

How to Apply to become an TBIW Provider Agency:

An application can be made to be a Case Management or Personal Attendant Agency.

1. You are responsible to review the Medicaid Program Manual chapters 100, 200, 300, 400, **512 (TBI policy manual)**, 600, 700, and 800 located on the West Virginia Bureau for Medical Services website.
2. Complete the **Certification Application*** and mail to:

KEPRO

Barbara Recknagel, TBIW Manager
1007 Bullitt St., 2nd Floor
Charleston, WV 25301

3. Once the application is received by KEPRO, a representative will contact you to schedule a review using the **Provider Monitoring Tool***. This requirement may be waived if the prospective provider is a Licensed Behavioral Health Center (LBHC) or is enrolled as an Aged and Disabled Waiver (ADW), Personal Care (PC) or Intellectual/Developmental Disabilities Waiver (IDDW) provider at the time of application.
4. If you meet all certification requirements based on the onsite review or verification of LBHC, ADW, Personal Care, or IDDW status, KEPRO will notify DXC (formerly Molina Healthcare).
5. KEPRO will notify DXC.
6. DXC will send you a Traumatic Brain Injury Waiver Enrollment Application.
7. The Enrollment Application must be returned to DXC.
8. Once DXC determines the Enrollment Application is complete, they will notify you and provide you with a Medicaid provider number.

If you have any questions regarding this process, please contact Barbara Recknagel with KEPRO at 1-866-385-8920.

*The **Certification Application** and the **Provider Review Tool** can be found under the "Policy/Forms" tab on the TBIW website.

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