



**Connecticut Medical Assistance Program**  
Policy Transmittal 2017-08

Provider Bulletin 2017-11  
March 2017

Roderick L. Bremby, Commissioner

Effective: April 2017

**TO: Birth to Three Providers**

**RE: Important Birth to Three Provider Enrollment and Claim Submission Changes for Providers of Birth to Three Services under the Connecticut Medical Assistance Program**

As previously discussed with providers, the Department of Social Services (DSS) and the Office of Early Childhood (OEC) will be making changes to the administration of the Birth to Three program. **These changes will affect claims with dates of service on or after July 1, 2017.** Current Medicaid billing practices will remain in effect for claims with dates of service prior to that date.

**Effective for dates of service July 1, 2017 forward,** providers of “Birth to Three” services will no longer submit their claims through the Office of Early Childhood (OEC). Additional instructions around the billing process will be communicated at a later date.

**PLEASE NOTE:** The OEC is contracting with a vendor to assist in the billing process. This vendor will contact all Birth to Three providers in order to support training on the enrollment and billing process.

To facilitate this change, all **Birth to Three providers must enroll in the Connecticut Medical Assistance Program (CMAP) with a provider type of 12, “Special Services” and specialty of 583, “Birth to Three Billing Provider” in order to receive reimbursement for services rendered on or after July 1, 2017.**

### **Provider Enrollment**

**Providers of “Birth to Three” services currently contracted with the OEC as the lead agency may begin enrolling as “Special Services - Birth to Three Billing” providers effective April 1, 2017.** To enroll, providers must go to the [www.ctdssmap.com](http://www.ctdssmap.com) Web site and select “Provider Enrollment” from the Home page to access the enrollment wizard.

**PLEASE NOTE:** Providers should read all instructions prior to proceeding with the online enrollment process. **Paper applications will not be accepted.**

Once the online application is submitted, providers currently contracted with the OEC will not need to submit any additional documentation, as the OEC will provide DSS with a list of currently contracted providers of “Birth to Three” services, which will also serve as confirmation of the provider’s compliance with applicable qualifications.

Once the online application is submitted, providers should take note of the Application Tracking Number (ATN). The ATN will allow providers to track the status of their enrollment application, by selecting “Provider Enrollment Tracking” from the provider main menu on the [www.ctdssmap.com](http://www.ctdssmap.com) Web site Home page.

**Providers are encouraged to begin enrolling on April 1, 2017 or as soon as possible thereafter, as the enrollment process may take up to four (4) weeks or more to finalize.**

**Note: Providers will be unable to bill or be paid for claims with dates of service July 1, 2017 and forward until their enrollment is finalized by DSS.**

Successfully enrolled providers will receive a Provider Enrollment Approval Notice, Automated Voice Response System (AVRS) ID, and initial password under separate cover in order to setup a secure provider Web account. Setup of a secure Web account is necessary to access a number of Web based tools such as client eligibility verification, claim inquiry, and access to the Remittance Advice.

### **Provider Re-enrollment**

At this time, all Birth to Three providers will be required to initially enroll, as described above. After initial enrollment, re-enrollment for ***Birth to Three Billing*** providers will occur every five (5) years. Six months prior to your re-enrollment due date, providers will receive notification from DSS or its agent, that it is time to re-enroll along with an ATN and specific instructions on the re-enrollment process.

### **Provider Training**

Hewlett Packard Enterprise (HPE) will offer online enrollment and secure Web account training in April 2017 to organizations providing Birth to Three services who will be enrolling as "***Birth to Three Billing***" providers.

Providers should look for invitations regarding enrollment training **beginning in early April 2017**. Workshop invitations may be obtained via electronic messaging. Providers of Birth to Three services interested in obtaining these workshop invitations via electronic messaging should perform the following steps to subscribe:

1. Access the [www.ctdssmap.com](http://www.ctdssmap.com) Web site.
2. Select Provider, E-mail Subscription from the drop-down menu.
3. Once on the E-mail Subscription page, enter the e-mail address you wish to subscribe.
4. Re-enter the e-mail address for verification.
5. From the right hand side of the page, use the checkboxes to select "Birth to Three" and any other available subscriptions you would like to receive.
6. Once complete, select Save.

**PLEASE NOTE:** If you are already subscribed, you will receive a message that states "The e-mail address already exists". If you receive this message, you may proceed to modify your existing subscription to include "Birth to Three", if not already selected.

A detailed user guide is available on the E-mail Subscription panel by selecting the link that states "Click here". Once you have successfully subscribed or modified your existing subscription, you will receive a confirmation email that includes the provider type(s) and/or topic(s) you selected from the checkboxes.

**Workshop invitations will also be posted on the [www.ctdssmap.com](http://www.ctdssmap.com) Web site.** From the Home page, select Provider Services then scroll down to Provider Training and click "here". Scroll to the workshop schedule where providers can register online and get directions to workshop locations, when available.

**Posting Instructions:** Policy transmittals can be downloaded from the Connecticut Medical Assistance Program Web site at [www.ctdssmap.com](http://www.ctdssmap.com).

**Distribution:** This policy transmittal is being distributed to providers of the Connecticut Medical Assistance Program by Hewlett Packard Enterprise.

For any questions regarding this bulletin, please contact the Provider Assistance Center at 1-800-842-8440.

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