PT 26 SUD Guide

This Job Aid provides important information and demonstrates input screens to assist SUD providers in completing a New Enrollment in Partner Portal.

Provider Type Summary

For detailed information and documentation requirements, click the following link to access the PT 26 Behavioral Health Multi-Specialty Group Provider Type Summary. Visit the Residential Crisis Stabilization Unit (RCSU) webpage for more information on PT 26.

Prior to Starting a New Enrollment

- **ASAM LOC Certification -** Users who do not currently have an ASAM LOC 3.7 Certification must obtain a Provisional Certification from DMS prior to applying for a Medicaid ID.

Provisional Certification & ASAM LOC Certification

Providers offering residential/inpatient services are required to obtain an ASAM LOC certification. Users who have not yet obtained an ASAM LOC certification may be granted a Provisional Certification by DMS after submitting a self-attestation form and supporting documents prior to completing a New Enrollment.

This will allow providers to begin offering and billing for services while in the process of obtaining the ASAM LOC certification. Provisional certifications are awarded for at least one year and have a 6/30 end date. Users who do not acquire the ASAM LOC certification within the allocated timeframe will have their Medicaid ID end dated.

After receiving the ASAM LOC certification, a Maintenance action must be performed in Partner Portal to add the certification details and upload the documentation. For more information on how to perform Maintenance and Upload Documents in Partner Portal, see the How to Update Information on a Medicaid File (Maintenance) and the Uploading Documents Job Aids.

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Navigating Partner Portal Screens

The information below includes screens relevant to SUD Providers and does not represent a complete New Enrollment Application. For more information on completing a New Enrollment, refer to the <u>How to Apply for a Medicaid ID - New Enrollment Job Aid</u>.

1.1 Basic Information Screen

Select 'Yes' to indicate user is providing SUD Residential services. Enter the effective date for the Medicaid ID. The Application Received Date will be pre-populated.

1.10 Bed Data

Click 'Add' to add Bed Data. Enter all required information. If the organization has multiple residential licensed programs at the same location, enter a record for each program.

Click 'Add to Grid' after entering the information

2.2 License Information

Select 'Add' to enter the RCSU license information.

Click 'Add to Grid'' after entering the information

2.3 Certification Information

The following certification information must be inputted:

- **Provisional Certification OR ASAM LOC Certification:** Users must indicate the current LOC (3.7)

8.0 Document Upload

Documents indicated with a "Y" are required to be uploaded. For more information on uploading documents, refer to the Uploading Documents Job Aid.

For further assistance with navigation, invitations, or account creation please contact the Partner Portal Technical Support Center at 877-838-5085. Select option 1 and option 1, again, to speak with a customer service representative.