TO: School Based Child Health Providers
RE: School Based Child Health Provider Enrollment/Re-Enrollment on the Web

Effective April 1, 2015, the Department of Social Services has implemented an online Web based enrollment and re-enrollment process for School Based Child Health (SBCH) providers. As a result, SBCH providers will no longer download their paper applications from the Medicaid School Based Child Health Web page nor mail their completed paper applications and provider agreements to Hewlett Packard Enterprise.

Web Based Application

SBCH providers enrolling for the first time, or those receiving a notice that they are now due to re-enroll, must do so using the Hewlett Packard Enterprise Provider Enrollment Wizard located on the Connecticut Medical Assistance Program (CMAP) Web site at www.ctdssmap.com. From the Home page, click on "Provider" on the menu bar, then "Provider Enrollment" or "Provider Re-Enrollment". The Enrollment/Re-enrollment Wizard will collect all data necessary from SBCH providers to enroll or re-enroll. The provider agreement, in addition to the SBCH agreement addendum, is included in the on-line application and is signed electronically. There are no additional documents required to complete the application process. At the conclusion of the application process, providers may print a copy of the application for their records. Providers should not send any hard copies of the application submitted via the Web portal to Hewlett Packard Enterprise.

Notification of Re-Enrollment

With most providers scheduled to re-enroll beginning November 2016, currently enrolled SBCH providers will continue to receive notification of re-enrollment six months prior to their re-enrollment due date. It is imperative that providers take action on their re-enrollment notification early to successfully complete the entire process to an enrollment status of "Re-enrollment Completed" before their re-enrollment due date. The notice to re-enroll will contain an Application Tracking Number (ATN) and provider ID. Both the ATN and provider ID will be required to access the re-enrollment application via the Web portal Re-enrollment Wizard.

Please Note: The Web portal presents providers with enrollment information, currently on file, so that most data does not have to be re-keyed but instead may be verified and updated if necessary.

Provider Re-enrollment Period

Once the enrollment / re-enrollment process is completed, SBCH providers will be enrolled for the current three year period. Providers will continue to receive a notification from Hewlett Packard Enterprise when it is time to re-enroll six (6) months in advance of their next re-enrollment due date.

Providers that do not re-enroll in a timely manner will be subject to an additional correspondence reminder. This reminder will be sent **3 months** prior to the re-enrollment due date printed on their re-enrollment notice, in an effort to assist providers with timely re-enrollment. Please note that each application submitted must be processed by Hewlett

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Questions? Need assistance? Call the Provider Assistance Center Mon. – Fri. 8:00 a.m. – 5:00 p.m.
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Program information is available at www.ctdssmap.com

Packard Enterprise and reviewed by the Department of Social Services' (DSS) Quality Assurance Unit. As a result, it is critical that you submit your application as soon as possible when you receive the original letter to allow adequate time for the processing of the application prior to your re-enrollment due date.

Providers that have not successfully re-enrolled before their "re-enrollment due date" will receive a **notice of deactivation** and their provider agreement will be terminated as of their re-enrollment due date.

Complete instructions regarding how to enroll/re-enroll are available on the CMAP Web site at www.ctdssmap.com. Providers may refer to Chapter 10, Section 10.7 of the Provider Manual for step-by-step instructions on CMAP Web portal enrollment/re-enrollment. To access Chapter 10, from the Home page, click on "Publications", then scroll down to Chapter 10, Web Portal/AVRS.

PLEASE NOTE: Provider web enrollment/re-enrollment applications must be completed in their entirety. Electronic applications cannot be saved for later completion, and cannot be modified once submitted. If changes are needed, providers will need to submit paper corrections to the Hewlett Packard Enterprise Provider Enrollment Unit on provider letterhead.

Provider Training

To assist providers in preparing for transitioning to enrolling/re-enrolling on the CMAP Web portal and ensure provider awareness of the new enrollment/re-enrollment process, Hewlett Packard Enterprise will be offering SBCH providers online training on how to enroll/re-enroll on the Web. This training will occur in **late**

September 2016 to coincide with the first group of providers scheduled for re-enrollment in **late November 2016.**

Providers should look for invitations regarding training beginning in **August 2016**. Workshop invitations may be obtained via electronic messaging. Agencies interested in obtaining these workshop invitations via electronic messaging should perform the following steps 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 "School Based Child Health" and any other available subscriptions you would like to receive.
6. Once complete, select Save.

Please note that, 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 School Based Child Health, 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.

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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 applicable.