

Foundational Community Supports provider contracting process

Washington | Medicaid

Wellpoint is the third-party administrator (TPA) for the Foundational Community Supports (FCS) program. Supportive housing services and supported employment services are the core benefits of the FCS program. You can read more about the FCS program on [Wellpoint's provider website](#). We are glad that you are interested in joining the FCS provider network!

Contracting checklist

To be an FCS provider, you will need the following items:

1. Taxpayer Identification Number (TIN)
2. National Provider Identifier (NPI)
3. ProviderOne Enrollment (aka: Medicaid ID)
4. *FCS Provider Agreement*
5. *FCS Provider Application*
6. *W-9*
7. OneHealthPort (OHP)

First steps

Obtain the following items first:

- 1. Taxpayer Identification Number (TIN)**
- 2. National Provider Identifier (NPI)**

Search for your organization and/or create a new account at the [NPI Registry](#). You will first need to create an Identity and Access Management System (I&A) account so you can login to the NPI Registry. Once you create your I&A account, you will want to login at the *Registered User Sign In* section using your new I&A username and password. This will take you into the NPI Registry/NPPES website where you will need to go through the steps to create your *Type 2 Organizational Provider NPI* (not individual or group). It will also need to have a *Facility Taxonomy*. Depending on your organization, your primary taxonomy will most likely be one of these: *Case Management - 251B00000X* or *Community/Behavioral Health - 251S00000X*.

3. ProviderOne Enrollment (aka: Medicaid ID)

Enroll your organization with ProviderOne with Washington State Health Care Authority (HCA) to get a ProviderOne ID (aka: Medicaid ID). Fill out the following two forms and email them to Rayan Orbom (rayan.orbom@hca.wa.gov) at HCA to expedite:

- **Apple Health (Medicaid) Enrollment Application and Agreement for Non-billing Provider Organizations:**
 - Under Section 1 (type of practice) please enter *supportive housing* and/or *supported employment*.
 - FCS providers do not need to fill out Section 4 and Section 5.
- **Organizational Non-billing Provider Agreement**

Please note:

- You need an NPI before you enroll with ProviderOne and get a Medicaid ID.
- There is a separate process for FCS providers to expedite this process. Do not submit the forms directly to Provider Enrollment.
- You will need to **revalidate the enrollment** every five years with HCA.

Return to Wellpoint

Once you have a TIN, NPI, and ProviderOne/Medicaid ID complete, return the following documents to Wellpoint. Contracting and credentialing takes 30 to 60 days from the date Wellpoint receives all the needed documents.

4. FCS Provider Agreement:

- Complete the *FCS Provider Agreement* emailed to you by a FCS manager with Wellpoint.

5. FCS Provider Application:

- Complete the online *FCS Provider Application*.

6. W-9:

- Complete and sign the online **2018 W-9**.

Please note: your organization name needs to be exactly the same on the *FCS Provider Application*, *FCS Provider Agreement*, and *W-9*.

Questions?

Contact your FCS manager with Wellpoint or FCSTPA@Wellpoint.com.

Last step

Once you have submitted all the needed documents to Wellpoint, start the OHP registration.

7. OneHealthPort (OHP)

Register your organization with OneHealthPort (OHP) to access ProviderOne. OHP offers a single sign-on to access ProviderOne. ProviderOne is how you will view your clients' Medicaid eligibility and FCS enrollment. You will need to identify an administrator for OHP who will then complete the registration process and manage your organization's account. The administrator will be responsible for basic management of users including password resets, adding, and removing users, and managing Tax IDs for the Organization.

Additional resources:

- OHP FAQs: <https://www.onehealthport.com/sso/frequently-asked-questions>
- For **OHP technical support**, call OHP at **800-973-4797** or **submit a contact form**.