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Obtaining Access to the New York State Children’s CFTSS/HCBS Designation Application

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Getting Started

Thank you for your interest in becoming a New York State (NYS) Children and Family Treatment and Support Services (CFTSS) and/or Children's Home and Community Based Services (HCBS) provider.

The purpose of this document is to give guidance to providers on how to access the Children's CFTSS/HCBS Designation Application. Prior to being granted access to the application, there is a preliminary review of provider qualifications.

Applicants that are requesting approval by NYS to become designated as a provider for CFTSS and/or HCBS must meet the following criteria:

Provider Qualifications:

1. Any child serving agency or agency with children's behavioral health and health experience that is licensed, certified, or designated by DOH, OPWDD, OMH, OASAS or OCFS to provide comparable and appropriate services;
2. The provider must meet agency qualifications outlined for each individual service in the HCBS Provider Manual and the Children and Family Treatment and Support Services Provider Manual for EPSDT Services;
3. Providers must meet any additional licensure or certification requirements as required¹. In such cases, designations may be contingently or limited in scope pending satisfaction of such additional requirements.
4. Be in good standing as determined by the DOH, OASAS, OCFS, OPWDD and/or OMH.

¹ Providers that seek designation to provide any of the six new CFTSS services included in this guide to populations which they are not already licensed, designated, approved or certified by DOH, OMH, OCFS or OASAS, may be subject to additional licensure/authorization requirements.

Additional authorization or licensure requirements will apply to providers that are not now licensed by OMH and that seek to provide OLP and/or CSPT to individuals that need mental health services. Additional authorization or certification requirements will apply to providers that are not now certified by OASAS and that seek to provide any of the six new CFTSS services to individuals that need substance abuse services. A webinar was conducted that provided additional information on these additional authorization/licensure/certification requirements can be found at:

https://www.health.ny.gov/health_care/medicaid/redesign/behavioral_health/children/docs/2018-04-19_provider_designation_and_authorization.pdf



Once this is successfully completed, the provider is given an OMH user account to access the application. All agencies (both OMH and non-OMH) must obtain an OMH User ID to access the Children's CFTSS/HCBS designation application. This process is outlined below.

NOTE: *If you are a provider who does not have an OMH user ID but **whose agency already accesses OMH applications**, contact your agency security manager to establish a user ID. The security manager will not need to issue you a security token to use the HCBS application, located at: <https://my.omh.ny.gov/hcbs/default.aspx>.*

The remainder of these instructions pertain to those providers whose agencies **do not** use OMH applications or do not have an OMH-designated security manager.

Applying for Access to Children's CFTSS/HCBS Designation Application

STEP 1. For provider agencies that do not yet use OMH systems, first request access to the "Children's SPA/HCBS online designation application" by emailing OMH-Childrens-Designation@omh.ny.gov. OMH program staff will email a "New Agency Form" to the provider.

STEP 2. The provider submits the completed 'New Agency Form' to OMH-Childrens-Designation@omh.ny.gov. Any questions about completing the form can be directed to the same email.

STEP 3. Based on information in the form, OMH starts the process of agency validation and adding the agency to the systems that support the CFTSS/HCBS application.

STEP 4. After OMH completes the review, the agency is emailed a Confidentiality and Non-Disclosure Agreement (CNDA) and instructions. The CNDA is completed online by the provider agency's director.

STEP 5. After the CNDA agreement is submitted, the agency's director will receive an email requesting the agency to select a "Security Manager".

STEP 6. The Security Manager will then receive an email with instructions on using the OMH Security Management System and how to grant OMH user IDs and access to OMH systems within the agency.



STEP 7. Once the Security Manager sets up the user ID and grants access for an agency provider to use the CFTSS/HCBS application, that person will receive an email with instructions on how to create a password.

STEP 8. With the OMH User ID and password, the provider can access the Children's CFTSS/HCBS Designation Application at <https://my.omh.ny.gov/hcbs/default.aspx> to complete the application.

For any additional questions or assistance in regards to the above, you can also email the OMH-Childrens-Designation@omh.ny.gov for assistance.