

## DHS-DMH Provider Enrollment

The provider enrollment process for typical providers in the Illinois Department of Human Services – Division of Mental Health (DHS-DMH) Community Services Program requires:

- Applicants for Rule 132 certification must obtain DHS-DMH Central Office approval, BALC or DCFS Certification and completion of required training and enrollment steps (see Prequalification Requirements - <http://www.dhs.state.il.us/page.aspx?item=66533>)
- Approved providers require DHS-DMH Regional Office approval to enroll or modify service site locations and services
- BALC or DCFS Certification as a Medicaid Mental Health provider with Rule 132 services and service site locations listed on Certificate
- Unique NPI number for each service site location
- HFS Medicaid enrollment as a provider in the HFS IMPACT (Illinois Medicaid Advanced Cloud Technology) Medicaid Management Information System (MMIS) - <http://www.illinois.gov/hfs/impact/Pages/default.aspx>
- Approved providers enroll in DHS-DMH database by submitting the following:
  - Collaborative Form 1 to add your agency to the ProviderConnect database – [http://www.illinoismentalhealthcollaborative.com/provider/forms/Request\\_for\\_Changes\\_Form1\\_Administration.pdf](http://www.illinoismentalhealthcollaborative.com/provider/forms/Request_for_Changes_Form1_Administration.pdf)
  - Collaborative Form 2 to update the ProviderConnect database - [http://www.illinoismentalhealthcollaborative.com/provider/forms/Request\\_for\\_Changes\\_Form2\\_Provider\\_Record.pdf](http://www.illinoismentalhealthcollaborative.com/provider/forms/Request_for_Changes_Form2_Provider_Record.pdf)
  - IRS Request for Taxpayer Identification Number and Certification (W-9) – <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
  - National Provider Identification # (NPI) Approval Letter for each service site location- <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
  - Copy of BALC or DCFS Medicaid Mental Health Certificate
- DHS-DMH ASO will then complete enrollment in database and synchronization with HFS MMIS
- Modifications with regard to provider enrollment including addition of new sites and/or closing of existing sites must be approved by DMH. Failure to do so may result in rejection of claims.
- Starting January 1, 2016, individual therapists may be required to enroll in the HFS IMPACT provider enrollment system. As more information becomes available, providers will be notified.

For assistance or questions contact:

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