

Provider ISP Process Overview

Once an individual has selected you as their provider:

1. The individual (or their guardian/designated representative) will need to contact their SSA to notify them of the request to add you as a provider.
2. The SSA will meet with you and the individual to review the ISP and the services for which you will be responsible to provide.
3. **You will need to sign in approval of the plan before you can start providing services. A start date for you will be confirmed by the SSA.**
4. You will receive a copy of the ISP to confirm your responsibilities and develop your service documentation that is required by rule. Your documentation needs to reflect each service that the ISP authorizes you to provide.
5. The SSA forwards the hours for which you are approved to our local Medicaid Specialists at the Board. The Medicaid Specialists work with DODD to complete a PAWS (payment authorization for waiver services). Once the PAWS confirmation is complete through DODD, you will be able to bill for the services you provide as authorized.
6. You will need to keep track of the hours you provide to make sure that you do not provide more hours of services than what you are authorized for. If the plan states that you will provide 5 hours weekly, you are not authorized to provide more than that 5 hours per week. To Bill for more hours than you are approved for is considered fraud. If you have questions about the hours you are approved for you will need to contact the individual's SSA to discuss these concerns.