

Certification Process for Master's-Level Psychotherapists (Not Licensed) Providing Mental Health Services

Department of Health and Family Services (DHFS)
Processes for Individual Provider Status Approval,
Medicaid Individual Certification, and Provider Number Assignment

Wisconsin Medicaid Process

An individual requests a Medicaid application packet while the Division of Disability and Elder Services (DDES)/ Office of Quality Assurance (OQA) processes the application for Individual Provider Status Approval, DDE-2569.

Wisconsin Medicaid sends an application packet to the individual within two business days.

An individual completes Medicaid application.

An individual submits the Medicaid application to Wisconsin Medicaid with the DDES/OQA Individual Provider Status Approval Letter.

Wisconsin Medicaid issues an individual Medicaid provider number to the individual.

Department of Health and Family Services/Disability and Elder Services Process for Individual Provider Status Approval

Applications may be obtained by Master's-level mental health professionals seeking clinical positions as a psychotherapist under HFS 61.96 and 61.97, Wis. Admin. Code, for third-party reimbursements through the Department of Health and Family Services (DHFS) Web site at dhfs.wisconsin.gov/forms/ddes/dde2569.pdf.

The individual submits a completed application, DDE-2569, and Supervisor Affidavit, DDE-2570, that demonstrates evidence of 3,000 hours of post-Master's degree, supervised (face-to-face), clinical experience.

The OQA/Program Certification Unit reviews and confirms the information and may do one of the following:

1. Indicate approval of provider status.
2. Recognize evidence of Wisconsin Department of Regulation and Licensing licensure.
3. Issue a letter of denial.
4. Request additional documentation.

Provider approvals are added to the DHFS Individual Approved Providers Directory and can be viewed on the DHFS Web site at

dhfs.wisconsin.gov/bqaconsumer/aoda_mh/indiv3rdpty.pdf.

The DDES/OQA issues an Individual Provider Status Approval Letter to the individual.

The provider keeps the letter as a permanent credential.