

Enrolling ABA Service Providers

Thank you for your interest in becoming a Medicaid Provider. The Health Care Authority can only reimburse agencies that are licensed and certified to provide Applied Behavioral Analysis (ABA) services through the Department of Social and Health Services' Division of Behavioral Health and Recovery (DSHS/DBHR) or the Department of Health (DOH). All individuals, whether practicing independently or working for or contracted with an agency, and rendering ABA-related services must be licensed or certified as a health care professional under the Department of Health.

There are two models for enrolling to provide ABA Therapy services for Medicaid eligible children.

1. **Independent Practitioners:** Independent practitioners are physicians, psychologists, or mental health professionals who are practitioners licensed or certified through the DOH and practicing according to their scope of practice as defined by DOH. Independent practitioners can bill Medicaid for their professional services as individual providers. Independent practitioners can also form groups and deliver ABA services as long as the members of the group are licensed or certified by the Department of Health. When enrolled under this model the lead behavior analysis therapist is providing all of the ABA services, or has a supervisory relationship with a therapy assistant(s), who is also an independent practitioner(s) and provides only the direct care services. Therapy assistants are usually a Licensed Mental Health Counselor (LMHC), Certified Counselors, or Credentialed Counselor Advisors under DOH.
2. **Agency:** ABA service providers who don't meet the requirements above can be licensed as an agency. An agency can be licensed by DSHS/DBHR or by DOH.

An agency can be licensed by DSHS/DBHR as a Community Mental Health Agency and certified to deliver ABA services under WAC 388-865-0469. Staff rendering services must meet the requirements in WAC 388-865-0469(5).

Other provider types (e.g. home health care agencies or home care agencies) must be licensed and certified by DOH to deliver ABA services. Staff rendering services must be licensed or certified by DOH and work within their scope of practice, including supervision requirements.

In order to be deemed an "agency" for purposes of employing agency affiliated counselors under the Health Care Authority (HCA) benefit structure, your organization must be operated, licensed, or certified to provide counseling services by the state of Washington, a Washington county, or a federally recognized Indian tribe within Washington. More information can be found in rule at: <http://apps.leg.wa.gov/WAC/default.aspx?cite=246-810>, or under RCW chapters 71.05 or 71.24.

The following can assist you in preparing your packet for Medicaid enrollment under one of the models above.

Independent Practitioners Enrollment (Model 1)

To enroll as an a Behavioral Analysis Therapist (L-BAT)

- Licensed Physician, Psychologist, Counselor, or Mental Health Professional under Title 18 of the Revised Code of Washington who can practice independently and supervise other providers;
- A copy of National Board Certified Behavior Analyst (BCBA) certification, or
 - Letter of Attestation stating the following requirements are met:
 - 240 hours of coursework learning best practices in Applied Behavior Analysis, and
 - 750 hours of supervised experience, or
 - 2 years of practical experience in designing and implementing comprehensive behavioral analytic therapies for children with autism
- Complete requirements below for Performing Provider Information

To enroll as a Therapy Assistant(s)

- Licensed Mental Health Counselor, Certified Counselor, Certified Counsel, or Advisor under Title 18 of the Revised Code of Washington
- Letter of attestation from the BCBA supervisor affirming the assistant has met the following requirements:
 - Completed 60 hours of training in best practices in Applied Behavior Analysis
 - Demonstrated competence in providing services with direct supervision- required before independently providing services for a Medicaid client
- Name, address, and telephone number of BCBA Supervisor, and a copy of Department of Health License or Certification
- Complete requirements below for Performing Provider Information

Agency Enrollment (Model 2)

- Copy of agency license from DSHS/DBHR or DOH
- Copy of certification to provide ABA services from licensing agency (DSHS/DBHR or DOH)
- For agencies licensed by DOH, proof that the agency employs or contracts with a licensed physician, psychologist, or Licensed Mental Health professional under Title 18 of the Revised Code of Washington, who can:
 - Supervise ancillary provider(s) with the scope of his/her license
 - Supervisor the delivery of ABA services under the agency's license
- Copy of organizational chart reflecting reporting and/or supervision structure and roles (indicate BCBA's and therapy assistants)
- Letter of Attestation signed by the CEO or equivalent verifying qualification of staff licensing and reporting structure

Agencies need to enroll all their performing providers (also called servicing providers) in ProviderOne. See "Performing Provider Enrollment" below.

To enroll as an a Designated Lead Behavioral Analysis Therapist (L-BAT)

- Copy of professional DOH licensure or certification.
- Copy of National Board Certified Behavior Analyst certificate (BCBA), or
 - Letter of Attestation stating the following requirements are met:

Agency Enrollment (Model 2)

- 240 of coursework related to behavior analyst, and
 - 750 hours of supervised experience or
 - 2 years of practical experience in designing and implementing comprehensive behavioral analytic therapies for children with autism
- Complete requirements below for Performing Provider Information

To enroll as a Therapy Assistant(s)

- Copy of professional DOH licensure or certification
- Letter of attestation from the BCBA supervisor affirming the assistant has met the following requirements:
 - Completed 60 hours of training in best practices in Applied Behavior Analysis
 - Demonstrated competence in providing services with direct supervision- required before independently providing services for a Medicaid client
- Complete requirements below for Performing Provider Information

NOTE: *Existing Home Health Agencies and Neurodevelopmental Centers who are eligible to provide ABA therapy will encounter billing issues if Home Health and ABA services are billed with the same billing NPI. Therefore, the Health Care Authority strongly recommends Home Health Agencies apply for another NPI and enroll.*

<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

The following is a list of items that must be submitted in your Medicaid enrollment packet.

Health Care Authority / Provider Enrollment

Attn: Jennie Huynh

PO Box 45562

Olympia, WA 98504-5562

Checklist:

Document requirements for all Independent Practitioners and Agencies:

For additional support enrolling as a Medicaid Provider visit <http://hrsa.dshs.wa.gov/providerenroll/enroll.shtml> for available directions and training to assist in the enrollment process.

Original (require original signatures)

- Completed Core Provider Agreement with original signatures
- Ownership Disclosure Form
- Debarment Form

Copies of the following documents

- W-9
- Washington Master Business License
- Liability Insurance
- Professional Licensure for staff as applicable from Department of Health
- Organizational Chart demonstrating the operational structure and all of the following:
- Letter of Attestation as required
- Agencies Only:** Licensure or approval letter from the Department of Health or Department of Social and Health Services/Division of Behavioral Health and Resources
- Agencies Only:** If the Agency has a Board of Directors HCA will need the following information:
 - Social Security Numbers
 - Gender
 - Date of Birth
 - Address

Performing Provider Enrollment

Agencies and Group Providers must add individuals who work for them as a “performing provider” for the person responsible for any direct delivery of service to the client.

Individual Performing Provider Enrollment (enroll via online self-enrollment):

<https://www.waproviderone.org/ecams/jsp/common/pgNewPrvdrEnrollment.jsp>

Checklist:

E-learning for enrolling an Individual Servicing (Performing) Provider:

<http://hrsa.dshs.wa.gov/providerone/EnrollinganIndividualServicingProviderELearning.htm>

- Name: First, Middle, and Last
- Social Security Number
- Gender
- Date of birth
- NPI
- Department of Health professional license
- Signed Letter of Attestation