Comagine Health

Comagine Health Provider Portal Rehabilitation Day Services Training

Folasade "Sade" Akinkuowo, RN, MSN, CCM
DC Medicaid QIO Director
April 2026

Objectives

- Review the Comagine Health Provider Portal (CHPP)
- Review Log-on Information
- View Dashboard Features
- Rehabilitation Day Services Prior Authorization Request: Step-by-Step Demonstration
- Review the Required Documents for Rehabilitation Day Service
- Review Provider Resources – Quick Start Guides

Comagine Health

Rehabilitation Day Services

- Rehabilitation Day Services is a structured, clinical program intended to develop skills and foster social role integration through a range of social, psycho-educational, behavioral, and cognitive mental health interventions.

  - *DCMR, Chapter 22, § A3423*.

Comagine Health

Rehabilitation Day Services

- Comagine Health will review Community Rehabilitation Day (Rehab Day) Services for beneficiaries with DC Medicaid fee-for-service, Managed Care, Alliance, QMB, and D-SNP.
- Comagine Health will review Rehab Day Services for up to 270 units within each 180-day period.
- Request dates must match the service dates listed on the treatment plan.
- The number of units requested must match the units listed on the treatment plan.

Required Documents for Rehabilitation Day Services

- *Initial Requests must include:*
  - **Daily Living Activities-20 (DLA-20)** completed within 90 days of the date of submission, indicating a score of 5.0 or below.
  - **Current Patient-centered Treatment Plan, signed by a Qualified Practitioner (QP) and the client**. Template treatment plans that do not reflect individualized needs and goals will not be approved.
  - **Diagnostic Assessment** by a QP, and/or a Psychiatric Evaluation by MD or APRN, completed within one (1) year of the date of submission, indicating a qualifying mental health diagnosis.
  - QPs include *(a) Psychiatrists; (b) Psychologists; (c) LICSWs; (d) APRNs; (e) LPCs; (f) RNs; (g) LMFTs; (h) LGSWs; (i) LGPCs; (j) Psychology Associates; and (k) Physician Assistants.*

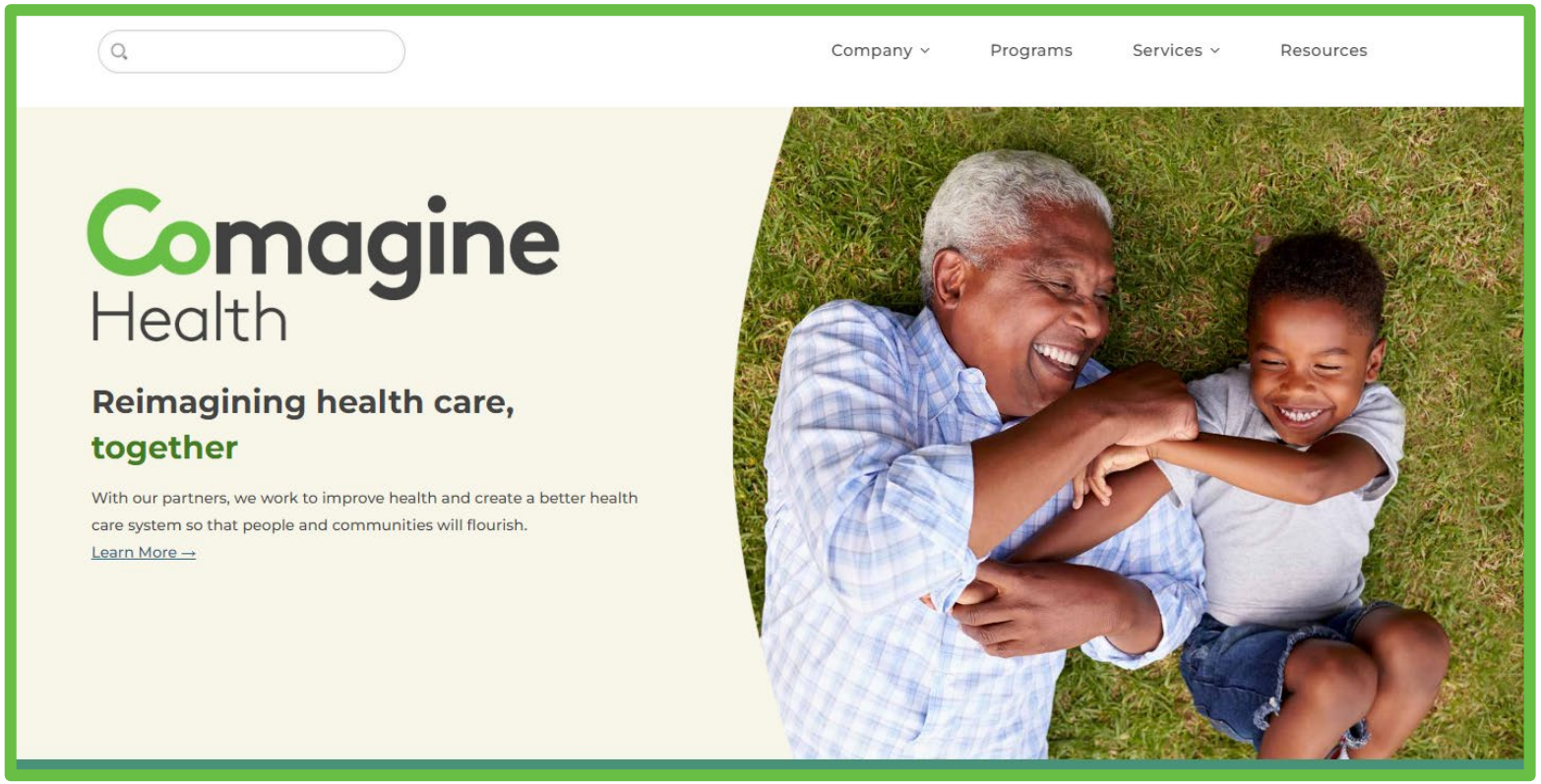
Comagine Health

Required Documents for Rehabilitation Day Services

- *<u>Continued Stay Requests</u> must include:*
  - **Daily Living Activities-20 (DLA-20)** completed within 90 days of the date of submission, indicating a score of 5.0 or below.
  - **Current Patient-centered Treatment Plan, signed by a QP and the client.** Template treatment plans that do not reflect individualized needs and goals will not be approved.
  - **Diagnostic Assessment** by a QP, and/or a Psychiatric Evaluation by MD or APRN, completed within one (1) year of the date of submission, indicating a qualifying mental health diagnosis.
  - QPs include *(a) Psychiatrists; (b) Psychologists; (c) LICSWs; (d) APRNs; (e) LPCs; (f) RNs; (g) LMFTs; (h) LGSWs; (i) LGPCs; (j) Psychology Associates; and (k) Physician Assistants.*
  - Progress notes, as needed, to support the prior authorization request.

Comagine Health Provider Portal (CHPP)

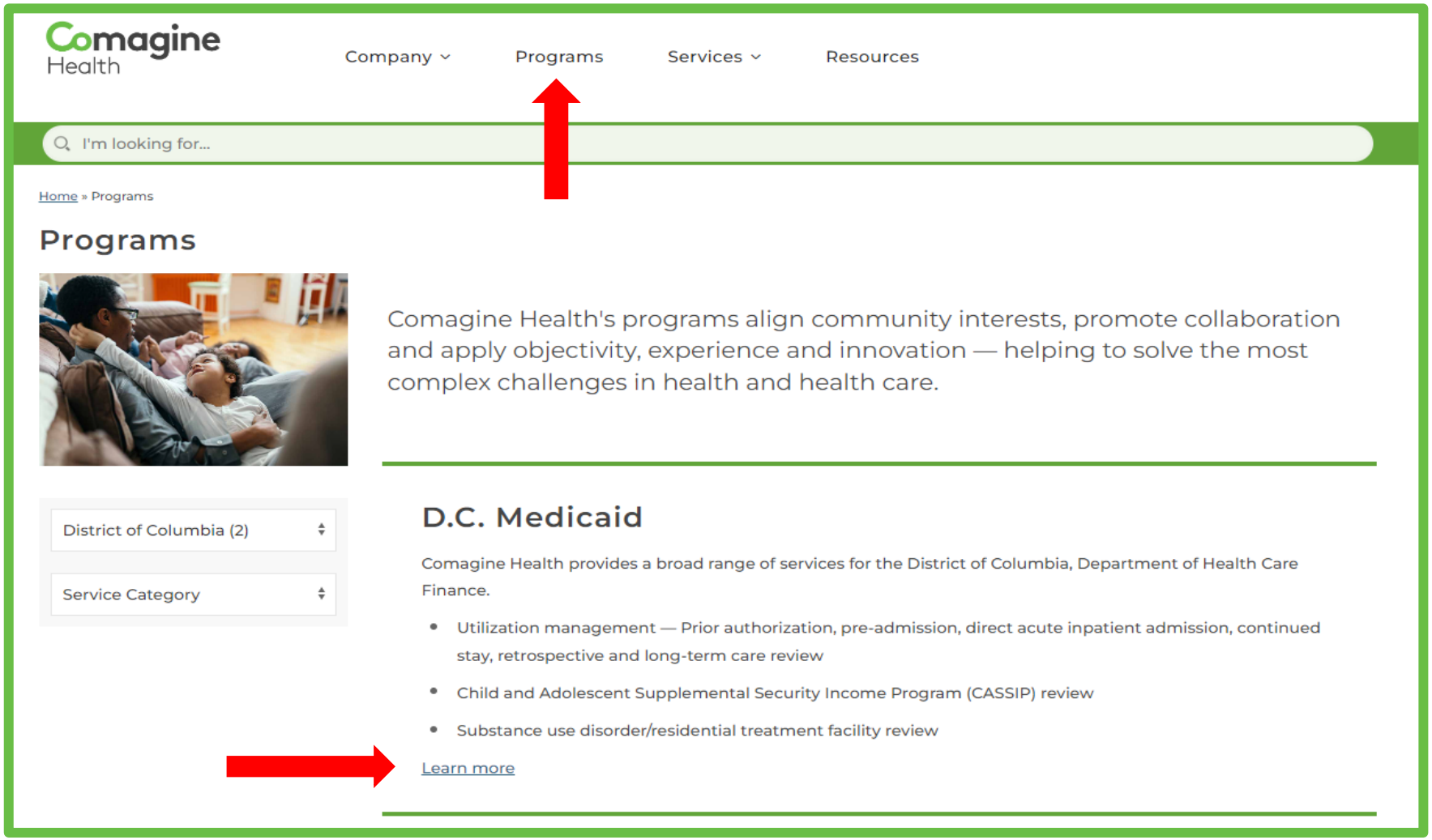
- Submit reviews within the CHPP
- Go to Comagine Health's website - http:www.comagine.org



Comagine Health

Comagine Health Website

- Click on Programs, find **D.C. Medicaid**, and select **Learn more**



Comagine Health

Provider Portal Access

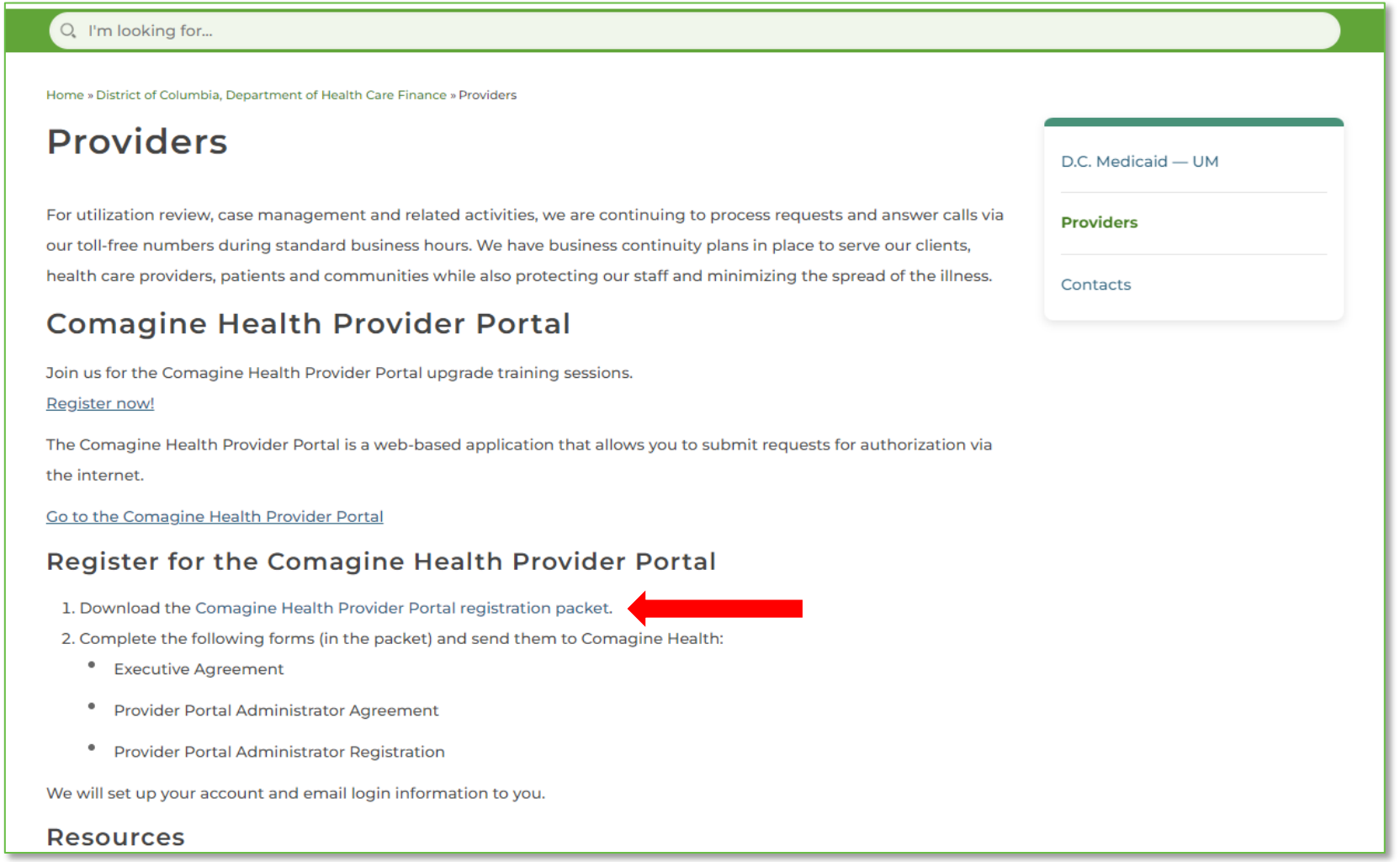
- Select **Providers** on the right-side panel will display the Provider page



Comagine Health

CHPP Registration Packet

On the Provider page, under the Comagine Health Provider Portal section, you will find the link to download the CHPP registration packet



Comagine Health

Submitting a Request for Portal Access

- **Submit via email:**
  - Email: dcmedicaid@comagine.org
- **Submit all completed forms:**
  - Executive Agreement
  - Provider Portal Administrator Agreement
  - Provider Portal Administrator Registration Form
  - Provider Portal User Agreement
  - Provider Portal User Registration Form
- Once Comagine Health processes your registration packet, you will receive an email with your CHPP access information.

Comagine Health

Provider Portal Administrators

- Administrators have additional system access and system tasks to perform
- Staff who need access to the CHPP are required to contact their Administrators
- Provider Portal Administrators are responsible for:
  - Adding all User accounts
  - Managing all User accounts
  - Keeping the User account registration information
  - Resetting the passwords for User accounts and
  - Deactivating User accounts

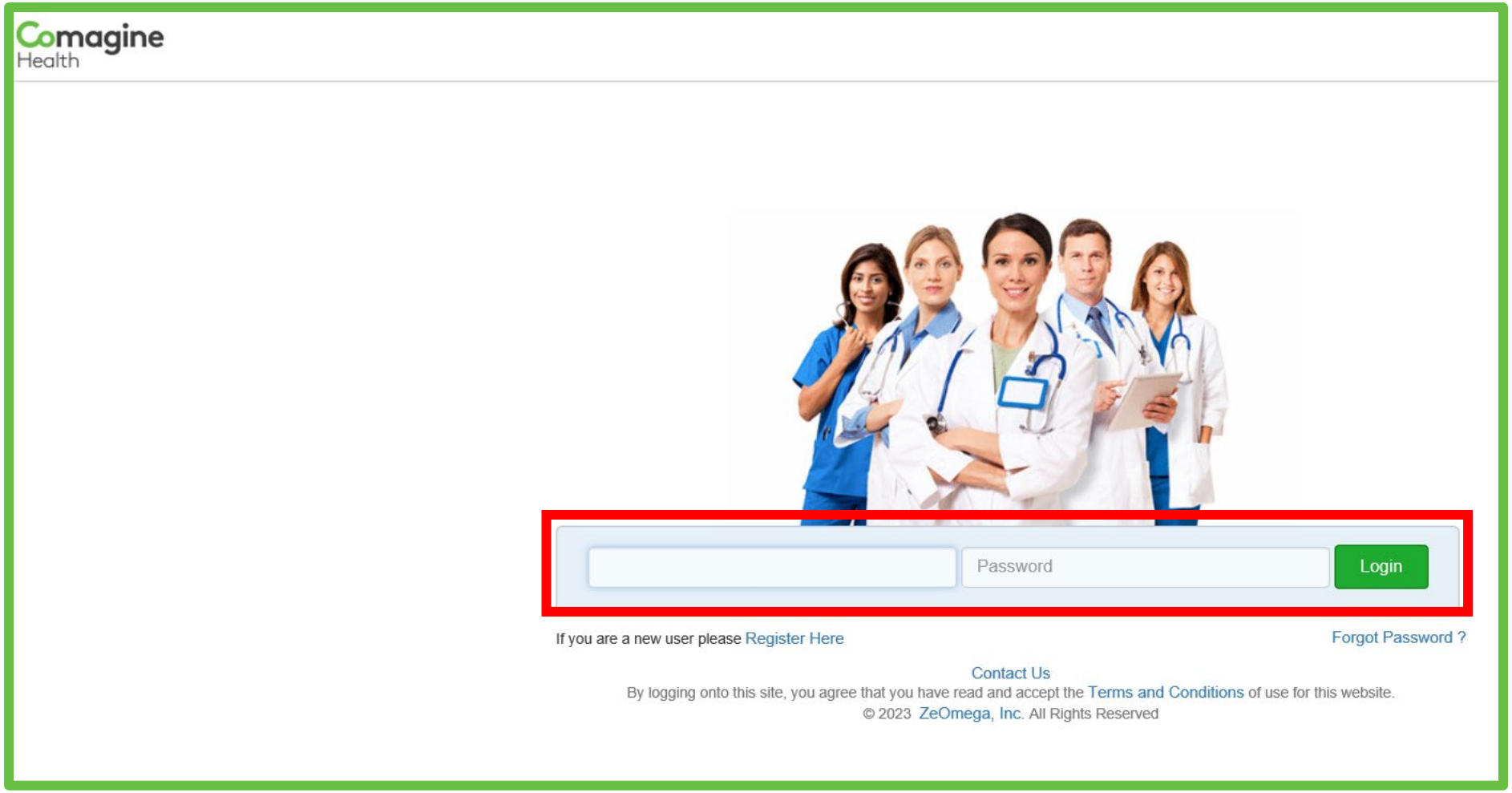
Comagine Health

Provider Portal Access



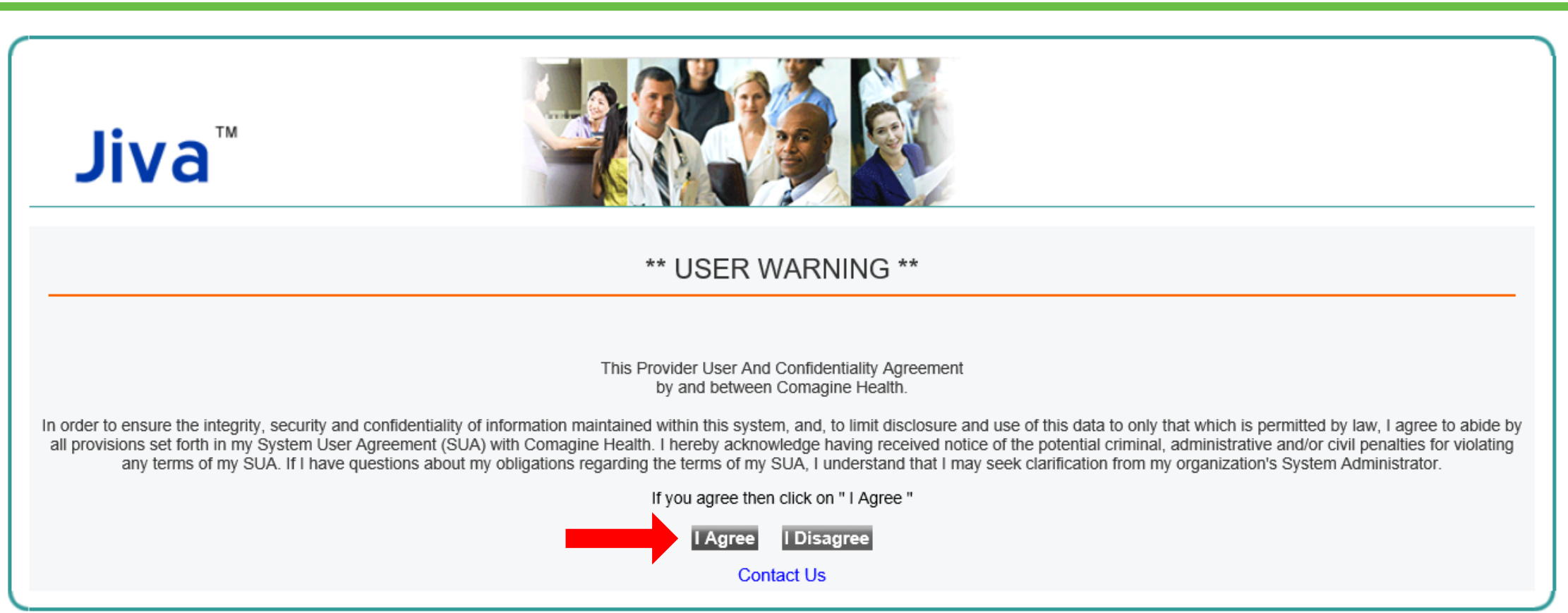
Comagine
Health

How to Log Into the Provider Portal



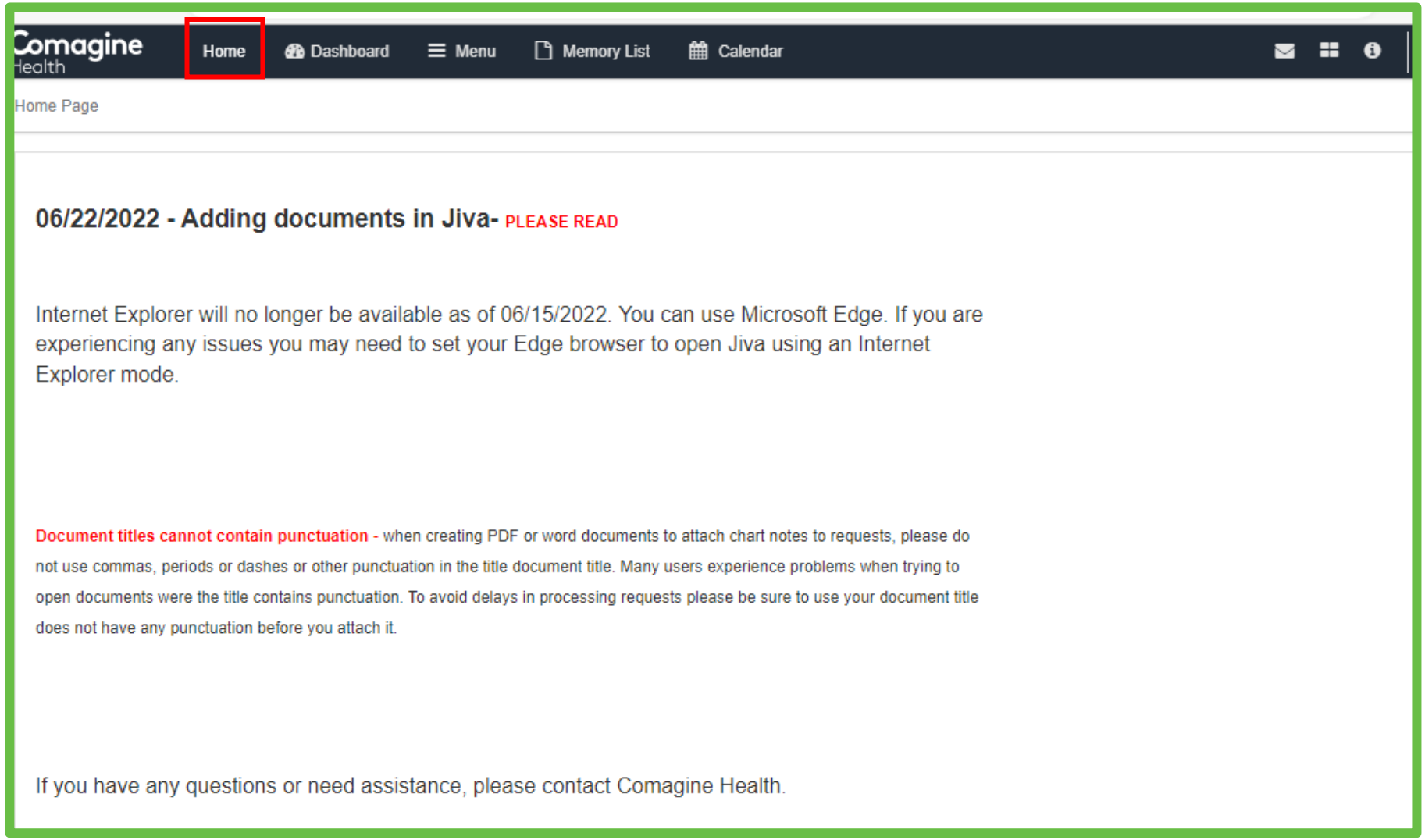
Comagine Health

Provider Portal Log In



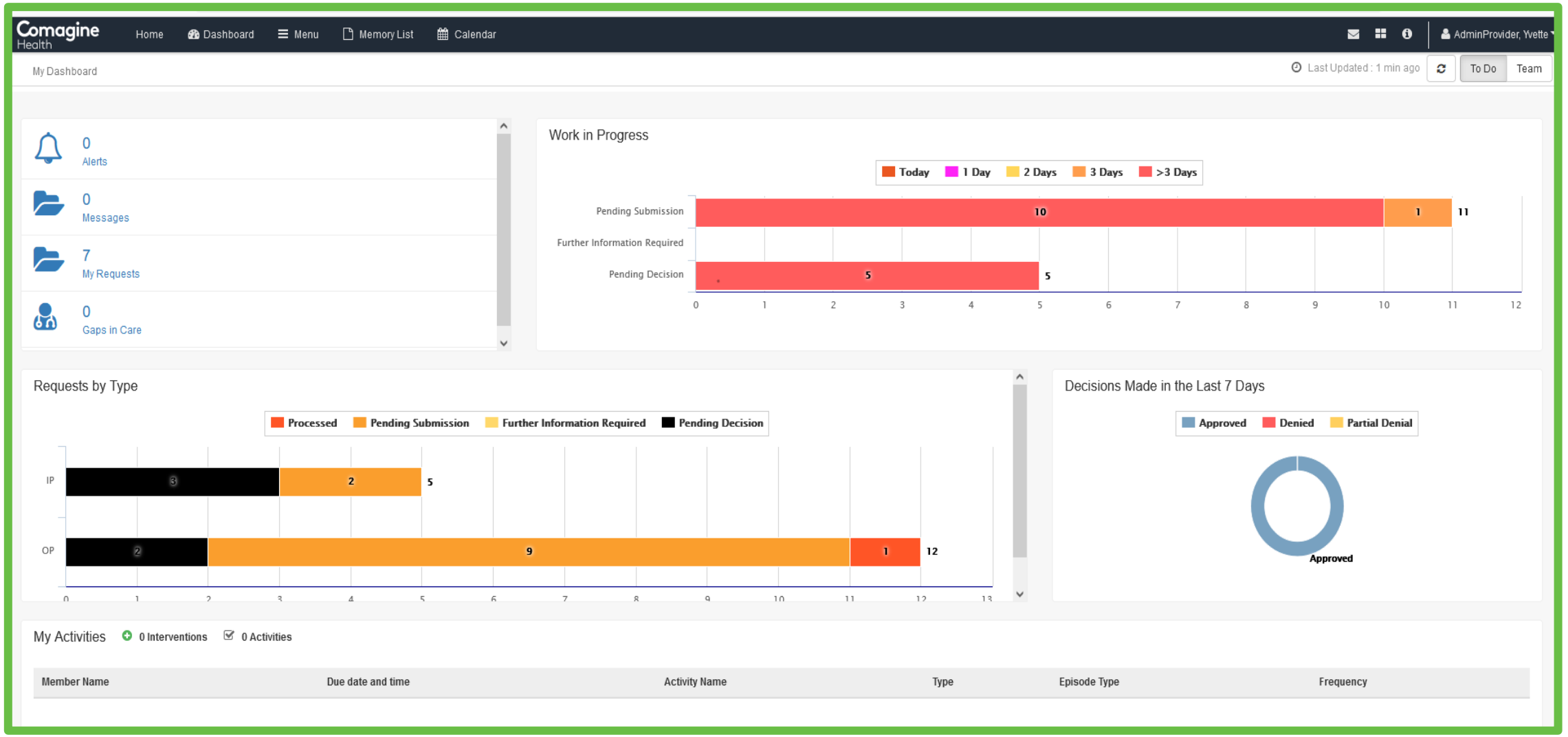
Comagine Health

Provider Home Page – View Posted Announcements



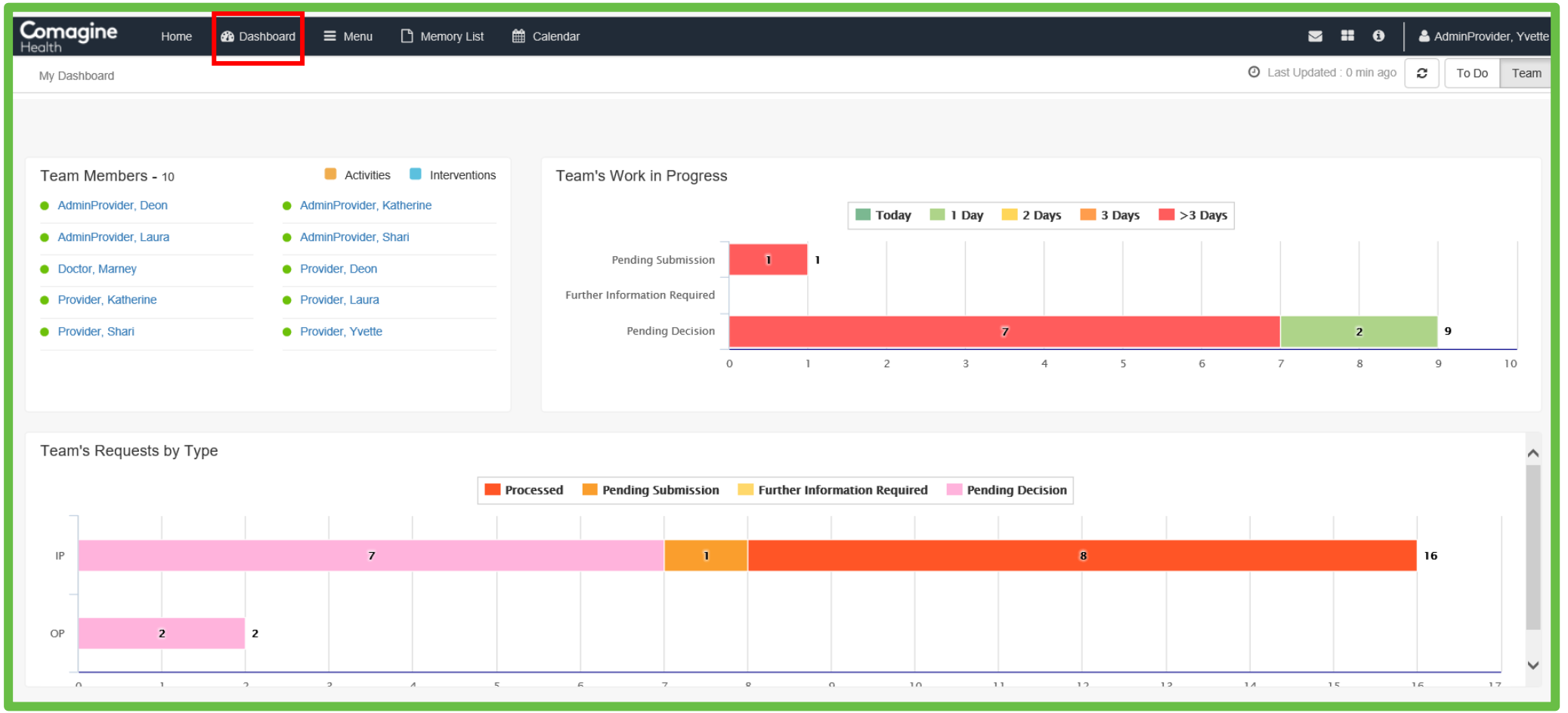
Comagine Health

Provider Dashboard - To Do



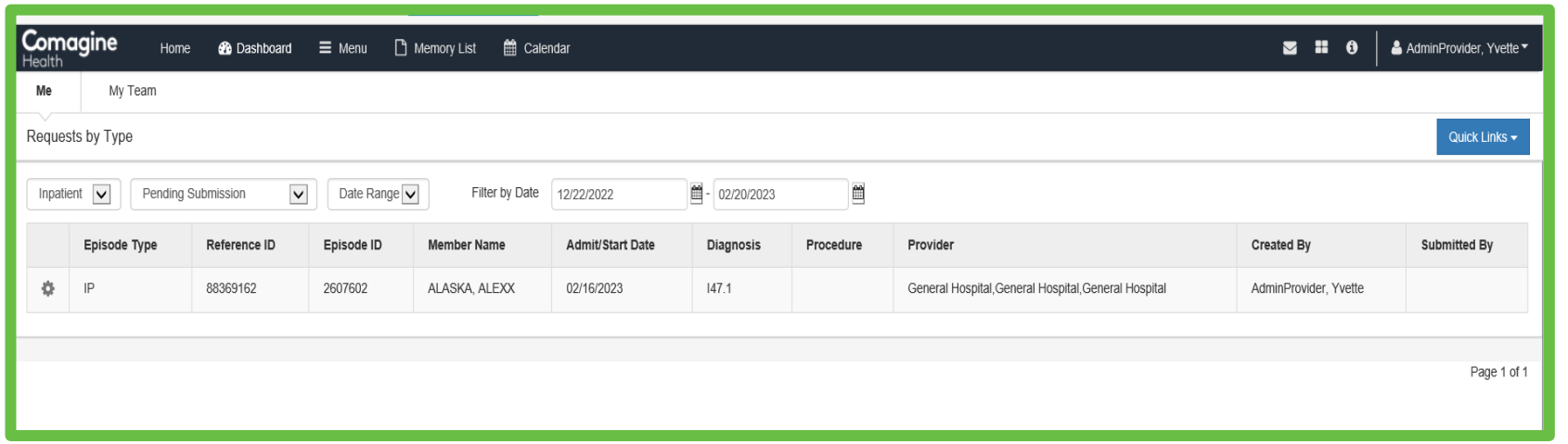
Comagine Health

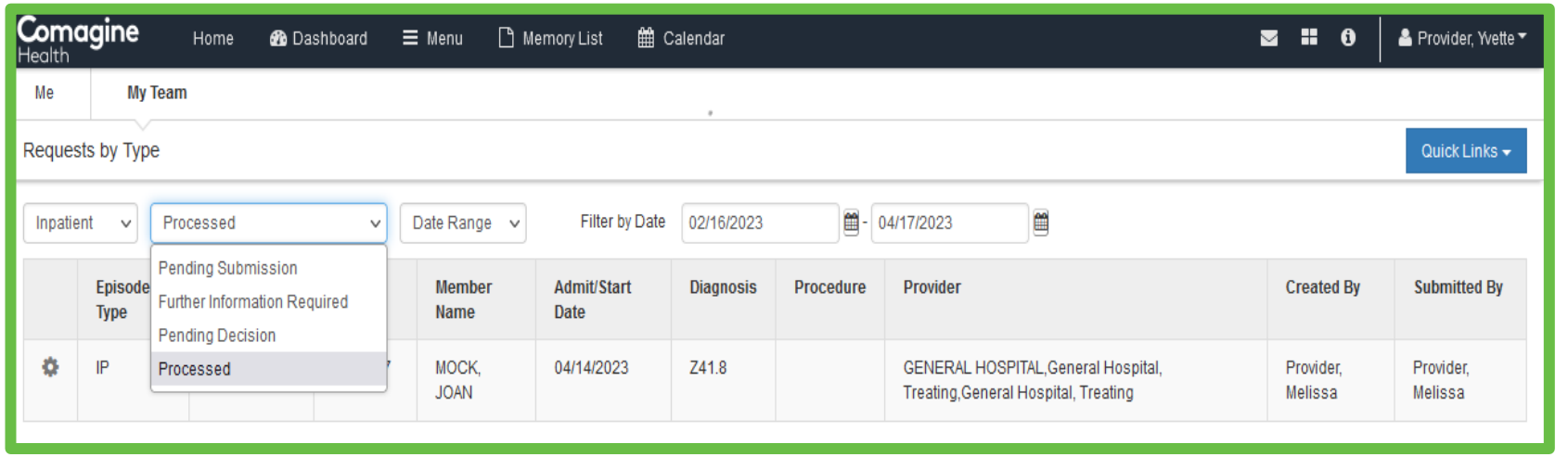
Provider Dashboard - Teams



Comagine Health

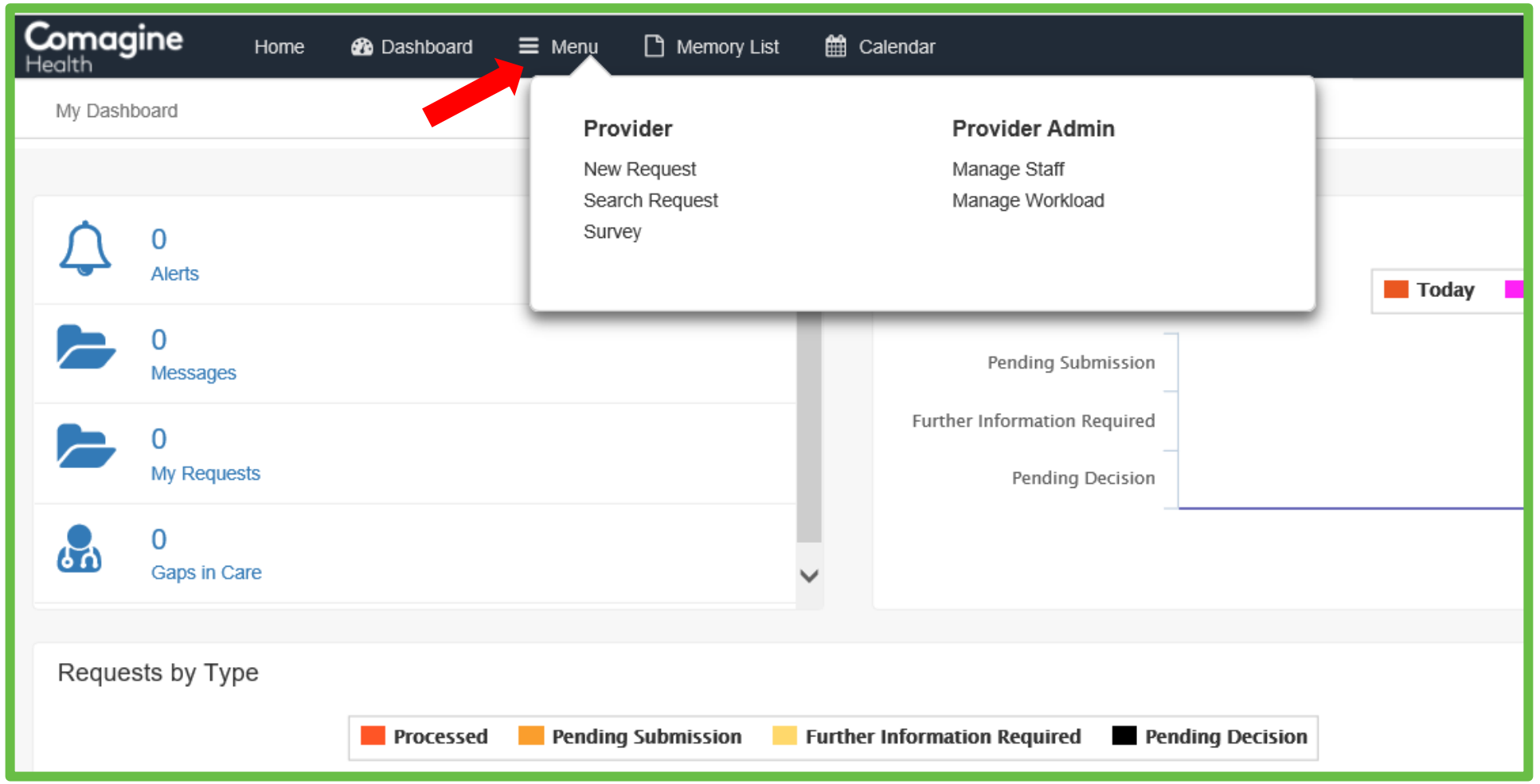
Provider Dashboard Links





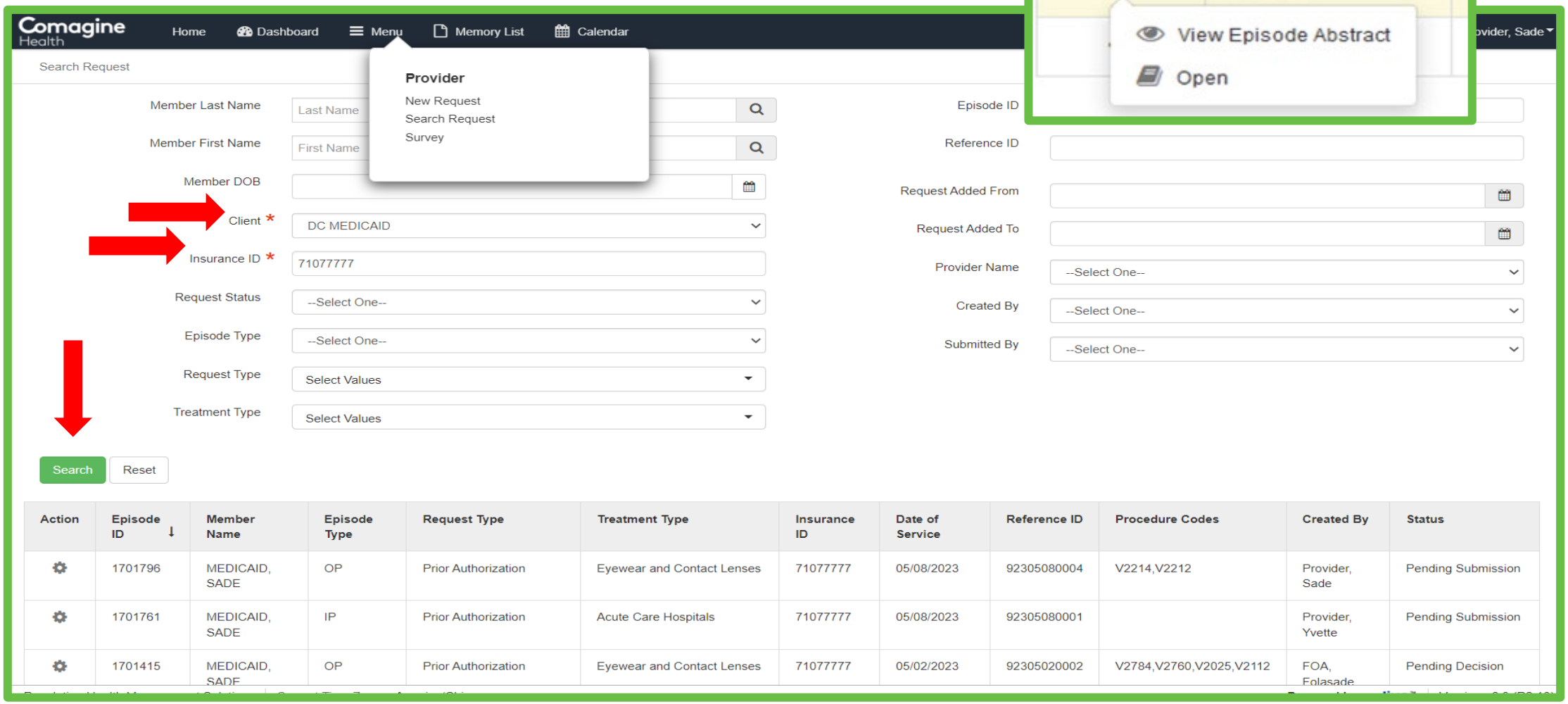
Comagine Health

How to Search or Submit a New Request



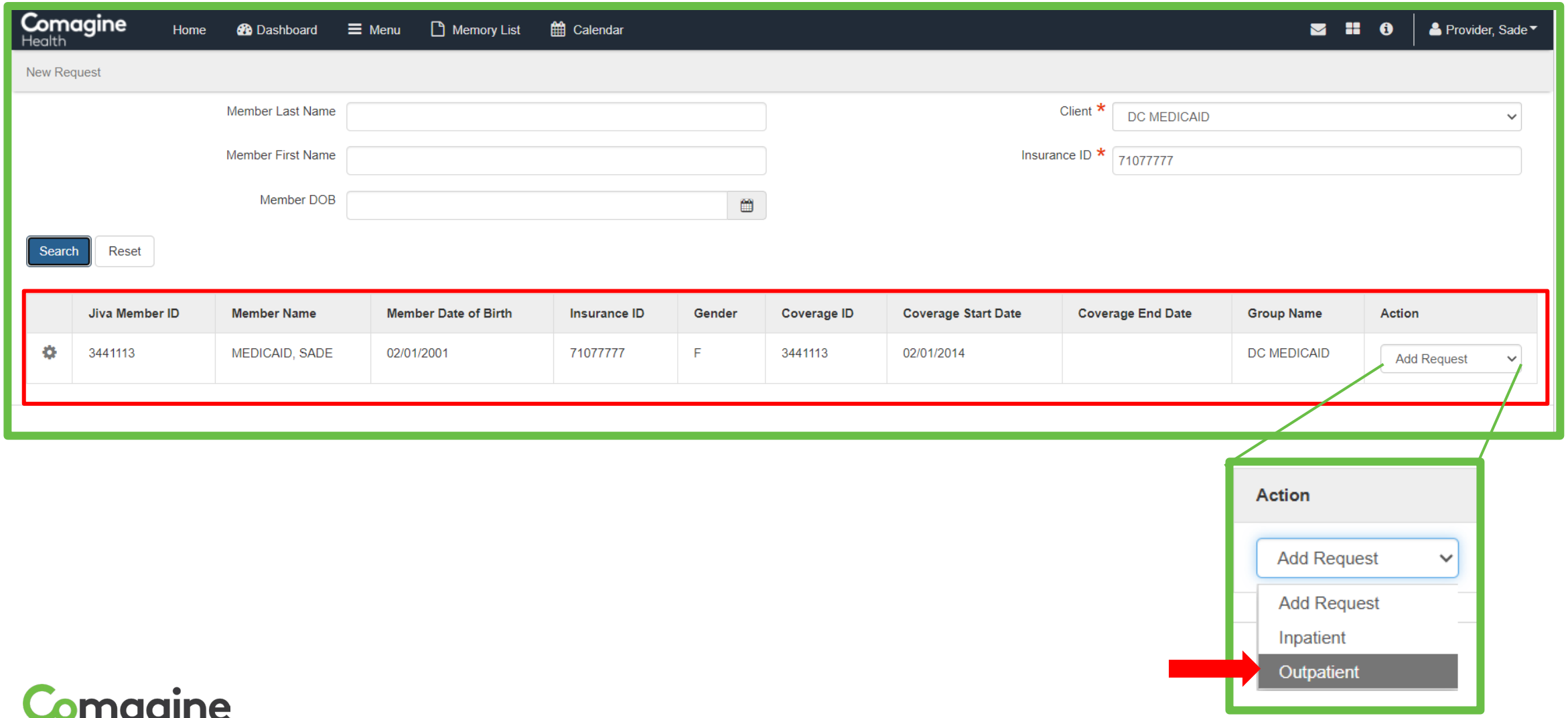
Comagine Health

Search Request



Comagine Health

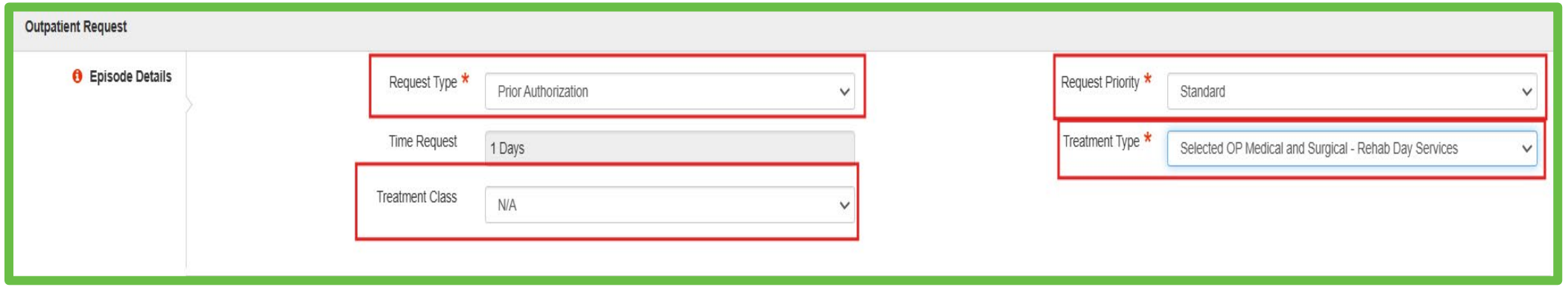
Submit a New Request



Comagine Health

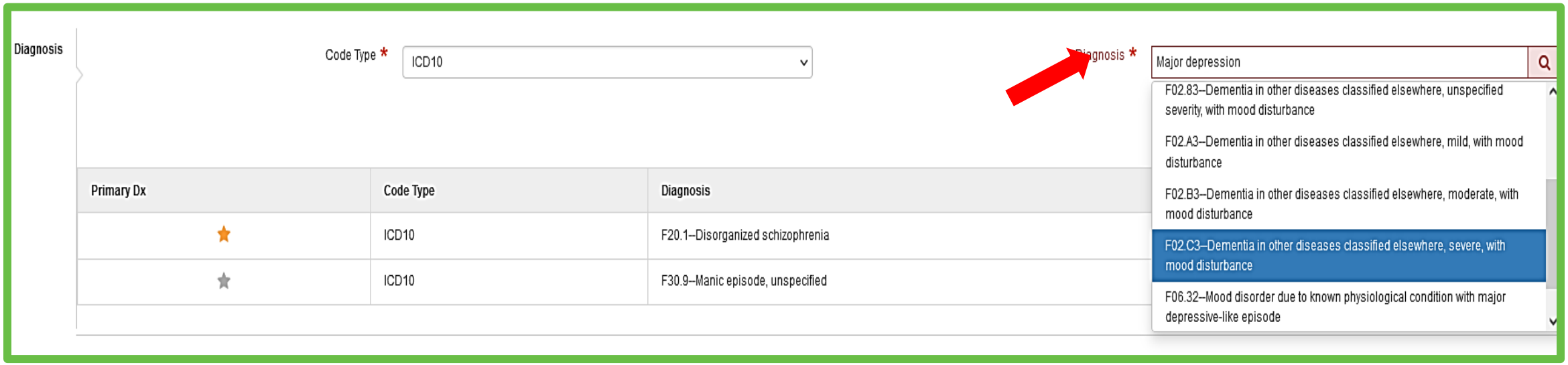
Submit a New Request

- Fill out the **Episode Details** with the red asterisks, including the Treatment Class. For **Outpatient** requests, complete:
    - A. **Request Type***: Enter **Prior Authorization**.
    - B. **Time Request**: Does not need to be filled in, automatically populates to 1 day.
    - C. **Treatment Class**: Select **N/A** (this field MUST be completed even though an asterisk is not present).
    - D. **Request Priority***: Will auto-populate with **Standard**.
    - E. **Treatment Type***: Select **Selected OP Medical and Surgical- Rehab Day Services**.



Submit a New Request, Continued

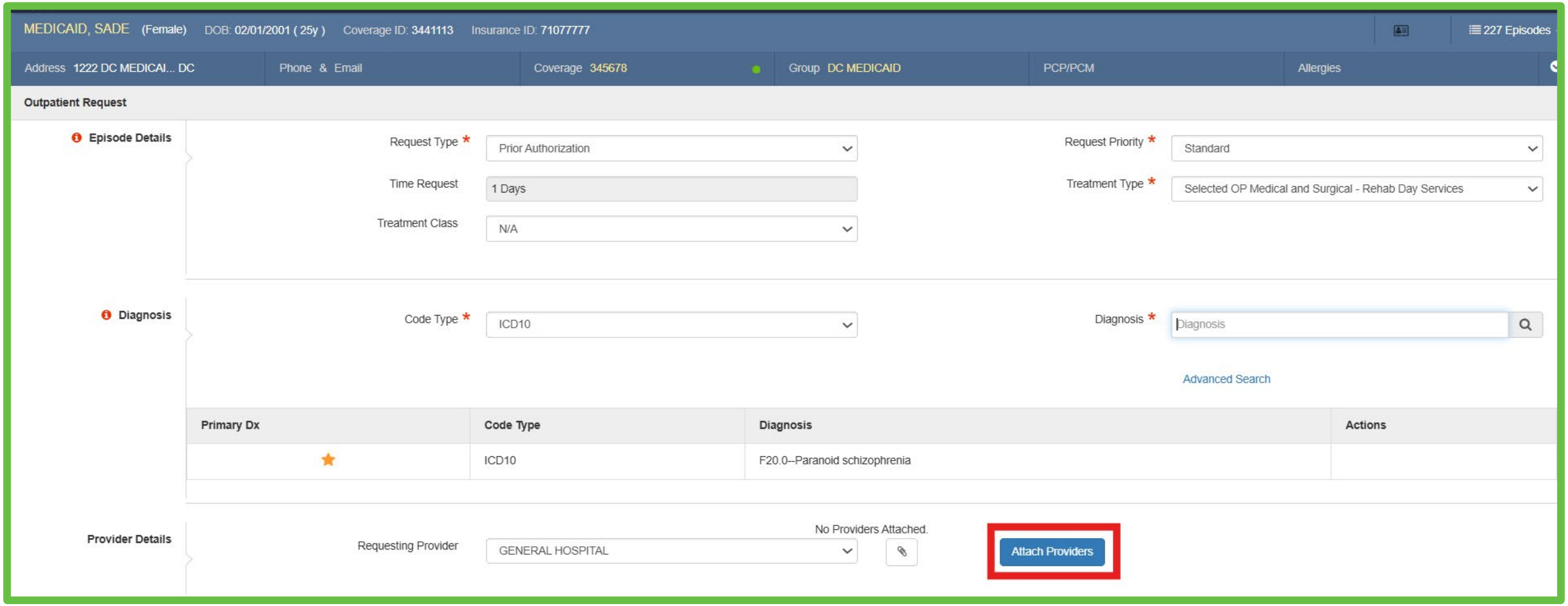
- **Enter the Qualifying Diagnosis:**
  - Schizophrenia or Other Psychotic Disorders
  - Delusional Disorders
  - Affective Disorders
  - Trauma-Related Disorders
  - Obsessive Compulsive Disorder
  - Personality Disorder



Comagine Health

Submit a New Request, cont.

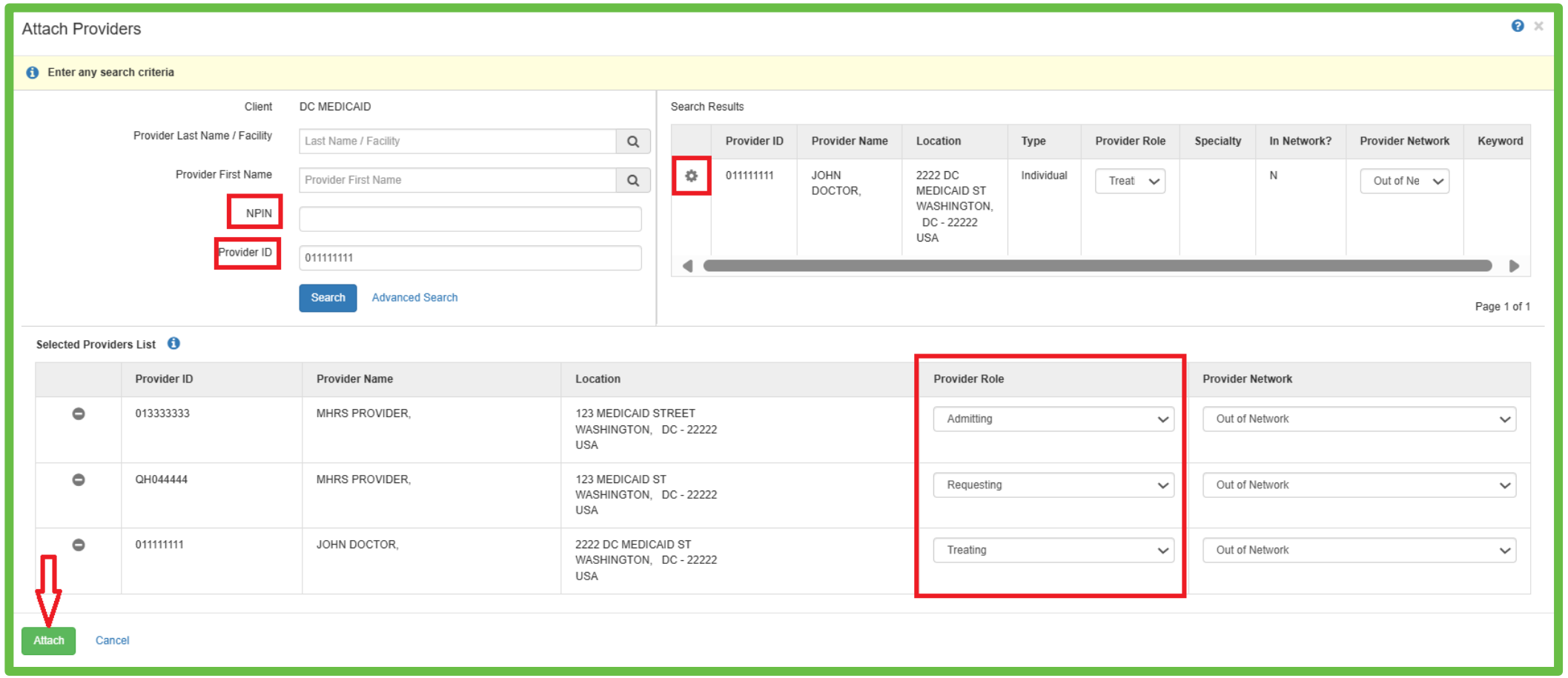
- Attach Providers to Episode



Comagine Health

Steps to Add Providers

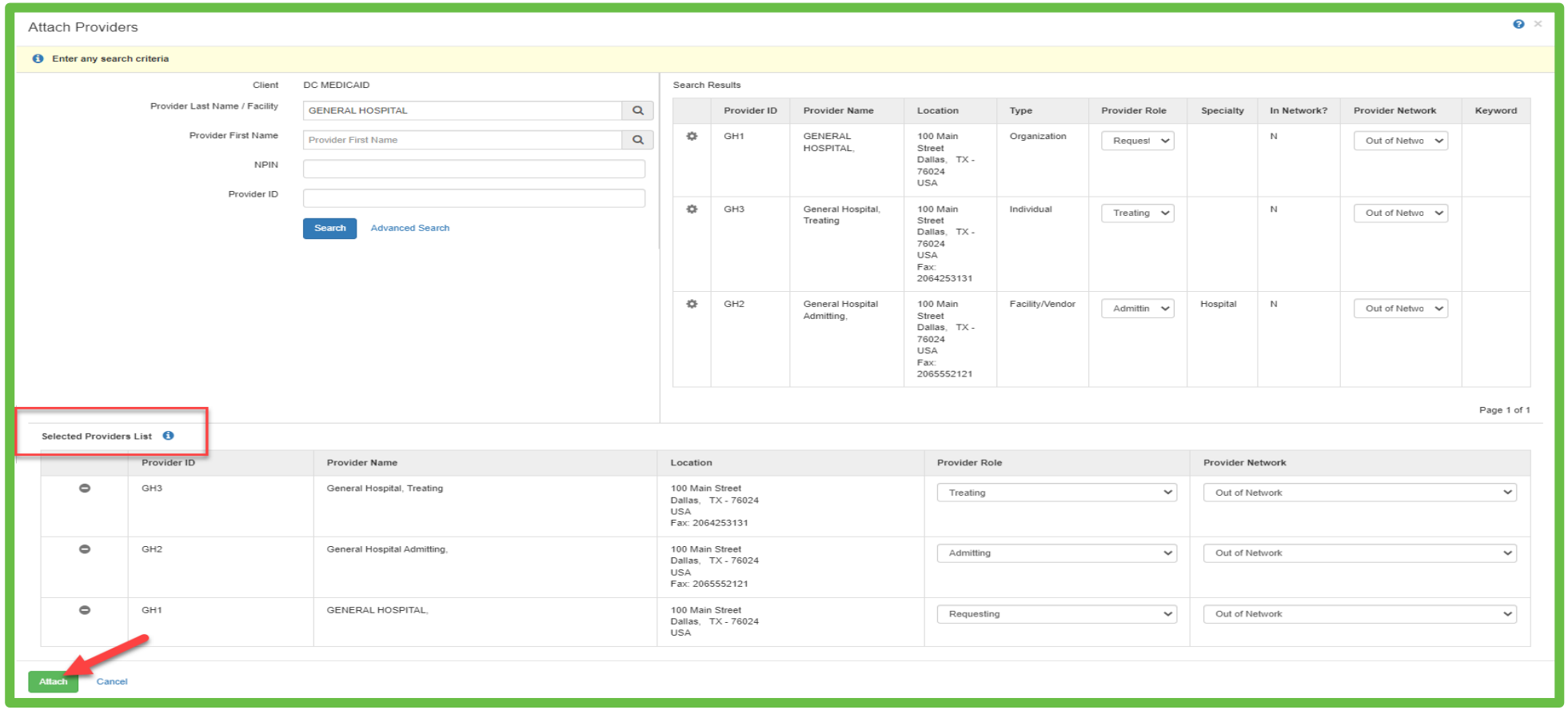
- Use **Search** or **Advanced Search** to find providers



Comagine Health

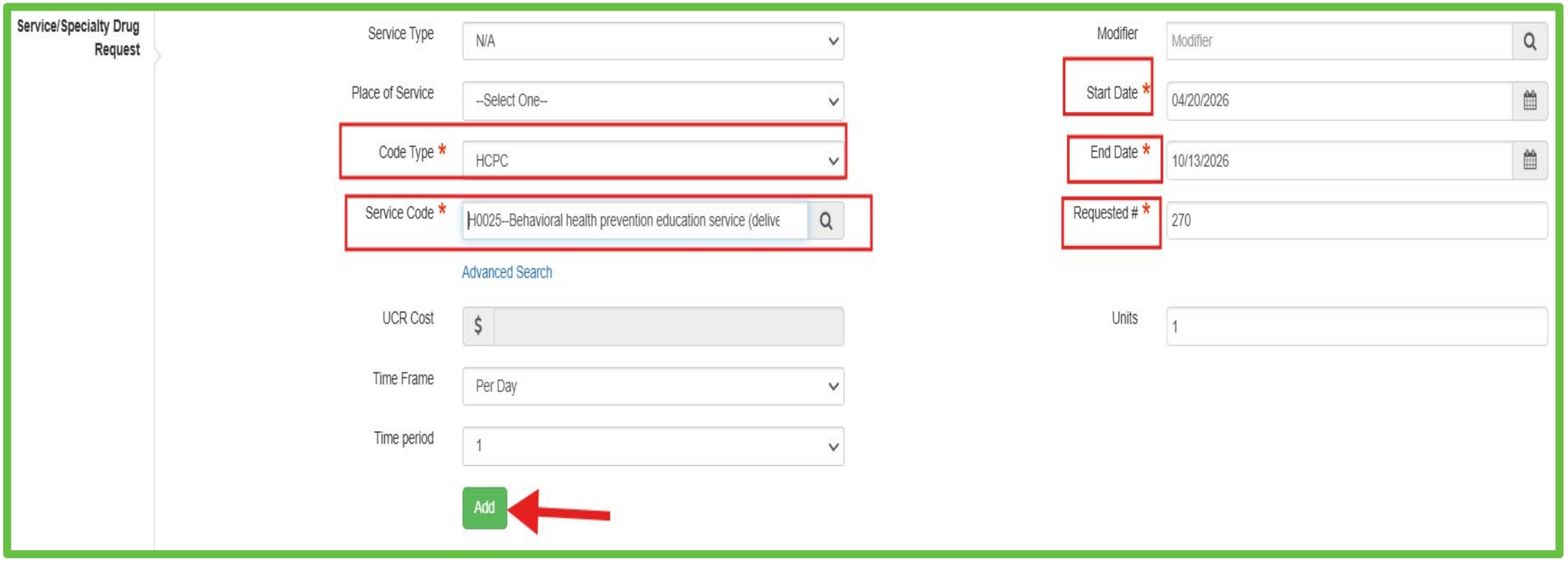
Steps to Add Provider, cont.

- Admitting, Treating, and Requesting providers must be attached



Comagine Health

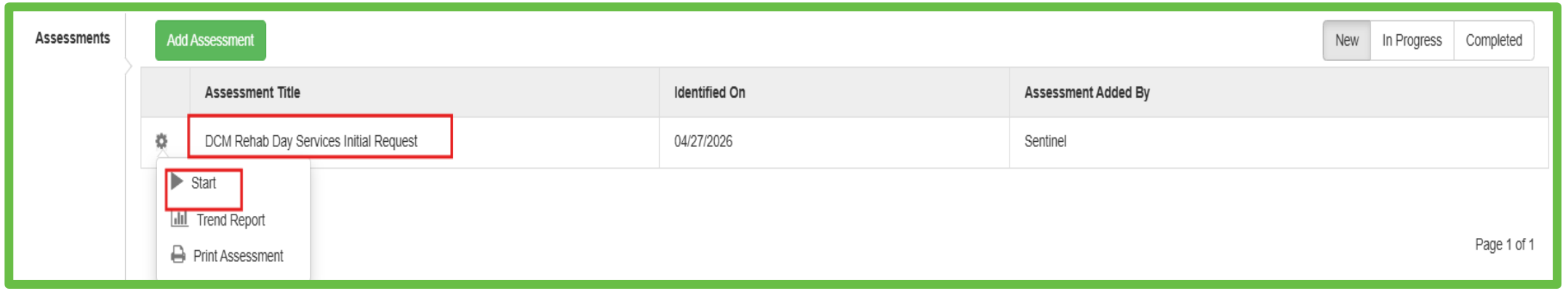
Add a Service Request



Comagine Health

Assessments

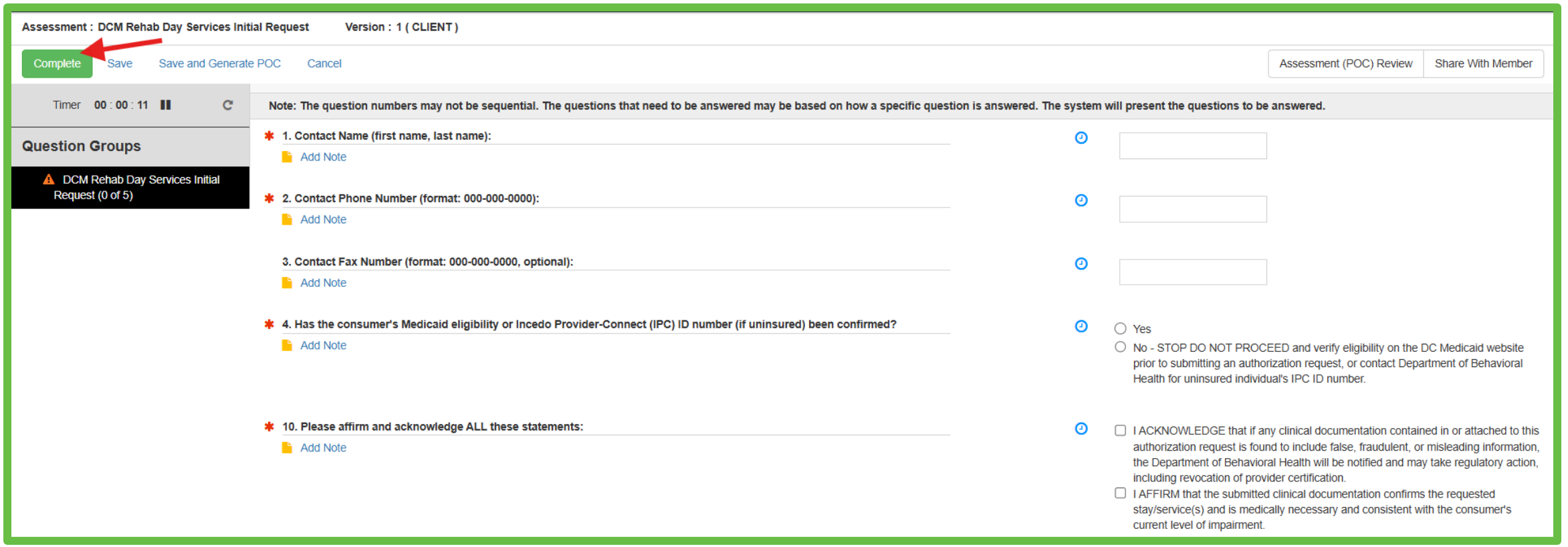
- Select the **gear** and click **Start** to complete the **DCM Rehab Day Services Initial Request (mandatory process to save and submit)**



Comagine Health

DCM Rehab Day Services Initial Request

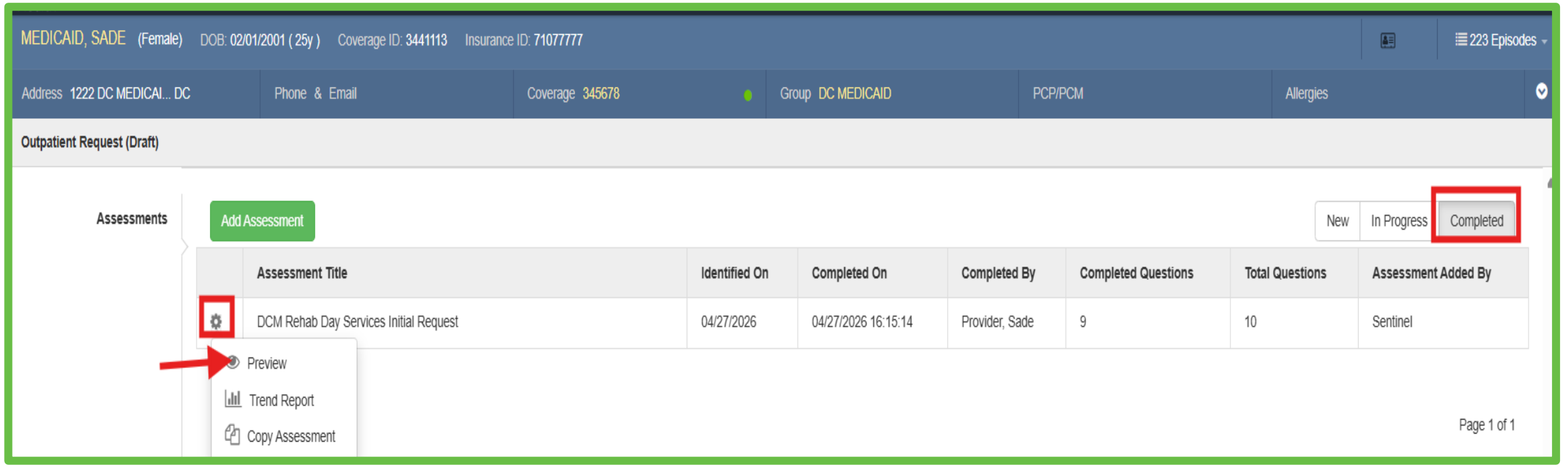
- Answer the assessment questions
- Always select **Complete** when finished with an assessment and not just Save



Comagine Health

Preview Assessment

- You can review the completed or in progress assessments by clicking on the **gear** and selecting **Preview**.
- The tab on the right-hand side also needs to be selected – either **completed** or **in progress**.



Comagine Health

Adding Documents

- Click on the **Add Documents** button.
- Please only use PDF or DOC files; TIFF files will not be accepted

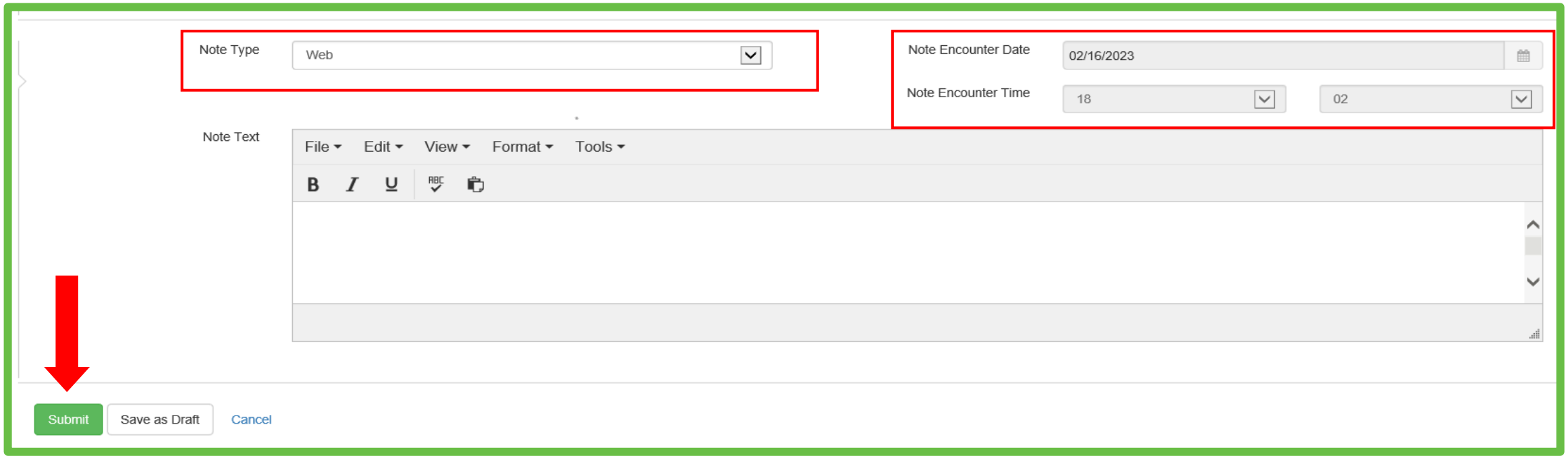


	Name	Type	Date Added	Added User	Description
⚙	DLA 20		07/09/2025	Provider, Sade	
⚙	Assessment		07/09/2025	Provider, Sade	

Comagine Health

Notes

- **Note Type**: Auto Populates to **Web**
- **Note Text**: Add notes according to the request (i.e., additional information submitted)
- **Note Encounter**: Auto Populates the date
- **Note Encounter Time**: Auto-populates the time



Comagine Health

Submit or Save as Draft

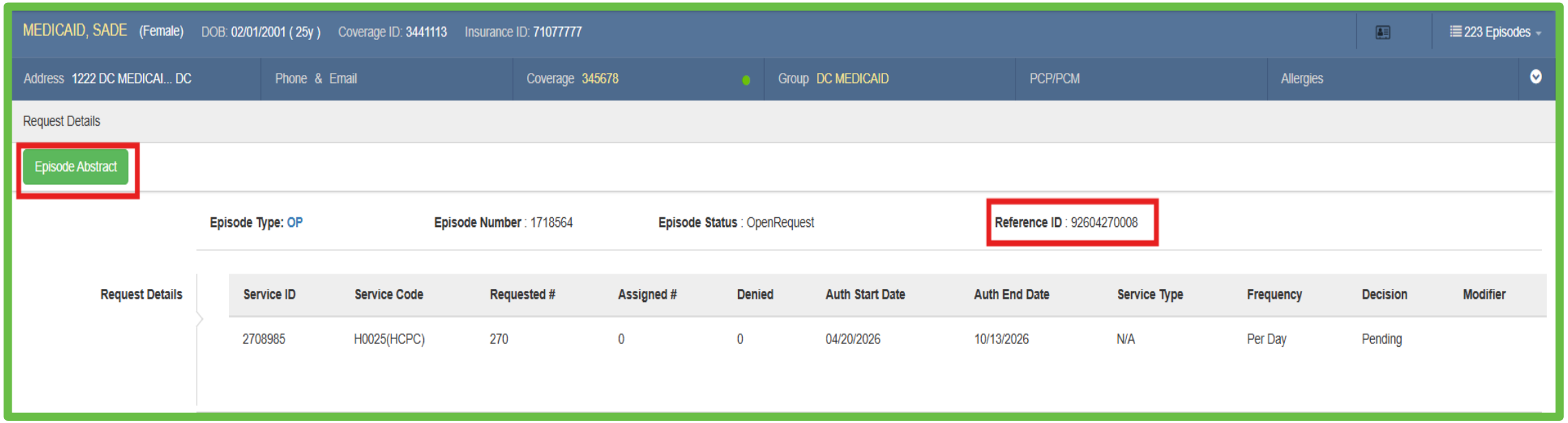
- **Submit**: Episode will be submitted to Comagine Health
- **Save as Draft**: Episode will not submit to Comagine Health but will be saved for later submission and can be edited
- **Delete**: The request will be deleted



Comagine Health

Reference ID

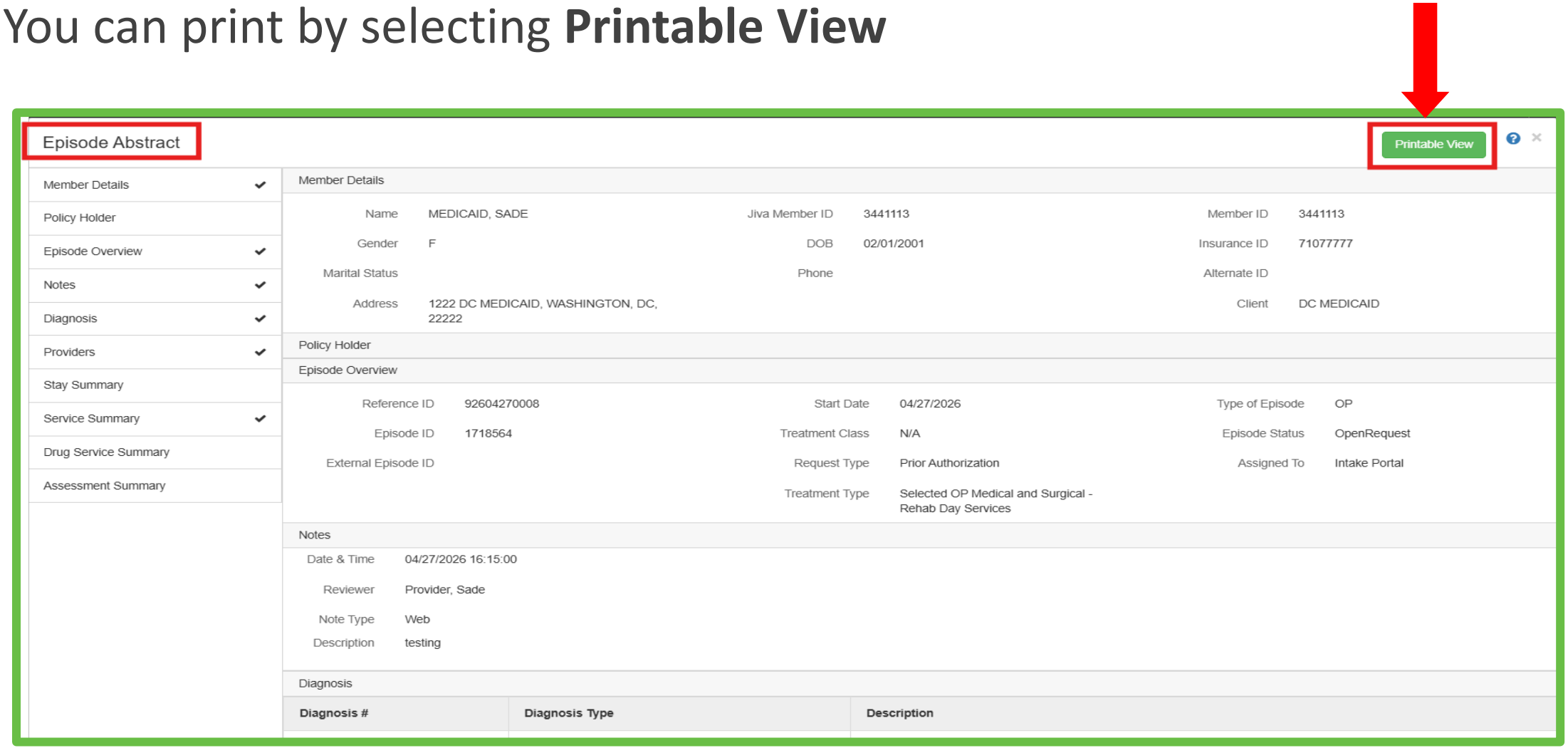
- Make a note of the CHPP **Reference ID number** for your records to locate the episode faster
- The **reference ID** will become a prior authorization number on an approved request
- Selecting **Episode Abstract** allows you to review what was submitted; however, you cannot edit from here



Comagine Health

Abstract View

- You can print by selecting **Printable View**



Comagine Health

Provider Resources

Located on the Comagine Health DC Medicaid Provider page:

- Comagine Health Provider Portal (CHPP) User Guide
- CHPP Administrator Guide
- CHPP Quick Start Guides:
  - Rehabilitation Day Service Initial Review Authorizations
  - Rehabilitation Day Service Continued Stay Review Authorizations
- CHPP Training Webinar (recording and slides)
- CHPP Registration Packet

Comagine Health

Questions



Type your questions in the chat

Comagine Health

Thank you!

Comagine Health