

# 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 [How to Apply for a Medicaid ID - New Enrollment Job Aid](#).

### 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.

The screenshot shows the 'Basic Information-Group/Entity' screen in a web application. The left sidebar contains a navigation menu with sections 1.0 through 10.0. The main content area displays instructions and form fields. The instructions include: 'Please enter your basic information below', 'The email address used here must be the same as the one used in the Kentucky Online Gateway (KOG) to access your application later', 'If the application is for a Group or Entity enter the Group/Entity email notification address and not the individual's providers address', 'Press "Exit" to return to the Dashboard and keep all validated data entered', 'Press "Next" when you are done entering data and ready to move to next screen', 'For Provider Type 03, Tier 1, Tier 2 Non-NTP and Tier 3 cannot enroll together with Tier 2 NTP. Tier 2 NTP must enroll separately.', and 'For PT06, "Accredited Organization Name": if you are currently not accredited, enter the name of the agency in which you are pursuing accreditation.'

The form fields include:

- Business Name:** Residential Crisis Stabilization Unit (RCSU)
- Doing Business As:** Residential Crisis Stabilization Unit (RCSU)
- Legally Authorized Agent Email Address (Owner, Officer or Board Member):** amanda.ridgevay@ky.gov
- Confirm Legally Authorized Agent Email Address:** amanda.ridgevay@ky.gov
- Communication Email Address:** amanda.ridgevay@ky.gov
- Confirm Communication Email Address:** amanda.ridgevay@ky.gov
- Business Structure Type:** Non-Profit
- Business Ownership Type:** Public
- Are you providing substance use disorder Residential Services?:** Yes (selected)
- Requested Effective Date:** 06/29/2023
- Application Received Date:** 06/29/2023

Buttons at the bottom include 'Exit' and 'Save & Next'.

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## 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.

Dashboard Application Maintenance Correspondence DMS Review Administration Search Application Header

1.0 Administrative Information

- 1.1 Basic Information
- 1.2 Tax Information
- 1.3 NPI Information
- 1.4 Taxonomy Information
- 1.5 Add Group Members
- 1.6 Additional Identifiers
- 1.7 Address Information
- 1.8 Contact Information
- 1.9 Language Information
- 1.10 Bed Data**
- 1.11 Locum Tenens
- 1.12 Teaching Facility
- 1.13 Telehealth Information
- 1.14 NTP Address Information
- 1.15 CLIA Information

2.0 Provider Qualifications

3.0 Disclosure of Ownership and Control Interest

4.0 Affiliations

Bed Information

- Click "Add" if you wish to add Bed Data records, "Edit" to change existing record, "Remove" to delete existing record
- After pressing "Add", enter data and then press "Add to Grid" to add record to the grid, "Discard" to not save the record
- For Provider Types 03, 05, 26, 30: If your organization is providing residential services and has multiple residential licensed programs at the same location, please enter a Bed record for each residential licensed program with Bed Effective date and End-date same as License Effective date and End-date.

Discard

Physical Address	Bed Type	Bed Effective Date	Bed End Date	Total Beds	Action
No records found					

\*Physical Address: ADR01 - Residential Crisis Stabl  
\*Bed Type: Residential  
\*Bed Effective Date: 08/29/2023  
Bed End Date: 08/29/2024  
\*Adult Beds: 2  
\*Adolescent Beds: 2

Add to Grid

Click 'Add to Grid' after entering the information

## 2.2 License Information

Select 'Add' to enter the RCSU license information.

Dashboard Application Maintenance Correspondence DMS Review Administration Search Application Header

Interest

4.0 Affiliations

5.0 Provider Group Linkage

6.0 Account Information

7.0 Fee Payment

8.0 Document Upload

9.0 Provider Review

10.0 Submit

Physical Address	License Type	Issue State	License Number	Name	License Designation	License Effective Date	License Expiration Date	Action
No record found								

Physical Address: ADR01 - Residential Crisis Stabilization Unit (i)

\*License Type: RCSU  
\*Issue State: Kentucky  
\*License Number: 800163  
\*License Designation: Permanent  
\*License Effective Date: 05/01/2023  
\*License Expiration Date: 04/30/2024

Add to Grid

Click 'Add to Grid' after entering the information

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## 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)

The screenshot displays the '2.3 Certification Information' section of the application. It includes a sidebar with navigation options (2.1 to 10.0) and a main content area with instructions and a data entry form. The form contains dropdown menus for 'Certification Type' (AS-ASAM), 'ASAM Level' (3.7), and 'Physical Address' (ADR01 - Residential Crisis Stabilization Unit (RCSU) - 840 Hillwood Ave, Frankfort, 4061). It also has input fields for 'Certification Number', 'Effective Date' (09/29/2023), and 'Expiration Date' (MMDDYYYY). Buttons for 'Add to Grid', 'Exit', 'Back', and 'Save & Next' are visible.

## 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](#).

The screenshot displays the '8.0 Document Upload' section of the application. It includes a sidebar with navigation options (1.0 to 10.0) and a main content area with instructions and a table of required documents. The table has columns for Document Type, Name, Required, Uploaded By, Uploaded Date, and Action. Three documents are listed: 'IRS Letter of Verification of FEIN or Official IRS documentation stating FEIN', 'Residential Crisis Stabilization Unit License - 800163', and 'AS-ASAM Certification - AS - ASAM - 3.7 - ADR01 - Residential Crisis Stabilization Unit (RCSU) - 840 Hillwood Ave, Frankfort, 40601 - 1234'. Buttons for 'Add', 'Exit', 'Back', and 'Save & Next' are visible.

Document Type	Name	Required	Uploaded By	Uploaded Date	Action
IRS Letter of Verification of FEIN or Official IRS documentation stating FEIN	FEIN Verification	Y			
Residential Crisis Stabilization Unit License	Residential Crisis Stabilization Unit License - 800163	Y			
AS-ASAM Certification	AS - ASAM - 3.7 - ADR01 - Residential Crisis Stabilization Unit (RCSU) - 840 Hillwood Ave, Frankfort, 40601 - 1234	Y			

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.