



Provider Enrollment Checklist Family and Community Support Services and/or In-Home Family Therapy

For **new** providers of wanting to provide Family and Community Support Services and/or In-Home Family Therapy, you must first become certified as a Rehabilitative Treatment Service (RTS) provider:

- Contact Barbra Jordison (515-281-8247 or bjordis@dhs.state.ia.us) to request an **Application for Certification**.

- Follow the instructions for completing the *Application for Certification* (form 470-3050). Send the signed application to:

Barbra Jordison
DHS – BDPS
1305 E. Walnut
Des Moines, IA 50319-0114

A *Notice of Decision* for RTS certification will be sent to you.

After the *Notice of Decision* has been issued, proceed with Children’s Mental Health (CMH) Waiver enrollment.

- Complete and sign the **HCBS Waiver Provider Application** [www.ime.state.ia.us/docs/470-2917.doc]
 - attach the *signed* **Provider Agreement**
 - attach a copy of agency’s **W-9** form
 - attach a copy of agency’s **RTS certification**
 - submit all of the above documents to:

IME Provider Correspondence
Attn: CMH Waiver Priority Processing
PO Box 36450
Des Moines, IA 50315

Notification of Enrollment for CMH is issued by the Iowa Medicaid Enterprise (IME). If you have questions or need assistance completing the enrollment forms, contact the **Iowa Medicaid Enterprise Provider Enrollment Unit** at any of the following:

- www.ime.state.ia.us/providers/enrollment.html
- imeproviderservices@dhs.state.ia.us
- 1-800-338-7909 (or 515-725-1004 from the Des Moines metropolitan area)

Once enrolled, providers will receive consumer referrals from a Targeted Case Manager (TCM).