

Children's Habilitation Intervention Services (CHIS) Independent Intervention Specialist and Intervention Professional PROVIDER ENROLLMENT INSTRUCTIONS

For Visual Page by Page Gainwell/Medicaid Enrollment Instructions go to Step 5!

CHIS provider enrollment is completed and monitored by the Children's Developmental Disabilities Program under Family and Community Services (FACS). To process your application, you must follow the steps below.

Enrollment to become an Independent CHIS provider is a multi-step process:

1. Complete an Idaho Department of Health and Welfare (DHW) criminal history background check, or Idaho State Police (ISP) name based criminal background check when applicable. This must be completed before you complete your New Medicaid Provider Enrollment Application.
2. Complete/have current CPR and First-Aid Certifications.
3. Obtain General Liability Insurance.
4. Obtain a National Provider Identifier (NPI).
5. Submit the online New Medicaid Provider Enrollment Application.
6. Submit Education/Experience/Competency Documentation and CPR-First Aid Certifications to DHW FACS.
7. Register as a provider with Telligen.

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

Step 1 – Have Completed a DHW Criminal History Background Check

- If you have never had a DHW Criminal History Background Check or you have completed a DHW Criminal History Background Check but it is over 3 years old, go to <https://healthandwelfare.idaho.gov/chu> or call (208) 332-7990 or toll free at 1 (800) 340-1246 to complete the process. If requested, you will use agency number **6255** and the type of service is Home and Community Based Services (HCBS) – Children.
- If you have completed a DHW Criminal History Background Check and it is less than 3 years old, email FACSDDCO@dhw.idaho.gov and request the ISP Name Based Criminal Background Check form.

Step 2 – Current CPR and First-Aid Certifications

You must have current CPR-First Aid certifications at the time of enrollment and maintain these certifications. Documentation must be submitted to DHW FACS as outlined in **Step 6**.

Step 3 – General Liability Insurance

You must obtain and maintain general liability insurance. Documentation must be submitted to Gainwell Technologies (GWT) with the New Medicaid Provider Enrollment Application as outlined in **Step 5**. 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 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 4 – National Provider Identifier (NPI)

A National Provider Identifier (NPI) is required for providers to enroll. If you do not have an NPI, you will complete the application at <https://nppes.cms.hhs.gov/#/>

- If you are an Intervention Specialist/Professional and unsure of the taxonomy code to use, you may use 222Q00000X.
- If you are an Evidence Based Model (EBM) Intervention Specialist/Professional and unsure of the taxonomy code to use, you may use 106S00000X.

Step 5 – New Medicaid Provider Enrollment Application

- **Visual Page by Page Enrollment Instructions - [Click Here!](#)**
- Complete Trading Partner Account (TPA) registration. See the [TPA Provider Not Yet Enrolled Registration Guide for State of Idaho MMIS](#) for detailed TPA registration instructions.
- Register and sign into the GWT Medicaid website at www.idmedicaid.com. Once you are signed in, hover over the Account Maintenance tab and select Provider Enrollment.
 - ❖ 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.”
- Click New Medicaid Provider Enrollment Application.
- 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. Independent providers may not enroll as an agency business.

HERE ARE SOME TIPS:

Application Questions:	Select in Drop Down Menu:
Business Enumeration Type	Atypical Provider without NPI
Business 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.

- Complete all required documentation displayed at the end of the New Medicaid Provider Enrollment Application. Some of the required documents may be signed electronically, and others require

downloading, signing and uploading the signed copy to the section at the end of the New Medicaid Provider Enrollment Application. The required documentation includes the following:

- ❖ Medicaid Provider Agreement
 - ❖ W9
 - ❖ EFT Agreement
 - ❖ Criminal History Check Notice of Clearance, and
 - ❖ General Liability Insurance.
- Click *Submit*. The system will respond with a case number. Use this case number whenever you contact GWT or FACS about your application. If the New Medicaid Provider Enrollment Application is incomplete or updates are necessary, you will receive an email indicating the items that are incomplete within 3-5 business days from the submission. You will then submit missing information or updates through the Provider Enrollment Application.
- ❖ Note – If a New Medicaid Provider Enrollment Application is started, but not submitted, the online Application will expire in 14 calendar days and you will have to redo the entire application again.

Step 6 – Submit Education/Experience/Competency Documentation/CPR & First Aid Certifications to DHW FACS for Review

You will use the provider document portal posted on the external website

<https://healthandwelfare.idaho.gov/childrens-developmental-disability-forms>

Instructions on how to use the portal are posted on the external website

<https://publicdocuments.dhw.idaho.gov/WebLink/DocView.aspx?id=19057&dbid=0&repo=PUBLIC-DOCUMENTS&cr=1>

- CPR/First Aid Certifications
- Degree and experience:
 - ❖ Intervention Specialist
 - Diploma/Transcript showing bachelor's degree in a human services field or bachelor's degree in any field with 24 semester credits in a human services field, and
 - Documentation outlining 1,040 hours of supervised experience with individuals birth (0) to twenty-one (21) who demonstrate functional or behavioral needs, and
 - For intervention specialists who complete assessment and clinical treatment plans, you 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.
 - ❖ Intervention Professional
 - Diploma/Transcript showing master's degree or higher in psychology, education, or applied behavior analysis or have a related discipline in any field with one thousand, five hundred (1,500) hours of relevant coursework or training or both in specific content areas, and
 - Documentation outlining one thousand, twelve hundred (1,200) hours of relevant experience in designing and implementing comprehensive behavioral therapies for children with functional or behavioral needs.
 - ❖ EBM Intervention Specialist
 - Diploma/Transcript showing bachelor's degree, and

- Bachelor-level EBM certification or credential.
- ❖ EBM Intervention Professional
 - Diploma/Transcript showing master’s degree, and
 - Master-level EBM certification or credential.
- Competency
 - ❖ Intervention Specialist Only
 - Habilitative Intervention Certificate of Completion issued by DHW with an expiration date of July 1, 2019 or later and there is not a gap of more than three (3) consecutive years as an Intervention Specialist, or
 - Department approved Competency Checklist, or
 - Documentation of 40-hour applied behavior analysis training completed by an individual who is certified or credentialed to deliver the training.

Note: If ISP name-based check is required, enrollment will be held until the ISP name check is received by FACS.

If the application is incomplete, you will receive an email indicating the items that are incomplete within 3-5 business days from the date of submission. The application will not be processed if all the required documentation is not included.

When review is completed and approved, an approval email will be sent outlining things you should know. Prior to rendering services, ensure you review the following Medicaid Guidelines.

Medicaid Guidelines

Guidelines	Description
Provider Handbook	The Intervention Provider Handbook is available to view on the Children’s DD Provider website for Independent Providers .
Fee Schedules Reimbursement Rates	Procedure codes and rates for Children’s Independent Providers are located in the Provider Reimbursement Rates folder which can be found under Fee Schedules .
Rules	Rule requirements for CHIS are located in IDAPA 16.03.09 . Independent providers must: <ul style="list-style-type: none"> ➤ 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 or for each service provided to the individual. This documentation must also be maintained by the provider in accordance with IDAPA 16.05.07.101.01.
Website	Provider service information is located on the Children’s DD Provider Website for Independent Providers .

If you have any questions regarding this application process, please contact FACS Children’s DD Program at 208-334-0678 or FACSDDCO@dhw.idaho.gov.

Step 7 – Register as a Provider with Telligen

All CHIS require prior authorization through the Telligen Provider Portal.

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

STOP: You cannot deliver services until ALL the following are completed:

- **Receive DHW FACS approval email,**
- **Receive GWT approval letter via email, and**
- **Receive prior authorization for services from Telligen.**

If a parent has requested that you provide the service before you have completed all of the requirements listed above, please contact the supervisor in your area from the following list (note each include surrounding areas):

North Hub: CDA/Lewiston

West Hub: Boise/Nampa/Caldwell Mountain Home

East Hub: Twin Falls/Pocatello/Idaho Falls/Salmon

Katie Rigoli: 208-665-8975

Sarah Allen: 208-334-0970

Heidi Napier: 208-234-7945