

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Department of Health Care Finance



Office of the Senior Deputy Director/Medicaid Director

Transmittal # 19-25

**TO:** District of Columbia Providers

**FROM:** Melisa Byrd *MB*  
Senior Deputy Director/Medicaid Director

**DATE:** December 17, 2019

**SUBJECT: Enrollment of New Behavioral Health Provider Types**

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The purpose of this transmittal is to outline how newly eligible provider types can enroll as a provider with the District of Columbia (DC) Medicaid program and bill for newly billable services under the District's Section 1115 Medicaid Behavioral Health Transformation Demonstration (Demonstration) starting January 1, 2020.

The Medicaid provider enrollment system will be able to accept new provider type applications beginning **December 21, 2019**. The Department of Health Care Finance (DHCF) will prioritize newly eligible provider type applications in the upcoming month. Providers may begin billing DC Medicaid for reimbursement only once they receive an approved DC Medicaid provider number. Details regarding the information needed to complete the Medicaid provider enrollment is provided below.

**Newly Eligible Provider Types**

*Group 1*

- Psychologists
- Licensed Independent Social Workers
- Licensed Professional Counselors
- Licensed Marriage and Family Therapists

*Group 2*

- Psychosocial Rehabilitation Service Providers (Clubhouse)

*Group 3*

- Recovery Support Services Providers

**Provider Enrollment Requirements and Process – Group 1 Providers**

In order to provide new behavioral health Demonstration services, providers are required to enroll in the DC Medicaid program. Providers must create an account at [www.dcpdms.com](http://www.dcpdms.com) and submit an online enrollment application. When creating an account, providers should select the **Standard Application** and then select the appropriate provider type. Providers have the option to enroll as an “individual/solo” or “group”. All providers must provide a National Provider Identifier (NPI) number and taxonomy code, proof of liability insurance of at least \$1 million

each/\$3million annual, and a W-9 and electronically sign the provider agreement. Individual/solo providers must provide their professional license, and group providers must provide disclosure of ownership. The table below identifies required documentation by provider type.

	Service Agreement	NPI# and Taxonomy	Liability Insurance at least\$1 million each/ \$3 million annual	W-9	Professional License	Disclosure of Ownership
Psychologist	✓	✓	✓	✓	✓	
Psychologist Groups	✓	✓	✓	✓		✓
Licensed Independent Social Workers	✓	✓	✓	✓	✓	
Licensed Independent Social Worker Groups	✓	✓	✓	✓		✓
Licensed Professional Counselors	✓	✓	✓	✓	✓	
Licensed Professional Counselor Groups	✓	✓	✓	✓		✓
Licensed Marriage and Family Therapists	✓	✓	✓	✓	✓	
Licensed Marriage and Family Therapist Groups	✓	✓	✓	✓		✓

**Provider Enrollment Requirements and Process – Group 2 Providers**

In order to provide the new Psychosocial Rehabilitation Service (Clubhouse), providers are required to enroll in the DC Medicaid program. Providers must create an account at [www.dcpdms.com](http://www.dcpdms.com) and submit an online enrollment application. When creating an account, providers should select the **Standard Application** and then select the “**Mental Health Rehabilitation Services**” provider type. All providers must provide a National Provider Identifier (NPI) number and taxonomy code, proof of liability insurance of at least \$1 million

each/\$3 million annual, disclosure of ownership, business or professional license, a W-9 and electronically sign the provider agreement. Existing MHRs providers who are certified to provide Clubhouse services will add Clubhouse as a specialty and upload their Clubhouse certification under additional documents.

### **Provider Enrollment Requirements and Process – Group 3 Providers**

Entities who intend to provide Recovery Supports Services are required to enroll in the DC Medicaid program. Providers must create an account at [www.dcpdms.com](http://www.dcpdms.com) and submit an online enrollment application. When creating an account, providers should select the **Standard Application** and then select the “**Access to Recovery Program**” provider type. Providers must provide the following documentation:

- National Provider Identifier (NPI) number and taxonomy code
- Proof of liability insurance of at least \$1 million each/\$3 million annual
- Disclosure of ownership
- Department of Behavioral Health (DBH) certification
- W-9
- Basic Organizational Chart
- Certificate of Occupancy or (Lease)
- List of Board Members - (For facilities and corporations)
- List of Key Personnel (Staff and Job Titles)
- Organizational Documents
- Program Policies/ Procedures
- Staff - Criminal Background checks
  - For unlicensed staff providing direct services to Medicaid recipients
  - Any staff making home deliveries
- Certification of personnel and program
- Organization chart – detailed
- Electronically signed provider agreement

### **Contact DHCF**

If you have questions regarding this transmittal, please contact Natasha Lewis, Manager of the Division of Public and Private Provider Services (DPPPS), DHCF, at [Natasha.lewis@dc.gov](mailto:Natasha.lewis@dc.gov) or via telephone at (202) 698-2006.

cc: Medical Society of the District of Columbia  
DC Hospital Association  
DC Primary Care Association  
DC Health Care Association  
DC Home Care Association  
DC Behavioral Health Association  
DC Coalition of Disability Service Providers