

Substance Use Disorder (SUD) – Provider Types (03, 30) that are provisionally certified residential services by Kentucky Department for Medicaid Services (DMS).

This document provides direction to Behavioral Health Service Organizations and Community Mental Health Centers to update information for Substance Use Disorder (SUD) – Residential that are provisionally ASAM certified by the Kentucky Department for Medicaid Services (DMS) within the Kentucky Medicaid Partner Portal Application (KY MPPA).

Overview

Provider Types 03 and 30 providing Substance Use Disorder (SUD) Treatment and are not yet ASAM certified, are being provisionally certified by the Kentucky Department for Medicaid Services (DMS). Once this provisional certification is received by the provider, the provider must update their information within the Kentucky Medicaid Partner Portal Application (KY MPPA).

2.3 Certification Information

PT 03 and PT 30 will need to update Certification Information, when provisional certification from KY DMS has been received. The following steps will need to be taken to enter provisional certification information. (See Figure 1)

- *Click Add*
- **Select Certification Type, AS-ASAM**
 - Certification must be Active
- Select ASAM Level
- Select the Physical Address
- *Enter Certification Number, if applicable*
- **Select Effective Date**
- **Select Expiration Date**
- *Click Add to Grid*
- *Click Save & Next*

Select Certification Type AS-ASAM

Enter Effective and Expiration Dates. (must match what is contained on the certification)

Enter Certification Number

Add To Grid

Figure 1: Maintenance: Provisional Certification Information (Edit)

8.0 Document Upload

Provisional Certification will be required in the **Document Upload** grid. (See Figure 2)

- **Select** Certification Accreditation from the Document Type Column
- **Select** Edit button (orange edit button) under the Action Column. The screen expands so the document can be uploaded (See Figure 3)
- **Select Browse** to find the location of document to upload
- Document Name will autopopulate after selecting document
- **Select Add to Grid**
- **Select Save and Next**

Select Edit to expand screen to be able to upload document

Document Type	Name				
BHSO License	BHSO License - 123654				
IRS Letter of Verification of FEIN or Official IRS documentation stating FEIN	FEIN Verification	Y			
MAP-347	MAP-347 -	Y			
Specialty Certification	BHSO Without Residential Services	Y			
Certification of Accreditation	Certification of Accreditation	Y			

Exit **Back** **Save & Next**

Figure 2: Maintenance: Document Upload

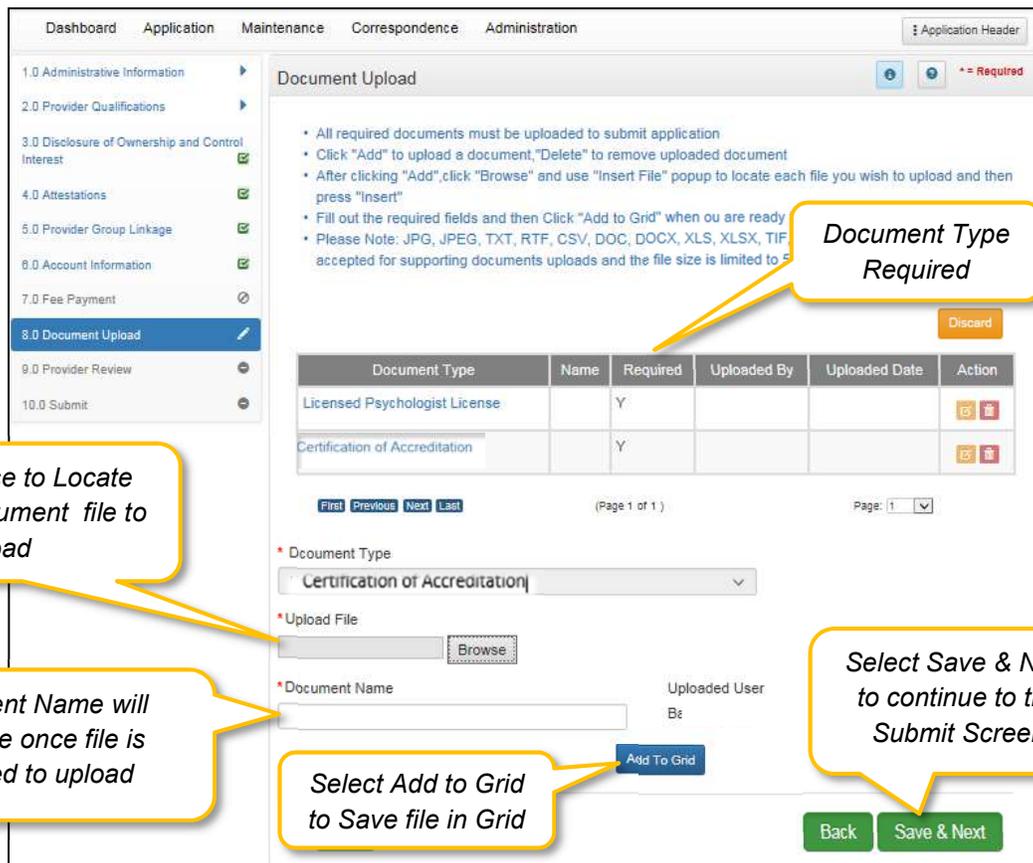


Figure 3: Maintenance: Document Upload (Expanded)

Note: Until Maintenance has been submitted to DMS, DMS will not see updated information. Once submitted to DMS, DMS will review and make a decision on the Maintenance item.

9.0 Maintenance: Provider Review

The **Provider Review** screen allows users (Provider and/or Credentialing Agent) to review maintenance items for accuracy and completeness prior to submitting to DMS.

Note: Red flags highlight sections that were updated during this maintenance action.

10.0 Maintenance: Submit

The **10.0 Submit** screen allows the completed **Maintenance item** to be electronically submitted to the DMS. The following steps must be completed to submit Maintenance items to DMS.

To agree to the **Terms of Agreement**:

- Click the **I Agree** checkbox.
 - Note:** Failure to agree to the **Terms of Agreement** will result in the item not being submitted to DMS.
- Click **Save & Next** to proceed to the next screen.

Note: Once an item is *submitted*, no updates or revisions are permitted unless DMS returns the item for additional information or approves.

After agreeing to the terms of the Provider Agreement *click Save & Next*, to proceed to the **Submit** screen.

To *complete* the **Submit** screen as a Group or Entity Provider enter the following (See Figure 4):

- **Name:** *Enter* the name of the Owner if applicable, otherwise, enter the name of the Legally Authorized Agent, Officer, or Board Member.
- **Title:** *Select* from the drop-down the title of the Owner, Legally Authorized Agent, Officer, or Board Member.
 - If Legally Authorized Agent is selected, the user will be directed to return to the 8.0 Document Upload screen to upload a Legally Authorized Agent authorization document. Once the document is uploaded, the user will return to the 10.0 Submit screen and electronically sign and submit the maintenance action.
- **Sign Date:** Pre-populated with current date and time and cannot be changed. This is used as the date and time the application is submitted to DMS.

To **E-sign & Submit** the item:

- **E-sign & Submit:** *Click* the **E-sign & Submit** button to send the item to DMS.
 - After *clicking E-sign & Submit*, the item will display the **Next Steps** screen stating, “From the Dashboard, you may check back in 48 hours to see if the application has been accepted for review.”
 - Once an item is *submitted*, no updates or revisions are permitted unless DMS returns the item for additional information.

Figure 4: Maintenance: Submit (eSign and Submit)