



USER MANUAL

OhioRISE

OhioRISE



Department of
Medicaid

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Introduction

This document discusses the steps and functions for listing the OhioRISE (Resilience through Integrated Systems and Excellence) specialties within the provider file in PNM. This program is a specialized managed care program for youth with complex behavioral health and multisystem needs. This document explains how to add OhioRISE to a provider file so that the provider can provide and submit claims for the relevant service(s) to the recipients.

Providers will be required to update their enrollment each time their certification is set to end and add a new specialty record, along with an upload of their newest certificate, in PNM.

OhioRISE Specialty Types

CANS (Child and Adolescent Needs and Strengths) Assessor

Specialty Code - ORC

This will be only **secondary** specialty for the following provider types:

- 01 – Hospital
- 02 – Psychiatric Hospital
- 03 – Psychiatric Residential Treatment Facilities
- 20 – Physician/Osteopath Individual
- 24 – Physician Assistant
- 37 – Social Worker
- 38 – Non-Agency RN or LPN (When dually enrolled as another behavioral health provider type)
- 42 – Psychologist/School Psychologist
- 47 – Clinical Counselor
- 52 – Marriage and Family Therapist
- 54 – Chemical Dependency Counselor
- 65 – Clinical Nurse Specialist Individual
- 72 – Nurse Practitioner Individual
- 96 – Paraprofessionals (QMHS, QMHS+3, or CMS)

*If this specialty is added, a document upload section for an **Ohio CANS Assessor Certification** will appear on the 'Specialties' page, requiring a certificate from the Praed Foundation to document that the individual has a current Ohio CANS assessor certification.

IHBT (Intensive Home Based Treatment)

Specialty Code - 847

This specialty (847) is **secondary** only and can be added to existing provider types listed below:

- 01 – Hospital
- 02 – Psychiatric Hospital
- 84 – Community MH Agency (Ohio Dept of MH Provider)

*If this specialty is added, a document upload section for an **IHBT certification from OMHAS** will appear on the 'Specialties' page, requiring a certificate from the OMHAS to document that the hospital/agency has current IHBT certification from OMHAS (includes IHBT, Multi-Systemic Therapy (MST) and Functional Family Therapy (FFT)).

MRSS – Mobile Response and Stabilization Service

Specialty Code - ORM

This specialty is **secondary** only for the following provider types.

- 01 – Hospital
- 02 – Psychiatric Hospital
- 84 – Community MH Agency (Ohio Dept of MH Provider)
- 95 – Community SUD Agency (OMHAS Certified/Licensed Trmt Program)

*If this specialty is added, a document upload section for a **MRSS certification from OMHAS** will appear on the 'Specialties' page, requiring a certificate from the OMHAS to document that the hospital/agency has current MRSS certification from OMHAS.

OhioRISE Care Management Entity

Specialty Code - ORE

This could be both a (**primary or secondary**) specialty for the below provider type:

- 45 – Waivered Services Organization

This will be only a **secondary** specialty for the following provider types:

- 21 – Professional Med Group
- 50 – Clinic
- 84 – Community MH Agency (Ohio Dept of MH Provider)
- 95 – Community SUD Agency (OMHAS Certified/Licensed Trmt Program)

*If this specialty is added, a document upload section for an **OhioRISE – provider/plan CME contract** will appear on the 'Required Documents' page, requiring the agreement with the OHR plan to document that the organization has a current OhioRISE – provider/plan CME contract.

OhioRISE Waiver Out-of-Home Respite

Specialty Code - ORR

This specialty will be **secondary** only for the following provider types:

- 03 – Psychiatric Residential Treatment Facilities
- 45 – Waivered Services Organization
- 84 – Community Mental Health Agency (Class 1 Residential Facility)
- 89 – Non-State Operated ICF-MR

*If this specialty is added, a document upload section for an **OhioRISE – provider/plan OOH respite contract** will appear on the 'Required Documents' page, requiring an attestation or a copy of the agreement with the OhioRISE plan to document that the facility has a current OhioRISE – provider/plan OOH respite contract.

OhioRISE

OhioRISE BH Respite and OhioRISE Waiver Transitional Services and Supports (TSS)

Specialty Code - OHR

This specialty could be **primary or secondary** for Provider Types: 19, 25, 45

This specialty can only be **secondary** Provider Types: 20, 24, 37, 42, 47, 52, 54, 55, 65, 72, 84, 95

- 19 – Managed Care Organization Panel Provider Only – Individual
- 19 – Managed Care Organization Panel Provider Only – Organization
- 19 – Managed Care Organization Panel Provider Only – Facility
- 19 – Managed Care Organization Panel Provider Only - Group
- 20 – Physician/Osteopath Individual
- 24 – Physician Assistant
- 25 – Non-Agency Personal Care Aide
- 37 – Social Worker
- 42 – Psychologist/School Psychologist
- 45 – Waivered Services Organization
- 47 – Clinical Counselor
- 52 – Marriage and Family Therapist
- 54 – Chemical Dependency Counselor
- 55 – Waivered Services Individual MCO Provider Only
- 65 – Clinical Nurse Specialist Individual
- 72 – Nurse Practitioner Individual
- 84 – Community MH Agency (Ohio Dept of MH Provider)
- 95 – Community SUD Agency (OMHAS Certified/Licensed Trmt Program)

*If this specialty is added, a document upload section for an **OhioRISE – provider/plan BH respite or waiver services contract** will appear on the 'Required Documents' page, requiring an attestation or the agreement to document that the individual has a current OhioRISE – provider/plan BH respite, waiver services contract, and/or TSS services contract.

OhioRISE FMS (Financial Management Services)

Specialty Code – FMS

Note: This specialty is only for internal Users to add

This specialty can be either **primary or secondary** for: 45 – Waivered Services Organization

If **primary specialty**, this specialty can be the **only** specialty for the below provider type:

New provider types 45 with the FMS specialty can only be added by an internal user

Existing provider types 45 that want the FMS specialty can only be added by an Enrollment Specialist adding the specialty for the provider

If this specialty is added, a document upload section for an **OhioRISE – provider/plan FMS contract** will appear on the 'Specialties' page, requiring the contract to document the individual has a OhioRISE provider/plan FMS contract.

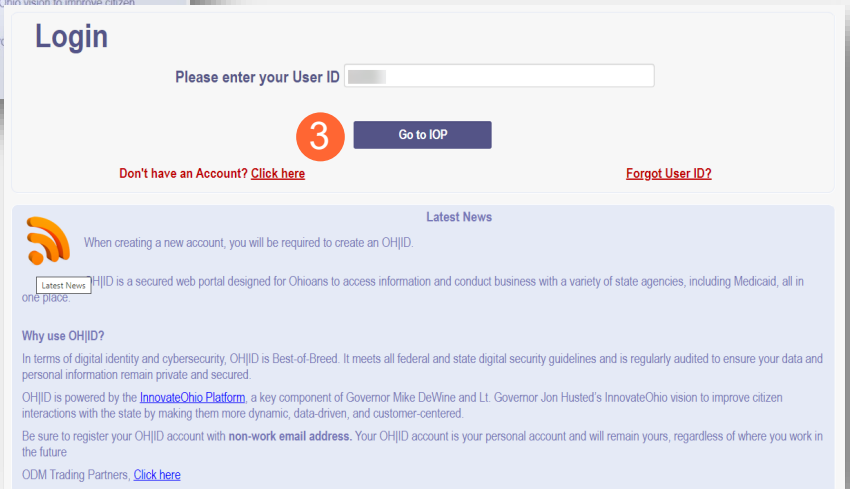
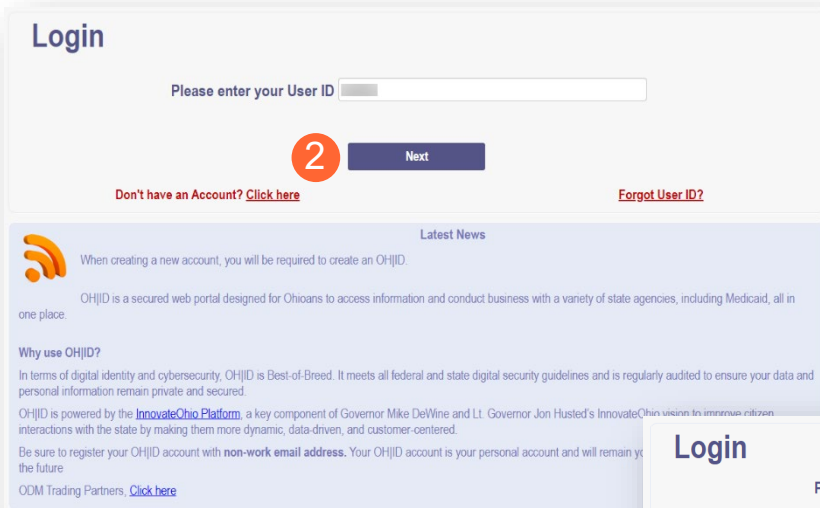
Initial Login to PNM

In this section of the user manual we will review the initial steps of logging into PNM. All users will log into the PNM system by using an OH|ID on the IOP (Innovate Ohio Platform).

Step 1: Visit the PNM web address: https://ohpnm.omes.maximus.com/OH_PNM_PRD/Account/Login.aspx

Step 2: Enter the User ID and click 'Next'

Step 3: Click 'Go to IOP'



Step 4: The system will prompt you to enter your username and password on the IOP login screen illustrated below

OH|ID

Ohio's Digital Identity. One State. One Account.

Register once, use across many State of Ohio websites

Create Account

Log In

4 OH|ID

Password

Log in

[Forgot OH|ID?](#) | [Forgot password?](#)

Step 5: The next screen will allow you to 'Accept the Terms' to log into the PNM system by clicking the terms box

Terms

Whoever knowingly, or intentionally accesses a computer or computer system without authorization or exceeds the access to which that person is authorized, and by means of such access, obtains, alters, damages, destroys, or discloses information, or prevents authorized use of the information operated by the State of Ohio, shall be subject to such penalties allowed by law. All activities on this system may be recorded and/or monitored. Individuals using this system expressly consent to such monitoring and evidence of possible misconduct or abuse may be provided to appropriate officials. Users who access this system consent to the provisions of confidentiality of the information being accessed, but have no expectation of privacy while using this system.

In the event that an unauthorized user is able to access information to which they are not entitled, the user should immediately contact the site administrator.

5 Yes, I have read the agreement

Cancel

Add OhioRISE Specialties as an Update

OhioRISE specialties can be added to the Provider file by completing an update.

Step 1: Once logged into the Homepage/Dashboard, click the hyperlink under Reg ID or Provider to manage the Provider file

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
518638	Training Hospital	Complete	01 - Hospital	1013306307	3445843	General Hospital			43231 - 1111	05/07/11	12/14/17	12/15/22

Step 2: Click the '+' symbol next to Enrollment Actions and choose 'Begin ODM Enrollment Profile Update'

Manage Application

Enrollment Actions

2

+ Enrollment Action Selections:

Programs

+

Program Selections:

Self Service

+

Self Service Selections:

Enrollment Actions

2

- Enrollment Action Selections:

[Begin ODM Enrollment Profile Update](#)[Add ODA Services](#)[Edit Key Provider Identifiers](#)[Request Disenrollment](#)

Step 3: Select the update from the list provided. To add one of the OhioRISE specialties mentioned above, click 'Update' next to Specialties

Provider Update - Lets keep your information current !
Please click Update button to update your provider information. Once you have completed all your updates, you will be able to submit your changes from this screen.

Most Common Updates

- Update Primary Contact Information
- Update Primary Service Address
- Update Professional Licenses
- Update Group, Organizations & Hospital Affiliations
- Update Required Documents

Identification

- Update Provider Information

Credentiaing Information

- Update Credentiaing Contact
- Update Professional Liability Insurance

Address Information

- Update Billing & Payment Address
- Update Correspondence Address
- Update Other Service Locations
- Update 1099 Address
- Update Home Office Address
- Update Hospital Address

Licenses and Classifications

- Update Specialties
- Update Taxonomies
- Update CLIA Certifications
- Update Medicare Number

MCP Affiliation

- Update MCP Affiliation

Financial Information

- Update W9 Form

Owner Information

- Update Owner Information

Agreements

- Update Agreements

Licenses and Classifications

- 3 Update Specialties
- Update Taxonomies
- Update CLIA Certifications
- Update Medicare Number

Step 4: To add a new specialty, click 'Add New'

Specialties
This is a required section.

Return to Summary
Generate PDF
Submit for Review
Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		

4 Add New
History

Step 5: From the drop-down list, select the [OhioRISE specialty type](#) you wish to add

Specialties
This is a required section.

Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		

Add New
History

5 Specialty*

Start Date*

End Date

- 003 - Cancer Hospital
- ORC - CANS ASSESSOR
- 005 - Childrens Hospital
- 007 - Distinct Part Psychiatric Unit
- 760 - DME Supplier
- 822 - Fixed-Wing Air Ambulance
- 001 - General Hospital
- 821 - Ground Ambulance
- 847 - IHBT
- 008 - Level 2 Nursery
- 009 - Level 3 Nursery
- 002 - LTACH (Long Term Care Acute Hospital)
- 006 - Major Teaching Hospital
- ORM - MRSS - MOBILE RESPONSES AND STABILIZATION
- 480 - ODA WAIVER
- OHR - OHIORISE
- ORE - OHIORISE CARE MANAGEMENT ENTITY
- 761 - ORCB Licensed DME Supplier
- 762 - Orthotics and Prosthetics

Step 6: Once the specialty has been added, click 'Save'

Note: The Start Date will default to the date that the specialty is being added. This date will be updated by an Enrollment Specialist during the review process.


Specialties
This is a required section.

6 Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		

Add New
History



Specialty* ORE - OHIORISE CARE MANAGEMENT ENTITY
Start Date* 5/25/2022
End Date 12/31/2299

Step 7: The added specialty will show in the table. Review the table to ensure the specialties are accurately captured

- To add additional specialties, click 'Add New' (A) and repeat the process above

Specialties
This is a required section.

Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		
7 ORE OHIORISE CARE MANAGEMENT ENTITY	No	05/25/2022	12/31/2299	INACTIVE		

A Add New
History

Note: All OhioRISE specialties added will require a document upload prior to submission (B)


Check both the **Specialties** and **Required Documents** pages to ensure that the proper document is uploaded for the specialty

Step 8: To upload a document, click 'Browse'

Specialties
This is a required section.

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		
ORE OHIORISE CARE MANAGEMENT ENTITY	No	05/25/2022	12/31/2299	INACTIVE		
ORC CANS ASSESSOR	No	05/25/2022	12/31/2299	INACTIVE		



Required Document


Ohio CANS Assessor Certification

B **8**

Required Documents
This is a required section.

If you have additional documentation to provide that were not available for upload on other pages, upload those here. You may upload multiple documents and you will be able to view and delete documents after uploading.

You may also mail in additional documentation, which may result in a delay to process your application.
Mailing Address:
Ohio Department of Medicaid
Provider Enrollment Unit
PO Box 1461
Columbus, OH 43216-1461

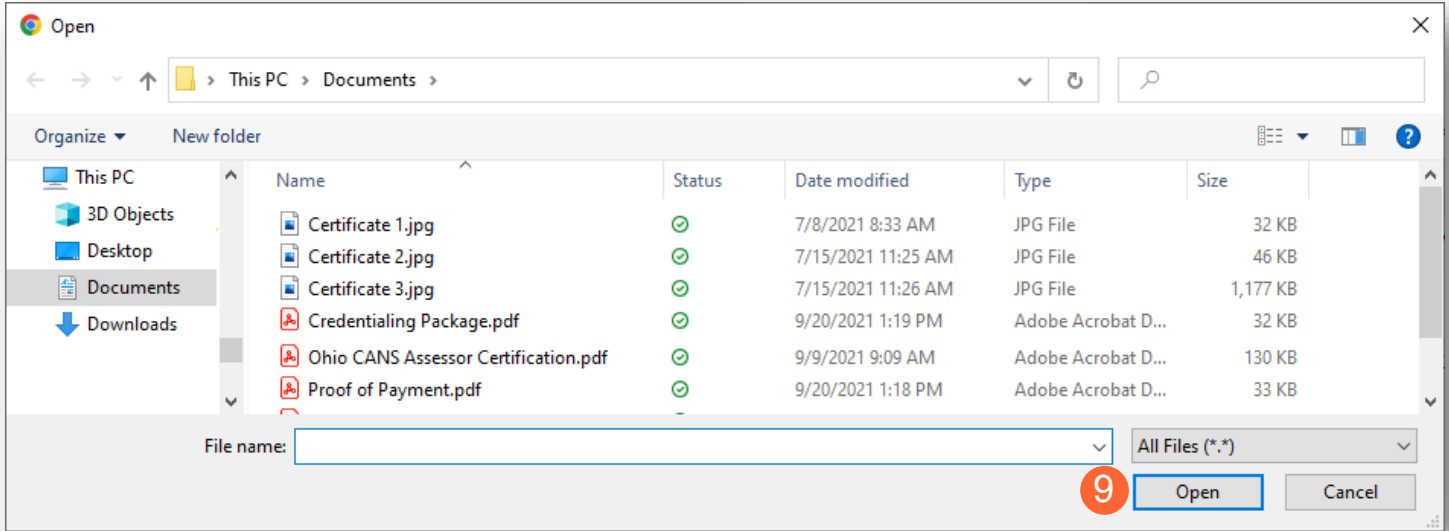


Required Document

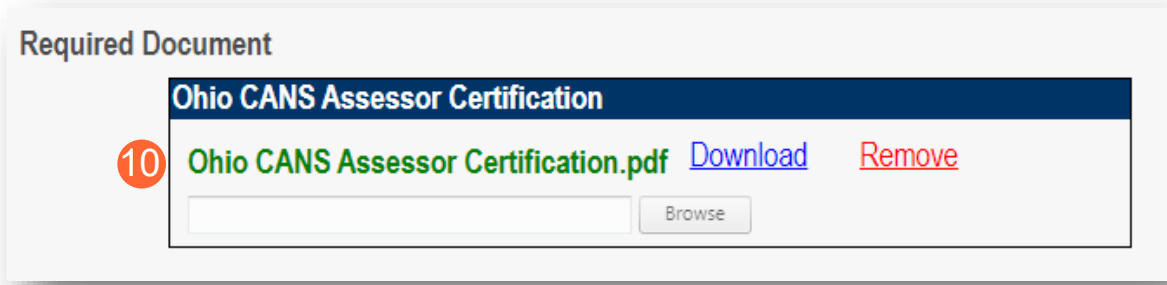
OhioRISE -provider/plan CME contract

B **8**

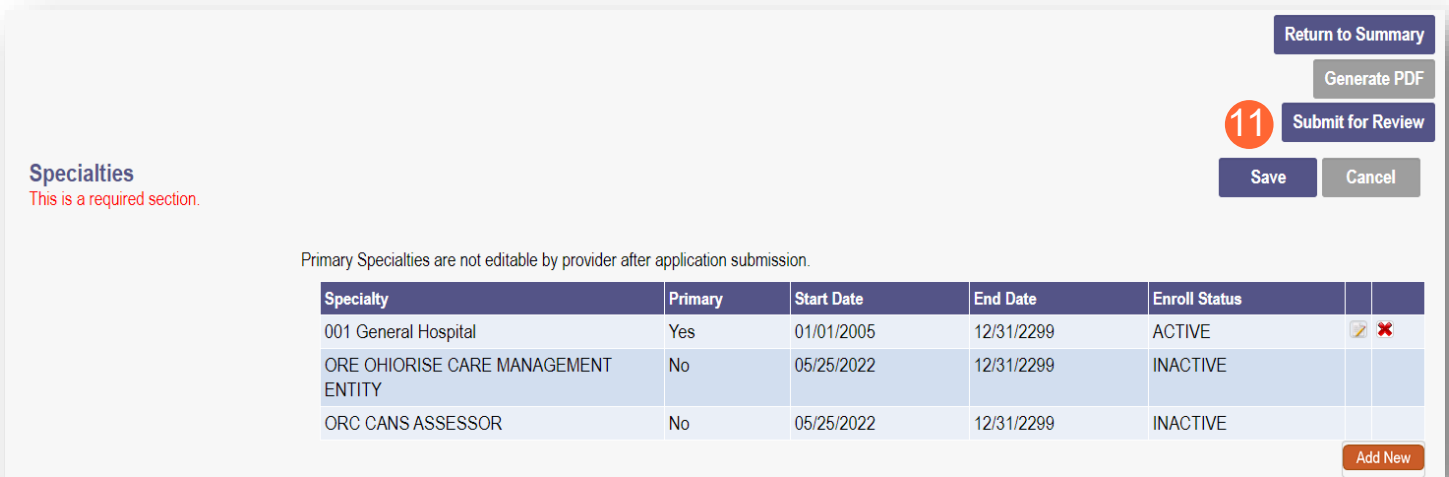
Step 9: Select the document on your computer and click 'Open'



Step 10: The uploaded document name will appear in green text, allowing you to confirm the upload



Step 11: When all updates have been completed, click 'Submit for Review'



Note: If you need more time to complete updates or locate documents to upload prior to submitting, you can save your progress and return to the update panel to complete at a later time. However, if updates are not complete within 10 days of initiating the update process, the progress will be lost and you will need to start the process over

To access an 'in progress' update, follow Steps 1 and 2 above and then click 'Continue ODM Enrollment Profile Update' (A)

Enrollment Actions

A

Enrollment Action Selections:

- [Continue ODM Enrollment Profile Update](#)
- [Cancel Update Registration](#)
- [Edit Key Provider Identifiers](#)

Step 12: A pop-up window displays informing of the updates made on the file. Click 'OK' to proceed

You have modified the following sections in your application. Click "Ok" to complete your submission. Click "Cancel" to review your application prior to submission.

Specialties

12

OK

Cancel

Step 13: A submission confirmation message displays informing that the file has been successfully submitted. Click 'Return to Home Page' to return to the Provider Dashboard

Submission Confirmation

You have successfully submitted your application to the Medicaid Program.
Please allow at least 10 days for processing before attempting to submit any changes.

13

Return to Home Page

Add OhioRISE Specialties during Revalidation

OhioRISE specialties can be added to the Provider file during the Revalidation process.

Step 1: Once logged into the Homepage/Dashboard, click the hyperlink under Reg ID or Provider to manage the Provider file

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
518638	Training Hospital	Complete	01 - Hospital	1013306307	3445843	General Hospital			43231 - 1111	05/07/11	12/14/17	12/15/22

Step 2: Click the '+' symbol next to Enrollment Actions and choose 'Begin Revalidation'

Manage Application

Enrollment Actions

2 + Enrollment Action Selections:

Programs

+ Program Selections:

Self Service

+ Self Service Selections:

Enrollment Actions

2 - Enrollment Action Selections:

[Begin Revalidation](#)
[Edit Key Provider Identifiers](#)
[Request Disenrollment](#)

Step 3: During the Revalidation process, all pages are confirmed or updated. OhioRISE specialties can be added on the Specialties page

Specialties
This is a required section.

3 Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	03/14/2022	12/31/2299	ACTIVE		
006 Major Teaching Hospital	No	03/14/2022	12/31/2299	ACTIVE		

[Add New](#)

Save Cancel Previous Next

Step 4: To add a new specialty, click 'Add New'

Specialties
This is a required section.

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		

4 [Add New](#)

[History](#)

Return to Summary
Generate PDF
Submit for Review
Save Cancel

Step 5: From the drop-down list, select the [OhioRISE specialty type](#) you wish to add

Specialties
This is a required section.

Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE	

Add New
History

5 Specialty*

Start Date*

End Date

- 003 - Cancer Hospital
- ORC - CANS ASSESSOR
- 005 - Childrens Hospital
- 007 - Distinct Part Psychiatric Unit
- 760 - DME Supplier
- 822 - Fixed-Wing Air Ambulance
- 001 - General Hospital
- 821 - Ground Ambulance
- 847 - IHBT
- 008 - Level 2 Nursery
- 009 - Level 3 Nursery
- 002 - LTACH (Long Term Care Acute Hospital)
- 006 - Major Teaching Hospital
- ORM - MRSS - MOBILE RESPONSES AND STABILIZATION
- 480 - ODA WAIVER
- OHR - OHIORISE
- ORE - OHIORISE CARE MANAGEMENT ENTITY
- 761 - ORCB Licensed DME Supplier
- 762 - Orthotics and Prosthetics

Step 6: Once the specialty has been added, click 'Save'

Note: The Start Date will default to the date that the specialty is being added. This date will be updated by an Enrollment Specialist during the review process.

Specialties
This is a required section.

6 Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status	
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE	

Add New
History

Specialty*

Start Date*

End Date

Step 7: The added specialty will show in the table. Review the table to ensure the specialties are accurately captured

- To add additional specialties, click 'Add New' (A) and repeat the process above

Specialties
This is a required section.

Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		
7 ORE OHIORISE CARE MANAGEMENT ENTITY	No	05/25/2022	12/31/2299	INACTIVE		

A Add New

History

Note: All OhioRISE specialties added will require a document upload (B)


Add any documents required on the Specialties page. As you work through the Revalidation process, review the Required Document page to see if any certifications related to the OhioRISE specialty need to be uploaded on that page

Step 8: To upload a document, click 'Browse'



Specialties
This is a required section. Save Cancel

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
001 General Hospital	Yes	01/01/2005	12/31/2299	ACTIVE		
ORE OHIORISE CARE MANAGEMENT ENTITY	No	05/25/2022	12/31/2299	INACTIVE		
ORC CANS ASSESSOR	No	05/25/2022	12/31/2299	INACTIVE		

 Add New History


Required Document
Ohio CANS Assessor Certification

 Browse 



Required Documents
This is a required section. Save Cancel

If you have additional documentation to provide that were not available for upload on other pages, upload those here. You may upload multiple documents and you will be able to view and delete documents after uploading.

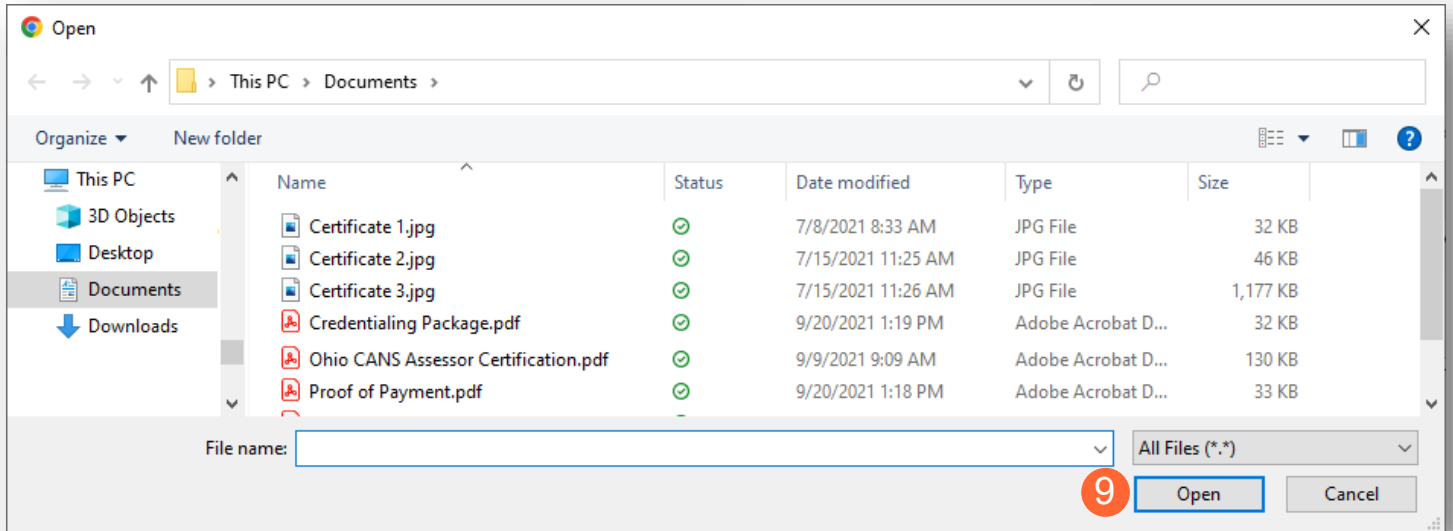
You may also mail in additional documentation, which may result in a delay to process your application.
Mailing Address:
Ohio Department of Medicaid
Provider Enrollment Unit
PO Box 1461
Columbus, OH 43216-1461



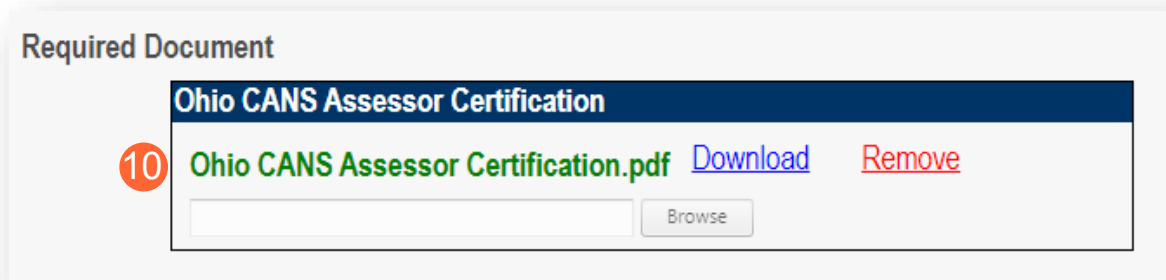
Required Document
OhioRISE -provider/plan CME contract

 Browse 

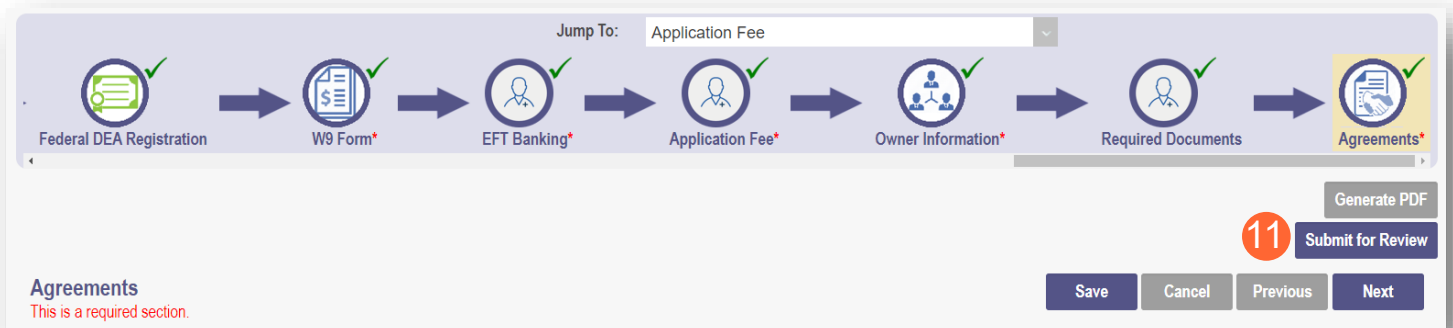
Step 9: Select the document on your computer and click 'Open'



Step 10: The uploaded document name will appear in green text, allowing you to confirm the upload



Step 11: When all pages have been confirmed or updated, complete the Revalidation process by clicking 'Submit for Review'



Note: If you need more time to complete the revalidation or locate documents to upload prior to submitting, you can save your progress and return to the revalidation panel to complete at a later time.

To access an 'in progress' revalidation, follow Steps 1 and 2 above and then click 'Continue Revalidation' (A)

Enrollment Actions

- Enrollment Action Selections:
 - [Continue Revalidation](#)
 - [Edit Key Provider Identifiers](#)

Step 12: A submission confirmation message displays informing that the file has been successfully submitted. Click 'Return to Home Page' to return to the Provider Dashboard

Submission Confirmation

You have successfully submitted your application to the Medicaid Program.
Please allow at least 10 days for processing before attempting to submit any changes.

12 [Return to Home Page](#)

Add OhioRISE Specialties during a New Enrollment

Some OhioRISE specialties may be added as a primary specialty during Provider new enrollment. There is also the ability to add OhioRISE specialties as secondary specialties during this process. To review the steps of completing a new enrollment, please review the 'Data Entry' Desk Reference Guide.

Step 1: During the process of completing pages of the new enrollment application, the Specialties page will appear. To add a new specialty, click 'Add New'

Specialties
This is a required section.

Save Cancel Previous Next

Primary Specialties are not editable by provider after application submission.

No records found

1 Add New

Step 2: From the drop-down list, select the [OhioRISE specialty type](#) you wish to add

Step 3: Once the specialty has been added, click 'Save'

Specialties
This is a required section.

3 Save Cancel Previous Next

Primary Specialties are not editable by provider after application submission.

No records found

Add New

Designate a Primary Specialty .

Designate a Primary Specialty and save first before secondary specialties can be entered.

2 Specialty*
Start Date*
End Date

ORC - CANS ASSESSOR
OHR - OHIORISE

Step 4: The added specialty will show in the table. Review the table to ensure the specialty is accurately captured

Specialties
This is a required section.

Primary Specialties are not editable by provider after application submission.

Specialty	Primary	Start Date	End Date	Enroll Status		
OHR OHIORISE	No	08/02/2022	12/31/2299	INACTIVE		

4

Note: All OhioRISE specialties added will require a document upload **(B)**

Check both the **Specialties** and **Required Documents** pages to ensure that the proper document is uploaded for the specialty

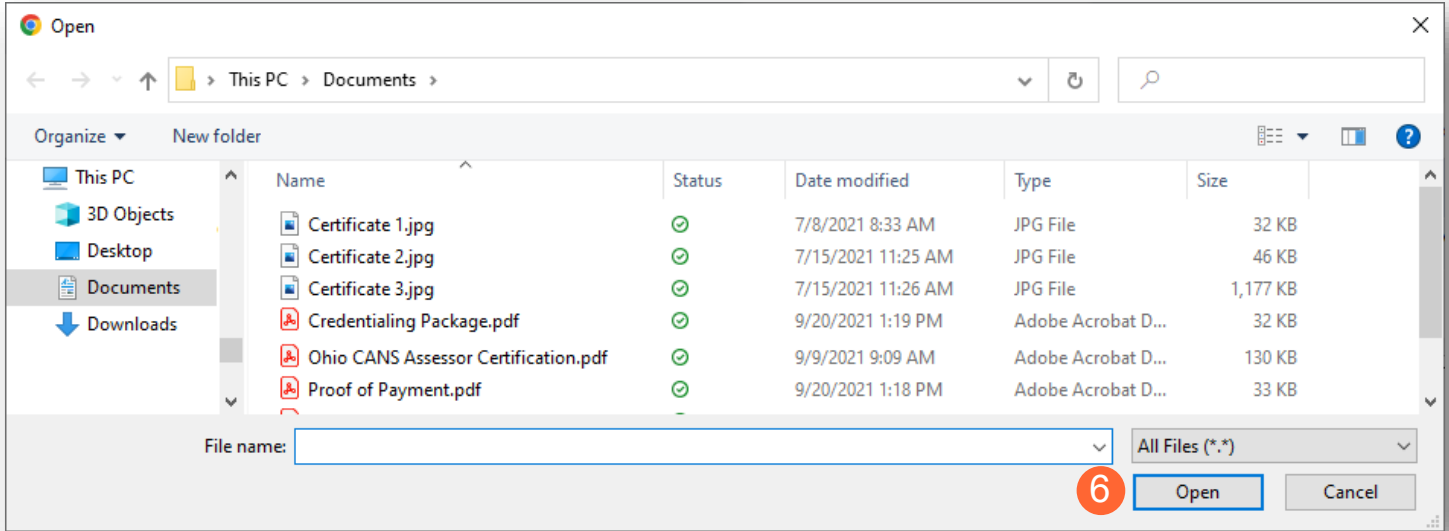
Step 5: To upload a document, click 'Browse'

Required Document

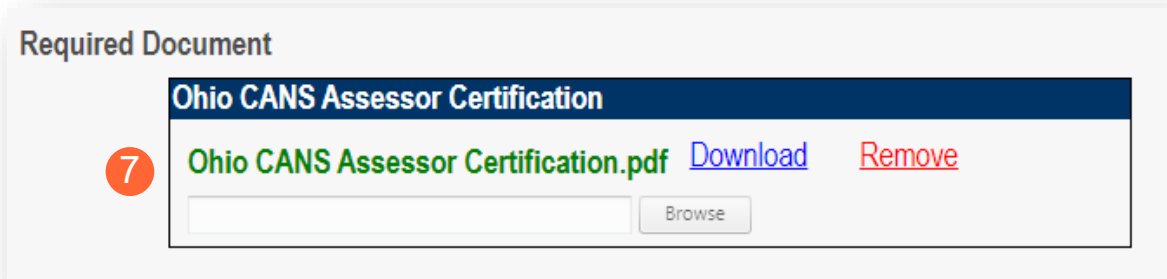
B **OhioRISE - Provider/Plan BH Respite or Waiver Services Contract**

5

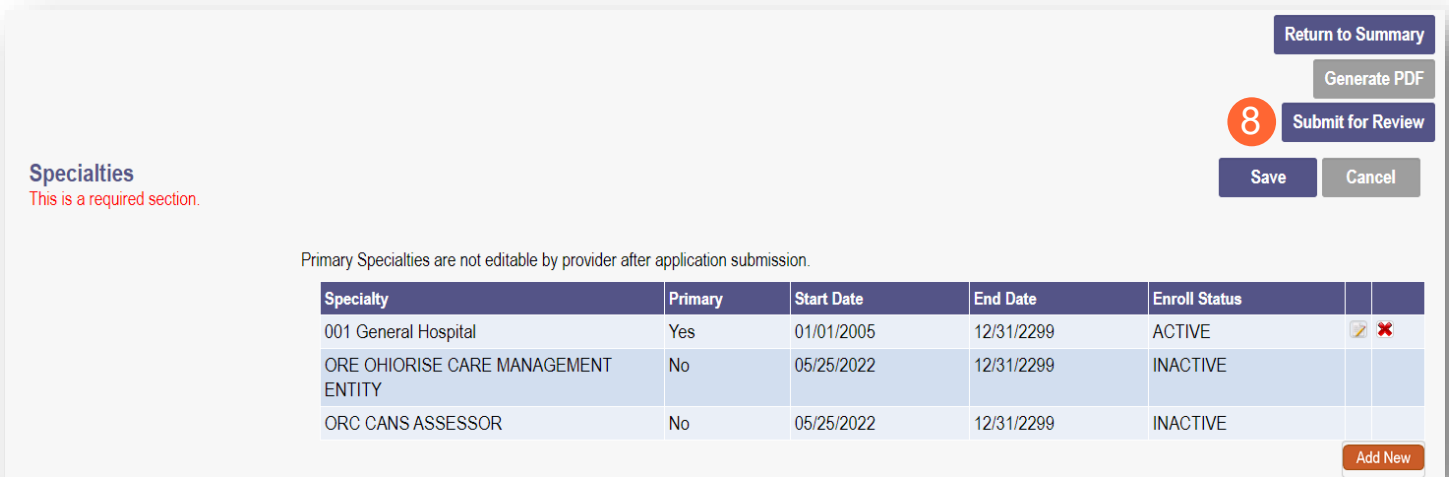
Step 6: Select the document on your computer and click 'Open'



Step 7: The uploaded document name will appear in green text, allowing you to confirm the upload




Step 8: When the application has been completed, click 'Submit for Review'



Step 9: A submission confirmation message displays informing that the file has been successfully submitted. Click 'Return to Home Page' to return to the Provider Dashboard

Submission Confirmation

You have successfully submitted your application to the Medicaid Program.
Please allow at least 10 days for processing before attempting to submit any changes.

 [Return to Home Page](#)