

ATTACHMENT C – Section 1
Procedure To Apply For New Blended Case Management Program

1. The County MH/MR will complete the waiver application (Attachment B of this bulletin) in consultation with the providers requesting the waiver. The county should ensure that the providers adhere to the guidelines provided in the “operational toolkit” for conversion. Please note that waivers will be granted only for the three requirements listed in Attachment B. The county should consult their Field Office representative if they need any assistance in completing the application.
2. Electronic copy of the completed draft waiver application should be forwarded to the field office for review. The County should also give a list of all the documentation that would be provided with the final application.
3. The Field Office representative will review the waiver application and consult with the Bureau of Policy and Program Development for any further clarifications or information.
4. Field Office will inform the County MH/MR of any required changes or of any additional documentation required.
5. The County MH/MR will complete/revise the waiver application incorporating all the recommendations (if any) from the field office.
6. The County MH/MR will send two copies of the completed waiver application with all the required documentation to the field office.
7. The Field Office will make sure that information and documentation provided are consistent with the requirements. The field office will then send one copy of the waiver application with required documentation to the Bureau of Policy and Program Development; the second copy will be kept at the field office. A letter/memo from the Field Office recommending approval of application should be included with the documentation.
8. The Bureau of Policy and Program Development will review the waiver application and will contact the Field Office for any further clarifications/information. If the application and documentation are consistent with the requirements, the Bureau will recommend approval of the waiver to the Deputy Secretary, OMHSAS.
9. Letter of waiver approval signed by the Deputy Secretary will be sent to the county MH/MR with a copy to the Field Office.
10. When the provider is notified of the waiver approval, they additionally must complete a PROMISE enrollment application and list each service location that will be performing blended case management. The PROMISE enrollment application can be found at: <http://www.dpw.state.pa.us/omap/promise/enroll/omappromiseenroll.asp>. See section 2 of this attachment for more information on PROMISE enrollment.

ATTACHMENT C - Section 2

Procedure to Enroll in PROMISe as a Blended Case Management Provider

1. The PROMISe enrollment application can be found at: <http://www.dpw.state.pa.us/omap/promise/enroll/omappromiseenroll.asp>. The provider must complete all the enrollment documents for provider type 21 –Case Manager, and list each service location that will be performing blended case management. Providers should also review the “Requirements/Additional Information/Forms” section for Provider Type 21 to ensure the application is complete when submitted. Print the completed application/provider agreement.
2. Include all the necessary documentation listed in the checklist below:

✓	Pennsylvania PROMISe Provider Enrollment Base Application
✓	Case Management Addendum
✓	TIN Label or document (not W-9) from the IRS which include TIN
✓	DPW Provider Agreements (two originals) for Outpatient Providers
✓	Copy of OMHSAS Site Survey Approval for ICM
✓	Copy of OMHSAS Blended Model Waiver Approval Letter
✓	County Letter of Financial Support for the Blended Model Service

3. For assistance in completing the enrollment application, the provider may call the Behavioral Health Provider hotline at **1-800-433-4459**
4. Mail the completed PROMISe enrollment application and accompanying documentation to the OMHSAS Field Office. The Field Office will ensure completion and then forward the packet to the Medicaid Operations Section for enrollment into PROMISe
5. Provider will receive a letter informing them of their enrollment into PROMISe to perform blended case management.