

CDC+ Consultant Registration Process

Effective immediately, CDC+ Consultants are no longer required to obtain a CDC+ contract associated with their solo or agency Medicaid Provider ID. As long as the provider has established a Developmental Disabilities Contract, they are eligible to apply to become a CDC+ Consultant. Please read the steps below CAREFULLY as the entire process has changed including the required documentation needed for Registering as a consultant. If you have questions, please contact CDC+ at 1-866-761-7043.

WSC Steps to Complete

1. Attend the CDC+ New Consultant training, complete the CDC+ Consultant Readiness Review at 85% or higher, and receive a Certificate of Consultant Training.
2. Complete a Memorandum of Agreement (MOA) see 'Notes' below
 - Fill out the Memorandum of Agreement and sign.
 - Send to the APD Regional Provider Enrollment Unit.
 - Receive back copy signed by the Regional Operation Manager (ROM).
3. Send the CDC+ Consultant Registration Packet to State Office CDC+, packet includes:
 - CDC+ Consultant Registration Form (for either Agency Affiliated or Solo Practitioner).
 - CDC+ Consultant Certificate of Completion.
 - Copy of Signed MOA.
 - The signature page of the MWSA (completed when provider became a Waiver Support Coordinator).

Regional Provider Enrollment Steps to Complete

1. Forward the MOA to the ROM for their signature (after confirming that WSC is in good standing).
2. Regional Provider Enrollment keeps the original MOA in their files.
3. Return the signed copy of MOA to the consultant.
4. Add CDC+ Consultant Code to ABC once CDC+ sends notification that Registration is complete. Send email to CDC+ and Consultant once codes are entered.

CDC+ State Office Steps to Complete

1. Review documentation to ensure consultant has proof of completing the training and passing the readiness review and that the consultant has an active provider ID in FMMIS.
2. Enter new consultant information into the CDC+ Consultant Registry (database).
3. Assign the consultant a user name.
4. Sign Registration form and send to the Regional Liaison, consultant, and Regional Provider Enrollment.
5. Send to the consultant: a Welcome Letter and Consultant Reporting System mini guide.

Getting Linked Up to a CDC+ Participant:

1. Consultant completes and submits a Participant Information Update (PIU) to the APD/CDC+ Liaison.
2. Regional Liaison reviews, signs, and sends the PIU Form to CDC+ State Office for processing.
3. CDC+ State Office updates the consumer's record with the new CDC+ Consultant information.

Updating Consultant Information:

1. Consultant submits a Consultant/Agency Information Update (CIU) form to the CDC+ State Office.
2. CDC+ State office updates the Consultant Registry and forwards a copy to the Regional APD/CDC Liaison.
3. When switching from Solo to Agency or vice versa, a new Registration form must be submitted (according to the guidelines above), once the change has been made in FMMIS through Provider Enrollment.

NOTES:

- A CDC+ agency must have at least two certified CDC+ Consultants for billing purposes.
- The person who signs the MOA for the agency must have the authority to bind the agency contractually.
- A new MOA is **not** required for a new consultant who will work for a CDC+ agency with a current MOA on file.
- A consultant working for an agency but is the only trained consultant will have to bill as a solo practitioner.

- Changes to the agency's information (address, phone, etc.) must be completed through Provider Enrollment.