



## Connecticut Medical Assistance Program Workshops

### For Autism Waiver Service Providers

#### Presented by the Department of Social Services (DSS) and DXC Technology

The following Internet Virtual Classroom Workshops are being offered to assist providers of “**Autism Waiver Program**” services, with the upcoming “**Autism Waiver Program**” changes. These program changes will require organizations and individual practitioners to complete an online enrollment application to become an enrolled “**Autism Waiver Service**” billing provider of “Autism Waiver Program” services rendered to Connecticut Medical Assistance Program clients, **effective for dates of service January 1, 2018 and forward**.

The Autism Waiver Service Provider Enrollment Workshop will review the online application process for enrolling as an “**Autism Waiver Service**” billing provider, including set-up of their “Secure Web” account and available resources. Providers who are unfamiliar with the [www.ctdssmap.com](http://www.ctdssmap.com) Web site, or have other questions concerning provider enrollment, should attend this workshop. Please follow the registration instructions below to register for the workshop of your choice. If you have any questions concerning this information, please contact the Provider Assistance Center at 1-800-842-8440. You are strongly encouraged to attend. **You will not be able to bill or receive payment unless you are a successfully enrolled provider.** To better accommodate the needs of our providers, we are offering two sessions of the workshop to ensure all can attend. We look forward to your attendance at one of the workshops offered to ensure your success in enrolling as an “**Autism Waiver Service**” billing provider.

### WORKSHOP LOCATIONS, DATES, AND TIMES

Workshop locations, dates, and times for providers of “Autism Waiver Program” services are listed below. The registration links are listed beneath the date of the workshop. To register for a workshop, select the appropriate link and register on-line. Please refer to the “How to Register for a Workshop” instructions below if you require further assistance with the registration process.

#### AUTISM WAIVER SERVICE PROVIDER ENROLLMENT WORKSHOPS

**Workshop Location, Date and Time:**

**Registration Due Date:**

HPE MyRoom Virtual Classroom Training  
Thursday, October 19, 2017 1:30 pm – 3:30 pm

Monday, October 16, 2017

<https://www.surveymonkey.com/r/AutismWaiverSrvProviderWkshop10192017>

HPE MyRoom Virtual Classroom Training  
Wednesday, October 25, 2017 9:30 am – 11:30 am

Friday, October 20, 2017

<https://www.surveymonkey.com/r/AutismWaiverSRVProviderWkshp10252017>

# HOW TO REGISTER FOR A WORKSHOP

To register for these workshops, visit the [www.ctdssmap.com](http://www.ctdssmap.com) Web site and go to Information, then Publications and scroll down to Provider Workshop Invitation Forms. Select the **Autism Waiver Service Provider Enrollment Workshop** you wish to attend and click on the Registration Link.

Once you click “Register Now” at the bottom of your registration page, you will be provided a workshop confirmation number. Please retain this number for your records should you need to discuss your registration with DXC Technology. If you do not receive a confirmation number, you have not successfully registered for this workshop.

Please be sure to include all of the registration information indicated below to ensure timely and accurate attendance registration.

**HPE MyRoom Virtual Classroom Training** DXC Technology utilizes internet virtual classrooms that allow class participants to attend a workshop without leaving their office. Participants will be provided a key to an internet classroom to attend the **Autism Waiver Service Provider Enrollment Workshop**. We have replaced HPE Virtual Room with HPE MyRoom. As a result, providers will need to download HPE MyRoom and set up an account in order to attend the virtual classroom training. In addition, participants will also dial into a conference call and have an opportunity to ask questions. Providers who register for this training will receive an email with directions on how to attend this training. **For this reason, it is critical that providers enter a valid email address at the time of registration.** If this email is not received 3 days prior to the training, please contact the Provider Assistance Center toll free at 1-800-842-8440.

**Please supply the following information when registering for a workshop:**

- Provider Name
- NPI Number, AVRS ID or N/A if not applicable
- Contact Name
- Telephone Number (including Area Code)
- Email Address
- Name of Attendee

**Providers will only receive notification in the event that workshop participation exceeds capacity.**

## **IMPORTANT NOTICES:**

### **Copy of Workshop Presentation**

The workshop presentation will be available prior to the workshop date on the [www.ctdssmap.com](http://www.ctdssmap.com) Web site. To access a presentation, from the [www.ctdssmap.com](http://www.ctdssmap.com) Web site Home page, select Provider Services. Under Provider Training, click the “here” link. Under “Materials”, click the “Autism Waiver Service Provider Enrollment Workshops” link to select the workshop(s) you wish to view and/or download.

### **Inclement Weather**

Should inclement weather occur on the date of a workshop, resulting in a late opening or closure, Hewlett Packard Enterprise will post a notice of workshop delay or cancellation at **1-844-225-1164, extension 2154000.**