



Provider Application for Participation Instructions

This is an APPLIED BEHAVIORAL ANALYSIS (ABA) FACILITY/GROUP APPLICATION for consideration into Kaiser Permanente's network of providers.

This application is only for organizations providing Applied Behavioral Analysis (ABA) services. For consideration for inclusion into our network of providers, please complete this application in its entirety and submit it as indicated below. This application should not be used by existing network providers to make demographic changes or add providers to your practice.

Important disclaimer: All Information provided will be assessed against Kaiser Permanente's network needs. Submission of an application does not constitute any obligation on the part of Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., the Mid-Atlantic Permanente Medical Group, P.C. or any other or related Kaiser Permanente entity to enter into a contractual obligation.

It is important that you clearly describe the services you offer so that we can best assess our need for your offered services. Your completed application must also include the attached Disclosure of Ownership and Control Information form.

Please complete this application electronically. Do not complete it by hand. We welcome any attachments, brochures or descriptions you may choose to include to support your application.

Incomplete applications will be automatically denied and returned to you at the contact address within ten (10) days of receipt. We will process complete applications and provide notice of our decision in writing within thirty (30) days.

For questions, please contact us at interested.providers@kp.org.

Return completed applications using one of the following options:



Email PDFs to:

interested.providers@kp.org

Provider Application for Participation

ABA Provider Facility/Group Information

General Information

Group/Provider Name: _____

Federal Tax I.D. Number: _____ NPI: _____

Contact Name: _____

Contact Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Email: _____

Services (All Questions Must Be Answered)

Where do you provide services? Home School
 Daycare Clinical Facility
 Other: _____

All behavior technicians, tutors and paraprofessionals who provide one-on-one therapy services must be RBT certified, in accordance with the Behavioral Analyst Certification Board (BACB) requirements.

1. How many registered behavior technicians (RBT)s do you have? _____
2. Are your technicians RBT certified? Yes No
3. If YES, how many are RBT certified? _____
4. If NO, how long will it take for them to become certified? _____ years _____ months
5. How many board-certified behavior analysts (BCBA)s do you have? _____
6. How many board-certified assistant behavior analysts (BCaBA)s do you have? _____
7. Are you currently accepting new Members? Yes No

8. If YES, what is the wait time for a new Member to have an initial assessment/evaluation?
Months: _____
Weeks: _____
Other: _____

9. What is the wait time for a new Member to be seen after the initial assessment?
Months: _____
Weeks: _____
Other: _____

10. When do you have availability? Morning(s) Evening(s)

11. Do you offer weekend appointments? Yes No

13. Do you provide ASD Evaluation Services? Yes No

14. Indicate if you have any Speech, Physical and/or Occupational Therapy Providers that you'd like added to your Agreement: ST PT OT

Provider Application for Participation

ABA Provider Facility/Group Information

Clinical Locations (Only Include Locations Where ABA Services Are Performed)

Street Address: _____

City: _____ State: _____ ZIP: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Location Description

Provide a complete listing of all counties in Maryland, Virginia and Washington, D.C. in which you provide ABA services:

VA Medicaid Certified: Yes No

Accepting Medicaid Patients: Yes No

Do you maintain general liability insurance of at least \$1,000,000/\$3,000,000? Yes No

Do you maintain professional liability insurance of at least \$1,000,000/\$3,000,000? Yes No

Lines of Business*

Check off all lines of business you want to be contracted for:

Commercial (HMO, PPO, POS, etc.)

Virginia Medicaid , provide licensure #: _____

**Contracting will be done for each line of business as needed by Kaiser Permanente, requesting the line of business does not guarantee a contract will be made for that line of business.*

Provider Application for Participation

Disclosure of Ownership & Control Information

This section must be completed by an authorized representative of the participating provider practitioner, group or facility. An authorized representative is defined as an individual with designated authority to act on behalf of the individual, group of practitioners or disclosing entity. If not a solo practitioner, then the authorized representative must be a partner, president or secretary of the group of practitioners.

1. **Ownership and Control Information for Disclosing Entity, 42 C.F.R. §455.104**

List any individual who has any ownership or controlling interest in this provider entity or in any subcontractor. List the name, title, (e.g., CEO, President), address, Tax ID Number of any organization, corporation or entity having any ownership or controlling interest in this provider entity. The ownership or controlling interest is an ownership interest of 5% or more in this provider entity.

2. **Relationships**

List any individuals named in Question 1 whom are related to each other (e.g., spouse, parent, child or sibling). List their name, state their relationship and include their Social Security Number.

3. **Subcontractor**

List any individual with an ownership or control interest in any subcontractor that the disclosing entity has direct or indirect ownership of 5% or more.

4. **Other Disclosing Entity**

List the name, address and Tax ID Number of any other disclosing entity other than a subcontractor in which a person with an ownership or controlling interest in this disclosing entity has an ownership or control interest of 5% or more.

Provider Application for Participation

Disclosure of Ownership & Control Information

5. **Criminal Offenses**

Has any individual or organization listed in Questions 1, 2, 3 and 4 ever been convicted or assessed fines or penalties for any health-related crimes or misconduct and/or excluded from any federal or state health care program due to fraud, obstruction of an investigation, a controlled substance violation or any other crime or misconduct? If your answer to this question is YES, please provide the name, address, Social Security Number, Tax ID Number and percentage of ownership for these individual(s) and/or organization(s).

Yes No

6. **Criminal Offenses**

Has ANY individual or contractor connected with your practice been convicted or assessed fines or penalties for any health-related crimes or misconduct, or excluded from any federal or state health care program due to fraud, obstruction of an investigation, a controlled substance violation or any other crime or misconduct? If your answer to this question is YES please provide the name, address, and Social Security Number/Tax ID Number for individual(s) or contractor(s).

Yes No

7. **Criminal Offenses**

Has the applicant ever had any adverse legal actions imposed by Medicare, Medicaid or any other federal or state agency or program, or any licensing or certification agency?

Yes No

If yes, please provide a copy of relevant final disposition.



Organizational Providers Credentialing Application Instructions

**This CREDENTIALING/RE-CREDENTIALING APPLICATION is for
Kaiser Permanente network organizational providers.**

Important disclaimer: Submission of an application does not constitute any obligation on the part of Kaiser Foundation Health Plan of the Mid-Atlantic States, Inc., the Mid-Atlantic Permanente Medical Group, P.C. or any other or related Kaiser Permanente entity to enter into a new contractual obligation nor renew an earlier contract.

Please complete this application in its entirety. We ask that you complete the application electronically. Do not complete it by hand. We welcome any attachments, beyond those requested, that you may choose to include to support your application.

Required Documentation (Complete This Checklist Notating Included Documentation)

Accreditation certificates

(Note: If not accredited, include a copy of your last state or Medicare survey.

If neither accreditation or the survey is applicable, Kaiser Permanente will conduct a site visit).

Professional and general liability certificates of insurance

(Note: Liability insurance policy with limits equal to or greater than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) annual aggregate, or greater amounts if required by local jurisdiction regulation.

State license

ARTS Attestation Form, DBHDS License and staff roster (as ASAM Level requires)

W9

Provider Credentialing Application

Organizational Provider/Facility Information

Organization Type *(Select all that apply)*

- Acute Care Hospital
- Behavioral Health Care Facility
 - Ambulatory Clinic/Center
 - Applied Behavioral Analysis (ABA)
 - Chemical Dependency Program/Facility
 - Inpatient
 - Methadone Maintenance Program
 - Residential Treatment Facility for Behavioral Health Care
 - Residential Treatment Facility for Substance Abuse
- Clinical Laboratory
- Community Health Center/Mental Health Center
- Comprehensive Outpatient Rehabilitation Facility (CORF)
- Dialysis Center (End Stage Renal Disease (ESRD) Provider)
- Durable Medical Equipment Provider
- Federally-Qualified Health Center/Rural Health Clinic
- Free-Standing Ambulatory Surgery Center
- Home Health Agency
- Hospice
- Hospital
- Physical Therapy Facility
- Portable X-Ray Supplier
- Skilled Nursing Facility/Nursing Home
- Speech Pathology Facility
- Urgent Care Facility

Provider Credentialing Application

Demographics

Address 1:

Facility Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Federal Tax I.D. Number: _____ NPI: _____

Contact Name: _____

Contact's Title: _____

Contact's Phone: _____

Contact Email Address: _____

Contact Address (if different from above):

Address: _____

City: _____ State: _____ ZIP: _____

Address 2:

Facility Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Federal Tax I.D. Number: _____ NPI: _____

Contact Name: _____

Contact's Title: _____

Contact's Phone: _____

Contact Email Address: _____

Contact Address (if different from above):

Address: _____

City: _____ State: _____ ZIP: _____

Provider Credentialing Application

Licensure

License Type: _____

License Number: _____ License Expiration Date: ____ / ____ / ____
MM / DD / YYYY

Have you ever had any action taken against your license? Yes No

If YES, provide relevant details below:

Medicare Certification

Do you participate with Medicare? Yes No

Is your facility Medicare certified? Yes No

If YES, provide your Medicare Certification Number: _____

Is your Medicare certification in good standing? Yes No

If NO, provide relevant details below:

Has your participation in Medicare ever been suspended or denied? Yes No

If YES, provide relevant details below:

Last Medicare Survey Date: ____ / ____ / ____
MM / DD / YYYY

Accreditation

ARTS Provider? Yes No

If YES, provide your ASAM Level: _____

Joint Commission Accreditation? Yes No

If YES, provide your last survey date: ____ / ____ / ____
MM / DD / YYYY

Other Accreditation? Yes No

If YES, name of accrediting agency: _____

If YES, provide your last survey date: ____ / ____ / ____
MM / DD / YYYY

(Note: If not accredited, include a copy of your last state or Medicare survey. The survey must include identified deficiencies and corrective plans, if applicable. If a state or Medicare survey has not been completed, Kaiser Permanente will contact you to conduct a site visit).

Insurance/Claims

Professional Liability Insurance Carrier Name: _____

Policy Number: _____

Level of Coverage: \$ _____ Occurrence / \$ _____ Aggregate

Coverage Dates: ____ / ____ / ____ TO ____ / ____ / ____
MM / DD / YYYY MM / DD / YYYY

Provider Credentialing Application

General Liability Insurance Carrier Name: _____

Policy Number: _____

Level of Coverage: \$ _____ Occurrence / \$ _____ Aggregate

Coverage Dates: ____ / ____ / ____ TO ____ / ____ / ____
MM / DD / YYYY MM / DD / YYYY

(Note: Minimum coverage requirements by organization type are specified on application instructions sheet).

AUTHORIZATION/ATTESTATION:

I hereby submit this application for credentialing/re-credentialing into the provider network administered by Kaiser Permanente of the Mid-Atlantic States (KPMAS) and understand that this application will be reviewed based on the information I have provided. I certify that the information and documentation provided is true and correct, and that this facility is in good standing with all applicable state, federal and other regulatory agencies.

I understand that any information found to be false could result in denial or subsequent termination of this facility's membership in the KPMAS network. I am an officer of the above named organization with the authority to provide KPMAS the requested information, documentation and to execute this attestation.

By the signature below, I hereby attest to the accuracy, validity and completeness of the information and documentation.

Printed Name and Title: _____

Signature: _____

Date: _____

Provider (Group/Facility/Individual) Information Form

Section 1: Provider Demographic Information

Legal Entity Information	
Legal Entity Name:	
Legal Entity Tax ID:	
Legal Entity NPI:	
Legal Entity Medicare ID:	
Legal Entity VA Medicaid ID:	
Legal Entity MD Medicaid ID:	

Primary Contact/Correspondence Information	
Primary Contact Name:	
Job Title:	
Street Address, Suite/Floor:	
City, State, Zip:	
Phone Number:	
Email:	

Billing Information	
Billing Contact Name:	
Job Title:	
Street Address, Suite/Floor:	
City, State, Zip:	
Phone Number:	
Email:	

Claims Payment Address	
Claims Payment Contact Name:	
Job Title:	
Street Address, Suite/Floor:	
City, State, Zip:	
Phone Number:	
Email:	

Section 2: Virginia and Maryland Medicaid and Medicare Enrollment

Medicaid / Medicare Enrollment		
Indicate if you wish to participate in the Medicare Advantage line of business	Yes	No
Indicate if you wish to participate in either Virginia Medicaid	Yes	No
VA Medicaid – is Group, Facility and/or Individual Providers (as applicable), enrolled in the Provider Services Solutions Portal (PRSS)?	Yes	No
Indicate if you wish to Participate in Maryland Medicaid	Yes	No
MD Medicaid – is Group, Facility and/or Individual Providers (as applicable), enrolled in the Electronic provider Revalidation and Enrollment Portal (EPrep)?	Yes	No

**Enrollment is required for all Groups, Facilities and/or Individuals in the systems above in order to have these lines of business added to your Agreement.*

Section 3: Practice Location Adds

Location 1			
Practice Name:			
Street Address, Suite/Floor:			
City, State, Zip:			
Location Tax ID:			
Location Billing NPI/CCN Number:	Location Billing NPI	CCN Number (Skilled Nursing Facility Only)	
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#
Practice Location Phone Numbers:	Voice	Fax	
Contact Name/ Email:			
Email:			

Location 2			
Practice Name:			
Street Address, Suite/Floor:			
City, State, Zip:			
Location Tax ID:			
Location Billing NPI/CCN Number:	Location Billing NPI	CCN Number (Skilled Nursing Facility Only)	
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#
Practice Location Phone Numbers:	Voice	Fax	
Contact Name:			
Email:			

Location 3			
Practice Name:			
Street Address, Suite/Floor:			
City, State, Zip:			
Location Tax ID:			
Location Billing NPI/CCN Number:	Location Billing NPI	CCN Number (Skilled Nursing Facility Only)	
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#
Practice Location Phone Numbers:	Voice	Fax	
Contact Name:			
Email:			

Location 4			
Practice Name:			
Street Address, Suite/Floor:			
City, State, Zip:			
Location Tax ID:			
Location Billing NPI/ CCN Number:	Location Billing NPI	CCN Number (Skilled Nursing Facility Only)	
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#
Practice Location Phone Numbers:	Voice	Fax	
Contact Name:			
Email:			

**For additional Location adds, please replicate this section for as many additional locations as are needed*

Section 4: Provider Adds

Provider 1				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
Specialty(ies):	Yes	No	Yes	No
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
Hospital Affiliation:	Yes	No	N/A	Yes No
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				
Provider 2				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
Specialty(ies):	Yes	No	Yes	No
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
Hospital Affiliation:	Yes	No	N/A	Yes No
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				
Provider 3				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
Specialty(ies):	Yes	No	Yes	No
Telehealth, EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
Hospital Affiliation:	Yes	No	N/A	Yes No
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				

Provider 4				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
	Yes	No	Yes	No
Specialty(ies):				
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
	Yes	No	N/A	Yes No
Hospital Affiliation:				
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				
Provider 5				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
	Yes	No	Yes	No
Specialty(ies):				
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
	Yes	No	N/A	Yes No
Hospital Affiliation:				
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				
Provider 6				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
	Yes	No	Yes	No
Specialty(ies):				
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
	Yes	No	N/A	Yes No
Hospital Affiliation:				
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				

Provider 7				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
	Yes	No	Yes	No
Specialty(ies):				
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
	Yes	No	N/A	Yes No
Hospital Affiliation:				
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				
Provider 8				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
	Yes	No	Yes	No
Specialty(ies):				
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
	Yes	No	N/A	Yes No
Hospital Affiliation:				
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				
Provider 9				
Provider Name and Title:	First	Middle	Last	Title
Gender, Languages	Gender	Foreign Languages Spoken		
Social Security, CAQH, License NPI #:	Social Security	CAQH#	License#	Individual NPI
Medicare/Medicaid Numbers:	Medicare Advantage ID#	Virginia Medicaid ID#	Maryland Medicaid ID#	
Medicaid Enrollment (if applicable)	Maryland Medicaid – enrolled in “EPrep”?		Virginia Medicaid – Enrolled in “PRSS”?	
	Yes	No	Yes	No
Specialty(ies):				
EPSDT, New Patients	EPSDT Certified (if applicable)		Accepting New Patients?	
	Yes	No	N/A	Yes No
Hospital Affiliation:				
Practice Locations (indicate by using Practice Location #):				
Billing NPI:				

For additional Provider adds, replicate this section for as many additional providers as needed.

I am authorized to sign for the physicians or provider listed above in reference to the current agreement, including any amendments with the Mid-Atlantic Permanente Medical Group, P.C. and/or the Kaiser Foundation Health Plan and to bind such providers to the terms and conditions of the agreement.

Authorized Signatory: _____

Printed Name: _____ Date: _____

****FORM MUST BE SIGNED AND DATED OR IT WILL BE RETURNED AS INCOMPLETE****