



POPULATION GROUP SETS TUTORIAL

02/2023



Population Group Sets Tutorial

The APEP Populations Served screen is available for the following 65 provider types.

Note: The “Add” button is disabled for all other provider types.

A3 COMMUNITY SERVICE AGENCY	A4 LIC INDEP SUBSTANCE ABUSE COUNS (LISAC)
A5 BEHAVIORAL HEALTH THERAPEUTIC HOME	A6 RURAL SUBSTANCE ABUSE TRANSITIONAL AGCY
A8 IHR-INDIVIDUAL HOME RESPITE	BC BOARD CERTIFIED BEHAVIOR ANALYST
B1 RESID TRTMENT CTR-SECURE (17+BEDS)(IMD)	B2 RESID TRTMENT CTR-NON-SECURE (1-16 BEDS)
B3 RESID TRTM CTR-NON-SECURE (17+BEDS)(IMD)	B5 SUBACUTE FACILITY (1-16 BEDS)
B6 SUBACUTE FACILITY (17+BEDS)(IMD)	B8 BEHAVIORAL HEALTH RESIDENTIAL FACILITY
CN CLINICAL NURSE SPECIALIST	C2 FEDERALLY QUALIFIED HEALTH CENTER (FQHC)
C4 SPECIALITY PER DIEM HOSPITALS	C5 638 FQHC
IC INTEGRATED CLINICS	SA SPEECH LANGUAGE PATHOLOGY ASSISTANT
05 CLINIC	07 DENTIST
08 MD-PHYSICIAN	09 CERTIFIED NURSE MIDWIFE
10 PODIATRIST	11 PSYCHOLOGIST
12 CERTIFIED REGISTERED NURSE ANESTHETIST	13 OCCUPATIONAL THERAPIST
14 PHYSICAL THERAPIST	15 SPEECH/HEARING THERAPIST
16 CHIROPRACTOR	17 NATUROPATHIC PHYSICIAN
18 PHYSICIANS ASSISTANT	19 REGISTERED NURSE PRACTITIONER
20 RESPIRATORY THERAPIST	22 NURSING HOME
23 HOME HEALTH AGENCY	25 GROUP HOME (DEVELOPMENTALLY DISABLED)
27 ADULT DAY HEALTH	29 COMMUNITY/RURAL HEALTH CENTER
31 DO-PHYSICIAN OSTEOPATH	35 HOSPICE
36 ASSISTED LIVING HOME (FORMERLY ACH)	39 HABILITATION PROVIDER
40 ATTENDANT CARE	43 AMBULATORY SURGICAL CENTER
46 INDEPENDENT RN	47 REGISTERED DIETICIANS
48 NUTRITIONIST	49 ASSISTED LIVING CENTER
50 ADULT FOSTER CARE	54 AFFILIATED DENTAL HYGIENIST
62 AUDIOLOGIST	69 OPTOMETRIST
71 PSYCHIATRIC HOSPITAL	77 BH OUTPATIENT CLINIC
78 MENTAL HEALTH RESIDENTIAL TREATMENT CNTR	79 VISION CENTER
81 EPD HCBS	83 FREE-STANDING BIRTHING CENTER
84 LICENSED MIDWIFE	85 LICENSED CLINICAL SOCIAL WORKER (LCSW)
86 LICENSED MARRIAGE & FAMILY THERAPIST (LMFT)	87 LICENSED PROFESSIONAL COUNSELOR (LPC)
93 SCHOOL BASED ATTENDANT CARE	94 SCHOOL BASED NURSE (RN/LPN)
95 NON-MEDICARE CERTIFIED HOME HTH AGENCIES	

Population Group Sets Tutorial

Providers can report the populations they serve through the APEP system while completing the application.

Note: This is an “Optional” step in the application process; APEP applications will not be rejected if the step is incomplete upon submission.

To begin, select “Step 9: Populations Served.”

Business Process Wizard - Provider Data Modification (Individual).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 2: Locations	Required	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 3: Correspondence Address	Required	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 4: Provider Type/Specialties/Subspecialties	Required	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 5: Associate Billing Provider/Other Associations	Required	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 6: License/Certification/Other	Optional	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 7: Provider Controlling Interest/Ownership Details	Optional	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 8: Taxonomy Details	Required	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 9: Populations Served	Optional	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 10: Upload Documents	Required	01/18/2023	01/18/2023	Complete		
<input type="checkbox"/> Step 11: Complete Modification Checklist	Required	01/18/2023	01/18/2023	Incomplete		
<input type="checkbox"/> Step 12: Submit Modification Request for Review	Required	01/18/2023	01/18/2023	Complete		

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Select, “Add.”

Populations Served List

Filter By [] [] Filter By [] [] And Operational Status Active [Go] [Save Filters] [My Filters]

Population Served	Population Indicator	Start Date	End Date	Status	Operational Status	Inactivation Date
No Records Found !						

Population Group Sets Tutorial

The Add Populations Served window will open, select each applicable “Available Populations Served” option and the right double arrows to Add. Select, current Start Date and Click “Ok” to save changes.

Add Populations Served

Available Populations Served

- Transition Aged Youth
- Dementia Care
- Eating Disorder
- Female Only
- First Episode Psychosis
- Intellectual/Developmental Disabilities
- Justice Involved
- LGBTQ
- Male Only
- Medication Assisted Treatment (MAT)

Associated Populations Served *

Accept Population

Center of Excellence

Specialized Population

Start Date: * End Date: 12/31/2999

Once each Population Group is added it will display on the Populations Served List with Start/End date. The Status column will reflect “In Review” until the application is approved by the state-user.

Populations Served List

Filter By Filter By And Operational Status Active

Population Served	Population Indicator	Start Date	End Date	Status	Operational Status	Inactivation Date
<input type="checkbox"/> Children Aged 13-18	Accept Population	12/20/2022	12/31/2999	In Review	Active	
<input type="checkbox"/> Children Aged 6-12	Accept Population	12/20/2022	12/31/2999	In Review	Active	
<input type="checkbox"/> Children Aged 0-5	Accept Population	12/20/2022	12/31/2999	In Review	Active	
<input type="checkbox"/> Skilled Nursing	Accept Population	12/20/2022	12/31/2999	In Review	Active	

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Step 9: Populations Served status will reflect as “Complete” if the step is completed. The provider can proceed to the next step to continue completing the application.

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
Step 1: Provider Basic Information	Required	01/18/2023	01/18/2023	Complete		
Step 2: Locations	Required	01/18/2023	01/18/2023	Complete		
Step 3: Correspondence Address	Required	01/18/2023	01/18/2023	Complete		
Step 4: Provider Type/Specialties/Subspecialties	Required	01/18/2023	01/18/2023	Complete		
Step 5: Associate Billing Provider/Other Associations	Required	01/18/2023	01/18/2023	Complete		
Step 6: License/Certification/Other	Optional	01/18/2023	01/18/2023	Complete		
Step 7: Provider Controlling Interest/Ownership Details	Optional	01/18/2023	01/18/2023	Complete		
Step 8: Taxonomy Details	Required	01/18/2023	01/18/2023	Complete		
Step 9: Populations Served	Optional	01/19/2023	01/18/2023	Complete	Updated	
Step 10: Upload Documents	Required	01/18/2023	01/18/2023	Complete		
Step 11: Complete Modification Checklist	Required	01/18/2023	01/18/2023	Incomplete		
Step 12: Submit Modification Request for Review	Required	01/19/2023	01/18/2023	Incomplete		Modification Request has not been Submitted.

End.