



Department of Medicaid
Department of Mental Health and Addiction Services

Webinar: CBHC Practitioner Enrollment File

March 20, 2019



Behavioral Health Redesign

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Background and Taskforce Creation



OVERVIEW

- When workforce changes occur (new hires, changes to licensure/certification, etc.), community behavioral health centers (CBHCs) must update the Ohio Department of Medicaid (ODM) Medicaid Information Technology System (MITS) as well as each managed care plan (MCP).
- MCPs currently require CBHCs to use MCP-specific rosters to update practitioner information in their systems.
- CBHCs are not able to see licensure/specialty information of their affiliated practitioners in MITS.
- In December 2018, a taskforce was created to develop processes that would ease the burden on CBHCs related to credentialing practitioners.
- The taskforce includes representatives from ODM, OhioMHAS, CBHCs, and behavioral health trade associations.

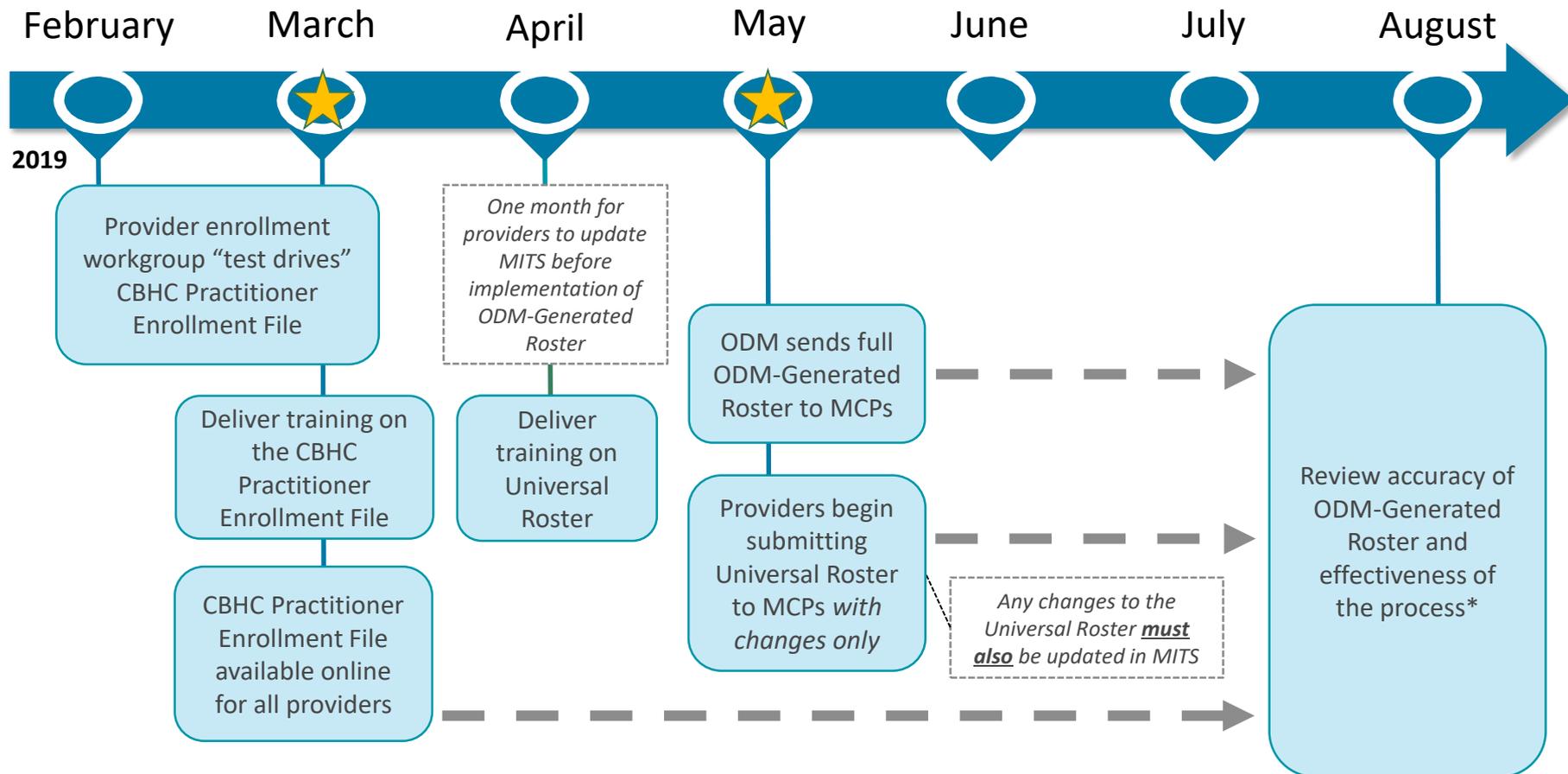
Taskforce Participants



PARTICIPANT LIST

- BrightView
- Community Drug Board
- Oriana House
- Signature Health
- Ohio Council of Behavioral Health & Family Services Providers
- Ohio Department of Mental Health and Addiction Services
- Child Focus
- House of New Hope
- Pastoral Counseling Service of Summit Co.
- The Village Network
- Ohio Department of Medicaid
- Medicaid Managed Care Plans

Tentative Implementation Timeline



**The goal is to get to an ODM-Generated Roster only.*

CBHC Practitioner Enrollment File: Purpose



Purpose



- The CBHC Practitioner Enrollment File will provide a master listing of all CBHCs (provider types 84 and 95 only) enrolled with ODM and their affiliated practitioners.
- CBHCs that are both provider types 84 and 95 will be listed separately.
- The report will provide information on practitioner specialties which cannot currently be viewed in the MITS secure portal.

CBHC Practitioner Enrollment File: Process

This first step will require active participation on the part of CBHCs.



Process



- The CBHC Practitioner Enrollment File is now available at <https://bh.medicaid.ohio.gov/manuals> under “Enrolling Practitioners in Medicaid” section and will be refreshed **every two weeks**.
- All CBHCs should review the data specific to their organization and any corrections or updates must be made in MITS.
- The information contained in the CBHC Practitioner Enrollment file will be limited to necessary details only (will NOT include SSN and Medicaid ID).

CBHC Practitioner Enrollment File: Timing

- Please be aware the CBHC Practitioner Enrollment File will be updated every two weeks and refreshed on Wednesdays.
- Since it is a cold report, it only represents a snapshot of MITS data from the previous Friday.

Timing Example

April 2019

M	T	W	T	F
1 File refreshed and posted to BH website	2	3 CBHC adds a practitioner specialty in MITS	4	5
8	9	10	11	12 MITS snapshot for next version of file
15	16	17 File refreshed and posted to BH website 4/3 changes reflected	18	19
22	23	24	25 CBHC adds a practitioner specialty in MITS	26 MITS snapshot for next version of file
29	30	1 File refreshed and posted to BH website 4/25 changes reflected		

CBHC Practitioner Enrollment File Instructions: Tab 1

ODM and Provider Walk-Through

Tab 1 - Active

- Shows “active” practitioner enrollments, specialties, and affiliations in MITS.
- Displays provider types and specialties in MITS that are not available for CBHCs to view in MITS.
- Reflects the individual provider’s current record maintained in MITS.

A	B	C	D	E	F	G
Organization Name	Organization_Nbr	Affiliated_Provider_Name	Affiliated_Provider_NPI	Affiliated_Provider_Type	Affiliated_Provider_Prmy_Spec	Affiliated_Provider_Specialty2
VILLAGE NETWORK	1093103988	WILLIAMS KIMBERLY M	1154606598	38 - NON-AGENCY NURSE -- RN OR LPN	385 - BEHAVIORAL HEALTH LPN	383 - PDN/ODM WAIVER LICENSED PRACTICAL NURSE
VILLAGE NETWORK	1093103988	GOBROGGE JANET L	1992890867	72 - Nurse Practitioner Individual	213 - Psychiatric	213 - Psychiatric
VILLAGE NETWORK	1093103988	NEHRER JONATHAN M	1124195896	20 - Physician/Osteopath Individual	201 - GENERAL PRACTICE	201 - GENERAL PRACTICE
VILLAGE NETWORK	1093103988	BOWMAN DEMETRA I	1598805814	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	KNIGHT SUSAN K	1881723484	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	BURR-BARTOLO MELISSA S	1649427709	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	DOUD CHRISTOPHER R	1740589563	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	GOTTFRIED JENNIFER M	1588947352	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	HARTMAN JERRY D	1184811127	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	GELLNER EVE A	1629225719	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	HUTCHINGS KIMBERLY L	1245595545	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	HARTMAN KIMBERLY Y	1720276660	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	JONES RYAN M	1043588858	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	KARGER JENETTE R	1518301415	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	KAYLOR ROBIA L	1336196377	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	HUGHES NANCY L	1861826570	38 - NON-AGENCY NURSE -- RN OR LPN	384 - BEHAVIORAL HEALTH RN	384 - BEHAVIORAL HEALTH RN
VILLAGE NETWORK	1093103988	MCCARTY TRACI L	1164610739	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	MEHEN CHRISTINE E	1437557253	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	PLANT AMANDA L	1851630289	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	BROWN MICHELLE M	1427398452	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	PORTER JENNIFER A	1659569317	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	STPIEN HELEN	1760820856	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	REYNOLDS LAURA M	1154661767	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	SHEAFFER MARLENE	1669641049	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	SEIBEL CARA E	1295782027	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	SOMMERS MICHAEL	1518087519	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	TAPOLA JESSICA R	1023288842	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	THOMPSON KAYLA A	1710313382	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	WHITE TIFFANY R	1720348394	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	BOETZ MANDY R	1689003667	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	HOOPS KRISTEN D	1265692289	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	IVEY CRISTINA S	1053765479	38 - NON-AGENCY NURSE -- RN OR LPN	384 - BEHAVIORAL HEALTH RN	384 - BEHAVIORAL HEALTH RN
VILLAGE NETWORK	1093103988	HUNTSMAN TAMATHA J	1538569173	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	BOUCHET VANESSA	1780003947	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR
VILLAGE NETWORK	1093103988	BAUMGARDNER CHRISTINE M	1346652088	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	PAXTON DAVID J	1639366735	37 - SOCIAL WORK	370 - LICENSED INDEPENDENT SOCIAL WORKER	370 - LICENSED INDEPENDENT SOCIAL WORKER
VILLAGE NETWORK	1093103988	PERRIELLO-MAYER ANNA	1619338969	47 - CLINICAL COUNSELING	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR	474 - LICENSED PROFESSIONAL CLINICAL COUNSELOR

CBHC Practitioner Enrollment File Instructions: Tab 2

ODM and Provider Walk-Through

Tab 2 - Inactive

- Shows “inactive” practitioners still showing as being “actively” affiliated with the organization.
- This information is intended to isolate inactive practitioners and give CBHCs an opportunity to end date these affiliations in MITS.
- Please note that this tab is filtered down to the basics so it does not show specialties.

A	B	C	D	E
Organization_Name	Organization_NF	Affiliated_Provider_Name	Affiliated_Provider_NPI	Affiliated_Provider_Type
VILLAGE NETWORK	1093103988	WARSAWSKI JACOB L	1083074983	96 - PARA-PROFESSIONALS
VILLAGE NETWORK	1093103988	MCGINTY SHANNON K	1558559427	47 - CLINICAL COUNSELING
VILLAGE NETWORK	1093103988	DEN HEIJER LINDA J	1598952756	37 - SOCIAL WORK
THE VILLAGE NETWORK	1124057914	MCGINTY SHANNON K	1558559427	47 - CLINICAL COUNSELING
THE VILLAGE NETWORK	1124057914	DEN HEIJER LINDA J	1598952756	37 - SOCIAL WORK
HOUSE OF NEW HOPE	1134354475	YOUNG RACHEL M	1366640617	37 - SOCIAL WORK
SIGNATURE HEALTH INC	1174884787	THOMAS AMY	1194754796	37 - SOCIAL WORK
SIGNATURE HEALTH INC	1174884787	WASSERSTEIN ADELLA	1538250204	20 - Physician/Osteopath Individual
SIGNATURE HEALTH INC	1174884787	JOHNSON MARK	1548489339	37 - SOCIAL WORK
SIGNATURE HEALTH INC	1174884787	GROSS LINDA	1588603674	20 - Physician/Osteopath Individual
SIGNATURE HEALTH INC	1174884787	ASHLEY AMANDA	1659772481	38 - NON-AGENCY NURSE -- RN OR LPN
SIGNATURE HEALTH INC	1174884787	WISELEY-CORTLAND BARBARA	1720127137	65 - Clinical Nurse Specialist Individu
SIGNATURE HEALTH INC	1174884787	LEWIS ANEESAH	1750898813	54 - CHEMICAL DEPENDENCY
SIGNATURE HEALTH INC	1174884787	SWARINGEN SHANNA	1881041218	20 - Physician/Osteopath Individual
SIGNATURE HEALTH INC	1477575348	WASSERSTEIN ADELLA	1538250204	20 - Physician/Osteopath Individual
SIGNATURE HEALTH INC	1477575348	JOHNSON MARK	1548489339	37 - SOCIAL WORK
SIGNATURE HEALTH INC	1477575348	LEWIS ANEESAH	1750898813	54 - CHEMICAL DEPENDENCY
SIGNATURE HEALTH INC	1477575348	SWARINGEN SHANNA	1881041218	20 - Physician/Osteopath Individual
COMMUNITY DRUG BOARD INC	1588929376	VERMA BIPIN B	1063662534	20 - Physician/Osteopath Individual
COMMUNITY DRUG BOARD INC	1588929376	MURPHY ERICA	1447779939	54 - CHEMICAL DEPENDENCY
COMMUNITY DRUG BOARD INC	1588929376	STROZIER RONIQUÉ G	1548674864	38 - NON-AGENCY NURSE -- RN OR LPN
COMMUNITY DRUG BOARD INC	1588929376	MISJA CHARLES M	1649465071	20 - Physician/Osteopath Individual
COMMUNITY DRUG BOARD INC	1588929376	QUINTANA BUD E	1902979974	20 - Physician/Osteopath Individual
BRIGHTVIEW LLC	1659769446	FERRELL MEGAN	1275049397	54 - CHEMICAL DEPENDENCY
BRIGHTVIEW LLC	1659769446	COLLINS WILLIAM	1447791637	54 - CHEMICAL DEPENDENCY
BRIGHTVIEW LLC	1659769446	HUIZENGA JAMES E	1659362697	20 - Physician/Osteopath Individual
BRIGHTVIEW LLC	1659769446	MALLORY JENNIFER	1972018182	54 - CHEMICAL DEPENDENCY

CBHC Practitioner Enrollment File Instructions: Tips and Tricks When Reading the File



TIPS AND TRICKS

- If multiple specialties are shown, they are all open spans.

Please note: All paraprofessional specialties remain open due to the ability to render services across specialties for these practitioners.

- Column F (active primary specialty) and Columns G, H and I (additional specialties) may have duplicate information due to system limitations.
- There will be two lines for a practitioner if a CBHC is both a PT 84 and PT 95 and the practitioner is affiliated with both sides of the business.
- Some practitioners may appear in the “Active” tab even though they were end dated in MITS because they have two different Medicaid IDs, one of which may still be active.

CBHC Practitioner Enrollment File Instructions: Tips and Tricks When Reading the File, Cont'd



TIPS AND TRICKS

- CBHCs must affiliate each and every Medicaid ID that a practitioner has within the MITS secure portal. Example:
 - Practitioner Smith enrolls as a Paraprofessional-QMHS (Medicaid ID 1234567) and affiliates with The Village Network.
 - Practitioner Smith earns a LSW, re-enrolls with Medicaid as a LSW and is issued a new Medicaid ID 8910111.
 - This new Medicaid ID must now be affiliated with The Village Network.
Anytime a new Medicaid ID is issued, that newly issued Medicaid ID must be affiliated with the employing organization.
 - Practitioner Smith should end date the affiliation for the old Medicaid ID.
- In order to execute an affiliation in MITS, a CBHC user must go through the established security protocol prior to making the update.
 - Please do not use short cut links for the MITS secure portal. Bypassing security will not allow affiliations to be performed.

QMHS Reminder

- Please note that any service that can be rendered by a qualified mental health specialist (QMHS) with 3 years' experience can also be rendered by and receive the same rate as a QMHS with a bachelor's degree.
- Be sure to use the appropriate modifier of the rendering QMHS practitioner when submitting a claim.
- Below is a table of all the codes that can be rendered by QMHS +3 and QMHS Bachelor's:

Code	QMHS +3	QMHS Bachelor's	Rate
H2019 office	UK	HN	19.96
H2019 community	UK	HN	25.46
H2019 HQ	UK	HN	4.99
H2012	UK	HN	18.54
H2020	UK	HN	104.55
H0036	UK	HN	19.54
H0036 HQ	UK	HN	8.99

For additional information on QMHS and corresponding modifiers/rates, please review the BH Provider Manual available at: <https://bh.medicaid.ohio.gov/manuals>.

Responsibilities of CBHCs



- Ensure that staff providing Medicaid covered services are enrolled in MITS as a Medicaid provider
- Review data for the agency in the CBHC Practitioner Enrollment File, available on the BH website: <https://bh.medicaid.ohio.gov/manuals>.
- If discrepancies are found upon review, CBHCs must make the necessary changes to their enrolled/affiliated practitioners in MITS (more details available on following slide).
 - ***This is a critical step to ensure that accurate information is shared with the MCPs and will reduce the possibility of pended or denied claims.***

Responsibilities of CBHCs, Cont'd



Changes (new hire, terminations, and individual licensure/credentialing changes) should be made in the MITS provider portal (maintaining accurate affiliation of rendering providers) or by e-mailing ODM at MEDICAID_PROVIDER_UPDATE@medicaid.ohio.gov for updates to provider specialties. Please remember the e-mail request for updates should include the following information:

- Provider name
- NPI
- Medicaid ID
- A statement describing the request
- Supporting documentation (i.e., if the request for a new specialty is due to a new license, a copy of the license)

ODM will move forward with an ODM-Generated Roster when MITS is accurate.

Available Resources



RESOURCES

- This webinar recording and slide deck will be posted to the BH website at: <https://bh.medicareid.ohio.gov/manuals> and <https://bh.medicareid.ohio.gov/training>.
- An FAQ regarding this process is online at: <https://medicareid.ohio.gov/Managed-Care/For-Managed-Care-Plans#1910242-frequently-asked-questions> (also available at: <https://bh.medicareid.ohio.gov/manuals>).
- If the CBHC is not updating changes directly using the MITS provider portal, changes can be made by emailing ODM at MEDICAID_PROVIDER_UPDATE@medicareid.ohio.gov. More details available in the FAQs above.
- Each MCP has a provider services line. Please reference the BH MCP Integration Document available at: <https://bh.medicareid.ohio.gov/Provider/Medicareid-Managed-Care-Plans>.
- Ohio Medicaid Provider Hotline is available for inquiries at 1-800-686-1516:
 - Select option 3 – for current providers, then
 - Select option 5 – to check status of provider, then
 - Select option 3 – to speak with representative.
- ODM “Provider Enrollment” webpage: <https://www.medicareid.ohio.gov/Provider/EnrollmentandSupport/ProviderEnrollment>

Updated
guidance

Technical Assistance Opportunities

TECHNICAL ASSISTANCE



Technical assistance will be available as CBHCs review the Practitioner Enrollment File and make MITS updates over the next several weeks:

- CBHCs can send questions about the Practitioner Enrollment File to: BH_Webinar@medicaid.ohio.gov.
- ODM will be holding a follow-up webinar on Wednesday, April 10th, to review common questions and answers regarding the CBHC Practitioner Enrollment File. Registration is available here: <https://attendee.gotowebinar.com/register/2382700368986986253>.



Department of Medicaid
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Appendix

Additional Resources

Link to the main ODM Provider Enrollment webpage:

<https://www.medicaid.ohio.gov/Provider/EnrollmentandSupport/ProviderEnrollment>

- Additional resources are available on the Provider Enrollment webpage:
 - Link for general step-by-step enrollment instructions (with screenshots):
<https://www.medicaid.ohio.gov/Portals/0/Providers/Enrollment%20and%20Support/EnrollmentInstructions-Therapist.pdf>
 - Link for instructions on affiliations:
<https://www.medicaid.ohio.gov/Portals/0/Providers/Enrollment%20and%20Support/Grp-Link-Instruct.pdf>

BH Education Marker Specialties for Paraprofessionals

Primary purpose of noting these marker specialties here is for the managed care plans to understand them for payment purposes.

- **Will not be available on the MITS portal**
- **Added manually by ODM.**
- **No action is required by CBHCs.**

Specialty Code	Description
96H	Paraprofessional - HS/GED
96B	Paraprofessional - Bachelors
96M	Paraprofessional - Master

BH Dual/Multi-Licensure Marker Specialties

Primary purpose of noting these marker specialties here is for the managed care plans to understand them for payment purposes.

- **Will not be available on the MITS portal.**
- **Added manually by ODM.**
- **No action is required by CBHCs.**

Specialty Code	Description
37I	Social Worker - Independent
37L	Social Worker – Licensed Dependent
37T	Social Worker – Trainee
37A	Social Worker – Assistant
38R	Nurse – Registered
38L	Nurse – LPN
42L	Psychology – Licensed Independent
42T	Psychology – Trainee
42A	Psychology – Assistant
42I	Psychology – Intern
47I	Clinical Counselor – Independent
47L	Clinical Counselor – Licensed Dependent
47T	Clinical Counselor - Trainee
52I	IMFT – Independent
52L	IMFT – Licensed Dependent
52T	IMFT – Trainee
54I	Chemical Counselor – Independent
5TH	Chemical Counselor – III
5TW	Chemical Counselor – II
54A	Chemical Counselor – Assistant
9QM	Paraprofessional – QMHS
9Q3	Paraprofessional – QMHS+3
9CS	Paraprofessional – Care Management Specialist
9PR	Paraprofessional – PEER Recovery