The New Jersey Department of Human Services
Division of Developmental Disabilities

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BECOMING AN APPROVED PROVIDER: COMPLETING THE COMBINED APPLICATION

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Getting Started

- Apply for a Medicaid National Provider Identifier (NPI) https://nppes.cms.hhs.gov/NPPES/Welcome.do

- Review Service Definitions & Qualifications – Determine Services to Provide

  - Support Coordination – Conflict Free Policy

  - Day Habilitation – Certification

- Complete Combined Application

Accessing Combined Application

- Fee-for-Service Provider Portal
  http://www.nj.gov/humanservices/ddd/programs/ffs_provider_portal.html

- Can also access on the Fee-for-Service Implementation page by clicking on "Fee-for-Service Provider Portal" under "How Do I Become a Medicaid/DDD Approved Provider?"

- Click on "Combined Application" box

How Do I Become a Medicaid/DDD Approved Service Provider?

To become a Medicaid/DDD approved provider of Division-funded services, please follow the steps below.

Step 1: Apply for an NPI for Every Service Location
Go to the National Plan and Provider Enumeration System website and apply for an NPI for each location from which you plan to provide services. If the services you are providing are community based and not provided through a specific location (Community Based Supports or Supported Employment, for example), apply for an NPI for the main location (administrative office).

Step 2: Complete the Combined Application
Once all of the NPIs have been obtained, complete the Combined Application to Become a Medicaid/DDD Approved Provider. (For additionl information about completing the Combined Application, please view the Division's webinar, Becoming an Approved Provider: Completing the Combined Application.)

Combined Application

Step 3: Submit the Combined Application By Mail*
Submit the completed application along with any required documents associated with the services you are applying to provide (such as the Day Habilitation Certification necessary for Day Habilitation Services) via mail to:

Molina Medicaid Solutions
Provider Enrollment Unit
PO Box 4804
Trenton, NJ 08650-4804

Questions? Contact the Division's **Provider Enrollment Help Desk** at:
DDD.ProviderEnrollment@dhs.state.nj.us

*Agencies are strongly advised to **retain a copy** of their original Combined Application. If a provider agency wishes to add services at a later date, the Combined Application must be submitted again for the new services.*

Review

- Supports Program Policy and Procedures Manual
- Service Definitions and Qualifications
- Other Useful Documents

Application Method

- Medicaid Provider
  - Combined application submitted to Molina
  - Click on "Apply Through Medicaid" box
- Business Entity/Individual Practitioner
  - Applies through the Fiscal Intermediary
  - Click on "Apply Through FI" box - *forthcoming*

The method by which you will apply to become an approved provider depends on the type of provider/business you are and the services you are seeking to provide.

Medicaid Provider (applies and claims through Molina)

If you are an organization/agency/provider that is primarily in business to provide social/human services and supports to a segment of the population, you will apply through Medicaid. Most agency-based providers will become Medicaid approved providers and claim directly through Medicaid.

Apply Through Medicaid

All Supports Program services, with the exception of Goods and Services, can be provided by Medicaid Approved Providers.

Business Entity/Individual Practitioner (applies and claims through FI)

If you are an organization or enterprising entity engaged in commercial, industrial, or professional activities that are offered to the general public or an individual who offers a skilled service for which he/she has received education and/or licensing, as appropriate, you will apply through the FI.

Apply Through FI

FI Approved Providers cannot provide the following services under the Supports Program: Support Coordination, Behavior Management, Cognitive Rehabilitation, Day Habilitation, Occupational Therapy, Physical Therapy; Speech, Language and Hearing Therapy; or PERS.
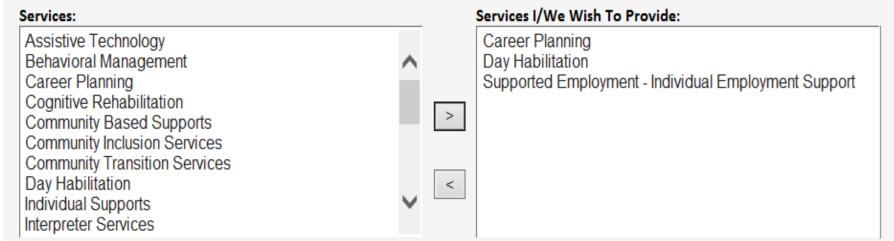
Select Services

- You can choose multiple services

- Services can be added at a later time

- Creates the "required documents" list – must be saved or printed

- Provides a verification code

DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

Please select the services you wish to become approved to provide. If the service you wish to provide is not listed, it may not be deliverable as this type of provider (Medicaid/FI).

Services:

Assistive Technology
Behavioral Management
Career Planning
Cognitive Rehabilitation
Community Based Supports
Community Inclusion Services
Community Transition Services
Day Habilitation
Individual Supports
Interpreter Services

Services I/We Wish To Provide:

Career Planning
Day Habilitation
Supported Employment - Individual Employment Support

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Please Note: Use Ctrl Key to Select Multiple Services

Note: In order to proceed to the next step, you must print or save a checklist of required documents for the services you wish to provide. This checklist will include the Validation Code that is required on the DDD Statement of intent form later in this application.

[Back] [Next] [Print/Save]

Required Document Checklist

This is a list of certification, licensure, or additional documents required at the time of application in order to process the application for each of the services you have selected. These requirements are specific to the type of provider. If you or your agency is not one of the types of providers listed under the service you have selected, you will not be required to provide those documents unless they are required of you by State or federal law in order to deliver the service.

Day Habilitation

Agency

Community Based Organization/Provider primarily in business to serve people with ID/DD.

☐ Day Habilitation Certification (Obtained through the successful development/submission/DDD approval of Day Habilitation Policy and Procedure Manual.)

Community Based Supports

Agency

Accredited, Registered Homemaker Agency

☐ Accredited by one of the following: New Jersey Commission on Accreditation for Home Care Inc. (CAHC), Community Health Accreditation Program (CHAP), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), National Association for Home Care and Hospice (NAHC)

☐ This line item service requires no further supporting documentation. Agency staff must meet all credentialing / qualification requirements as outlined in the Policy Manual.

Community Based Organization/Provider primarily in business to serve people with ID/DD.

☐ This line item service requires no further supporting documentation. Agency staff must meet all credentialing / qualification requirements as outlined in the Policy Manual.

Licensed, Certified Home Health Agency

☐ Licensed per N.J.A.C. 8:42

☐ This line item service requires no further supporting documentation. Agency staff must meet all credentialing / qualification requirements as outlined in the Policy Manual.

Application Packet

- Download application packet
- Complete application
- Submit by **MAIL** to:

Molina Medicaid Solutions Provider Enrollment Unit

P.O. Box 4804

Trenton NJ 08650-4804

The final step in this process is to download the application packet from Medicaid, then complete and submit the application according to the directions. The application can be downloaded here

Questions regarding the completion of the Medicaid application packet can be directed to the provider enrollment group at Molina (Medicaid's fiscal intermediary). Contact information for Molina and DDD can be found on the Supports Program Provider Portal. Once your application has been received and reviewed by the provider enrollment group, it will be reviewed by staff at DDD. When you have become pre-approved to deliver services, you will be contacted by DDD to complete the fingerprinting and background check requirements.

Applications are typically processed within two weeks of receipt.

We look forward to partnering with you to provide excellent supports and services to the participants within the Supports Program!

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Some Key Application Information

- NPI

- Provider Application

- Provider Agreements
  - Medicaid
  - DDD

- Statement of Intent
  - Services
  - Counties

Resources & Information

- Division Announcements

  www.nj.gov/humanservices/ddd/news/news/index.html

- Subscribe to Division Update

  DDD.Communications@dhs.state.nj.us

- FFS Implementation

  www.nj.gov/humanservices/ddd/programs/ffs_implementation.html