This quick reference guide provides information about common application deficiencies and resolutions specifically for Florida Medicaid Behavior Analysis provider enrollment.

**Missing or Incomplete Non-Institutional Medicaid Provider Agreement**

The Non-Institutional Medicaid Provider Agreement is available on the Florida Medicaid Public Web Portal Enrollment Forms page.

A Registered Behavior Technician (RBT), Assistant Behavior Analyst (ABA), or Lead Analyst will sign their own agreement to submit with their Florida Medicaid application. An employer cannot sign for the applicant.

A Behavior Analysis Group is required to have each principal of the provider to sign the agreement. For this purpose, principals include partners or shareholders of five (5) percent or more, officers, directors, managers, financial records custodian, medical records custodian, subcontractors, individuals holding signing privileges on the depository account, and other affiliated persons.

A chief executive officer (CEO) or president may sign the agreement in lieu of all principals of the group.

**Missing or Incomplete Proof of Tax ID**

Florida Medicaid applicants are required to submit proof from the Internal Revenue Service (IRS) showing the disclosed Tax IDs belong to the respective applicants. Applicants cannot enroll with another person’s, or an employer’s, Tax ID.

Acceptable forms of proof include:

- IRS Letter 147c;
- IRS Form SS-4;
- IRS Form W-9; or
- Social Security Number (SSN) Card.

*Note: Non-citizens require authorization from the Department of Homeland Security (DHS) in order to work in the United States. If you are a non-citizen, submit evidence of employment authorization from the DHS.*

It is important to ensure that the name on the application and the license match exactly with the name on the tax document.

**Provider Contact Information**

Florida Medicaid Behavior Analysis providers must have a specified address, phone number, and email that is unique to their application. If a provider works with multiple group providers, the rendering provider must make one update only, via the Florida Medicaid Provider Web Portal. To update this information, providers should access their secure Web Portal account via [https://home.flmmis.com/home/](https://home.flmmis.com/home/) and follow the instructions as displayed below:
To update the provider’s contact information, go to the Secure Web Portal and click on Demographic Maintenance.

Click on Service Location.
Click on **Location Name Address** and then click on **SVC LOCATION**: 
Florida Medicaid requires that Behavior Analysis rendering providers have a unique email address and phone number. When completing the online application, applicants must enter the rendering provider’s email and phone number in the Service Location panel. Applicants should refrain from placing the group’s contact information in this panel.

**Notice Regarding Use of Social Security Number**

As a part of the Florida Medicaid provider enrollment application, it is mandatory for all individuals listed on the provider enrollment application to furnish their SSN to the Agency for Health Care Administration (Agency), pursuant to Part 455, Subpart B of the Code of Federal Regulations. Failure to furnish a SSN validates denial of enrollment with Florida Medicaid.

The SSN is used to secure the proper identification of persons for whom the Agency is responsible for making a return, statement, or other document in accordance with the Internal Revenue Code, and to assist in the administration of the Florida Medicaid program.

**Missing Results for the Fingerprint-based Criminal Background Check**

Florida Medicaid applicants are required to submit a complete set of their fingerprints in order to obtain a state and national criminal background check.
Applicants must utilize the Care Provider Background Screening Clearinghouse (Clearinghouse) to request, schedule, and track fingerprint results. Information about the Clearinghouse is available on the Florida Medicaid Public Web Portal Background Screening page.

It is important for an applicant to create an account in the Clearinghouse for Florida Medicaid, and process all background screenings (screenings) on that account, in order for Provider Enrollment to receive the screening results. The Clearinghouse site has helpful training materials to assist with creating an account and scheduling a screening.

Applicants who have been screened for employment purposes or enrollment in another program still require an eligible screening for their current application.

If an applicant has no screening in the Clearinghouse, or a screening with no photo, a new screening must be scheduled.

Applicants with an Eligible status screening with a photo in the Clearinghouse can request an Agency Review for Florida Medicaid and do not need to submit new fingerprints at this moment.

**Missing Certification or License**

Individuals enrolling in the Behavior Analysis program must submit the appropriate proof of a designation as a behavior technician, assistant, analyst, or group as detailed below.

### 390 Registered Behavior Technician

In addition to the information in the Florida Medicaid Provider Enrollment Application Guide, here is additional information that will be useful in completing the enrollment applications.

- **Proof of certification must include one of the following:**
  - Behavior Analyst Certification Board (BACB) designation as a Registered Behavior Technician (RBT), or
  - A color copy from the BACB website (www.bacb.com) showing the applicant’s RBT registration.
    - The copy must be in color.
    - Black and white scans or copies will be rejected.
    - The name on the application and the name on the BACB credentialing document must match exactly.
  - Must link to a Medicaid-enrolled Behavior Analysis Group.

### 391 Assistant Behavior Analyst

In addition to the information in the Florida Medicaid Provider Enrollment Application Guide, here is additional information that will be useful in completing the enrollment applications.

- **Proof of certification must include:**
  - Behavior Analyst Certification Board designation as a Board Certified Assistant Behavior Analyst (BCaBA)
  - Must link to a Medicaid-enrolled Behavior Analysis Group.
392 Lead Analyst

In addition to the information in the Florida Medicaid Provider Enrollment Application Guide, here is additional information that will be useful in completing the enrollment applications.

- Proof of certification must include one of the following:
  - Behavior Analyst Certification Board designation as a Board Certified Behavior Analyst (BCBA)
  - Behavior Analyst Certification Board designation as a Board Certified Behavior Analyst Doctoral (BCBA-D)
  - Florida Certified Behavior Analyst (FL-CBA)
  - Florida Licensed Clinical Social Worker
  - Florida Licensed Mental Health Counselor
  - Florida Licensed Marriage and Family Therapist
  - Florida Licensed Psychologist
  - Florida Licensed School Psychologist
- Must link to a Medicaid-enrolled Behavior Analysis Group (if enrolling as a Sole Proprietor Enrolling as a Member of a Group)
- A site visit is required if enrolling as a Sole Proprietor

393 Behavior Analysis Group

In addition to the information in the Florida Medicaid Provider Enrollment Application Guide, here is additional information that will be useful in completing the enrollment applications.

- Behavior Analysis groups must have at least one Lead Analyst as a group member.
- Group member must be enrolled in Medicaid as a Registered Behavior Technician, Assistant Behavior Analyst, or Lead Analyst.
- For billing purposes, each Behavior Analysis group must submit a list of treating providers within the group.
- Each of the group’s treating providers must be individually enrolled in the Florida Medicaid program in order to be linked to the group in the Medicaid system.
- A site visit is required.

For More Information

Agency

The Agency has established a web page for Behavior Analysis and Behavior Health services.

Note: Providers should contact the Agency with policy questions.

- Behavioral Health and Health Facilities page: http://ahca.myflorida.com/medicaid/Policy_and_Quality/Policy/behavioral_health_coverage/bhfu/index.shtml
- Health Care Clinics page: http://ahca.myflorida.com/healthcareclinic
DXC Technology

DXC is here to help!

- For application tracking status, visit the Enrollment Status page. There is also a Web Chat feature available to assist with resolving your enrollment application concerns.
- Provider Enrollment is available to assist with resolving your enrollment application concerns. Call 1-800-289-7799, Option 4.
- Provider Services Field Representatives are available for your training needs, contact 1-800-289-7799, Option 7. If you have additional questions you would like a response to, please send us an email by completing the Contact Information form accessible from Florida Medicaid Public Web Portal Contact Us page.
- Access the Florida Medicaid Public Web Portal Quick Reference Guides page for detailed information on how to successfully upload documents, or how to update group memberships, via the secure Web Portal.