



Getting started with Optum Behavioral Health



Getting started delivering services to UnitedHealthcare KanCare members diagnosed with autism spectrum disorder

UnitedHealthcare Community Plan of Kansas is working with Optum Behavioral Health to invite autism behavior analysts (ABA) and registered behavior technicians (RBT) to become part of a network of autism health care professionals who share our commitment to helping our members live healthier lives.

Before you can start delivering services to UnitedHealthcare Community Plan KanCare members, there are actions you must take. We want to help you understand what you need to do.

Contracting and network participation

Optum Behavioral Health, an affiliate of UnitedHealthcare, manages the contracting and credentialing process for Kansas behavioral health providers. That means that before participating in the UnitedHealthcare Community Plan of Kansas benefit plan, autism behavior analysts and other behavioral health care professionals must contract directly with Optum Behavioral Health.

In this guide, we'll focus on the steps for behavioral health care professionals delivering these types of services:

- **Consultative Clinical and Therapeutic Services (CCTS)** help the autistic child improve the behavioral difficulties related to the diagnosis of autism spectrum disorder (ASD)
 - Associated CPT® codes are **97151, 97152, 97155** and **97156**
 - Qualifications include:
 - Board-Certified Behavior Analyst (BCBA) **OR** Board-Certified Behavior Analyst-Doctoral (BCBA-D) **OR** Board-Certified Assistant Behavior Analyst (BCaBA), **OR**
 - An individual with a master's degree, preferably in human services or education with documented experience working with a child with ASD. Providers applying under these criteria will be required to present a letter signed by the Kansas Department of Disability and Aging Services (KDADS) Home- and Community- Based Services (HCBS) director or agency showing acceptance of presented qualifications or certification. A master's-level health care professional must complete state-approved training curriculum.
- **Intensive Individual Supports (IIS)** services help the child acquire and maintain the skills needed to successfully function in the home and community
 - Associated CPT code is **97153**
 - Qualifications include:
 - Certificate as an RBT, **OR**
 - Individual must have a high school diploma or equivalent and must have completed 40 hours of applied behavioral analysis training. The provider must submit a letter signed by KDADS HCBS director or agency validating that the requirements have been met
 - Must be supervised by a BCBA

We're committed to helping you work through the process by:

- Helping you navigate through the Kansas Medical Assistance Program (KMAP) enrollment process
- Helping you understand contracting and credentialing terms
- Answering your questions
- Providing personal, 1-on-1 help, as needed



Getting started

To be able to bill or be paid for services given to a Kansas Medicaid member, you must be screened and enrolled in the KMAP. However, there are a few things you need to do before you begin the enrollment process. If you'd like someone from UnitedHealthcare to help you understand the steps, please contact Carolan Wishall at 913-608-3064 or carolan_m_wishall@uhc.com.

You'll need copies of certain documentation

- A completed [Behavioral Interventions Attestation form](#)
- If you're providing CCTS, you'll need a copy of your Kansas Behavioral Science Regulatory Board license or equivalent documentation
- A copy of your declaration sheet and/or certificate of insurance (professional malpractice and comprehensive general liability insurance policies)
- Proof of application fee payment (if required)
 - You may be responsible for an application fee. KMAP General [Bulletin 20248](#) (December 2020) identifies the health care professionals who are exempt

You must have a tax ID number (TIN), employee identification number (EIN) or Social Security number (SSN)

- You'll be required to submit a W-9 during the enrollment process
 - A W-9 is used by a third party to file information on your earned income with the Internal Revenue Service (IRS)
- You can apply for a tax ID at [IRS.gov](https://www.irs.gov)
 - Here, you can also find [instructions](#) for filling out the form

You'll be required to have a National Provider Identifier (NPI) number

An NPI number is a unique 10-digit number issued to all health care professionals in the United States. You will need an NPI for both the group and individual health care professionals because submitted claims must have an NPI number for reimbursement.

If you don't already have an NPI number, you can get one through the [National Plan & Provider Enumeration System](#).

If you already have an NPI number, you don't need to get another number. However, you'll need to submit a copy of the letter or email you received from the [National Plan & Provider Enumeration System](#) with your assigned NPI number.

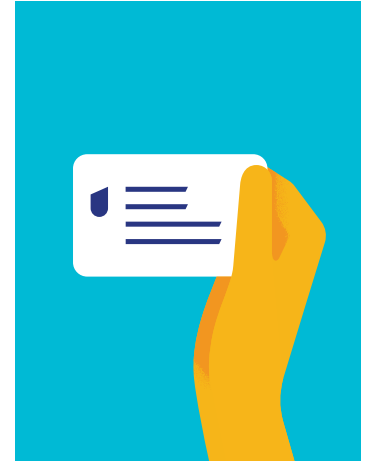
You can prepare for the KMAP enrollment process

You'll enroll through the online KMAP Provider Enrollment Wizard. If you haven't used this system before, here are some resources on the [KMAP enrollment](#) homepage that may help you through this process:

- [Provider Enrollment Wizard Tips](#)
- [Provider Enrollment Help and Information](#)
- [Provider Enrollment Guide](#)

You'll enroll with KMAP

Now that you've reviewed the guides and gathered the required documentation, you can start the enrollment process. Go to [KMAP](#) and choose **Start new online application**. In the PDF, choose **Start New Application** to open the Provider Enrollment Wizard. If you need help, click on the blue question mark in the upper-right corner.



Here are some tips for filling out the enrollment application:

- For help during the enrollment process, you may call KMAP at 800-933-6593
- To credential and contract with Optum Behavioral Health, be sure to select UnitedHealthcare as the managed care organization (MCO)
- For “Provider Type,” choose 11 – Mental Health Provider
- For “Specialty,” choose the appropriate option:
 - 403 – Consultative Clinical and Therapeutic Services (CCTS)
 - 404 – Intensive Individual Supports (IIS) Services

You will need to submit the appropriate documentation

CCTS providers (i.e., BCBA, BCaBA and BCBA-D) will need to submit proof of certification from the Behavior Analyst Certification Board (BACB), and they must provide the license number issued by the Kansas Behavioral Sciences Regulatory Board (KBSRB).

Master’s-level CCTS providers must submit a letter signed by the KDADS HCBS director attesting to the required experience and completion of state-approved training.

Those enrolling as an IIS provider must submit their training certificate if they are certified as an RBT. Providers not certified as an RBT must present a letter signed by the KDADS HCBS validating that the requirements for training have been met.

All providers must present proof of relevant background checks and insurance coverage.

For groups with individual autism behavioral analysts and registered behavioral technicians

The group and individual health care professionals must be enrolled with KMAP and must have a KMAP ID to bill for Medicaid services. Your group must be enrolled and have a KMAP ID before your individual ABAs or RBTs can enroll.

- To enroll your individuals, choose **Individual within a Group** under “Organizational Type”
- When you hire new ABAs or RBTs, you must enroll them through KMAP before you can bill Medicaid under the employee’s NPI number



For multiple locations

KMAP also requires that the group submit an enrollment for each location from which services will be rendered. If your ABAs or RBTs will be offering services from more than one location, then you must enroll each individual for each service location. You can find more information in **KMAP General Bulletin 20098**.

For solo practitioners

If you are a solo practitioner not employed with a provider group, and if you do billing under a Type 1 NPI number, which is for individual health care professionals, you need to choose Individual under “Organizational Type.”

You’ll complete credentialing and contract with Optum to participate in the UnitedHealthcare Community Plan KanCare network

Once KMAP approves your enrollment, KMAP will notify us and Optum Behavioral Health will retrieve the application and documentation. Optum Behavioral Health will work on completing your credentialing and then work with you on contracting. You must have an executed contract with Optum Behavioral Health to begin to see UnitedHealthcare Community Plan members.

Optum credentialing information is available at providerexpress.com > Clinical Resources > Guidelines/Policies & Manuals > Credentialing Plans > Optum.

Optum is allowed 60 days to credential health care professionals after receiving your enrollment information and 30 days to contract once credentialing is approved. After submitting your KMAP enrollment application, you have the option to contact Optum to start the contracting process. Call 877-614-0484 and ask to start the contracting process with Optum. Ask to speak to the Kansas ABA Network Manager.

If you are board certified by the BACB, you must submit proof of your certification and your KBSRB license to complete credentialing with Optum Behavioral Health. You must also be able to prove that you carry the appropriate levels of insurance, including malpractice insurance.

We'll reimburse you for services according to the Kansas Medicaid rates for autism services. Rates are available from KMAP in the **KMAP Reference Codes**.

Once both parties have signed the contract, we'll load the contract terms into our claims-paying platform, so you can be paid once you begin to see members and file claims.

Optum and UnitedHealthcare resources

Optum Behavioral Health

- **KanCare Autism Program** includes benefit information and health care professional resources.

Provider administrative guide

UnitedHealthcare Community Plan of Kansas

- Resources, forms, tools and benefit plan news at UHCprovider.com/KScommunityplan
- UnitedHealthcare Community Plan KanCare Care Provider Manual at UHCprovider.com/manuals > **Kansas**

Get 1-on-1 help

We're available to help at any point during the process. If you have questions or need assistance, please call Carolan Wishall, UnitedHealthcare Associate Director of KanCare Networks and Contracts, at 913-608-3064, 8 a.m.–5 p.m. CT, Monday–Friday.

