



UNIVERSITY OF MARYLAND
SCHOOL OF MEDICINE

TO: All Prospective RTC Waiver Providers

FROM: Deborah Harburger, RTC Waiver Project Manager *DH*

DATE: January 12, 2010

RE: Provider Application Review Process

Effective 1/18/10, all provider application packets must be submitted to a Care Management Entity (CME). Any provider that has already submitted an application packet to Innovations Institute at the University of Maryland, Baltimore, will not have to resubmit it; the review process will continue for that application.

The CME will be reviewing all *new* provider application packets for completeness and will provide technical assistance as requested. **Provider application packets can be submitted to either CME. Providers wishing to serve youth in jurisdictions in more than one CME Region only need to submit one application packet to one CME.**

Upon receipt of a complete application packet, the CME will forward the packet to ValueOptions® for a review of technical sufficiency, and a recommendation will be made to the Mental Hygiene Administration (MHA) regarding enrollment of the provider, and MHA will conduct a final review. The decision to enroll or deny enrollment of a provider will be communicated to Medicaid, where the application will be processed accordingly.

The provider applicant can expect to have a *complete* packet reviewed and receive either an enrollment letter or a notice of denial within 40 business days of submission. The enrollment letter will contain informational materials with the provider's Medicaid number and NPI number, documentation requirements, and the reportable events policy, among other documents.

Technical assistance is available through the CMEs, ValueOptions®, Innovations Institute, MHA, or Medicaid at any time. Providers who wish to update their application to add or remove a jurisdiction, add or remove a Waiver service, or provide other updated information should follow the procedures that are on the forms online for enrolled providers.

Provider application packets should be sent to:

Baltimore City Region (Baltimore City only)	Krystyn Niski Wraparound Maryland 314 Civic Avenue Salisbury, MD 21804 410-219-5070 kniski@wraparoundmd.com
North West Region (Allegany, Baltimore, Carroll, Frederick, Garrett, Harford, Howard, Montgomery and Washington Counties)	Marvin Reese Maryland Choices 5 Choke Cherry Road, Suite 280 Rockville, MD 20850 301-947-0023 mreese@mdchoices.org
South East Region (Anne Arundel, Calvert, Caroline, Cecil, Charles, Dorchester, Kent, Prince George's, Queen Anne's, St. Mary's, Somerset, Talbot, Wicomico & Worcester Counties)	Krystyn Niski Wraparound Maryland 314 Civic Avenue Salisbury, MD 21804 410-219-5070 kniski@wraparoundmd.com

Thank you for your interest in becoming an RTC Waiver Provider.

C: Tracy Allen, Governor's Office for Children
Jeronica Baldwin, Medicaid
Ayesha Bajwa, Maryland Choices
Kim Cooke, Wraparound Maryland
Tom Merrick, MHA
Krystyn Niski, Wraparound Maryland
Marvin Reese, Maryland Choices
Jenny Rowe, ValueOptions®