



TO: Autism Waiver Service Providers and Autism Fiscal Intermediary

RE: Important Autism Waiver Provider Enrollment and Claim Submission Changes for Providers of Autism Waiver Services under the Autism Waiver Program

The Department of Social Services (DSS) will be making changes to the administration of the Autism Waiver program. **These changes are targeted for claims with dates of service January 1, 2018 and forward.** Current billing practices will remain in effect until that time.

Effective for dates of service January 1, 2018 forward, *Autism Waiver providers* will submit claims for *Autism Waiver services* directly to DXC Technology, who will make payment directly to the service provider.

Allied Community Resources, the DSS Autism Fiscal Intermediary, will submit claims for Autism Waiver services, under the self-directed component of the program, directly to DXC Technology for payment.

To facilitate the above claim submission changes, all providers of *Autism Waiver services* **must enroll in the Connecticut Medical Assistance Program (CMAP) with a provider type of “Autism Waiver” and specialty of “Autism Service Provider” in order to receive reimbursement for services rendered on or after January 1, 2018.**

Allied Community Resources must enroll in the CMAP with a provider type of “Autism Waiver” and a specialty of “Autism Fiscal Intermediary” for dates of service on or after January 1, 2018, billed under the self - directed component of the waiver.

Provider Enrollment

Autism Waiver providers who have been credentialed by the Department of Developmental Services (DDS), Beacon Health Options, or the Department of Social Services (DSS) to provide *Autism Waiver services* may begin enrolling as “Autism Service Providers”, effective **October 11, 2017.** To enroll, providers must go to the 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. **Autism Service Providers** are not required to enroll with an NPI and taxonomy. For initial enrollment, credentialed providers will not need to submit their credentialing letter. **Paper applications will not be accepted.**

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 Web site Home page.

Providers are encouraged to begin enrolling on October 11, 2017 or as soon as possible thereafter, as the enrollment process may take up to four (4) weeks or more to finalize.

Providers who enroll within a six month period after January 1, 2018, however, will still be able to backdate the effective date of their

application to January 1, 2018, if applicable to the services provided to an Autism Waiver client.

Successfully enrolled providers will receive a Provider Enrollment Approval Notice, AVRS ID, and initial password under separate cover in order to set up a secure provider Web account. The set-up of a secure Web account is necessary to access a number of Web based tools such as client eligibility verification, claim submission, claim inquiry, and access to the Remittance Advice. Providers will also have access to care plans for the approved services they provide to Autism Waiver clients. This will allow providers to monitor the number and frequency of services approved and care plan changes against units of service performed, to avoid over service and claim denials.

Provider Re-enrollment

Re-enrollment for “Autism Waiver Service Providers” will occur every two (2) years. Six months prior to their re-enrollment due date, providers will receive notification from DXC Technology that it is time to re-enroll along with an Application Tracking Number (ATN).

Prior to re-enrolling, “Autism Waiver Service” providers must successfully re-credential with DSS, DDS or the CT BHP Administrative Services Organization (CT BHP ASO), Beacon Health Options, for the services they are providing to Autism Waiver clients. Providers should re-enroll as soon as possible after successfully re-credentialing. Provider re-enrollment applications must be in a finalized status on their re-enrollment due date to prevent being dis-enrolled from the program.

To re-enroll, providers will go to the www.ctdssmap.com Web site and select “Provider Re-enrollment” from the drop down “Provider” menu. Providers will enter the ATN

provided and their AVRS ID. The ATN expedites the re-enrollment process by allowing the provider access to prior enrollment data. Providers should carefully review the data for accuracy, making changes as applicable before submitting their re-enrollment application. **PLEASE NOTE:** Changes cannot be made via the Web portal once the application is submitted. Additional changes must be submitted on paper to the DXC Technology Provider Enrollment Unit. The ATN of the online application should be indicated on all additional documentation submitted to expedite the enrollment process.

Once the online re-enrollment application has been submitted, the re-credentialing approval letter from DSS, DDS or the CT BHP ASO, Beacon Health Options, must be sent to the DXC Technology Provider Enrollment Unit before the provider’s re-enrollment application can be sent to DSS for review and continue through the re-enrollment process. Providers should indicate the ATN on the re-credentialing letter to expedite the re-enrollment process.

Provider Training

DXC Technology will offer online enrollment and secure Web account training in October 2017 to those providing Autism Waiver services who will be enrolling as an “Autism Waiver Service Provider”. **Providers should look for an invitation to this training by the end of September 2017.**

Additional training for claim submission requirements will be provided prior to the claim submission effective date of January 1, 2018. **Providers should look for an invitation to training on such topics as Care Plan Access (Prior Authorization (PA) inquiry) and claim submission via your secure Web account, in addition to available resources, by mid to late October 2017.**

PLEASE NOTE: Written program communications such as Workshop Invitations, Program Bulletins and Important Messages are communicated to providers via electronic messaging. Providers of Autism Waiver services interested in obtaining these workshop invitations via electronic messaging should perform the following steps as soon as possible to subscribe:

1. Access the 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 “**Autism Waiver**” and any other available subscriptions you would like to receive.
6. Once complete, select Save.

PLEASE NOTE: E-mail messaging has been set up systematically for a number of e-mail addresses available for currently credentialed Autism Waiver providers. 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 Autism Waiver, 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 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.