choices®
COORDINATED CARE SOLUTIONS

Provider Network Information Packet

THANK YOU FOR YOUR INTEREST!

We appreciate your interest in partnering with Choices Coordinated Care Solutions. We are always excited to connect with providers who are committed to supporting youth and families across Indiana. This document outlines the steps, requirements, and expectations for providers seeking to join our network.

Step 1: Letter of Intent

Please email a Letter of Intent to the Provider Relations Team at: ChoicesPRPublic@ChoicesCCS.org

In your letter, briefly introduce your agency or yourself, the services you provide, and your interest in becoming a Choices network provider.

Step 2: Pre-Screening Submission Packet

Submit the following items in one complete packet to: ChoicesPRPublic@ChoicesCCS.org

If you are seeking to provide CMHI services, please also include:

- DMHA certification
- Medicaid approval letter

1.Required Submission Materials:

Detailed Proposal should include, but not be limited to:

- Overview of proposed services
- Proposed rates
- Counties/locations you wish to serve
- Target population and age groups
- Program structure
- History of agency or provider experience
- Any additional information that supports your qualifications

2. Brochures (if available)

Once received, the information will be reviewed by our Provider Review Panel, and you'll be notified regarding feedback and the next steps.

What to Expect Next?

You will receive the Contract Requirements Checklist and Exhibit B-Service Description to inform you of the requirements and menu of services.

Please respond in writing if you remain interested in joining the Choices provider network.

Step 3: New Contract Phase

If your proposal is approved, a formal meeting will be scheduled with a Provider Relations team member. You'll receive the following documentation:

- Provider Handbook
- Direct Deposit Form
- Employee Roster Form
- W-9 Form
- Attachment 1
- Exhibits A, C, and D
- Master Provider Contract

These materials will guide you through the onboarding process and outline key requirements and expectations for joining the Choices Provider Network.

Subsequent Required Documents:

To finalize contracting, the following documentation will be required for your organization and any subcontractors/employees:

- Completed Employee Roster*
- Completed Direct Deposit Form
- Completed W-9
- Proof of Insurance
- Resume(s)
- Copy of Degree(s)/Transcript(s) or High School Diploma(s)
- Valid Driver's License(s)
- Background Checks
- Proof of Required Trainings (https://www.in.gov/dcs/3493.htm)
- Proof of Evidence-Based Practices (if applicable)
- Licensure/Certification copies (if applicable)

*Items marked with an asterisk apply to the organization and not to individual staff.

SUPPORT & COMMUNICATION

Our team is available to assist and answer questions throughout this process via email, phone, or virtual meetings. Let us know your availability to schedule a conversation at your convenience.

We look forward to learning more about your agency and exploring opportunities to partner in providing high-quality care to Indiana's youth and families.

Step 4: Welcome Letter

Once the provider has signed and submitted all contractual documentation, they will receive a welcome letter along with a signed copy of all agreements for their records.

The welcome letter will also include:

- Instructions on how to access the Monthly Report Portal, including login credentials and user guidance.
- Information on how to access the Billing Portal, with details on submitting invoices, tracking payments, and obtaining support if needed.

This packet is designed to ensure providers have the tools and information needed to begin their partnership with us smoothly and successfully.