

Vendor Credentialing Requirements

Requirements for Enrolling Self-Direction Vendors

Before using any Vendor, **please call CONDUENT (formerly Xerox) at 1-866-916-0310 to make sure all required vendor paperwork has been processed** and that the vendor has been set up on your Plan. If you use a vendor before their paperwork has been processed, they may not be paid for those dates. If a Criminal Background Check (CBC) is required, the vendor may not begin working until they have passed their Consolidated Online Registry (COR) initial background check. If a vendor provides services before passing their COR background check (if required), **they will not be paid for those dates**.

Please make sure that all enrollment paperwork (with the exception of the final criminal background check) has been processed before the vendor provides services. **Medicaid will not pay for any services if the vendor enrollment process has not been completed.**

If a vendor provides only goods (not services), you will usually only need to complete the Vendor Information Form (VIF); in other words, the vendor will probably not need to complete the entire Vendor Packet. The purpose of the VIF is to show that you will be using this vendor on your Plan. For vendors that provide goods (only), it is not necessary to get their signature on the VIF. Some examples of “goods” are vitamins, memberships, monthly phone/internet charges, bus passes and conferences. If you are not sure about if what you want to purchase is a “good” or a “service,” please call CONDUENT (formerly Xerox) for assistance.

Vendors that provide SERVICES: Independent Contractors (IC) and Agencies				
Service Code	Service Code Description	Billing Method	Vendor Packet Required?	License and/or Additional Requirements
97810	Acupuncture <u>Allowed Providers:</u> Group Practice or Individual Specialized Therapist	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: Acupuncture and/or oriental medicine license
T2031	Assisted Living – Daily <u>Allowed Providers:</u> Assisted Living Provider Agency/Facility	Daily	Agency: Yes	Agency: Business License
H2019	Behavior Support Consultation <u>Allowed Providers:</u> Individual Behavior Support Consultant (BSC) or BSC Group Practice	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: Licensed (MD, Clinical Psychologist, Psychologist Associate, SW, LPCC, LPC, Psychiatric Nurse, NM licensed marriage and family therapist, NM licensed art therapist)
90901	Biofeedback <u>Allowed Providers:</u> Group Practice or Individual Specialized Therapist	Visit	Agency: Yes IC: Yes	Agency: Business License IC: License in Health Care Profession whose scope of practice includes Biofeedback
98940	Chiropractic <u>Allowed Providers:</u> Group Practice or Individual Chiropractor	Visit	Agency: Yes IC: Yes	Agency: Business License IC: Chiropractic Physician License
T1999CE-I	Coaching Education for Parents, Spouse or Other <u>Allowed Providers:</u> Vendor	Each	Agency: Yes IC: Yes	Agency: Business License IC: Pre-Hire Packet

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T1999CS-I	Coaching Education for Parents/Spouse: Conferences and Seminars ONLY <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999CL-I	Coaching Education for Parents/Spouse: Classes ONLY <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
97532	Cognitive Rehab Therapy <u>Allowed Providers:</u> Group practice or Individual Specialized Therapist	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: License in Health Care Profession whose scope of practice includes Cognitive Rehab Therapy
H2021	Community Direct Support/Navigation <u>Allowed Providers:</u> Community Direct Support Provider or Community Access Provider Agency	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: Pre-Hire Packet
S5100	Customized Community Support <u>Allowed Providers:</u> Adult Day Health Agency or Adult Day Habilitation Agency	Per 15 min	Agency: Yes	Agency: Business License
T2033	Customized In-Home Living Supports <u>Allowed Providers:</u> Customized Living Provider Agency or Individual Customized Living Provider	Daily	Agency: Yes IC: Yes	Agency: Business License IC: Pre-Hire Packet
S5160	Emergency Response Testing and Maintenance <u>Allowed Providers:</u> Emergency Response Provider (Agency)	Each	Agency: No	Agency: VIF is required
S5161	Emergency Response Monthly Service Fee <u>Allowed Providers:</u> Emergency Response Provider (Agency)	Monthly	Agency: No	Agency: VIF is required
T2019	Employment Supports (includes Job Coach) <u>Allowed Providers:</u> Supported Employment Provider Agency or Individual	Each	Agency: Yes IC: Yes	Agency: Business License IC: Pre-Hire Packet
S5165	Environmental Modifications (EMOD) <u>Allowed Providers:</u> Individual or Company (Agency)	Each	Agency: Yes IC: Yes	Agency: Appropriate License IC: Appropriate License
T1999CP-I	Fees and Memberships <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)

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T1999HR-I	Health-Related Equipment & Supplies <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999AE-I	Adaptive Equipment and Supplies <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999EE-I	Exercise Equipment and Related Items <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999NS-I	Nutritional Supplements <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999OM-I	Over-the-Counter Medications <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
S8940	Hippotherapy <u>Allowed Providers:</u> Group Practice or Individual Specialized Therapist	Visit	Agency: Yes IC: Yes	Agency: Business License IC: License in Healthcare profession whose scope of practice includes hippotherapy.
S9122	Home Health Aide <u>Allowed Providers:</u> Home Health Agency/Homemaker Agency	Hour	Agency: Yes	Agency: Business License
99509	Homemaker/Direct Support <u>Allowed Providers:</u> Individual Homemaker/Direct Support Provider or Home Health Agency/Homemaker Agency	Hourly	Agency: Yes IC: Yes	Agency: Business License IC: Pre-Hire Packet
T1999HG-I	Household Related Goods Item/Invoice <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999AI-I	Appliances for Independence Item/Invoice <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999AF-I	Adaptive Furniture Item/Invoice <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T2019JD	Job Developer <u>Allowed Providers:</u> Supported Employment Provider Agency or Individual	Each	Agency: Yes IC: Yes	Agency: Business License IC: Pre-Hire Packet
97124	Massage Therapy <u>Allowed Providers:</u> Group Practice or Individual Specialized Therapist	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: Massage Therapist License

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S8990	Naprapathy <u>Allowed Providers:</u> Group Practice or Individual Specialized Therapist	Visit	Agency: Yes IC: Yes	Agency: Business License IC: Naprapathic Physician License
S9445	Native American Healers <u>Allowed Providers:</u> Group Practice or Individual Specialized Therapist	Session	IC: Yes	IC: Pre-Hire Packet
S9470	Nutritional Counseling Adults <u>Allowed Providers:</u> Group Practice or Individual	Hourly	Agency: Yes IC: Yes	Agency: Business License IC: Registered Dietician License
G0152	Occupational Therapy <u>Allowed Providers:</u> Individual Occupational Therapist or Group Practice	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: OT License
T1007	Personal Plan Facilitation <u>Allowed Providers:</u> Personal Plan Facilitator -- Sole Proprietor or Personal Plan Facilitation -- Agency	Each	Agency: Yes IC: Yes	Agency: Business License IC: Proof of Certification in Planning Tool
G0151	Physical Therapy <u>Allowed Providers:</u> Group Practice or Individual Physical Therapist	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: PT License
H2032	Play Therapy <u>Allowed Providers:</u> Group Practice or Individual Specialized Therapist	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: License in a mental health profession whose scope of practice includes play therapy
T1003	Private Duty Nursing LPN <u>Allowed Providers:</u> Home Health Agency, Rural Health Clinic, FQHC or Individual	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: LPN License
T1002	Private Duty Nursing RN <u>Allowed Providers:</u> Home Health Agency, Rural Health Clinic, FQHC or Individual	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: RN License
T1005HHA	Respite Home Health Aide <u>Allowed Providers:</u> Respite Agency	Per 15 min	Agency: Yes	Agency: Business License
T1005SD	Respite Standard <u>Allowed Providers:</u> Individual Provider (not RN, LPN or HHA) or Respite Provider Agency	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: Pre-Hire Packet

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T1005LPN	Respite LPN <u>Allowed Providers:</u> Respite Provider Agency or Individual LPN	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: LPN License
T1005RN	Respite RN <u>Allowed Providers:</u> Respite Provider Agency or Individual RN	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: RN License
G0153	Speech/Language Pathology <u>Allowed Providers:</u> Individual Speech Language Pathologist (SLP) or Group Practice	Per 15 min	Agency: Yes IC: Yes	Agency: Business License IC: Business License
T1999TS	Technology for Safety and Independence <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999CR	Computer Purchase (item) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999PR	Printer Purchase (item) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999FX	Fax Machine Purchase (item) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999CPEP	Cell Phone and Related Equipment Purchase (item) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999IS	Internet Service <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999CELL	Cell Phone Service <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999LS	Landline Service <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999ICL	Internet/Cell Phone/Landline Service (bundled) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999IC	Internet/Cell Phone Service (bundled) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999IL	Internet/Landline Service (bundled) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T1999CPL	Cell Phone/Landline Service (bundled) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)

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T1999OS	Office Supplies (purchased as items) <u>Allowed Providers:</u> Vendor	Each	Agency: No IC: No	VIF is required (goods only)
T2004	Transportation Commercial Carrier Pass <u>Allowed Providers:</u> Transportation Commercial Carrier	Each	Agency: No IC: No	VIF is required (goods only)
T2007	Transportation Time <u>Allowed Providers:</u> Transportation Agency or Individual Driver	Hourly	Agency: Yes IC: Yes	Agency: Business License IC: Transportation Appendix, Pre-Hire Packet
T2003	Transportation Trip <u>Allowed Providers:</u> Transportation Agency or Individual Driver	Each	Agency: Yes IC: Yes	Agency: Business License IC: Transportation Appendix, Pre-Hire Packet
T2049	Transportation Mile <u>Allowed Providers:</u> Transportation Agency or Individual Driver	Per Mile	Agency: Yes IC: Yes	Agency: Business License IC: Transportation Appendix, Pre-Hire Packet

If the vendor has a professional license (such as a registered nurse or therapist), their licensing board has already completed a background check. They do not need to do another one for Self-Direction. Provider agencies are responsible for completing criminal background checks (CBC) on all their staff. Confirmation of the CBC must be available to the State and CONDUENT (formerly Xerox) for review as requested.

Please remember that for any vendor providing services, a Vendor Agreement must be completed before payment can be made for any service. If a vendor's pay rate needs to be changed (for vendors providing services), a new Vendor Agreement must be completed and submitted to CONDUENT (formerly Xerox) at least 15 days before the pay rate change will become effective.

The above grid provides an overview of general vendor credentialing requirements. In certain specific cases, additional licensing or other documentation may be required.

Please contact CONDUENT (formerly Xerox) at 1-866-916-0310 or your Support Broker/Consultant if you have any questions.