



PROVIDER ALERT

APPROVAL PROCESS FOR STATE FUNDED SERVICES

JANUARY 6, 2012

The Mental Hygiene Administration (MHA) provides state funding for various services not available through Medicaid. These services include: respite, supported employment programs (SEP), residential rehabilitation programs (RRP) and residential crisis services.

When a provider wants to add one of these state-funded services to their program or a new provider would like to provide one of these services; the following four (4) steps must to be taken:

1. Provider will obtain approval from the Office of Health Care Quality (OHCQ) for the new service.
2. The Provider will send evidence of OHCQ approval to MHA.
 - E-mail to: Audrey B. Chase at achase@dhmh.state.md.us, or
 - Mail to: Audrey B. Chase
Mental Hygiene Administration
Spring Grove Hospital Center, Dix Bldg.
55 Wade Avenue
Catonsville, MD 21228
3. The Provider will sign a **MHA Provider Agreement** and send it to the applicable Core Service Agency (CSA) for approval. If approved, the CSA will sign the agreement and send to MHA for final approval and execution of the agreement.
 - An MHA Provider Agreement can be obtained by contacting Charmaine Flood, cflood@dhmh.state.md.us at 410.402.8451

4. The Provider must complete the ValueOptions form entitled **ValueOptions Provider File Configuration for New State Funded Service**. The form can be found on the ValueOptions Maryland website at: http://maryland.valueoptions.com/provider/prv_forms.htm under “Administrative Forms.” The Provider must also send in a copy of their recent W-9 form.

- E-mail to: karl.steinkraus@valueoptions.com; or
- Mail to: Karl Steinkraus
ValueOptions Maryland
1099 Winterson Rd., Suite 200
Linthicum, MD 21090

The Mental Hygiene Administration will send a copy of the OHCQ approval and executed MHA Provider Agreement, specifying an effective date to ValueOptions® with written approval to configure the provider in the ValueOptions system.

Assuming step # 4 above has been completed, ValueOptions will configure the ValueOptions system for the new service and effective date as approved by MHA. For audit purposes, ValueOptions will attach 1) a copy of the OHCQ approval; 2) executed MHA Provider Agreement; and 3) the PMHS Provider File Configuration for New State Funded Service form to the Provider’s file in the ValueOptions NetworkConnect system.

Finally, the Provider Relations Department at ValueOptions will notify the Provider of their Provider/Vendor ID Number and effective date. Authorization and billing training will be offered and provided as necessary.

Thank you.