

Early Intensive Developmental and Behavioral Intervention (EIDBI) Provider Enrollment Criteria and Forms

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Review the [EIDBI](#) section of the Minnesota Health Care Programs (MHCP) Provider Manual, [EIDBI Benefit Policy Manual](#) or take the [EIDBI 101 training for providers](#) for more information about the EIDBI benefit.

Background Studies (BGS) using NETStudy 2.0

All individuals who have direct contact (in-person or via telehealth) with people who receive EIDBI services and their legal representatives, including volunteers, subcontractors and temporary staff, at MHCP-enrolled EIDBI agencies must have a completed, passed criminal background check through NETStudy 2.0 using the agency ID assigned to the facility. Rendering providers who do not have this documentation on file could be subject to monetary recovery of claims billed. Refer to the [Background studies](#) webpage to learn how to contact the Background Study Division for questions regarding NETStudy 2.0.

All EIDBI provider agencies must complete the [Request for EIDBI NETStudy 2.0 Agency ID Number \(DHS-3891A\) \(PDF\)](#) to have BGS create your NETStudy 2.0 account and assign an agency ID.

How to enroll as an EIDBI Provider Agency

Use the Minnesota Provider Screening and Enrollment (MPSE) portal by following the instructions on the [Registration and access](#) webpage or complete and fax the following enrollment forms and required documents to MHCP Provider Eligibility and Compliance at 651-431-7462.

Requirements and additional information

| Enrollment requirements for EIDBI provider agencies | Additional information |
|---|---|
| Provider Enrollment Application (DHS-4016A) (PDF) | Required for fax submissions, but not for MPSE submissions. |
| Fee-For-Service (FFS) or FFS and Managed Care Organization In-Network Provider Agreement (DHS-4138) (PDF) | Required for both fax and MPSE submissions |
| Disclosure of Ownership and Control Interest of an Entity (DHS-5259) (PDF) | <ul style="list-style-type: none"> • Required for fax submissions, but not for MPSE submissions. • NOTE: Fax submissions must disclose the QSP as a Managing Employee on the Disclosure of Ownership |

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| | <ul style="list-style-type: none"> • and Control Interest of an Entity (DHS-5259) (PDF). • NOTE: In MPSE, on the Owners Authorized Persons page, agencies must also disclose the qualified supervising professionals (QSPs) as both a qualified professional (QP) and Managing Employee (ME). • If at any time the agency QSP changes, the same steps must be taken for the new QSP. • Missing or incorrect information may result in billing suspension. |
| <p>EIDBI Provider Agency Assurance Statement (DHS-7120B) (PDF)</p> <p>Must have a Advanced Certification holder affiliated to the EIDBI agency</p> | <ul style="list-style-type: none"> • Required for both fax and MPSE submissions • Must list an individual with advance certification in the approved modality whose assurance statement is included in the agency application, along with a copy of their certification. • The agency must also request an affiliation at the time of enrollment and maintain an active affiliation to remain in compliance. • BCBA or BCBA-D individuals are required to be licensed by the Minnesota Board of Psychology as a Licensed Behavioral Analyst. • NOTE: EIDBI provider agencies must resubmit the EIDBI Provider Agency Assurance Statement (DHS-7120B) (PDF) to add or change their advanced certification provider or modality. |
| <p>Must have a qualified supervising professional (QSP) affiliated to the EIDBI agency</p> | <ul style="list-style-type: none"> • The agency must ensure their QSP is an actively enrolled mental health professional with MHCP and has the signed EIDBI Qualified Supervising Professionals (QSP) Assurance Statement (DHS-7120C) (PDF) assurance statement on file with MHCP. • The QSP must be disclosed as a Managing Employee on the Disclosure of Ownership and Control Interest of an Entity (DHS-5259) (PDF) or in MPSE. • The agency must also request an affiliation at the time of enrollment and maintain an active affiliation to remain in compliance. • If the agency QSP or ownership changes, the agency must report the change. • Refer to the Enrolling Individual EIDBI Providers Comprehensive Multi-Disciplinary Evaluation (CMDE) services or qualified supervising professional (QSP) providers section for instructions. • EIDBI Level I, II, or III providers are not eligible for QSP services. |
| <p>Application fee</p> | <ul style="list-style-type: none"> • Required for both fax and MPSE submissions. • EIDBI agencies are required to pay a nonrefundable application fee. Refer to the Provider Screening Requirements webpage for more information. |
| <p>EFT Supplier ID Notification (DHS-3725) (PDF)</p> | <ul style="list-style-type: none"> • This form is optional for fax submissions. • For MPSE submissions, you may enter the EFT supplier identification number directly into the portal |

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| | <ul style="list-style-type: none">• without this form. |
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MHCP will also conduct a site visit as part of the enrollment process. Please allow up to an additional 60 days for screening time. Refer to the [Provider Screening Requirements](#) webpage for more information.

Enrolling Individual EIDBI Providers

Comprehensive Multi-Disciplinary Evaluation (CMDE) services or qualified supervising professional (QSP) providers

You must be enrolled as one of the following provider types to provide CMDE services or to identify yourself as the QSP:

- [Licensed Independent Clinical Social Worker](#) – 14
- [Licensed Marriage and Family Therapist](#) – 25
- [Licensed Psychologist](#) – 42
- [Licensed Professional Clinical Counselor](#) – 63
- [Nurse Practitioner](#) – 65
- [Physician](#) – 20

CMDE providers must submit the [EIDBI Comprehensive Multi-Disciplinary Evaluation \(CMDE\) Provider Assurance Statement \(DHS-7120A\) \(PDF\)](#) and proof you are qualified to provide EIDBI services including, but not limited to, a current copy of your license.

QSP providers must submit the [EIDBI Qualified Supervising Professionals \(QSP\) Assurance Statement \(DHS-7120C\) \(PDF\)](#) and proof showing you are qualified to provide EIDBI services including, but not limited to, a current copy of your license.

CMDE clinical trainee

Providers enrolling a mental health practitioner clinical trainee

Complete the [EIDBI Comprehensive Multi-Disciplinary Evaluation \(CMDE\) Provider Assurance Statement \(DHS-7120A\) \(PDF\)](#) to add mental health practitioner clinical trainee services to your existing Level I or II provider record.

Refer to the clinical trainee requirements on the [Treatment Supervision](#) and [General MHCP Non-Enrollable Mental Health Provider Requirements](#) webpages for more information.

Eligible providers to enroll as an EIDBI Individual Level I, II and III

Do not enroll as a Level I, II or III provider until your affiliated agency is actively enrolled with MHCP to provide EIDBI services.

EIDBI individuals can **enroll or re-enroll** with MHCP in one of the following two ways:

Use the Minnesota Provider Screening and Enrollment (MPSE) portal by following the instructions on the [Organization to Individual Affiliations](#) webpage or complete and fax the following enrollment forms and required documents to MHCP Provider Eligibility and Compliance at 651-431-7462.

Level I, II and III EIDBI providers

| Enrollment requirements | Level I | Level II | Level III |
|---|--|---|--|
| Individual Provider Enrollment Application (DHS-4016) (PDF) | Required for fax submissions. This form is not required if you enroll through the MPSE portal. | Required for fax submissions. This form is not required if you enroll through the MPSE portal. | Required for fax submissions. This form is not required if you enroll through the MPSE portal. |
| Fee-For-Service (FFS) or FFS and Managed Care Organization In-Network Provider Agreement (DHS-4138) (DHS) | Required for both fax and MPSE submissions. | Required for both fax and MPSE submissions. | Required for both fax and MPSE submissions. |
| EIDBI Provider Assurance Statements | EIDBI Level I Provider Assurance Statement (DHS-7120D) (PDF) -Required for both fax and MPSE submissions. | EIDBI Level II Provider Assurance Statement (DHS-7120E) (PDF) - Required for both fax and MPSE submissions. | EIDBI Level III Provider Assurance Statement (DHS-7120F) (PDF) - Required for both fax and MPSE submissions. |
| Proof showing you are qualified to provide EIDBI services | The following may be required with your fax or MPSE submission depending on how you completed the Level I assurance statement: License, certifications, college transcript, diploma, or advance certification. | The following may be required with your fax or MPSE submission depending on how you completed the Level II assurance statement: License, certifications, college transcripts and diploma. | The following is required with your fax or MPSE submission depending on how you complete your Level III assurance statement: Certifications and diploma. |

Existing enrolled MHCP individual providers who are delivering EIDBI services

Providers do not need to enroll at multiple levels (for example, QSP and Level I). If you are changing between the different levels of EIDBI services, you must submit an updated EIDBI provider assurance statement and the applicable certification, license, transcript or other documents as noted on the assurance statement. Instructions for modifying the enrollment records of existing EIDBI individual providers in MPSE can be found on the [Steps to Update an Existing Organization to Individual Affiliation](#) guide.

Telehealth Services

All enrolled EIDBI individual providers that qualify and plan to deliver telehealth services must self-attest that they meet all conditions of the MHCP telehealth policy. Review the telehealth criteria on the [EIDBI telehealth services](#) webpage.

Level III EIDBI providers do not qualify to provide services via telehealth.

Individual providers should complete and submit the [Provider Assurance Statement for Telehealth \(DHS-6806\) \(PDF\)](#) to DHS through the [MPSE portal](#) or by fax to add telehealth services to your current enrollment record.

Reporting Changes

Fee-for-service members, lead agencies and other provider types use the [Minnesota Health Care Programs \(MHCP\) Provider Directory](#) and the [Minnesotahelp.info](#) directory to locate service providers in Minnesota. Your contact information is automatically added to these directories when you are approved to be an MHCP-enrolled CMDE provider or EIDBI agency. It is critical to keep your information updated to ensure efficient access to services.

All MHCP-enrolled providers (individuals and agencies providers) are required to notify Provider Eligibility and Compliance when a change occurs. Report any changes made on a provider record to MHCP Provider Eligibility and Compliance. Refer to [Changes to Enrollment](#) in the [Enrollment with MHCP](#) section under Provider Basics in the MHCP Provider Manual for details.

MHCP must be notified of changes in ownership 30 days before the [sale or transfer](#) of ownership. Changes that occur before notifying MHCP, or missing or incorrect information, may result in billing suspension or termination per Minnesota Statutes, 256B.04, subdivision 21(d).

Revalidation

MHCP is required to follow the Centers for Medicare & Medicaid Services federal provider screening regulations.

MHCP will notify you when you are due for revalidation. When you are notified, you must submit a revalidation request through the MPSE portal or fax all required forms and documents listed in the "How to enroll" sections to MHCP Provider Eligibility and Compliance at 651-431-7462.

We recommend using the MPSE portal and following the instructions on the [Revalidation](#) webpage in the MPSE user manual to revalidate your record. Log in to your MN-ITS account on the [MN-ITS: Home](#) webpage and choose the Minnesota Provider Screening and Enrollment (MPSE) portal link. If you have not registered your MN-ITS account, your login information is on your original Welcome Letter. Call the MHCP Provider Resource Center at 651-431-2700 or 800-366-5411 if you do not have your Welcome Letter.

Refer to [Revalidation](#) in [Provider Screening Requirements](#) under Provider Basics in the MHCP Provider Manual for important information, including timelines, about the revalidation process and impacts to your enrollment. Providers who do not meet the revalidation timelines will have their enrollment terminated.

Processing Timelines

MHCP processes enrollment requests in the order received. MHCP will process the request and provide a response within 30 days. Responses include the following: pending for more information, approval and denial. If we need more information to complete your enrollment, we will send a request for more information letter via your MN-ITS mailbox or U.S. Postal Service telling you what you need to do to complete your enrollment. You will not be able to submit claims for services you provide until MHCP notifies you that your enrollment request is complete and approved.

If providers submit enrollment documents that are not complete or correct and MHCP Provider Eligibility and Compliance must request additional information or corrections, the provider must allow up to 30 days from the most recent date the materials were submitted for processing.

If MHCP approves your initial enrollment request, you will receive a Welcome Letter, including information about [registering for MN-ITS](#). You must [register](#) for and use [MN-ITS](#) to receive mail from and submit electronic transactions to MHCP.