

# Independent Provider Enrollment Process Supplement

To be completed in-order. Please refer to the official DHW checklist at:  
<https://healthandwelfare.idaho.gov/providers/home-and-community-based-services-children-developmental-disabilities/independent>

TIP: You may want to set up an email account that you use just for Independent Provider purposes. This way, you won't risk important emails getting buried, and can easily search for needed items within the account.

## Background Check

*All providers MUST complete an Idaho DHW Background Check BEFORE completing Step 5. On average, it takes 2-6 weeks to receive background check results.*

Option 1: If you HAVE completed an Idaho DHW background check in the last 3 years:

- a. Go to <https://bcu.dhw.idaho.gov/applicant> and register for an account (or sign into your previous account).
- b. You will be asked for a Pay Code, which is QTKBYM.
- c. The type of service is Home and Community Based Services (HCBS) – Children.
- d. Print or download and save your **Clearance Letter** (for submission later on in the process).
- e. Email [medicaidchildrensdd@dhw.idaho.gov](mailto:medicaidchildrensdd@dhw.idaho.gov) and request an ISP Name Based Criminal Background Check form. Complete this and send it in with the stated fee. You will receive a type of **ISP Clearance Document** once the check has successfully been completed. Save this document for submission later on in the process.

Option 2: If you HAVE NOT completed an Idaho DHW background check in the last 3 years:

- a. Go to <https://bcu.dhw.idaho.gov/applicant> and register for an account.
- b. Start (and submit) an Application for a background check.
- c. You will be asked for a Pay Code, which is QTKBYM.
- d. The type of service is Home and Community Based Services (HCBS) – Children.
- e. You will have the option to schedule an appointment or to do a walk-in at certain locations. Plan on waiting for a significant amount of time if you do the walk-in option. The best times for walk-in are at opening time and re-opening time (after lunch).
- f. You will need to bring a copy of the document provided when you submitted your application and your State-issued Driver's License to the appointment.
- g. Once your results are available in your account, print or download a copy of the **Clearance Letter** (for submission later on in the process).

# CPR & First-Aid Certifications

*Providers MUST have a current CPR/First-Aid certification at the time of enrollment and must maintain certification throughout enrollment. Certifications typically expire after 2 years.*

A few options for obtaining these certifications are:

1. Redcross.org – Adult Child & Baby First Aid/CPR/AED - \$37.00  
<https://www.redcross.org/take-a-class/online-safety-classes?courseformat=Online&latitude=43.6121087&longitude=-116.3915131&searchtype=class&zip=meridian%2C%20id>
2. National CPR Foundation – CPR/AED/First-Aid - \$14.95  
<https://nationalcprfoundation.com/courses/standard-cpr-aed-first-aid/>
3. Sunshine CPR – In-Person Heartsaver First Aid Course - \$75.00  
<https://www.sunshinecpr.com/classesb>

After completing certification, retain a copy of your **Certification Card** (that shows the expiration date), for submission later on in this process.

# General Liability Insurance

*Providers MUST obtain and maintain general liability insurance. (Professional liability insurance is an option, but is not required by the State). General liability protects against physical injury to people or damage to property arising from daily operations. Professional liability covers negligence related to professional services or advice. If you will be driving clients, you may also want to consider Commercial Liability, but this isn't required.*

*The State wants you to have at least \$1M Each Occurrence, \$100,000 Property Damage, and \$2M General Aggregate Limit in your General Liability Insurance.*

A few options for obtaining this type of insurance are:

1. Hiscox – 1-877-637-0439 – about \$30/month (requires annual commitment)  
[https://www.hiscox.com/sb-lp/general-liability?medium=tsa&vsrefdom=p.3.c.23230&leadorigin=SEM\\_Brand\\_Bing&mclid=61f79637bfa511cbe986fe4810cf1da1&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=Branded%3A%20Markets%3ESearch%3EUSA&utm\\_term=hiscox%20de&utm\\_content=Delaware%3A%20Brand&gclid=61f79637bfa511cbe986fe4810cf1da1&gclidsrc=3p.ds&qad\\_source=7](https://www.hiscox.com/sb-lp/general-liability?medium=tsa&vsrefdom=p.3.c.23230&leadorigin=SEM_Brand_Bing&mclid=61f79637bfa511cbe986fe4810cf1da1&utm_source=bing&utm_medium=cpc&utm_campaign=Branded%3A%20Markets%3ESearch%3EUSA&utm_term=hiscox%20de&utm_content=Delaware%3A%20Brand&gclid=61f79637bfa511cbe986fe4810cf1da1&gclidsrc=3p.ds&qad_source=7)
2. State Farm – about \$28/month (can be canceled anytime) – Mike Kistler – 208-424-7691
3. Check with your current insurance agent.

You will need to submit the insurance **Accord Document** later on in this process.

# National Provider Identifier (NPI)

*Providers MUST obtain a national provider identifier (NPI) number. If you currently have one, you can use that number, otherwise, you will need to obtain one using these instructions.*

1. Complete the NPI application form at: <https://nppes.cms.hhs.gov/#/>
2. Use the appropriate Taxonomy Code, based on the type of Independent Provider you plan to be. (You can learn about each of these types here: <https://healthandwelfare.idaho.gov/providers/home-and-community-based-services-children-developmental-disabilities/independent> - Scroll down to "Provider qualifications" and click the link below it.)
  - a. Evidence Informed Model (or Non-EBM) Specialist or Professional - 222Q00000X
  - b. Evidence Based Model (EBM) Specialist - 106S00000X
  - c. Evidence Based Model (EBM) Professional - 103K00000X

You should get your unique **NPI Number** within 24-48 hours via email. You will need this to complete the following steps.

# Medicaid Provider Enrollment

*Providers MUST complete a new Medicaid Provider Enrollment Application. You can find detailed instructions for completing this application form here:*



Enrollment  
Screenshots for Inde

1. Complete Trading Partner Account (TPA) registration here: <http://www.idmedicaid.com/>  
You can find detailed instructions for this step here:  
<https://www.idmedicaid.com/User%20Guides/Trading%20Partner%20Account%20Provider%20Not%20Yet%20Enrolled%20Registration%20Guide.pdf>
2. Complete Provider Enrollment with Gainwell Technologies here:  
<http://www.idmedicaid.com/> Sign into your TPA account, hover over the "Account Maintenance" tab and select "Provider Enrollment".  
You can find detailed instructions for this step here:  
<https://www.idmedicaid.com/User%20Guides/Forms/AllItems.aspx>  
Select "New Provider Enrollment User Guide - Individuals"  
  
Click "New Medicaid Provider Enrollment Application".  
Fill in all required fields. When asked for information regarding a business, use your personal information (e.g., address, phone). Independent providers may not enroll as an agency business.

Make the following drop-down selections when prompted:

Application Question	Selection
Business Enumeration Type	Type 1 - Individual
Business Enrollment Type	Individual
Tax ID Type	SSN / FEIN
Provider Type	Behavioral Health & Social Services
Provider Specialty	DD Child Independent Therapeutic Consultation
Population Served	Children 0 to 21 Years Old

Complete and upload all of the required documentation displayed at the end of the application (see list below). Some can be signed electronically, others require downloading, wet signing, and then uploading the signed copy.

- Medicaid Provider Agreement
- W9
- EFT Agreement
- Idaho Background Check Notice of Clearance (letter from Step 1)
- General Liability Insurance (Accord from Step 3)

Click "Submit" once you have everything loaded in. The system will provide a **Case Number**. You will need to use this case number whenever you contact Gainwell or DHW about your application.

If any part of your application is incomplete or updates are necessary, you will receive an email within 3 to 5 business days that will indicate what needs fixed. You will then submit the missing information or make the corrections through the Application.

Note: If an Application is started, but not submitted, it will expire within 14 calendar days, and you will need to redo the entire application again.

## DHW Review & Approval

*The Department of Health & Welfare - Developmental Disabilities department MUST approve all new Independent Providers. They will not review your information until the Provider Enrollment Application has been completed, and you have a Case Number.*

1. Upload the DHW-required Documents using the Provider Document Portal here:  
<https://healthandwelfare.idaho.gov/childrens-developmental-disability-forms>

You can find instructions on how to use the portal here:

<https://publicdocuments.dhw.idaho.gov/WebLink/DocView.aspx?id=19057&dbid=0&repo=PUBLIC-DOCUMENTS&cr=1>

Make the following drop-down selections when prompted:

Portal Field	Selection
Type of Request	Application
Provider Selection	Application for New
Select the service you want to provide	DDA/Intervention

Click the “Upload” button and upload the following documents:

- CPR / First Aid Certification – from Step 2
- Diploma / Transcript – must show at least 24 semester credits in a human services field (Intervention Specialist), a master’s degree in psychology, education, ABA, or a related discipline with 24 upper division semester credits of relevant coursework (Intervention Professional), or an Evidence Based Model certificate or credential (EBM Intervention Specialist or EBM Intervention Professional)
- Experience Documentation (Resume or Work History – see sample at the end of this document) that clearly shows either 1,040 hours of supervised experience (Intervention Specialist) or 1,200 hours of relevant experience (Intervention Professional).
- Competency – ONLY for Intervention Specialists – must be ONE of the following:
  - Habilitative Intervention Certificate of Completion issued by DHW with an expiration date of 7/1/2019 or later (no gap longer than 3 consecutive years as an Intervention Specialist since then)
  - DHW-approved Competency Checklist
  - Documentation of a 40-hour Applied Behavior Analysis training completed by an individual who is certified or credentialed to deliver the training.
    - An option for this is:  
<https://courses.autismpartnershipfoundation.org/offers/kgMGK7r7/checkout>
- Assessment & Treatment Plan Documentation – ONLY for Intervention Specialists – if you want to be able to complete program assessments (ACTPs) and clinical treatment plans, you must show that you’ve completed a minimum of 10 hours of training and 5 hours of supervised experience in designing comprehensive assessments and implementation plans for individuals with functional or behavioral needs. *You can include this information in your Resume/Work History document.*

Note: the total documentation size is limited to 250 MB. If your files exceed this allotment, you will need to submit files multiple times to transmit everything.

# Telligen Registration & Training

*Providers MUST have a Prior Authorization from Telligen before they can provide services.*

1. Review the Telligen training slides titled “Webinar Presentation/PowerPoint Presentation (April 2025)” under “Children’s Habilitation Intervention Services Training” OR request additional training, if needed.
2. Watch the “Assessment and Clinical Treatment Plan Training” Video under “Children’s Habilitation Intervention Services Training”.
3. Click “Register” next to “Provider Portal” here: <https://idmedicaid.telligen.com/education-training/> and complete the registration process.

# Helpful to Know

**GAINWELL TECHNOLOGIES** – handles Idaho Medicaid claim processing (payments to you).

Contact: 1-866-686-4272 or [IDEDISupport@gainwelltechnologies.com](mailto:IDEDISupport@gainwelltechnologies.com)

**TELLIGEN** – handles the Prior Service Authorizations for the Independent Provider program (e.g., annual ACTP approvals, 6-month Reviews, 2:1 approvals). They ensure medical necessity and quality of services.

Contacts: Bonnie Parra, Charles Rossiter – 1-866-538-9510 or [CHIS@telligen.com](mailto:CHIS@telligen.com)

**DHW = Department of Health & Welfare** – handles final approval of new providers and periodic Quality Assurance reviews.

Contacts: Terra Bariel – 208-334-0678 – [terra.bariel@dhw.idaho.gov](mailto:terra.bariel@dhw.idaho.gov)

Mary Beth St. Clair – [marybeth.stclair@dhw.idaho.gov](mailto:marybeth.stclair@dhw.idaho.gov)

**TPA = Trading Partner Account** – An online account registered with Gainwell Technologies for the purpose of submitted and getting paid for claims.

**Continuing Training Hours** – Providers **MUST** complete 12 hours of training each calendar year, including 1 hour of ethics and 6 hours of behavior methodology or evidence-based interventions training.

**Documentation** – Providers **MUST** retain records of their work, including Timesheets (see example below), goals worked on, and trial data. You will have a Quality Assurance review within your first year as an Independent Provider and will need to provide this documentation at that time.



General Timesheet  
Template.xlsx

## Billing Codes:

Behavioral Intervention = H0004

Interdisciplinary Training = H2019

In-Community = 99

In-Home = 12

**Facebook Group for Support from other Independent Providers (can join any time):**  
<https://www.facebook.com/groups/1CEIP>

**Facebook Group to Connect with Families Seeking Independent BI Services (can only join AFTER DHW approval):** <https://www.facebook.com/groups/878154076024916>