Provider Type 06 SUD Guide

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

Prior to Starting a New Enrollment

Providers must possess or be in the process of obtaining the following:

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

Accreditation Certification

Providers are required to obtain an Accreditation Certification from one of the following programs: The Joint Commission, Commission on Accreditation of Rehabilitation Facilities (CARF), Council on Accreditation (COA), or a nationally recognized accreditation organization. To complete a New Enrollment in Partner Portal, users are required to have initiated the accreditation process. Providers have one year to obtain accreditation.

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 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.

Navigating Partner Portal Screens

The information below includes screens relevant to SUD providers and does not represent a complete New Enrollment Application.

1.1 Basic Information Screen

Users should indicate if they are currently accredited. If not, and the process has been initiated, enter accredited organization name and end date that accreditation was initiated.

Users who have initiated the accreditation process will receive reminder notifications in Partner Portal 30,60, and 90 days prior to the accreditation submission due date. After a Medicaid ID is issued, users can request an additional one-year extension by completing a Maintenance on the 1.1 Basic Information Screen prior to the due date.

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1.5 Add Group Members

At least one group member with an active Medicaid ID must be added.

1.10 Enter Bed Data

Bed data must be entered to indicate the number of Adult and Adolescent Beds located at the selected address.

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2.2 License Information

At least one CDTC License is required.

2.3 Certification Information

The following certification information is required.

- Provisional Certification or ASAM LOC Certification: Users must indicate the current LOC (3.5 or 3.7).
- Accreditation Certification: Users in the process of obtaining accreditation are not required to enter Certification information unless they possess an Other Certification.

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8.0 Certification Document Upload

Documents indicated with a "Y" are required to be uploaded. Additionally, a Certification of Accreditation is required if users are currently accredited from a national organization.

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