

STEPS TO BECOMING A CONSULTANT

1. WSC attends CDC+ introductory training provided by Rhonda Sloan (or other designated trainer) and receives a Certificate of Consultant Training.
2. WSC signs CDC+ Memorandum of Agreement (MOA) with the Area Administrator in each APD area in which he or she is authorized to provide services.
3. WSC applies for a CDC+ Specialty Code on the WSC's Medicaid Provider ID for the DD Waiver.
 - CDC+ Area Liaison or Area Provider Enrollment Specialist gives the WSC the CDC+ Medicaid Provider Enrollment Coversheet (Checklist) specifying what must be submitted.
 - WSC Completes Medicaid File Maintenance Form following instructions on the Coversheet.
 - WSC completes a CDC+ Consultant Registration Form.
 - CDC+ Area Liaison or Area Provider Enrollment Specialist puts the CDC+ Medicaid Provider Enrollment Form on top of the required documents and sends it to Provider Enrollment in APD Central.
4. **CDC+ Area Liaison keeps the MOA.**
5. Provider Enrollment reviews and submits File Maintenance form to AHCA for to add the CDC+ Specialty Code.
6. CDC+ Central Office staff enters the registration information into the CDC+ Consultant Registry.
7. When a CDC+ participant selects a consultant, the consultant completes and submits to the Area Liaison a Participant Information Update (PIU) Form providing the date he or she will start providing services to the participant, the consultant's name and Medicaid Provider ID number for consultant services.
8. The Area Liaison sends the PIU Form to APD/CDC+ Central Office.
9. To enter the selection, the CDC+ Unit staff selects that consultant from the Consultant Registry. (Consultant data must be entered in the Consultant Registry before he or she can be selected by a CDC+ participant to provide Consultant services.)
10. When any **information ABOUT THE CONSULTANT** changes, the consultant must submit to the Area Liaison a Consultant/Agency Registration Update Form so that CDC+ Central Office staff can update the data in the Consultant Registry. Information that may change includes: Name, address, phone number(s), moving from one agency to another, moving from an agency to solo, or moving from solo to agency. All of this data must be kept current in the CDC+ Consultant Registry.

NOTES:

- If a consultant is employed by an agency, there must be a minimum of two trained consultants in the agency in order for the agency to be registered as a group agency for consultant services for billing purposes. The consultant agency must follow the above steps except for the training in item #1.
- The person who signs the MOA for the agency must have the authority to bind the agency contractually.
- Any changes to the agency's information (address, phone, etc.) must be updated using the Consultant/Agency Registration Update form.
- If a trained consultant is employed by an agency where he or she is the only trained consultant, the agency cannot become a Medicaid group provider; therefore, the one consultant will have to apply for his or her CDC+ specialty code as a solo practitioner and bill as a solo practitioner until such time as another WSC working for that agency becomes a trained consultant. Such a consultant will be considered a solo practitioner in all dealings with the CDC+ program until another File Maintenance is submitted fortreating provider status.