# Navigating Therapeutic Behavioral Consultation

Virginia Department of Behavioral Health and Developmental Services

# Becoming a Therapeutic Behavioral Consultation Provider

**Part 1 of Navigating Therapeutic Behavioral Consultation**

*This training is intended to provide a basic summary and highlight information and resources for providers.  It is not possible for this training to review the entirety of regulations, guidance documents, provider manuals, etc.  Trainees must reference and adhere to the overarching regulations, provider manuals, and associated guidance documents to guide their service provision, documentation requirements, billing, etc.*

Trainees will be provided with a basic overview, along with resources and where to find them on the following topics:

**Part 1:**
- Provider enrollment
- WaMS registration
- Obtaining referrals

**Part 2:**
- Authorization types
- WaMS
- Required Documentation

**Part 3:**
- DBHDS and DMAS regulations
- DBHDS/DMAS Practice Guidelines and BSPARI
- Human Rights

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- **Provider enrollment**
- **WaMS registration**
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Enroll with DMAS

https://vamedicaid.dmas.virginia.gov/

## The MES Portal – What Can I Do Here?

This is the main gateway to everything MES. Here's a quick list of things you can accomplish here:

- You can login and connect to MES modules you have been approved for. Use the blue button (top right) to Login
- Take **training courses** to understand how to use the new portal and systems
- Utilize the reference libraries housing the complete historical collection of **Medicaid Memos, Bulletins and Forms**
- Search, browse and download **Provider Manuals**
- Download important documents and forms for systems like **EDI**, **EPS**, **CRMS** and **Provider–related** resources

### New Provider Enrollment

New Providers can enroll or check their enrollment status here

### Provider FAQ

Try our Provider FAQ for answers to common questions asked by Providers and other users

Click the Menu

Select "Provider Enrollment"

Select "New Enrollment"
- Fill out the Pre-Checklist Information if you would like to see what documentation will be needed (this is not required to continue)

Click "Start" and fill out the information on the next page.

- When you are enrolled with DMAS, complete the provider participation agreement

- Must have NPI

- Have an active license

- Select Behavioral Consultation

- Enrollment begins 1st day of the month the application was received

VAMedicaidProviderEnrollment@gainwelltechnologies.com

**13. Therapeutic Consultation Services and Corresponding License (Required for Below Services)**

Choose the service(s) you wish to provide and enter the license information for each. Attach a copy of your license if indicated. Acronyms are defined in the Instructions.

☐ *Behavioral Consultation – (Select all that apply)*

BCBA License #: _____  Begin Date: _____  End Date: _____
BCABA License #: _____  Begin Date: _____  End Date: _____
DHP License #: _____  Begin Date: _____  End Date: _____
PBS License #: _____  Begin Date: _____  End Date: _____

☐ *Occupation Therapy Consultation*

DHP License #: _____  Begin Date: _____  End Date: _____

☐ *Physical Therapy Consultation*

DHP License #: _____  Begin Date: _____  End Date: _____

☐ *Psychology Consultation*

DHP License #: _____  Begin Date: _____  End Date: _____

☐ *Recreation Therapy Consultation*

NCTRC License #: _____  Begin Date: _____  End Date: _____

☐ *Rehabilitation Consultation*
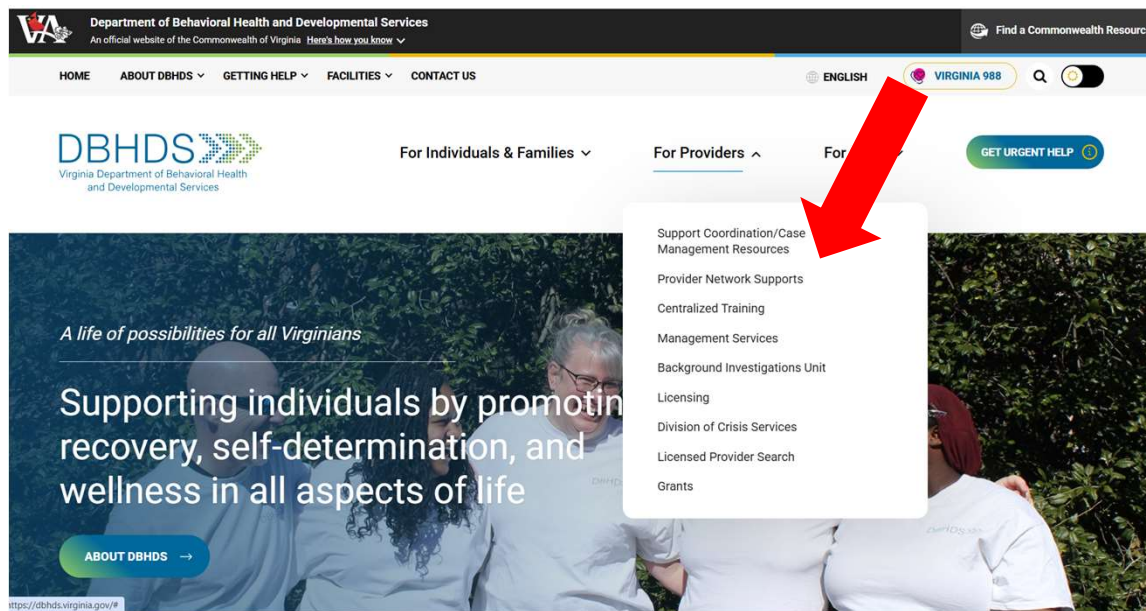
DARS License #: _____  Begin Date: _____  End Date: _____

☐ *Speech Therapy Consultation*

DHP License #: _____  Begin Date: _____  End Date: _____

Register for WaMS Account

- To register for a WaMS account, locate the Toolkit For Prospective DD Waiver Providers at: http://dbhds.virginia.gov/

- Hover over "For Providers" and then click "Provider Network Supports"

# Click "Toolkit for Prospective DD Waiver Providers"

**DBHDS**
Virginia Department of Behavioral Health and Developmental Services

For Individuals & Families ⌄    For Providers ⌄    For CSBs ⌄    GET URGENT HELP ⓘ

## Office of Provider Network Supports

**Overview**

The Office of Provider Network Supports focuses on developing and sustaining a qualified community of providers in Virginia so that people who have developmental disabilities and their families have choice and access to options that meet their needs. Here you will find resources from Provider Development including information on becoming a provider, information about Virginia's Person-Centered ISP, who to contact for technical assistance, and various training resources.

**Announcements**

- Toolkit for Prospective DD Waiver Providers
- Join the Provider Network Listserv at Constant Contact
- Provider Network Supports CRC Contact Chart effective 7/1/24
- Information about Social Capital

**Scheduled Training Events**

# Includes but is not limited to:

| Tasks to be completed to become a DD waiver provider | Contact information for CRCs | Description of all services under the DD waivers |

| WaMS information | Resource links |

**DBHDS**

Once you open the Toolkit for Potential DD Waiver Providers:

Scroll down to "Getting access to Waiver Management System (WaMS)"

Click the link to instructions to register for WaMS

Follow the instructions.

## Training Resources

Upcoming trainings and meetings are announced through the Provider Network Listserv quarterly. Be sure to sign up for announcements here

- Employment and Community Transportation Service Provider Module Video
- My Life My Community Waiver Training Resources
- New DD Waiver Providers – Register for WaMS Account (updated 1.8.25)

**WaMS Job Aid**

My Life, My Community

### Providers: Set Up WaMS Account

For a provider to have access to the *Waiver Management System* (WaMS), they must be an active Medicaid provider with the *Department of Medical Assistance Services* (DMAS)[1]. Once the provider has been notified that they are an active DMAS provider, they can register for a WaMS account.

**Note**: User access to WaMS will be automatically deactivated for anyone who does not log in to the system within 90 Days.

*To register for WaMs, follow the steps below:*

#### REGISTER FOR WaMS ACCOUNT

1. Go to: https://www.wamsvirginia.org/WaMS/Ltss.Web/Register
2. At the **Log In** page type:
   - **User Name**: provider
   - **Password**: wpS%5Fwe
3. Click on **Log In**. The WaMS *User Register* page opens with instructions:[2]

Log In

User name or email

Username or Email

Password

Password

Log In

# Once you have access to WaMS, learn how to navigate it.

**Provider**

- ISP 3.4 User Guide (2023)
- Customized Rates User Guide (January 2024)
- Provider User Guide (June 2018)
- FAQs
- ISP FAQs (September 2019)
- Provider Training Q&A Spreadsheet (November 2016)   -   Navigating the Q&A Spreadsheet: Tips for Search and Filter in Excel
- Job Aids

    - Job Aid - Getting to ISP Completed Status
    - Job Aid - ISP Part V - Modified Use
    - Job Aid - ISP Status Meanings in WaMS
    - Job Aid - Completing the Interim Plan for Supports (Updated 7/6/20)
    - Job Aid - WaMS Online Learning with COVLC
    - Job Aid - DBHDS External Entities Domain Guide
    - Job Aid - How to Find People
    - Job Aid - Provider Service Authorization
    - Job Aid – Reports
    - Job Aid – Alerts
    - Job Aid – DMAS-97A/B, the Personal Preferences Tool & the Plan for Supports

**Did You Know...**

*A Series of Tips & Tricks for WaMS Users*

- January 2025 - Interim Plan for Supports - When to use
- September 2024 - Clear Browser Cache
- April 2024 - Reactivate User Account
- August 2023 - Waitlist Forms
- May 2023 - RST Referral Update
- September 2022 - Therapeutic Consultation Services
- April 2022 - WaMS / MES Update
- Feburary 2022 - Quarterlies

# Click on "Job Aid – Provider Organization Owner Role" and "Job Aid – Add New Staff, Assign Role(s), and Manage Login"



**▾ Training Manuals, Webinars, and FAQs**

**Training Announcements**

March 2018: A new way to learn WaMS is available via the Commonwealth of Virginia Learning Center (COVLC). Please see Job Aid - WaMS Online Learning with COVLC and Job Aid - DBHDS External Entities Domain Guide (to register for a COVLC account). More online WaMS courses will be added to COVLC in the near future.

Have you read the latest **"Did You Know"** tip? Scroll to the bottom to see all of the helpful tips, tricks, and best practices on using WaMS.

**WaMS Staff Administration Guides**

- Who to Contact - Waiver Enrollment
- Job Aid - New DD Providers - How to Register for WaMS Account
- Job Aid - Provider Organization Owner Role
- Job Aid - Add New Staff, Assign Role(s) and Manage Login
- Job Aid - Setup Logins for Multiple Organization Units
- Job Aid - Login to Multiple Organizations Units

Let the Community Know

- Introduce yourself to CSBs

  - CSB directory: https://vacsb.org/csb-bha-directory/

  - Overview of Community Services Delivery in Virginia: https://vacsb.org/wp-content/uploads/2021/02/CSB-Overview-2020-02-16-2020-ver-13-08-06-2020-.pdf

- DBHDS assistance: Reach out to the Community Resource Consultant (CRC) for your region found here:

  https://dbhds.virginia.gov/developmental-services/provider-network-supports/

- **Fill out a form on the DBHDS Behavioral Services Website to sign up for DBHDS Behavior Provider Search Engine**
  - https://dbhds.virginia.gov/developmental-services/behavioral-services/
  - Click on "Finding Providers"

- VABA maintains a list of LBA/LABA providers by region, inclusive of different funding streams accepted
  - Contact VABA to provide an update as to your billing status:
  - https://form.jotform.com/virginiaaba/provider-form

- PBSF roster: https://vapbs.vcu.edu/find-endorsed-pbsfs/
  - Contact: vapbsproject@vcu.edu

# Helpful Tips for a Smooth Start:

**Develop a system for billing**

**Create a system for referrals**

**Have marketing materials or a marketing strategy**
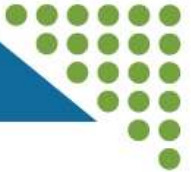
- Register for Constant Contact (This is the main platform used to distribute information to providers) https://lp.constantcontactpages.com/su/Z8Uy2i7/providernetwork

- Access the DBHDS Behavioral Services website for additional information https://dbhds.virginia.gov/developmental-services/behavioral-services/

- MES Provider Training Resources https://vamedicaid.dmas.virginia.gov/training/providers

- Use the Commonwealth of Virginia Learning Center (COVLC): Instructions on next slide

# How to sign up for a COVLC account

https://covlc.virginia.gov/

**REGISTER FOR COVLC ACCOUNT**

If you do not already have a COVLC account, please register for the "**DBHDS – External Entities**" domain at: https://covlc.virginia.gov.

1. Click on the **Need an account?** button.



2. **Follow the directions included on the document "*DBHDS External Entities Domain Guide.pdf*" to complete your registration.**

You will receive an initial email stating that your request has been submitted. Once your account has been approved, you will receive an additional email.

Note: The registration process can take up to 48 hours.

- Behavioral Services Page Website
  - https://dbhds.virginia.gov/developmental-services/behavioral-services/



- Next up in Part 2
  - Authorization types
  - WaMS
  - Required Documentation