

Latest Texas Medicaid Enrollment Requirements for Licensed Behavior Analysts (LBAs)

Important Dates Regarding Enrollment

Note the following dates regarding enrollment:

- November 30, 2021, was the last day that you could submit electronic applications through Provider Enrollment on the Portal (PEP). You can no longer submit applications through PEP.
- During the transition period of December 1 to December 12, 2021, we will only accept paper applications.
- After December 12, 2021, you can begin submitting electronic applications through the new enrollment system called the Provider Enrollment and Management System (PEMS); we will no longer accept paper applications.
- We must approve any paper applications or applications submitted through PEP by March 15, 2022, unless an application is undergoing an informal desk review or pending a Texas Health and Human Services Commission (HHSC) review. If we haven't been able to approve your application by March 15, 2022, we must close it.
- Starting March 15, 2022, you must resubmit your application through PEMS.

How to Enroll

LBAs can begin enrolling in PEMS after December 12, 2021. To enroll through PEMS:

1. Type **tmhp.com** into your internet browser, and press **Enter**.
2. Click **My Account**.
3. Enter your username and password, and then click **Sign in**.
4. In My Account, go to Manage Provider Accounts, and click **Provider Enrollment and Management System**.
5. Click **Start New Enrollment** at the top right of the page in PEMS.
6. Select **Yes** for the question "Are you seeking enrollment with a National Provider Identifier?"
7. Enter your NPI in the NPI Number field.
8. Then select the checkbox to agree to privacy statement and click **Begin Enrollment**.
9. On the Services provided page, select the appropriate taxonomy code, and enter your address. The program and provider type will display.

Site Visit Requirements

Note the following requirements:

- If you provide services at designated office spaces, you must list the physical office address where you provide services in the Texas Medicaid enrollment application. We must conduct a site visit at your designated office space
- If you exclusively provide services in your own home, you must list your home address as the physical address in the application. HHSC will require you to provide additional information about your home in the [Licensed Behavior Analyst \(LBA\) Attestation Form Regarding Location of Services](#) to satisfy the site visit requirements.
- If you exclusively provide services at client homes or locations that clients have selected, we do not need to conduct a site visit. You must use the place where client files and records are stored as the physical address in the enrollment application. For example, list an office space (even if client visits are held elsewhere) or your home address if client files are stored there.

Note: Temporary spaces that LBAs occasionally use for client visits but don't lease as office space or use to store client records should not be listed as the physical location in the enrollment application.

- If you don't provide a physical address, we will deny your application. Providers may not render or submit claims for services until the practice location has passed the site visit (if applicable) and been added to the enrollment record.

Get More Information

You can find more information about Medicaid autism services and LBA provider enrollment on the TMHP website:

- A Quick Reference Guide (QRG): [Medicaid Autism Services: Licensed Behavior Analysts \(LBA\) Enrollment in Texas Medicaid with Texas Medicaid & Healthcare Partnership \(TMHP\)](#)
- [HHSC Release of Autism Services Benefits Effective February 1, 2022](#)
- [Licensed Behavior Analyst Providers Can Submit Texas Medicaid Enrollment Applications](#)
- [Coming Soon: TMHP Provider Enrollment and Management System \(PEMS\)](#)
- [Reimbursement Rate Changes and Updates for Texas Medicaid Procedure Codes Effective March 1, 2022](#)