

## Provider Requirements by Role

### Provider Type (PT) EI Early Intensive Developmental and Behavioral Intervention (EIDBI)

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#### Qualified Supervisory Professional (QSP)

##### Role and Responsibilities

A QSP is responsible for providing support and services to eligible clients, which can include individuals with developmental disabilities, mental health needs, or other specialized requirements. They ensure that services are delivered safely, effectively, and in compliance with applicable rules and regulations.

In Minnesota, certain healthcare providers enrolled in the **Early Intensive Developmental and Behavioral Intervention (EIDBI)** program — which covers medically necessary early intensive treatment for children under 21 with autism spectrum disorder (ASD) or related conditions — must have a **Qualified Supervising Professional (QSP)** because the QSP is the **primary clinical supervisor** for all EIDBI services.

##### Role of the QSP

A QSP is responsible for:

- Developing and monitoring Individual Treatment Plans (ITPs) for each child receiving EIDBI services.
- **Providing clinical supervision** to all direct service providers (e.g., behavior therapists, clinical supervisors) to ensure services are medically necessary, clinically appropriate, and individualized.
- **Overseeing treatment fidelity** and ensuring compliance with DHS EIDBI standards, including progress monitoring, documentation, and family/caregiver training.
- **Taking full professional responsibility** for the clinical effectiveness of all interventions delivered under their supervision.

##### Who Needs a QSP

Any EIDBI-enrolled agency or provider delivering direct services to children with ASD or related conditions must have a QSP on staff. This applies whether the provider is:

- A licensed behavioral interventionist (BCBA/BCaBA) working toward certification.
- A clinical supervisor.
- A direct service provider under supervision.

**In short:** A QSP is essential in Minnesota’s EIDBI program because they are the mandated clinical oversight point, ensuring that all services meet legal, regulatory, and quality standards while protecting both children and providers.

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## Board Certified Behavior Analyst (BCBA)

A Board Certified Behavior Analyst (BCBA) is a healthcare professional who applies behavior analysis to improve patient outcomes, teach new skills, and address challenging behaviors across clinical and healthcare settings.

In Minnesota, **Board-Certified Behavior Analysts (BCBAs)** are required for certain healthcare and developmental services because the state now mandates that anyone practicing **applied behavior analysis (ABA)**, the science-based approach to improving human behavior — must be **licensed as a Licensed Behavior Analyst (LBA)** unless they qualify for an exemption.

### Role and Responsibilities

BCBAs specialize in **Applied Behavior Analysis (ABA)**, a scientific approach to understanding and modifying behavior. In healthcare, they:

- Conduct **behavioral assessments** to identify triggers, consequences, and patterns of behavior.
- Develop **individualized treatment plans** targeting skill acquisition, behavior reduction, and functional independence.
- Implement **evidence-based interventions** such as reinforcement strategies, prompting, shaping, and differential reinforcement.
- **Supervise and train staff**, including Registered Behavior Technicians (RBTs) and other implementers, ensuring treatment fidelity and ethical practice.
- Collaborate with **interdisciplinary teams**, including psychologists, occupational and physical therapists, pediatricians, social workers, and educators, to provide coordinated care.

While BCBAs are widely recognized for working with **children with autism spectrum disorder (ASD)**, they also support:

- Individuals with ADHD, developmental disabilities, or behavioral challenges.
- Patients in hospitals or healthcare systems requiring behavioral support for complex medical or developmental needs.

**In short:** In Minnesota, healthcare providers who deliver ABA services — especially those billing for EIDBI or other covered behavioral interventions — must have a BCBA license to remain compliant, credentialed, and able to provide services. This ensures that interventions meet state standards and are reimbursable under Minnesota’s health care programs

## PT 18 Home and Community-Based Services (HCBS) & 38 Community First Services and Supports (CFSS)

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### Designated Biller

In Minnesota, **Minnesota Health Care Programs (MHCP)** requires certain providers to use a **designated biller** — a billing agent or organization — to handle their claims and payments. This is part of the state’s provider enrollment and billing requirements.

A **designated biller** is a healthcare professional (often a medical biller or revenue cycle specialist) who is formally assigned to manage the billing and reimbursement process for a specific provider, practice, or healthcare organization. This role is critical to ensure that healthcare services are accurately documented, coded, and submitted to insurance payers for timely payment.

### Core Responsibilities

A designated biller’s duties typically include:

- **Patient Information Management:** Collecting and maintaining accurate patient data, including demographics, insurance coverage, and medical history, to ensure claims are processed correctly.
- **Insurance Verification:** Checking patient eligibility, coverage, and financial responsibility (e.g., co-pays, deductibles) before services are rendered
- **Medical Coding & Billing:** Using standardized coding systems (ICD-10, CPT, HCPCS) to assign the correct codes for diagnoses and procedures, ensuring compliance with payer requirements
- **Claim Preparation & Submission:** Organizing provider documentation into billable claims and submitting them to insurance companies.
- **Claim Tracking & Follow-Up:** Monitoring claim status, following up on denied or delayed claims, and resolving discrepancies with payers.
- **Denied Claim Resolution:** Analyzing reasons for denials, correcting errors, and resubmitting or appealing claims to secure payment.
- **Payment Posting & Account Adjustment:** Recording insurance payments, adjusting accounts, and posting corrections to patient statements.
- **Patient & Provider Communication:** Responding to patient inquiries, provider requests, and insurance correspondence, while maintaining confidentiality and HIPAA compliance.
- **Regulatory Compliance:** Staying updated on changes in billing regulations and payer policies to avoid errors and ensure smooth reimbursement.

**In short:** Some Minnesota healthcare providers need a designated biller to comply with MHCP’s enrollment and billing rules, to separate billing from clinical work, to meet HIPAA and payment processing standards, and to support special payment arrangements. Without a designated biller, providers may not be able to submit claims or receive payments in the required way, which could affect their participation in Minnesota’s health care programs.

# PT 34 Adult Rehabilitative Mental Health Services (ARMHS)/PT 10 Community Mental Health Center

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## Clinical Supervisor

In Minnesota, **clinical supervision** is a legal and professional requirement for certain healthcare providers who deliver direct client services but are not yet fully licensed or certified.

**Clinical supervisors** are professionals who provide oversight, direction, and evaluation of staff members who deliver services to members. They ensure that the staff members are supervised according to their written treatment supervision plans and focus on the treatment needs of the members. They meet regularly with practitioners to reflect and review clinical situations, treatment and support needs, service delivery, and discuss other professional issues in a structured way.

A Clinical Supervisor can be a:

- Licensed Independent Clinical Social Worker (LICSW)
- Licensed Professional Clinical Counselor (LPCC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Psychologist (LP)
- Psychiatrist or Osteopathic Physician
- Psychiatric Nurse Practitioner or Clinical Nurse Specialist

## Key Responsibilities

- **Supervision and Guidance:** Clinical Supervisors oversee the daily activities of clinical staff, including nurses, therapists, and other healthcare professionals.
- **Quality Assurance:** They are responsible for ensuring compliance with healthcare regulations and protocols.
- **Staff Development:** Clinical Supervisors play a crucial role in the recruitment, training, and evaluation of clinical staff. They promote professional growth and address any issues that arise within the team.
- **Patient Care Coordination:** They collaborate with healthcare providers to develop and implement treatment plans, manage patient caseloads, and handle patient complaints to ensure optimal care delivery.
- **Administrative Duties:** This role often involves various administrative tasks, such as budgeting, resource allocation, and maintaining patient records.

**In short:** Clinical supervision in Minnesota is mandated to protect clients, ensure providers meet competency standards, and maintain compliance with state and federal regulations. Clinical supervisors play a crucial role in monitoring, developing, and improving the performance of mental health practitioners by learning skills from licensed mental health professionals. It is a bridge between supervised practice and full licensure or certification, and it is required for many healthcare providers in mental health, substance use, and related fields.

## PT 34 Assertive Community Treatment (ACT) and 50 IRTS

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### Licensed Mental Health Professionals

A **licensed mental health professional (LMHP)** is a qualified individual who is authorized to diagnose and treat mental, emotional, and behavioral disorders.

In Minnesota, certain licensed professionals are authorized to provide mental health services under state law and are regulated by their respective licensing boards.

### Core Licensed Mental Health Professionals

1. **Registered Nurse (RN)** –with national certification as:
  - *Clinical Nurse Specialist* in psychiatric/mental health nursing, or
  - *Nurse Practitioner* in adult/family psychiatric/mental health nursing.
2. **Licensed Independent Clinical Social Worker (LICSW)**
3. **Licensed Psychologist (LP)** – Licensed by the Minnesota Board of Psychology
4. **Physician** – Licensed with certification by:
  - American Board of Psychiatry and Neurology, or
  - American Osteopathic Board of Neurology and Psychiatry, or
  - Eligible for board certification in psychiatry.
5. **Marriage and Family Therapist (LMFT)**
6. **Licensed Professional Clinical Counselor (LPCC)** with at least 4,000 hours of post-master’s supervised clinical experience.

### Key Boards –

- **Minnesota Board of Psychology** – Psychologists
- **Minnesota Board of Behavioral Health and Therapy** – LPCs, LPCCs, and some nurse practitioner/counselor roles
- **Minnesota Board of Marriage and Family Therapy** – LMFTs
- **Minnesota Board of Nursing** – RNs, CNSs, NPs in psychiatric/mental health
- **Minnesota Board of Social Work** – LICSWs
- **Minnesota Medical Board** – Physicians

**In short:** They play a crucial role in providing mental health services and ensuring that individuals receive appropriate care.

## PT RE Recuperative Care

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### Advanced Practice Providers

**Advanced practice providers (APPs)** are licensed professionals who can deliver certain health services directly to members, often within the scope of their specialty and state law. Advanced practice providers often deliver complex or specialized care, including mental health, chronic disease management, and primary care.

MHCP's requirement ensures these providers meet **state certification and licensure standards**, which helps maintain consistent quality and safety of care.

### Common APPs in Recuperative Care

The following advanced practice providers are recognized and fulfill the requirement for recuperative care:

- **Nurse Practitioner (NP)** – Can provide primary care, specialty care, and other services within their scope, often with physician oversight depending on the service.
- **Physician Assistant (PA)** – Provides services under the supervision of a licensed physician, including primary and specialty care.
- **Advanced Practice Registered Nurse (APRN)** – Includes Nurse Practitioners, Clinical Nurse Specialists, and Certified Registered Nurse Anesthetists (CRNA). APRNs may deliver a range of services, from primary care to anesthesia, depending on licensure and scope.
- **Clinical Nurse Specialist (CNS)** – Provides advanced nursing care in specialty areas such as behavioral health, pediatrics, or maternal health.

**In short:** MHCP requires advanced practice providers to be enrolled because it is a legal and operational necessity to ensure compliance with state and federal rules, protect program integrity, and guarantee that only qualified providers deliver services to Medicaid and other MHCP members.

## PT 38 Community First Services and Supports

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### Supervising Professional/Manager

A **Supervising professional** is an individual with the background necessary to train the worker on a specific task and evaluate the worker's competence to perform that task. An individual may meet this definition because of their education, training and/or experience.

In CFSS, the supervising professional or manager is responsible for training, supervising, and evaluating CFSS workers. A manager may act as the supervising professional if they are qualified and performing the necessary responsibilities.

**For each worker, the employer must:**

- Complete an initial evaluation through direct observation of the worker performing tasks in a setting where the person is receiving CFSS services.
- Evaluate the worker's competency to support the person within 30 days of the worker starting CFSS services for that person.
- Conduct periodic performance reviews at least once per year.

**In short:** This role is crucial for ensuring that CFSS workers are competent to support individuals with their specific needs.

#### **Recommendation:**

Surf the Provider's Manual for more in-depth information regarding MHCP enrollment requirements for providers & forms used.

Refer to the [MHCP Provider Manual Home](#) for additional information.