



STATE OF TENNESSEE

DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF HEALTH CARE FINANCE AND ADMINISTRATION
BUREAU OF TENNCARE
310 Great Circle Road
NASHVILLE, TENNESSEE 37243

DEPARTMENT OF INTELLECTUAL
AND DEVELOPMENTAL DISABILITIES
9TH FLOOR, CITIZENS PLAZA
400 DEADERICK STREET
NASHVILLE, TENNESSEE 37243

Date: June 19, 2015
Memo To: DIDD HCBS Waiver Providers
From: TennCare and the Department of Intellectual & Developmental
Disabilities
Re: Provider Registration

This joint memo is to inform you that TennCare has opened its Provider Data Management System (PDMS) to HCBS providers. As you know, all contracts that were in place and due to expire as of December 31, 2014 were renewed for an additional year (through 12/31/15). This was to allow time to prepare the PDMS for DIDD providers so you would not have to go through one revalidation process to then be required within a year to complete the electronic revalidation/registration process. All providers are required to register via the PDMS regardless of your contract expiration date. PDMS is an electronic, web based portal system for managing Medicaid provider registration. Some of you may already be registered in this system if you are a Medicaid approved individual or group provider for purposes other than the HCBS waivers. If so, you will still need to log into the PDMS and complete the DIDD portion of your registration. TennCare and DIDD have worked together to modify certain aspects of the provider registration process to accommodate the unique needs of the DIDD provider contracting process.

The following information is to help you understand next steps and to ensure you are aware of what to expect from DIDD and TennCare as well as what your responsibilities are in this process:

- Between June 22, 2015 – July 31, 2015 DIDD will be entering a referral number, contact information, and approved services into the PDMS portal on behalf of each provider.
- You will receive notification via system-generated email from the PDMS portal of your referral number and approval to begin your registration process in the PDMS. *Note: If you do not currently receive emails from DIDD, you may need to confirm they have your correct email address. If particular staff receive DIDD emails, you need to make sure appropriate staff know to look for and forward the notification email from DIDD, as necessary.*

- Do not be alarmed if you hear from fellow providers that they received notification from the portal and you have not yet. Remember, DIDD will be assigning and issuing referral numbers through July 31, 2015. Please do NOT contact DIDD for your referral number unless you have not received notification as of July 31, 2015.
- Once you receive this information you may log on to the PDMS at the link that will be provided in the email and begin your registration process. You will need your referral number, your license number for all service types you are licensed to provide and your current insurance binder.
- An instructional video and written instruction manual will be available at: <https://cms.tn.gov/tenncare/topic/provider-registration>.

In addition, all DIDD HCBS providers are currently assigned a three digit ID number from DIDD. Most, if not all of you also have a seven digit Medicaid ID number assigned to you from TennCare. Once you register in the PDMS you will no longer have a three digit ID number. The only ID number needed will be the seven digit Medicaid ID number. Please note:

- If you do not have a seven digit Medicaid ID number, one will be assigned to you upon TennCare's approval of your registration.
- If you already have a seven digit Medicaid ID number, your DIDD contract information will be added to that record.

It is important to understand that the PDMS does not replace DIDD business or claims processing procedures. TennCare is requiring all provider types to register electronically and the PDMS is simply the mechanism used to capture, process and store Medicaid provider registration information.

Please note: regardless of the date of the expiration of your current contract, **ALL providers must be registered in the PDMS no later than October 16, 2015.**

You will be given a new contract expiration date upon execution of your contract through the PDMS. Your fully executed contract will be in the portal for you to copy or download for your records.



Michelle Morse Jernigan
Deputy, TennCare LTSS Quality & Administration



Lance Iverson
Deputy Commissioner, DIDD