



Kentucky 1915(c) CHILD Waiver Provider Journey

A Step-by-Step Guide for New Providers

Contact Us

 844-784-5614

 KYCHILDwaiver@ky.gov

 [CHILD Waiver Website](#)

1 Learn About the 1915(c) CHILD Waiver and Access Website

- All six services covered through the new CHILD benefit are Medicaid-reimbursable.
- Navigate to the [CHILD Waiver website](#) to learn more.
- Online information includes:
 - Overview of CHILD Waiver services.
 - Provider agency qualifications and requirements.
 - Summary of provider certification steps and process timeline.
 - General instructions for provider enrollment in CHILD Waiver New Provider Orientation (NPO).

2 Complete NPO and Provider Training

- Agency's executive director or equivalent completes the Introduction to the CHILD Waiver and NPO training curriculum.
 - New providers who have never utilized the Adobe Learning Manager System (ALMS) can self-register via link on the CHILD Waiver website.
 - Providers who have an existing ALMS account should email KYCHILDwaiver@ky.gov for access to required training.
 - Upon completion of NPO, access the link to download and complete the CHILD Waiver Certification Application Packet.

3 Submit Certification Application

- Complete and submit the certification packet to KYCHILDwaiver@ky.gov utilizing the provider readiness checklist.
- Submission includes:
 - Training completion notice.
 - Completed provider certification packet.

4 Department for Medicaid Services (DMS) Submission Verification

- DMS staff verifies the submitted application for completeness and alignment with the CHILD Waiver model.
- Feedback is provided within five business days: certification review, request for edits, or not eligible.

5 Comprehensive Certification Review

- DMS staff conduct comprehensive certification review.
 - Submission review and provider readiness determination.
 - Provider notified of certification status.

6 On-Site Pre-Service Review

- If applicable, DMS will coordinate an on-site review with provider agency.
- DMS staff reviews provider facilities for safety, staff training records, and operational readiness.

7 Certification Notice and Next Steps

- Provider receives a decision letter by email.
- If approved, DMS instructs providers to enroll in Medicaid and initiate provider staff training.

8 Enroll as a Medicaid Provider

- Upload Pre-Service Certification letter into the Medicaid Provider Portal Application.
- Complete Medicaid enrollment application.
- Receive Medicaid ID and enrollment confirmation from DMS.

9 Completion of CHILD Waiver Staff Training

- Register provider agency staff in ALMS.
- Direct service providers complete additional State-required training through ALMS prior to delivery of services.

10 Service Delivery Initiation, Compliance, and Quality Assurance

- Case Manager submits Person-Centered Service Plan (PCSP) and authorization is received for approved services.
- Begin delivery of services per the PCSP.
- Adhere to documentation requirements.

11 60-Day Quality Assurance Review

- DMS coordinates with provider agency for a 60-day quality assurance review.
- DMS conducts review and shares review findings with provider agency.

12 Participate in Continuous Quality Improvement and Recertification

- Maintain staff training and required service documentation.
- Engage in continuing education opportunities.
- Participate in periodic site visits, quality reviews, and audits.
- Prepare for re-certification.