

## Peer Support Services PROMISE™ Provider File Frequently Asked Questions

**1. Question:** Our agency has been approved by OMHSAS to be a provider of Peer Support Services. I understand I must proceed with enrollment into PROMISE™ in order to bill and/or report on these services. What must I submit?

**Answer:** You are required to submit a PROMISE™ Provider Enrollment Base Application to have the necessary provider type/specialty code combinations added to your PROMISE™ provider file in order to bill for these services and report on services rendered. Additionally, these documents are to be included with the submission of the completed application:

- Signed DPW Outpatient Provider Agreement
- Copy of Tax Document generated by the IRS showing both the name and tax ID of the entity applying for enrollment
- Copy of Certificate of Compliance (if ICM or RC provider, copy of Field Office letter of approval)
- OMHSAS letter of approval to provide Peer Support Services
- Copy of OMHSAS-approved Peer Support Services service description
- Signed Supplemental Provider Agreement for Peer Support Services
- Copy of Subcontract Agreement (for subcontracted providers only)

**2. Question:** Our agency is an OMHSAS-approved Peer Support Services provider, and will be providing services for more than one county. How many PROMISE™ enrollment applications must we submit?

**Answer:** The answer to this depends on the base license(s)/Certificate of Compliance(s) being used for the county (ies) being served. If you are using the same base license type (e.g. Psychiatric Outpatient) and license number for all of your peer support services, you should submit one PROMISE™ Provider Enrollment Base Application. The necessary provider type/specialty code combinations for peer support services will be placed on the PROMISE™ service location that accommodates your main site. You can bill for all of your peer support services from this one PROMISE™ service location. Note, however, that if you have more than one service description to accommodate your Peer Support Services programs, the OMHSAS Field Office must approve each service description prior to peer support services being provided.

If you have more than one base license/Certificate of Compliance for your Peer Support Services program, you must submit a PROMISE™ Provider Enrollment Base Application for each base license/Certificate of Compliance. For example, if you have more than one service description, and you are using different base licenses for the service descriptions (e.g., one service description has a Psychiatric Outpatient base license, and the other service description has a Psych. Rehabilitation base license), you must submit two PROMISE™ Provider Enrollment Base Applications. This will result in the Peer Support Services codes being placed on both your Psychiatric Outpatient and your Psychiatric Rehabilitation service locations in PROMISE™.

**3. Question:** Our agency is an OMHSAS-approved Peer Support Services provider, and we are providing services at more than one location. How many PROMISe™ enrollment applications must we submit?

**Answer:** As long as you are using the same base license for each location, you are required to submit only one PROMISe™ Provider Enrollment Base Application. The Peer Support Services provider type/specialty code combination will be placed on your PROMISe™ service location that accommodates the main site listed on your base license. The Peer Support Services just have more than one location.