

Finding Endorsement Information

Start by visiting the NC Division of MH/DD/SAS home page. Here's the link: <http://www.ncdhhs.gov/mhddsas/>

This website is not particularly easy to navigate...Here's what to do:

1. Click on "Providers of MH/DD/SA Services," located on the left hand side of the page.
2. Scroll about $\frac{3}{4}$ of the way down the page and click on "**Provider Endorsement,**" located in the middle column of the page.

(Note: This page contains endorsement policies, communication updates, MOA, etc., in addition to the service specific checksheets. The endorsement application located here is outdated)

3. To find the current **Endorsement Policy**, click on "Revised Endorsement Policy" which is the first item in the grid in the "Policies 12/07" section. Here you will find "Policy and Procedures for Endorsement of Providers of Medicaid Reimbursable MH/DD/SA Services", Revised 12/03/07".
4. For providers who are required to complete the **Self Study of Core Rules**, click on "Forms" and look for the 9th item in the Administrative section. Make sure to scroll across the tabs at the bottom of the page to open all sections. There are instructions found at the top of the Client Rights and the Confidentiality sections.
5. To find information about the business agreement and insurance requirements click on "**MOA**", located in the administrative section labeled "Forms". The Memorandum of Agreement is signed at the end of the endorsement process. Note the insurance requirements on page 6.

To locate the Mental Health and Substance Abuse service checksheets:

Click on "Checksheets" near the top of the page. The checksheets are grouped according to the population they apply to, for example: Adult Mental Health, Child Mental Health, Substance Abuse, etc.

To locate the CAP MR/DD service checksheets:

1. Click on "Checksheets" near the top of the page, then scroll downward and click on the one(s) desired.

To locate the Endorsement Application:

The Provider Enrollment Package is used to enroll with DMA and also serves as the Endorsement Application. You will need to complete and submit it to OPC as the Endorsement Application.

The DMA is currently utilizing CSC to process enrollment and the Provider Enrollment Package is located on the NC Tracks website.

- Go to the following link on the NC Tracks website:
<http://www.nctracks.nc.gov/provider/providerEnrollment/index.jsp>
- Download the application according to your Provider Type. You may also complete it online and download.
 - New agencies choose the In State/Border (Application). Also note the Help document.
 - Currently enrolled agencies applying to add a service choose Add CIS Services (Application) or Add CAP Services (Application) and note the corresponding Help document.

**Do not send to CSC at this time.
You must first complete the endorsement process.**

You may call or email Debbie Santucci to discuss endorsement from OPC:
(919) 913-4075, dsantucci@opc-mhc.org

Endorsement Applications and related materials should be submitted via certified/registered mail to:

OPC Area Program
Attention: Debbie Santucci
100 Europa Drive, Suite 490
Chapel Hill, NC 27517