



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

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

For new providers wanting to do **both** RTS *and* CMH Waiver Family and Community Support Services and/or In-Home Family Therapy:

- contact Eloise Gardner (515-281-7556 or egardne@dhs.state.ia.us) to request a **RTS certification and contract referral**. An *Application for Certification* (form 470-3050) will be sent to you.
- 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. Within approximately two weeks, you will be contacted by a Project Manager to begin the RTS contracting process.

- Once the contract is finalized/effective, you will be eligible to receive RTS referrals, which will come from DHS or JCS.
- If planning to open a new foster care or group care site, request licensure from Carol Gerleman (515-281-6220 or cgerlem@dhs.state.ia.us).

After RTS certification has been issued, you may proceed with CMH 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 CMH consumer referrals from a Targeted Case Manager (TCM).