

Dear Provider,

DBH will begin accepting 1115 Facility Waiver Request Forms from providers in Region I and early adopters. Please keep in mind, Region I providers and early adopters are required to complete the 1115 Facility Waiver Request Form to establish eligibility for a new Medicaid provider billing number. Forms should be routed back to the MPASS Unit no later than June 26, 2019. A form is required for each facility where a provider intends to provide services.

The Division will issue new Department Approval Certificates within three business days of receipt for Waiver Request Forms received prior to June 26<sup>th</sup>. Organizations submitting 1115 Facility Waiver Request Forms after June 26<sup>th</sup>, 2019 may experience a delay in delivery of their new Department Approval certificate.

Upon receipt of your new Department Approval certificate, organizations must enroll the 1115 facility as an 1115 Waiver SUD Provider Location, and obtain a new Medicaid provider identification number through Conduent. This process is required for all locations with independent facility NPI numbers who anticipate facilitating 1115 waiver services during the initial phase-in.

The enrollment activity with Conduent will be a multi-step process.

- First, complete the provider enrollment through the provider portal on the Conduent website.
- Step two, once all required documentation has been uploaded through the provider portal, per Conduent's requirements, Division staff will be directly notified by Conduent to schedule an onsite review.
- Staff from the Medicaid services unit will contact the Agency Administrator identified on the 1115 Facility Waiver Request Form to schedule an onsite review.
- Completion of the onsite review will finalize the Conduent enrollment process and certify providers as 1115 approved.

The Division recognizes many of our providers phasing in to the Waiver have longstanding histories as Medicaid approved providers. While we appreciate the outstanding work you have delivered, it is essential we ensure implementation of 1115 new and expanded services are tracked per our data requirements with CMS. Our sincerest thanks in advance for your patience as we collaboratively walk through this process.

If you have questions please feel free to reach out to the Medicaid Services Section mailbox at [mpassunit@alaska.gov](mailto:mpassunit@alaska.gov) or Brad Lentz at [Brad.Lentz@alaska.gov](mailto:Brad.Lentz@alaska.gov).

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