



TO: Private Non-Medical Institution Performing Providers (PNMI)

RE: Changes to the Re-Enrollment Process for PNMI Performing Providers

The Department of Social Services (DSS), in partnership with the Department of Children and Families (DCF), will be making changes to the enrollment/re-enrollment process for Private Non - Medical Institution (PNMI) Performing Providers within the Connecticut Medical Assistance Program to meet Affordable Care Act (ACA) policy guidelines.

PNMI Performing Providers will be required to re-enroll in the Connecticut Medical Assistance Program using the DSS on-line re-enrollment application tool, the re-enrollment Wizard via the Web portal on the www.ctdssmap.com Web site. As a result, PNMI providers will begin receiving their re-enrollment due notices in October 2019. **PNMI performing providers will be required to re-enroll by April 1, 2020 to avoid being disenrolled.**

Out of state PNMI performing providers will not be allowed to enroll/re-enroll.

To re-enroll, PNMI performing providers must go to the www.ctdssmap.com Web site and select “Provider Re-Enrollment” from the Home page and enter their Application Tracking Number “ATN” found on their re-enrollment notification letter. Providers must also enter their AVRS ID or NPI, if applicable, to access the Re-Enrollment Wizard. Providers are encouraged to read all instructions prior to proceeding with the online process.

Providers enrolling or re-enrolling as PNMI performing providers are regarded as atypical,

as they provide non-medical services, and do not require an NPI and taxonomy. PNMI performing providers will now be required to re-enroll every five years.

To assist PNMI performing providers with the online re-enrollment process, DXC Technology will be offering online re-enrollment training in late September to early October 2019. Providers should look for an invitation to this training in early September.

Provider Communications

PLEASE NOTE: Written program communications such as Workshop Invitations, Program Bulletins and Important Messages are communicated to providers via electronic messaging. PNMI performing providers 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 “**Private Non-Medical Institution**” and any other available subscriptions you would like to receive.

6. Once complete, select Save.

If you are already subscribed, you will receive a message “The e-mail address already exists”. If you receive this message, you may proceed to modify your existing subscription to include “**Private Non-Medical Institution,**” 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, within the “Provider” box, select the “Provider Training” link. When provider registration for the online re-enrollment PNMI Performing Provider Workshop is available, it will appear under the “Workshop Invitations” heading. Providers should click on the link to register for the PNMI workshop date and time they wish to attend.