General and Professional Liability insurance?

General Liability protects against physical injury to people or damage to property arising from your daily operations. For example, a customer who falls through a board on their newly built deck could sue the hired contractor for faulty workmanship and bodily injury.

Professional Liability covers negligence related to professional services or advice. It's generally related to financial loss vs physical injury or damages. For example, a consultant could face a lawsuit for providing bad advice that resulted in financial loss to their client. No one was injured and no property was damaged, like in a general liability claim.

Step 3 – Must have record of current CPR/ First Aid Certification

Applicant must have current CPR/FA at the time of enrollment. Documentation will be submitted with the Medicaid Provider Enrollment application in Step 5 below.

Step 4 – Obtain a National Provider Identifier (NPI) A National Provider Identifier (NPI) is now required for providers to enroll. Please complete the application at the following link: <https://nppes.cms.hhs.gov/#/> If you are unsure of the taxonomy code, you may use Taxonomy code 106S00000X. The NPI number will be entered when completing the Provider Enrollment application in Step 5.

Step 5 – Complete an online Medicaid Provider Enrollment application

NOTE: The provider specialty of DD Child Independent Therapeutic Consultation is being used to enroll Independent Intervention Specialists and Independent Intervention Professionals.

1. Go to the website at www.idmedicaid.com and click *Register* from the right navigation panel.
2. Refer to the **User Guide** at <https://www.idmedicaid.com/User%20Guides/Forms/AllItems.aspx> for step-by-step instructions. For instructions click “**New Provider Enrollment Guide - Individual.**”
3. Click *New Provider Enrollment Application*.
4. Fill in all required fields. When the application asks for information regarding a business, this information is your personal information such as address and phone, etc. Enrollees must be a sole individual and cannot enroll as an agency business.

HERE ARE SOME TIPS:

Application Questions:	Select in Drop Down Menu:
Enumerated with NPI Registry as	Individual
Enrollment Type	Individual
Tax ID Type	SSN/FEIN
Provider Type	Behavioral Health & Social Services
Provider Specialty	DD Child Independent Therapeutic Consultation
Population Served	Children 0 to 21 years old

***By enrolling as an Independent Provider, you understand and agree that by direct receipt of the funds, you are assuming potential tax and employer responsibilities that may include, but are not limited to, worker’s compensation, employee withholding, unemployment insurance, and liability insurance.**

5. Complete/download all forms displayed on the Documentation screen of the Provider Enrollment application.
6. Click *Submit*. The system will respond with a provider case number. Use this case number whenever you contact DXC Technology or DHW about your application.

Step 6 – Download the Fax Coversheet - Submit all required documentation

1. At the end of the Provider Enrollment application, download the Fax Cover Sheet. Include your name and case number as instructed, along with the following current information:

2. Provider Enrollment documents
 1. CPR and First-Aid Certificate; and
 2. EFT, Signature on file, Provider Agreement electronic acknowledgement,
 3. W-9 form; and
 4. Disclosure of ownership, and
 5. Criminal History Check Notice of Clearance
3. Degree and experience
 1. Diploma indicating Bachelor or Master's Degree
 2. Resume outlining experience (Refer to provider types below for specific information necessary) and
 1. For Intervention Specialists, include documentation outlining 1040 hours of experience. For intervention specialists who complete assessments must have a minimum of ten (10) hours of documented training and five (5) hours of supervised experience in designing comprehensive assessments and implementation plans for individuals with functional or behavioral needs.
 2. For Intervention Professionals, identify one thousand, two hundred (1,200) hours of relevant experience in designing and implementing comprehensive behavioral therapies for children with functional or behavioral needs.
4. Information to determine if you meet competency requirements:
 1. If applying to provide services under an Evidence Based Model: Must include credential or certificate indicating completion of all requirements of the evidence-based model.
 2. If applying to provide services as an Evidence Informed Provider (Intervention Specialist) must include:
 1. For Intervention Specialist (Bachelor's Degree) Provider:
 - a. Current HI Certificate of Completion issued by the department that qualifies to grandfather to services July 1, 2019 or
 - b. Competency Checklist completed by a Qualified DDA or Independent Provider or
 - c. Documentation of 40-hour ABA training by an individual who is certified/credentialed to deliver the training.
 3. Intervention Professional (Master's Degree) Provider:
 1. Resume must include documentation of 1,200 hours of relevant experience in designing and implementing comprehensive behavioral therapies for children with functional or behavioral needs

Scan and email to: IDProviderEnrollment@MolinaHealthCare.Com Use your case number whenever you contract DXC Technology or the Department about your application in process.

Step 7 – Department Review of Required Qualifications

Do not deliver any services until you have completed the provider enrollment process. DXC will review to assure all the minimum required documentation is submitted. The following documentation must be included to complete the credential review:

1. Diploma
2. Transcripts, if needed to define coursework
3. Resume, including experience and assessment training clearly identified
4. HICOC if applicable

If the application is incomplete you will receive an email indicating the items that are incomplete within 3-5 days from submission. You must then submit any additional documentation until the application is complete.

The Department will review the documentation you submitted to support your qualifications and competency. If additional information is needed you will receive this communication via email/mail

The process is complete when you receive an approval email from the Department outlining your requirement references and billing information. You will also get an email approval from DXC in approximately 2 business days. Once you receive this notice you may start providing and billing for independent services.

If you have any questions regarding this application process, please contact Family and Community Services Children’s Developmental Disabilities Program at 1-208-334-5512 or email to FACSDDCO@dhw.idaho.gov or Rebecca Fadness at 208-334-5701 or email rebecca.fadness@dhw.idaho.gov

Step 8 – Register as a provider with Telligen

All Habilitation Intervention Services require prior authorization. The Telligen Provider Portal is a web application that allows providers to submit prior authorization requests.

Provider Portal Training and registration packet can be downloaded from their website at: <http://idmedicaid.telligen.com/education-training>

Step 9 - Things you should know:

Rules are posted at <https://adminrules.idaho.gov/rules/current/16/index.html> under 16.03.09.

Provider service information is located on our website at [Children's DD Information for Providers](#).

Independent providers must:

- Follow all requirements as defined in IDAPA 16.03.09.570-577 “Children’s Habilitation Intervention Services” as applicable
- Be supervised as outlined in IDAPA 16.03.09.574.04 if they hold a bachelor’s degree.
- Have program documentation for each visit made for service made or service provided to the individual. This documentation must be maintained by the provider in accordance with IDAPA 16.05.07.101.01

Guidelines	Description
Provider Handbook	https://www.idmedicaid.com/Provider%20Guide/Provider%20Handbook.aspx Click Provider Handbook , then Agency Professional under the Provider guidelines