

Provider Type 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.

Prior to Starting a New Enrollment

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

- 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.

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.

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

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 displays the 'Basic Information-Group/Entity' form. The left sidebar lists sections from 1.0 Administrative Information to 10.0 Submit. The main content area includes instructions and a list of required fields. The 'Business Name' and 'Doing Business As' fields are both populated with 'Residential Crisis Stabilization Unit (RCSU)'. The 'Legally Authorized Agent Email Address' and 'Communication Email Address' fields are both populated with 'amanda.ridgevay@ky.gov'. The 'Business Structure Type' is set to 'Non-Profit' and 'Business Ownership Type' is set to 'Public'. A yellow box highlights the question 'Are you providing substance use disorder Residential Services?' with the 'Yes' radio button selected. The 'Requested Effective Date' and 'Application Received Date' are both set to '06/29/2023'. The 'Exit' and 'Save & Next' buttons are located at the bottom of the form.

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.

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.

The screenshot shows the 'Bed Information' form with the following fields and values:

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

The 'Add to Grid' button is highlighted with a yellow callout box containing the text: "Click 'Add to Grid' after entering the information".

2.2 License Information

Select “Add” to enter the RCSU license information.

The screenshot shows the 'License Information' form with the following fields and values:

- Physical Address: ADR01 - Residential Cross Stabilization Unit (3)
- License Type: RCSU
- Issue State: Kentucky
- License Number: 800163
- License Designation: Permanent
- License Effective Date: 05/01/2023
- License Expiration Date: 04/30/2024

The 'Add to Grid' button is highlighted with a yellow callout box containing the text: "Click 'Add to Grid' after entering the information".

This screenshot is a second view of the 'License Information' form, showing the 'Add to Grid' button highlighted with a yellow callout box containing the text: "Click 'Add to Grid' after entering the information".

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.

2.3 Certification Information

A provisional Certification or ASAM LOC Certification is required. Users must indicate the current LOC (3.7)

The screenshot shows the '2.3 Certification Information' form. The left sidebar lists various sections from 2.1 to 10.2. The main content area includes a 'Discard' button, a table with columns for Physical Address, Certification Type, ASAM Level, Certification Number, Effective Date, Expiration Date, and Action. Below the table, there are input fields for Certification Type (AS-ASAM), ASAM Level (3.7), Physical Address (ADR1 - Residential Crisis Stabilization Unit (RCSU) - 840 Hillwood Ave, Frankfort, 40501), Certification Number, Effective Date (08/29/2023), and Expiration Date. An 'Add to Grid' button is located below these fields. At the bottom, there are 'Exit', 'Back', and 'Save & Next' buttons.

8.0 Document Upload

Documents indicated with a “Y” are required to be uploaded.

The screenshot shows the 'Document Upload' form. The left sidebar lists sections from 1.0 to 10.2. The main content area includes a 'Required' indicator, a list of instructions, and a table with columns for Document Type, Name, Required, Uploaded By, Uploaded Date, and Action. The table contains three rows: 'IRS Letter of Verification of FEIN or Official IRS documentation stating FEIN', 'Residential Crisis Stabilization Unit License', and 'AS-ASAM Certification'. The 'Required' column has a 'Y' for the first two rows. An 'Add' button is located above the table. At the bottom, there are 'Exit', 'Back', and 'Save & Next' buttons.

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