### Texas Facility/Ancillary/Long-term Care Credentialing Application Instructions

- Applications should be typed or legibly printed in black or dark blue ink. If more space is needed, attach
  additional sheets and reference the question being answered. ALL fields are required to be completed
  unless otherwise directed.
- Modification to the wording or format of the application will invalidate the application.
- If any of your locations has a unique license, unique NPI and/or a unique Tax ID number, a separate credentialing event and application will be required. If you have multiple locations that bill under the same license/NPI/Tax ID, please complete the Secondary Locations Excel Template.
- A Secondary Locations Addendum is required for EACH practice location and for each provider type.
- Mark questions as N/A if they are not applicable.
- Ensure all enclosures listed on pages 7-8 are attached.
- Ensure the Attestation on page 7 is signed and dated.

**Provider Groups:** Complete pages 1-7 **Ancillaries/Clinics:** Complete pages 1-7

Hospitals: Complete pages 1-7 and Attachment A

LTSS Providers/Nursing Facilities: Complete pages 1-7 and Attachment B Behavioral Health Providers: Complete pages 1-7 and Attachment C

(Select your Behavioral Health provider type on pg. 4)

Provider identification								
Legal Business Name:								
Doing Business As (if applicable	e):							
Credentialing Contact:		Credentialing	Credentialing Contact Email:					
Credentialing Contact Phone:		Secure Fax:						
Alternative Contact:	Alternative C	Contact Phone:						
Taxpayer Identification Number	:	National Pro	vider Identifier (NPI):					
Taxonomy:		Name of Medical Directo	r:					
Location/Service Address unique NPI and/or a unique If you have multiple location Locations Excel Template. Treceived from Aperture.)  Practice location name:	Tax ID number, a separns that bill under the sar	rate credentialing me license/NPI/Ta	event and applica ax ID, please com	ation wi olete th	ll be required. e Secondary			
Medicaid Number/TPI: Medicare ID:								
Address line 1:								
Address line 2:								
City:		State:	ZIP+4 (Pre	ferred):	County:			
Phone:		Fax:	Primary co	ntact:	act:			
Billing information (if different billing name:	erent than above)							
Address line 1:								
Address line 2:								
City:	State:	State: ZIP+4 (Optional): County:						
Credentialing Address (F	Please Note: Aperture w	ill send credentia	ling corresponder	ce to th	nis address.)			
Address line 1:								
Address line 2:								
City:		State:	ZIP+4 (Optional):	Cou	unty:			

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Primary Of	Primary Office Hours								
Mon	Tue	Wed	Thur	Fri	Sat	Sun			
Required After	Required After-hours coverage: Answering Service Voicemail with Instructions								
Age of patients served:  Newborn  Adolescents (13-18 years)  Preschool (3 to 5 years)  Adults  Services pediatric population  Children (6-12 years)  None  Patient program/population served:  Serves Intellectual & Developmental Disabilities (IDD) population  None									
Please indicate a	any age limitations: _		Please indica	te any gender limit	ations:				
Do you offer	the following se	rvices:							
Telemedicine Ser	vices Yes	No Telehealth S	Services Yes	No Telemon	itoring Services	Yes No			
ADA Requirements  Access & Availability									
Languages	Spoken								
Languages Spol	ken By Provider Staff	Other Than Englis	h:						
Spanish			Vietnam	ese					
American Si	gn Language		Other:						
Provider Ty	<b>pe</b> (Only one prov	ider type should	be reflected for	the location to b	e credentialed.)				
Adaptive Aids	s/Medical Equipment	(LTSS)	ПСог	mprehensive Outpa	atient Rehab Facili	ty (CORF)			
Adult Day Car	re		Cor	ngregate Care Faci	lity				
Adult Foster (	Care		Сог	nvalescent Facility					
Ambulance S	ervice/Transportation	n Company	Cou	unty Indigent Healt	h Care Program (C	CIHCP)			
Ambulatory S	urgical Center		☐ Day	/ Habilitation (LTSS	5)				
Assisted Livin	g		Dia	betes Education C	enter				
Audiology/He	aring Center		Dia	gnostic and Treatm	nent Center				
Biological Pro	ducts Manufacturer		Dis	pensing Optical Co	ompany				
Birthing Center	er		Dru	g and Department	Stores				
Blood Bank			Dur	able Medical Equip	oment (DME)				
Cardiac Reha	b Center		Ear	ly Childhood Interv	rention (ECI)				
Clinic/Group	Practice		Em	ergency Response	Service/System				
Comprehensi	ve Care Program (CC	CP)	Em	ployment Assistan	ce				
Comprehensi	ve Health Center (CH	HC)	☐ End	d Stage Renal Dise	ase Facility (ESRD	)			

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Provider type (continued)	
Endoscopy Facility	Nursing Home
Family Counseling and Training	Nursing/Health Care Staffing Service
Family Planning Clinic	Organ Procurement Organization
Federal Qualified Health Center (FQHC)	Orthotics/Prosthetics
Financial Management Service Agency	Outpatient Rehab Facility (ORF)
Free Standing Emergency Room	Pediatric Day Health Care
Hearing Aid Equipment	Personal Assistance Services Agency
Hemophilia Treatment Center	Personal Care Services (PCS)
Home and Community Support Services	Pest Control
Home Health Agency	Pharmacy
Home Infusion	Pharmacy-Home Health IV LTC
Hospice	Prescribed Pediatric Extended Care Centers (PPECC)
Hospital	Public Health Agency
Independent Lab/Privately Owned Lab	Radiation / Cancer Treatment Centers
Infertility Center	Retail Clinic
Infusion Therapy Clinic	Rural Health Clinic
Laboratory	Skilled Nursing Facility (SNF)
Magnetic Resonance Imaging (MRI)	Sleep Medicine Center
Maternity Service Clinic	Supported Employment/Employment Assistance
Meals, Home Delivered Meals	Transition Assistance Services (LTSS)
Minor Home Modification	Tuberculosis (TB) Clinic-Group
Mobile X-Ray/Mobile Diagnostic Provider	Urgent Care Center
Non-Emergent Transportation Services	Vehicle Modification (LTSS)
Behavioral Health Provider Types	
Behavioral Health Facility	Physiological-Independent Diagnostic Testing (IDTF)
Behavioral Health Unit	Psychiatric Clinic
Clinic/Group Practice	Psychiatric Residential Treatment Facility
Hospital, Behavioral Health	Rehab Behavioral Health Service Assisted Long-Term Care
☐ Intensive Family Intervention Adult Living Facility	Residential-Based Supported Community Living Service
Local Behavioral Health Authority (LBHA)	Residential Treatment Facility/Program
Local Mental Health Authority (LMHA)	Targeted Case Management Provider (LMHA/LBHA)
Mental Retardation Diagnostic Services (MRDA)	Chemical Dependency Treatment Facility (CDTF)
Opioid Treatment Program (OTP)	Community Mental Health Center (CMHC)

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STAR Kids Providers M	ust Answer the Followinເ	<b>):</b>							
All questions must be answered with a checked "Yes" or "No". Do not mark N/A for any questions.									
Do you participate in the Medically Dependent Children Program (MDCP)? Yes No									
Do you participate in the Community First Choice (CFC) Program? Yes No									
Are you a Home and Communit	y Support Service Agency (HCS	SSA) Provider? Yes N	No						
Are you a Community Living Assistance and Support Services (CLASS) Provider? Yes No									
Do you participate in the Deaf, Blind, & Multiple Disabilities (DBMD) Program? Yes No									
Are you a Youth Empowerment	Services (YES) Provider?	Yes No							
Are you recognized as a NCQA	Patient-Centered Medical Home	e? Yes No							
If yes, what level?									
*Please give a list of where teler	medicine services are provided i	f in addition to services locations	5*						
	· 								
Do you participate in an Electro	nic Visit Verification (EVV) Progra	am? Yes No Vend	or:						
Are you a Historically Under-Uti	lized Business? Yes	No							
Licensure & Certificate	s (attach a copy of curre	nt licensure and Clinical I	Laboratory Improvements						
Amendment [CLIA] cert	tification, if applicable)								
Type of License:	License issuance date:	License number:	Expiration date:						
State:									
Type of License:	License issuance date:	License number:	Expiration date:						
State:									
Type of License:	License issuance date:	License number:	Expiration date:						
State:									
Radiology Certificate #:		Radiology Expiration Date:							
CLIA Certificate #:		CLIA Expiration Date:							

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Accreditation/certification (attach	ch a copy of current	accreditation,	certificate or survey)				
Α.							
Accreditation Association of Ambulatory Health Care (AAAHC)  Accreditation Commission for Health Care (ACHC)  Association for Accreditation of	Note: Continuing Care Ad Commission (CCAC) and have merged, so CCAC r separately	CARF not included	Intersocietal Accreditation Commission (IAC)  Joint Commission for the Accreditation of HealthCare Organization (TJC or JCAHO)				
Ambulatory Surgery Facilities (AAAASF)  American Board for Certification in Orthotics & Prosthetics  American College of Radiology (ACR)  Board of Certification  Center for Improvement in Healthcare Quality  Clinical Laboratory Improvement Amendments (CLIA)  Commission on Accreditation of Rehabilitation Facilities (CARF)	Accreditation (COLA)  Community Health Ad (CHAP)  Council on Accreditate Det Norske Veritas He (DNV)  Healthcare Facility Ad Program (HFAP)  Healthcare Quality As Accreditation	cions (COA) ealthcare, Inc					
Accrediting Body:		Expiration Date (mm/dd/yyyy):					
Accrediting Body:		Expiration Date (mm/dd/yyyy):					
Accrediting Body:		Expiration Date (mm/dd/yyyy):					
Not accredited — Expected date of acci							
<ul><li>B. Site Survey — Visit May Be Requi</li><li>Nonaccredited providers must provider</li></ul>							
<ul> <li>Most recent government agency s</li> </ul>	. ,	er than 36 month	9)				
<ul> <li>Corrective action plan (if deficienc facility is in substantial compliance)</li> </ul>	ies were cited), and att	ach the proof fro					
Facilities that don't meet the requirements documentation or complete the onsite sur	•						
Has the provider had an on-site survey by	CMS or state agency?	Yes No					
(YES) Date of most recent full survey	<i></i>						
(NO) Successful completion of a hea	alth plan onsite visit will be	e required to compl	lete credentialing.				

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General and professional liability insurance – Plea	ase submit a copy of your certificate of insurance.							
General liability coverage								
Current carrier name:								
Policy number:	Coverage type: Occurrence -based Claims-based							
Effective date:	Expiration date:							
Per incident: \$	Aggregate: \$							
Professional/Malpractice liability coverage – Plea	se submit a copy of your certificate of insurance.							
Current carrier name:								
Policy number:	Coverage type: Occurrence-based Claims-based							
Effective date:	Expiration date:							
Per incident: \$	Aggregate: \$							
Automobile Insurance								
Are you required to carry automobile insurance?	No (If yes, submit a copy of your certificate.)							
Professional Disclosure Questions								
Please include an explanation on a separate sheet for any ques  1. Has the organization ever been reprimanded, fined by any st organizations?								
<ol> <li>Has the organization's license to practice or operate in any jurisdiction (state or county) ever been denied, revoked, suspended, sanctioned or subject to probation or any conditions or limitations?  Yes No</li> <li>Have any disciplinary proceedings ever been instituted against the organization by any medical organization or medical</li> </ol>								
<ul> <li>institute?</li></ul>								
<ol> <li>Has the organization's liability insurance policy ever been canceled? Yes No</li> <li>Has the organization ever been denied renewal of the liability insurance policy or had any limitations placed on the scope of coverage? Yes No</li> <li>Note: This impacts the section called "Enclosures."</li> </ol>								
Explanation of "Yes" answers to attestation questions Credentia	aling Questionnaire							

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### Attestation Consent and Release

Type or Print Name

All information provided in this, or in connection with this application, is complete and accurate to the best of my knowledge, and I shall immediately notify the Plan(s) of any changes thereto. I understand that this application does not entitle me to participation in the Plan(s) network. By applying for appointment as a TAHP participating provider, I authorize the Plan(s) plan, its medical director, and appropriate representatives to consult with administrators and members of other institutions where I have been associated, including past and present malpractice carriers who may have information bearing on my professional competence, character, and ethical qualifications. I hereby further consent to the inspection by the Plan(s), and their representatives, its medical director and appropriate representatives, of all records and documents, excluding medical records of nonmembers of TAHP Participating Plans, that may be material to an evaluation of any professional qualifications and competence to carry out the requested duties, as well as my moral and ethical qualifications for participating provider status with the Plan(s) participating with TAHP. I consent and agree that TAHP Participating Plans will complete a criminal history background check to determine if I, or any subcontracted providers, have any history of felony convictions, including adjudication withheld on a felony, plea or nolo contendere to a felony or entry into a pretrial for a felony. I agree to obtain any consents or approvals required for my subcontracted providers to undergo such background checks. I hereby release the Plan(s) and its representatives, including TAHP and Aperture Credentialing, LLC, from any liability for their acts performed in good faith and without malice in connection with evaluating my application, credentials, and qualifications. I hereby release any individuals and organizations from any liability that provide information to the Plan(s) and its representatives or its staff in good faith and without malice concerning my professional competence, ethics, character, and other qualifications, and I hereby consent to the release of such information. By executing this application, I confirm that I am bound by the terms of the ancillary agreement between me or my group and the Plan(s), as such terms may be applicable to me. I understand that as an applicant for participation in the Plan(s), I have the right to review information obtained from primary verification sources during the credentialing process. I further understand that upon notification from the Plan(s), I have the right to explain any information obtained that may vary substantially from that provided by me and correct any erroneous information submitted by another party. This shall be accomplished by my submission of a written explanation or by appearance before the credentialing committee, if they so request. I further understand that I may appeal the committee's decision either in writing or by appearance before the credentialing committee, if they so request.

By signing below, I attest that I have reviewed and understand all terms and conditions contained in this Attestation/Consent & Release. I agree that my electronic signature is equivalent to my hand-written signature.

I certify that the on-online exclusion lists for the <u>Health and Human Services Office of Inspector General</u> and <u>System for Award Management</u> are checked for all new employees or care providers prior to the first provision of service and for existing employees or contracted service providers on a monthly basis to ensure that no state or federally excluded individuals perform any function related to any state or federal health care program. I certify that I will remove any employee or contracted service provider found on one of the above referenced federal exclusion lists from any functions related to a state or federal health care program.

Title	
Signature	Date
Enclosures	
Please submit all applicable documents from the list below with your this information will prohibit completion of your credentialing and/or olocation.	
Copy of all federal, state and/or local licenses required to operate	e as a health care facility (by location)
Copy of accreditation certificate or letter	
Copy of most recent CMS or state survey, including your correct from CMS/state agency stating facility is in substantial compliance.	
Copy of CLIA certificate for each location, as applicable	
Copy of current DEA certificate (if applicable);	
Current TDH Radiology certificate for each location (if applicable	);
Evidence of Texas Mental Health and Mental Retardation certification	ation (REQUIRED for community mental health centers)
Evidence of Medicare certification (REQUIRED for institutional ce	enters)
Professional/Malpractice liability of Insurance (AS REQUIRED AE	BOVE);

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Enclosures (continued)	
Copy of TMHP Medicaid Letter (when applicable)      Evidence of an Agreement with HHSC [REQUIRED for CORF providers]      Medical Staff / Allied Health Professional Roster	Explanation of "Yes" answers to attestation questions Company brochure (if available) Current Signed W-9
Attachment A - Hospital Facilities	
Hospital - part of multi-hospital system? Yes No	
Are you considered an Essential Community Provider as defin Hospital Services/Treatment Levels:	ed by CMS? Yes No
Adult acute care Level 4 trauma	
☐ Level 1 trauma ☐ Children's Hospital — [CMS Des	signated]
Level 2 trauma Designated Childrens Unit/Wing	
Level 3 trauma Specializes in Pediatric Services	; 
Are you a member of the American Hospital Association?  Number of Certified Beds  NICU Level	Yes No Certification Date
Medicare - Certified Acute Inpatient Facility Information	n
Medicare Certified Bed Count: ICU Bed Count(exclu-	
Skilled Nursing or Swing Bed Count: Inpatient Psych	niatric Bed Count:
Acute Inpatient Rehab Services	Skilled Nursing Unit
Cardiac Catheterization Services	Durable Medical Equipment (DME)
Outpatient Occupational Therapy	Surgical Services (Outpatient or ASC)
Cardiac Surgery Program  Outpatient Physical Therapy	☐ Inpatient Psychiatric Facility Services ☐ Mammography
Critical Care Services – Intensive Care Unit (ICU)	Orthotics and Prosthetics
Outpatient Speech Therapy	Outpatient Dialysis
Diagnostic Radiology	Outpatient Infusion/Chemotherapy
Medicare-Approved Transplant Programs	
Heart/Lung	Liver
Heart	Lung
☐ Intestinal	Pancreas
Kidney	Other

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#### Attachment B - Texas Long-Term Services and Supports Provider type Services Details Day activity/health services: Residential care/assisted Personal assistance Transition/relocation service direct: living facility: services Rate enhancement Consumer-directed Rate enhancement program block grant model program Participant contract number: Participant contract number: Consumer-directed services (CDS) model List level: List level: \_\_\_\_\_ Consumer-delegated agency model Financial management/ Rate enhancement program Participant contract number: List level: Counties Served: Please select the ones in which services can be provided or check here STATEWIDE [servicing all] Anderson Andrews ☐ Angelina ☐ Aransas Archer Bailey Bandera Armstrong ☐ Atascosa ☐ Austin ☐ Baylor ☐ Bastrop Bee Bell □ Bexar Blanco ☐ Brazoria Borden ■ Bosque Bowie ☐ Brewster Brooks Brown Brazos Briscoe Burleson Burnet ☐ Caldewll Calhoun Callahan ☐ Cass ☐ Cameron ☐ Camp ☐ Carson ☐ Castro Childress ☐ Chambers Cherokee ☐ Clay ☐ Cochran ☐ Coke ☐ Coleman ☐ Collin ☐ Collingsworth ☐ Colorado ☐ Concho ☐ Cooke ☐ Comal ☐ Comanche ☐ Corvell ☐ Crane ☐ Crosby Culberson ☐ Cottle ☐ Crockett Delta ☐ Dallam ☐ Dallas ☐ Dawson ☐ Deaf Smith ☐ Denton ☐ DeWitt Dickens ☐ Dimmit ☐ Donley ☐ Edwards ☐ El Paso ☐ Duval ☐ Eastland ☐ Ector ☐ Ellis ☐ Erath ☐ Falls Fannin ☐ Favette Franklin Fisher Flovd Foard ☐ Fort Bend ☐ Freestone Frio Gaines Galveston ☐ Garza Glasscock Goliad Gonzales Gray Gillespie Grayson Grimes ☐ Guadalupe ☐ Hale Gregg Hansford ☐ Hardin ☐ Hall Hamilton Hardeman ☐ Harris Harrison ☐ Hartley ☐ Haskell Hays Henderson ☐ Hill Hemphill Hidalgo Hockley Hood Hopkins Houston Howard Hudspeth

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Hunt	Hutchinson	☐ Irion	□Jack	Jackson
Jasper	☐ Jeff Davis	☐ Jefferson	☐ Jim Hogg	☐ Jim Wells
Johnson	Jones	☐ Karnes	☐ Kaufman	☐ Kendall
Kenedy	☐ Kent	☐ Kerr	☐ Kimble	☐King
Kinney	☐ Kleberg	☐ Knox	☐ La Salle	Lamar
Lamb	Lampasas	Lavaca	Lee	Leon
Liberty	Limestone	Lipscomb	Live Oak	Llano
Loving	Lubbock	Lynn	☐ Madison	☐ Marion
Martin	☐ Mason	☐ Matagorda	☐ Maverick	☐ McCulloch
McLennan	☐ McMullen	Medina	☐ Menard	Midland
Milam	Mills	Mitchell	☐ Montague	☐ Montgomery
☐Moore	Morris	☐ Motley	Nacogdoches	□Navarro
Newton	□Nolan	Nueces	Ochiltree	Oldham
Orange	☐ Palo	☐ Panola	Parker	☐ Parmer
Pecos	Pinto	Polk	Potter	☐ Presidio
Rains	Randall	Reagan	Real	☐ Red River
Reeves	Refugio	Roberts	Robertson	Rockwall
Runnells	Rusk	Sabine	☐ San Augustine	☐ San Jacinto
☐ San Patricio	☐ San Saba	Schleicher	Scurry	Shackelford
Shelby	Sherman	Smith	Somervell	Starr
Stephens	Sterling	Stonewall	Sutton	Swisher
☐ Tarrant	☐ Taylor	Terrell	Terry	☐ Throckmorton
☐Titus	☐ Tom Green	□Travis	☐ Trinity	□Tyler
Upshur	Upton	Uvalde	☐ Val Verde	☐ Van Zandt
☐Victoria	□Walker	□Waller	□Ward	☐ Washington
☐Webb	□Wharton	□Wheeler	□Wichita	□Wilbarger
☐Willacy	□Williamson	□Wilson	☐Winkler	□Wise
Wood	☐ Yoakum	Young	Zapata	Zavala

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Attachment C - Behavioral Health Facilities/Providers - Locations & Level of Care													
Facility Practice	Facility Practice Locations and Levels of Care per location												
	Age Category	Inpatient	Partial	IOP	Residential	Observation		I/P Detox	I/P Rehab	Partial	IOP	Residential	Ambulatory Detox
Location #1													
Address:	Child												
	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:		ECT		I/P		O/P			☐ Met	hadone			Suboxone
Location #2													
Address:	Child												
	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:		ECT		I/P		O/P			☐ Met	hadone			Suboxone
Location #3													
	Child												
Address:	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:	Genatrio	ECT		I/P	П	I O/P			│ │	hadone			Suboxone
		201							1	iladorio			Саволоно
Location #4						1							
Address:	Child					-			ļ				
	Adol.								-				
Phone:	Adult								-				
Secure Fax:	Geriatric												
NPI:		ECT		I/P		O/P		<u> </u>	<b> ∟</b> Met	hadone			Suboxone
Location #5													
Address:	Child												
	Adol.												
Phone:	Adult												
Secure Fax:	Geriatric												
NPI:		ECT		I/P		O/P			☐ Met	hadone			Suboxone

### **Attachment C - Behavioral Health Facilities/Providers Specialty Services**

Instructions: Indicate which specialty services are offered at the location provided on page 12 (Location #1-5)

Identify specialty services offered	Available	Not Available	Location # Indicated on Page 11	Comments/Descriptions
Eating Disorder Treatment - Inpatient				
Eating Disorder Treatment - Outpatient				
Electro-convulsive Therapy (ECT) - Inpatient				
Electro-convulsive Therapy (ECT) – Outpatient				
Dual Diagnosis Services				
Continuing Day Treatment				
LGBT services				
Domiciliary Services in an IOP or PHP setting (program must be formally approved by UBH)				
Chronically Mentally III Services (CMI)/ Severely Mentally III Services (SMI)				
Respite Care Services				
Emergency Room Services (assessment only)				
Twenty-three (23) Hour Crisis Observation				
Mobile Crisis Stabilization				
MHSA Outpatient Clinics in a hospital				
Ambulatory Detox - Drug				
Ambulatory Detox - Alcohol				
Medication Assisted Treatment (MAT) - in an Detox, IOP or PHP setting  Methadone Suboxone  Buprenorphine Naltrexone (i.e. vivitrol)				
Sober Living/Supervised Living				
Halfway House				
Group Home				
Therapeutic Foster Care				
ASAM Residential Services				□ 3.1 □ 3.3 □ 3.7
Bridge on Discharge (aftercare planning immediately post IP discharge)				Geriatric Adult Adol. Child