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Developmental Disabilities Administration (DDA)
2025 Waiver Changes
ePREP and Individual Provider Medicaid Enrollment
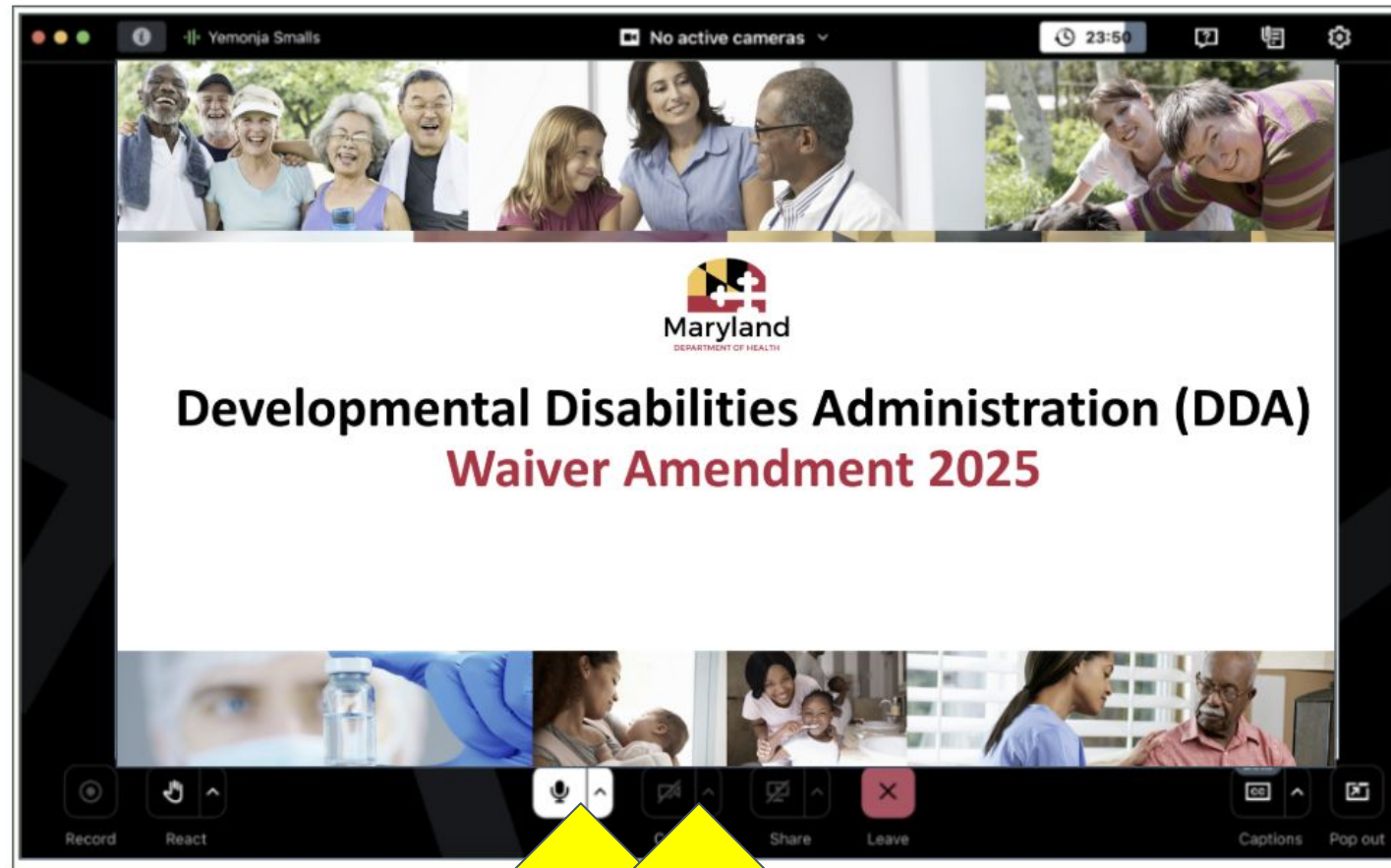
October 3, 2025

Housekeeping

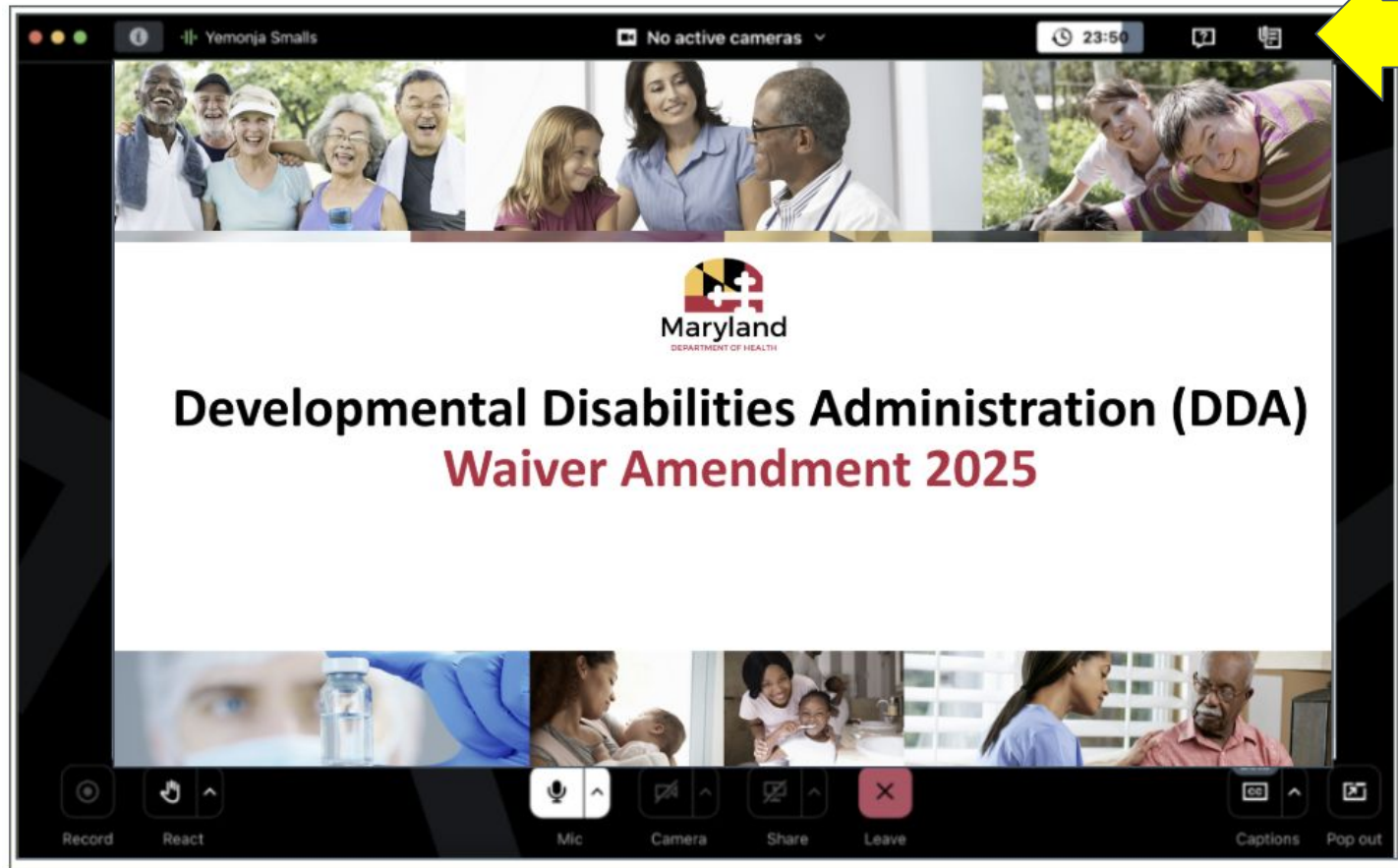Click here for closed captioning

2

Housekeeping

Mics and Cameras are turned off

Housekeeping

Click the paperclip to download handouts

Housekeeping

Click the question mark to type a question for us

5

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Housekeeping

Click the hand icon to raise your hand

Conduct

The free expression of diverse viewpoints is a fundamental value of our group. This freedom carries the responsibility to engage respectfully, which means treating one another with dignity and respect in good faith.

Uncivil behavior, disruptive actions, abusive language, threats, or harassment will not be tolerated and may result in removal from the meeting.

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Welcome

Agenda

- Individual Provider DDA Certification for Nurses and Behavioral Support Services Providers

- Enrollment into the Maryland Electronic Provider Revalidation & Enrollment Portal (ePREP)

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Individual Provider DDA Certification for Nurses and Behavioral Support Services Providers

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New Individual Provider Medicaid Enrollment 1/3

- Anyone paid to provide a Medicaid waiver service, including a participant's employees, is considered a Medicaid Provider, and must follow all laws and regulations associated with a Medicaid Provider.

- By **December 31, 2025**, all individual **Registered Nurses** and **Behavior Support Services specialists** who work on their own (also called "sole practitioners") and provide services in a DDA Medicaid waiver must:

  - Be approved by DDA; and
  - Be enrolled in the Maryland Electronic Provider Revalidation & Enrollment Portal (ePREP).

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New Individual Provider Medicaid Enrollment 2/3

These requirements are only for **individual** providers, also called **sole practitioners.** If you work for an agency provider as agency staff, these new requirements do not apply to you.

- **If you do not already have a DDA approval letter**, you must:
  - First complete the DDA provider application through this Google form.
  - Apply in ePREP after DDA approves you

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New Individual Provider Medicaid Enrollment 3/3

These requirements are only for **individual** providers, also called **sole practitioners.** If you work for an agency provider as agency staff, these new requirements do not apply to you.

- **If you already have a DDA approval letter or a sole practitioner application approval**: You don't need to reapply with DDA until your application expires, but you must still complete ePREP enrollment.

Important: If you are already enrolled in ePREP as a licensed professional, you must still create a new, separate ePREP account to enroll as a DDA individual provider.

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Deadlines

- Submit a DDA provider application by **October 15, 2025**.

- Submit an ePREP application by **November 15, 2025**.

  - Important: To complete ePREP enrollment, you must be registered with the State Department of Assessments and Taxation (SDAT) and be in good standing. Make sure your registration is complete, as it is required to enroll in ePREP.

- All approvals must be completed by **December 31, 2025**.

- **Please note that DDA must approve you before you can submit your ePREP application.**

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DDA Application for Certification 1/2

- The following items are required to apply for DDA certification:
  - Copy of a valid and current photo ID, such as a Maryland state driver's license or Maryland state ID
  - Copy of professional Maryland State License and/or Certificate
  - Copy of most recent resume for BSS providers (must meet provider qualification criteria)
  - Copy of professional liability insurance
  - Signed [DDA Conditions of Participation](#) form

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DDA Application for Certification 2/2

The following items are required to apply for DDA certification (continued):

- Results from an accepted criminal background check which may include any of the following:

    - A State criminal history records check via the Maryland Department of Public Safety's [Criminal Justice Information System (CJIS)](#); or

    - A National criminal background check via a private agency, with whom the provider contracts. (If choosing the second option, the criminal background check must pull court or other records in each state in which you worked or resided during the past 7 years.); and

    - If serving people aged 17 or younger, you must provide [Child Protective Services (CPS) clearance](#) results.

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Regional Office Contact Information

Central Maryland Regional Office (CMRO)	Southern Maryland Regional Office (SMRO)
Patrick Ugboaja	Kianna Blakeney
Director of Provider Services	Director of Provider Services
Patrick.ugboaja2@maryland.gov	kianna.blakeney@maryland.gov
443-835-5030	301-362-5114
Eastern Shore Regional Office (ESRO)	**Western Maryland Regional Office (WMRO)**
Andrea Jones	Shawn Haines
Director of Provider Services	Director of Provider Services
Andrea.Jones@maryland.gov	shawn.haines1@maryland.gov
410-726-4203	240-313-3860

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Questions

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ePREP Enrollment
Office of Medicaid Provider Services

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Policy and Program Questions

- Today's training is meant to review how to complete DDA waiver applications for behavioral support and nursing service provider type GM (Individual Community Pathways) through the enrollment system ePREP

- Our team is not responsible for creating policies for DDA programs. We can not provide claim, reimbursement, or billing information for your agency.

- For questions about policies or your program please contact Developmental Disabilities Administration (DDA) Regional Office Providers Services staff.

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Policy and Program Questions

- **Background**

  Completing the Application

- **Demonstrations**

  Completing an Individual Billing Provider Type GM

- **Resources**

  FAQs

  Contacts & Additional Training Materials

- **Questions**

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Background

Completing the Application

Business Profile:

Centralized and secure environment that houses all your Maryland Medicaid accounts and applications including your National Provider Identifiers (NPIs), Medical Assistance (MA) number(s), or Tax ID(s).

NOTE: A User Profile may have access to one or more Business Profiles.

A Provider may be enrolled in ePREP as a clinical practitioner however, they still need to enroll as a DDA provider.

- Learn how to create a Business Profile **here**

- Learn how to create a Business Profile for Atypical Providers **here**

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Completing the Application

Approval Letter:

Providers will be required to upload the DDA Approval Letter or approved Sole Practitioner form in the **Additional Information section** of their application.

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Application Landmarks & Definitions

Signatures:

- All applications must be electronically signed. Who can sign will depend on the type of application.For new accounts, the person signing must add themself as an owner or managing employee in the **Disclosure section**.

Attaching Documents:

- Medicaid Application submitted in ePREP will need a DDA Approval Letter or approved Sole Practitioner form and a professional licence. **Review the full brief here**

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Application Landmarks & Definitions

Disclosable Events:
Found in the **Disclosure Information section** can include any of the following:

- A provider who currently has uncollected debt to Medicaid, CHIP or Medicare.

- A provider who has been or is subject to a payment suspension under a federal health care program.

- A provider who has been or is excluded by the HHS Office of Inspector General (OIG) from Medicare, Medicaid, or CHIP.

- A provider who has had Medicare, Medicaid, or CHIP billing privileges denied, revoked, or terminated.

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Live Demonstration

Live Demonstration

Let's complete an Application:

✓ **Individual Billing Provider Type GM- Individual Community Pathways new enrollment application**

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Resources

Frequently Asked Questions (FAQs)

Q: How do I acquire an approval letter?

A: The DDA office will issue an approval letter. Once issued, you will be able to complete an application in ePREP under delegated Provider Type.

Q: I'm currently an active provider with Maryland Medicaid and I wish to create a second account to render DDA services.

A: As an active provider with Maryland Medicaid, you already have a business profile set up in ePREP. To provide DDA services in addition to your already credentialed group / business, you will need to create an additional business profile.

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Frequently Asked Questions (FAQs)

Q: What happens once my application is submitted?
  A: Once an application is submitted, the enrollment team will review all of the information and get back to you as soon as possible. You can always <u>check on the progress of your applications</u> directly in ePREP.

Q: What do I need to enroll as an Individual Provider?
  A: You will need your DDA Approval Letter and a copy of your clinical license.

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Frequently Asked Questions (FAQs)

Q: How do I obtain a DDA Approval Letter?

    A: You first need to be approved as a DDA individual provider. If you are not already approved, you can submit your application, by using this [google form](#)

    You will need your **DDA approval approval letter** and your **clinical license** to enroll in ePREP.

Q: How do I register with SDAT?

    A: Link to resource guide provided on the next slide

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Frequently Asked Questions (FAQs)

ePREP and Enrollment Questions:

mdh.providerenrollment@maryland.gov
Call Center: 1-844-463-7768
Hours: Monday – Friday 9:00 AM – 5:00 PM. (Closed on State Holidays).

DDA Policy and Program Questions:

Developmental Disabilities Administration (DDA)

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Resources

Additional Training Material:

- PT GM Individual New Enrollment Workflow

- ePREP Instructions and Training

- ePREP Basics

- ePREP FAQs

- SDAT Instructions

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Questions

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