

Timeframes for Initial Endorsement

Provider submits Endorsement Application (Enrollment Package):

- OPC: **20 business** days to notify provider if accepted or to request additional materials
- Provider: **5 business** days to submit additional information (if not received, OPC returns packet and provider must resubmit)

Once the Provider Application/Enrollment Package is complete and correct:

- OPC: **20 business** days to complete the on-site review
- OPC: **10 business** days after site visit to respond with findings to Provider (endorsed, or denied)

Denial:

- If business verification requirements are not met the application is denied; and, provider must wait **6 months** to re-apply through OPC or any other Endorsing Agency.
- If business verification was achieved but site/service endorsement was denied; the provider must wait **6 months** to re-apply for services with the OPC, but can apply at any time through another Endorsing Agency.

Endorsement:

- The Standard Agreement, also known as the Memorandum of Agreement (MOA), must be in effect prior to OPC sending the Provider the Notification of Endorsement Action form (NEA).

Service Implementation Monitoring Reviews:

- OPC will schedule a monitoring review approximately **60 calendar** days after service initiation to assess implementation.
- If all endorsement criteria are not met endorsement will be withdrawn or OPC will issue a Plan of Correction (POC) and the POC Policy will be followed.