

Updates on Enrolling and Affiliating Agency Practitioners

BACKGROUND

The Ohio Department of Medicaid (ODM) and the Ohio Department of Mental Health and Addiction Services (OhioMHAS) have continued to work in collaboration with the Behavioral Health Integration Task Force (ITF) over the last several months to help ease the burden on community behavioral health centers (CBHCs). Enrolling and credentialing BH practitioners, licensure/specialty information currently not visible to CBHCs (PT84/PT95) within their secure MITS portal account, and the implementation of a universal roster to update practitioner information are all being addressed through the following tools:

- CBHC Practitioner Enrollment File – an online spreadsheet listing all BH agencies and all affiliated practitioners, including specialties, that cannot be seen in the MITS secure portal.
- CBHC Universal Roster – a single roster submitted by CBHCs when reporting staff changes, additions, and terminations to Medicaid MCPs (intended as interim step).

Both tools are available at <https://bh.medicaid.ohio.gov/training> and <https://bh.medicaid.ohio.gov/manuals> (under Enrolling Practitioners in Medicaid)

CBHC UNIVERSAL ROSTER EXPECTED TURNAROUND TIMES

All CBHC Universal Roster submissions should be sent to the MCP-specific email boxes found within the online template. MCPs are expected to communicate the receipt and processing of CBHC Universal Rosters to CBHCs. MCPs must process these CBHC Universal Rosters (including system updates) within 10 business days when the CBHC Universal Roster is completed correctly and only includes updates. **Full rosters cannot be processed within 10 business days.** Please limit your CBHC Universal Roster submissions to no more than one per day. Submitting multiple rosters in a short time frame may cause version control issues that make updating systems more difficult.

If a CBHC is not receiving confirmation from the MCP(s), it is in the CBHC's best interest to first reach out directly to that MCP. If the MCP is unresponsive, it is recommended the CBHC uses the provider complaint form, located [HERE](#).

PROGRESS UPDATE

The two tools referenced above were created as an interim process giving CBHCs time to make necessary updates in the MITS portal. Preliminarily, a review of MITS information and a selection of submitted CBHC Universal Rosters show progress. Additional analysis must be conducted to ensure MITS is completely accurate with provider information.

Given this apparent progress, ODM and OhioMHAS would like to move toward using one system – MITS – for CBHCs to make changes to practitioner enrollment and affiliation and eliminate use of the CBHC Universal Roster. ODM and OhioMHAS will communicate the precise date for the elimination of the CBHC Universal Roster at a future time. MCPs will continue to reprocess and pay claims appropriately based on practitioner enrollment updates submitted by

the CBHC to the MCPs via the CBHC Universal Roster and MITS. Once the CBHC Universal Roster is eliminated, CBHCs will only be required to submit rosters to MCPs at the time of initial contracting, contingent upon CBHCs ensuring MITS is updated and accurate.

MITS will soon be the primary source of provider enrollment and affiliation information. It is imperative that CBHCs update MITS with accurate information so that it is shared with all MCPs and reduces the possibility of denied claims (Note: updating the CBHC Universal Roster and sending it to the MCPs does not mean MITS gets automatically updated).

RESOURCES FOR ENROLLING AND AFFILIATING IN MITS

Through interacting with the BH ITF and other providers, ODM and OhioMHAS want to ensure that CBHC practitioners have the resources they need to enroll and affiliate in MITS. With this goal in mind, below are details on an upcoming webinar and resource documents.

Webinar

ODM has developed step-by-step instructions for how rendering practitioners can enroll in MITS, become affiliated with their employing agency, and make changes to licenses, provider specialties, and names. These slides are currently available on the BH website at <https://bh.medicaid.ohio.gov/manuals> and <https://bh.medicaid.ohio.gov/training>. In addition, ODM will be sponsoring a webinar to review these slides on Wednesday, July 17th, from 1:00 – 2:30 p.m.

Click [HERE](#) to register.

The webinar will be recorded and the recording will also be posted to <https://bh.medicaid.ohio.gov/manuals> and <https://bh.medicaid.ohio.gov/training> upon its completion.

Resource Documents

Here are some additional related resources that are currently available on the BH website for CBHCs:

| Topic | Resource |
|--|---|
| Previous webinar recordings, slide decks, and Q&A documents on CBHC Universal Roster and CBHC Practitioner Enrollment File | <ul style="list-style-type: none"> • https://bh.medicaid.ohio.gov/training and https://bh.medicaid.ohio.gov/manuals (under Enrolling Practitioners in Medicaid) |
| Additional CBHC Universal Roster information | <ul style="list-style-type: none"> • May 6th MITS Bits • April 19th MITS Bits • Q&A document |
| Additional CBHC Practitioner Enrollment File information | <ul style="list-style-type: none"> • March 29th MITS Bits • Q&A document |
| Background on overall process to improve BH provider enrollment and credentialing | <ul style="list-style-type: none"> • March 1st MITS Bits • Frequently Asked Questions (FAQs) document |