

Thank you for your interest in participating in the Health and Housing Opportunities (H2O) program! This document is a great resource for navigating the H2O enrollment process with AHCCCS. Please be aware that even if you have existing enrollments with AHCCCS under other provider types, you **must begin a new application for each location providing services for the H2O program.** AHCCCS will not add H2O services to existing AHCCCS IDs that are already enrolled.

What you will need to start the H2O Applications:

- Legal Entity/DBA name and W9 signed in the last year that reflects the same names
- Tax ID – you may use the same tax ID as other enrolled entities if you choose. This is the decision of the organization.
- Location where you will be providing services.
 - NOTE: **Each application may only include ONE service location.**
- H2O Participation Approval letter and site visit documentation issued by Solari and Banner Plans & Networks. You will not be able to enroll with AHCCCS as an H2O provider until you have received this documentation from Solari and Banner Plans & Networks.
- The name of all owners, board members, managing employees and controlling interests for your organization **as well as their SSN, DOB and home address.** This includes board members for nonprofit organizations.
- Information for all other AHCCCS or Medicare billable entities owned by your organization, this information is required to be disclosed as part of the applications.
- Copies of fingerprint clearance cards for owners, board members and controlling interests **if they are available.** If these individuals do not have a current fingerprint clearance card, instructions will be provided to you for completing the fingerprint based criminal background check requirement for your organization upon submission of the application in the AHCCCS Provider Enrollment Portal (APEP).

Important things to know about the APEP application:

- H2O Provider types do not require an NPI.
- Pretenancy/tenancy services fall under the provider type “H2O Housing & Health Opportunities” and enhanced shelter will be “Enhanced Shelter” provider type. **Each service type will require its own unique application.**
- **Each location requires its own unique application.**

To start your H2O application:

1. Log into the AHCCCS Provider Enrollment Portal (APEP)
2. Under the “Provider” dropdown, select “New Enrollment”
3. For enrollment type, select “Atypical Agency”

Department of Economic Security

Atypical (non-medical) provider (Choose this option if you do not have a NPI)

Individual (Driver, Home Help/Personal Care, Carpenter, etc.)

Agency (Child Care Institution, Home Help/Personal Care Agency, Transportation Company, Local Education Agency etc.)

4. Complete the information in the application steps.

TIPS:

- When you get to “Step 4: Add Provider Type/Specialties/Subspecialties”, select H2O Housing & Health Opportunities Provider OR Enhanced Shelter as appropriate.

H2O HOUSING & HEALTH OPPORTUNITIES PROVIDER

ENHANCED SHELTER

5. Complete all steps and submit the application.