


Therapeutic Behavioral Consultation New Provider Quick Guide

Provider Enrollment Task Analysis

1. Enroll with DMAS:

- a. Navigate to the [DMAS provider enrollment page](#).
- b. *If already enrolled in DMAS complete the provider participation agreement and proceed to step 'g.'*
- c. Click "Menu." 
- d. Select "Provider Enrollment."
- e. Select "New Enrollment."
- f. Fill out the Pre-Checklist Information if you would like to see what documentation will be needed (this is not required to continue).
- g. Click "Start" and fill out the information on the next page (This is when you will be prompted to create a login).
- h. Wait for your Provider Number.

****You cannot register for a WaMS account until you have enrolled with DMAS and DMAS sends WaMS your provider information.****

2. Register for a WaMS account:

- a. After provider number is provided and you are approved, locate the Toolkit for Prospective DD Waiver Providers from the [DBHDS Website](#).
- b. Hover over "For Providers" and then click on "Provider Network Supports."
- c. Click "Toolkit for Prospective DD Waiver Providers." (Save and read this document).
- d. Open the Toolkit and scroll down to "Access to WAMS and WAMS Training Materials."
- e. Click the link to instructions to register for WAMS.

3. Let the community know you are a TC provider:

- a. Introduce yourself to CSBs.
 - i. [Link to CSB directory](#)
- b. DBHDS assistance: Reach out to the Community Resource Consultant (CRC) for your region.
 - i. Community Resource Consultants: [Office of Provider Network Supports - Virginia Department of Behavioral Health and Developmental Services \(DBHDS\)](#).

Service Authorization Task Analysis

1. You receive contact about a potential new client from a support coordinator/case manager (SC/CM).
2. Determine if you are able to serve the individual and their needs and respond to the SC/CM.
 - a. You will need to be attached to an outcome on the current ISP.
3. If you accept the individual for admission to your services, the SC/CM will open up the individual to you in WaMS.
 - a. If TC is added at the start of the plan year, the SC will add you to outcomes during the annual ISP planning process.
 - b. If TC is added mid-year, you should review the current shared plan to identify outcomes you will address with the person. Simply click on the Part III heading to expand and view outcomes added by the SC. Additional outcomes may be added as necessary.
4. Complete the Part V:
 - a. The Part V for an initial 180-day authorization indicating plans to complete the FBA and BSP and plan for data collection during this period.
 - b. Include how many hours it will take to complete the service.
5. Submit for Authorization in WaMS:
 - a. Use the job aids on the WaMS home screen for assistance.
 - i. Log into WaMS.
 - ii. Click “training Manuals, Webinars, and FAQs.
 - iii. Scroll to the Provider section and locate the job aid you need.
6. Once approved, you will receive notification through WaMS (or you can log in and check the status).
7. Develop a system for billing.
8. Begin Services.

LINKS

*Many of the following links are provided in the Navigating Therapeutic Behavioral Consultation trainings.
Please refer to the training for more information.*

DMAS/Medicaid

[VA Medicaid/DMAS enrollment](#)

[MES Provider Training Resources](#)

[MES Video Tutorial](#)

[Billing tutorials](#)

[Provider Manual](#)

[Link to Rates](#)

[Billing Code Errors and Resolutions](#)

DBHDS

[DBHDS Website](#)

[Office of Provider Network Supports](#)

[Community Resource Consultants](#)

[Register for Constant Contact](#)

DBHDS -Office of Behavior Network Supports

[DBHDS Behavior Network Supports website](#)

[Therapeutic Consultation Provider Search Engine](#)

[Therapeutic Consultation Regulations](#)

[DBHDS/DMAS Practice Guidelines for Behavior Support Plans](#)

[Tips for Therapeutic Consultation Services addressing Risks in Part V](#)

DBHDS -Office of Human Rights

[DBHDS office of Human Rights](#)

[Human Rights Regulations](#)

[Use of seclusion, restraint & time out](#)

[Restrictions on freedoms of everyday life](#)

[Behavioral treatment plans](#)

[Restrictions, Behavioral Treatment Plans, & Restraints](#)

Other Helpful Links

[Commonwealth of Virginia Learning Center](#)

[TRAIN Virginia](#)

[CSB directory](#)

[Overview of Community Services Delivery in Virginia](#)

[VABA Provider update form](#)

[PBSF Roster](#)

[BACB Find a Certificiant](#)

Acronyms

BACB:	Behavior Analyst Certification Board®
BSP:	Behavior Support Plan
DBHDS:	Department of Behavioral Health and Developmental Services
DMAS:	Department of Medical Assistance Services
FBA:	Functional Behavior Assessment
MES:	Medicaid Enterprise System
PBSF:	Positive Behavior Supports Facilitator
SC/CM:	Support Coordinator/Case Manager
TC:	Therapeutic Consultation
VABA:	Virginia Association for Behavior Analysis
WaMS:	Virginia Waiver Management System