

# AAPS Medicaid Requirements

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Here are the steps substance abuse treatment providers are required to complete in order to become an authorized Medicaid provider of substance abuse treatment  
*(All steps must be completed and verified by AAPS before an approval letter will be issued to the provider):*

**This process is located on the AAPS web site. You can reach it by:**

- Going to the AAPS web site: <http://www.srskansas.org/hcp/aaps/AAPSAboutUs.htm>
  - Clicking on “Funding Opportunities”
  - Choosing the “Medicaid” link in the middle of the page
1. If the provider is **NOT** already a licensed Alcohol and Drug Treatment Provider with SRS/AAPS, that process must be completed before Medicaid approval can be granted.
  2. Provider will have to have sufficient computer hardware to support the Kansas Client Placement Criteria (KCPC) program as evaluated and determined by the Program Evaluation and Research Team (PERT) at SRS through completion of a questionnaire provided by AAPS. This questionnaire is available on the AAPS website entitled “Computer System Requirements”.
  3. Provider will need to install Windows 2000 Professional or Windows XP Professional as well as have internet access to connect to and utilize Citrix for the purpose of transmitting data to the state and or ValueOptions-Kansas (VO-KS).
  4. Provider will send applicable staff to an AAPS-approved KCPC training or they may contract with a RADAC staff to provide this clinical training for their counselors. The provider must send documentation of said training to Medicaid Coordinator. This training must have been completed recently as the KCPC system changes over time.
  5. Once authorized to do so by AAPS and PERT, provider will coordinate a download and installation of the KCPC system onto their computer(s).
  6. Once these steps have been completed, AAPS will issue a letter of approval. Provider is then to complete an enrollment application with EDS at (785) 274-5914.
  7. Once **ALL** steps have been completed, provider shall contact VO-KS to discuss becoming a part of the provider network.
  8. If there are any questions about this process, provider may contact the Medicaid Coordinator at AAPS.

In addition:

- For every Medicaid eligible substance abuse treatment client, a KCPC assessment will be completed and sent to VO-KS for approval. The provider requests the # of group, or individual sessions or intermediate or day treatment (Intensive Outpatient Treatment) days supported by clinical evidence to VO-KS care manager staff. They authorize (or not) the requested # of days, hours, etc. Continuing stay reviews are then completed prior to the due date to justify continued treatment. Upon completion of treatment, a discharge is completed or, if transferring to another provider or level of care, a transfer is completed.
- It is recommended that providers of Medicaid funded substance abuse treatment services complete the on-line Medicaid training and use [www.medicaidtraining.org](http://www.medicaidtraining.org) for information pertaining to delivery of substance abuse services in Kansas.