



NETWORK *Notification*

Notice Date: November 17, 2025
To: Arkansas PASSE Providers
From: CareSource PASSE
Subject: New Roster Template Implementation
Effective Date: December 1, 2025

Summary

We are excited to announce that, in collaboration with the other PASSE programs in Arkansas, we have completed the Roster Alignment Project. This initiative aims to streamline the enrollment process for Arkansas Medicaid PASSE programs and enhance the efficiency of managing provider information.

Beginning in **December 2025**, providers will have the opportunity to utilize a new all PASSE consolidated roster template for submitting updates, additions and terminations of clinician information. This uniform template will significantly reduce the complexity of managing multiple roster specifications across different PASSE programs.

Impact

Key Features of the New Roster Template:

- Separate tabs for Full Roster, Adds, Terms and Guidance
- Clear instructions outlining required and optional data elements

Transition Period:

While we will begin accepting the new roster template in December 2025, we will continue to accept submissions using the existing roster format for a limited time. However, we anticipate that most providers will transition to the new template promptly, given the unified acceptance across all PASSE programs. We encourage all providers to transition to the new roster template by **June 2026**.

Importance

The finalized [roster template](#) is available for your review. We encourage you to familiarize yourself with the new format and begin considering how it can be integrated into your current processes.

Upcoming Roster Response Forum:

To facilitate a smooth transition, the PASSEs will be meeting together to hold a monthly Roster Response Forum. During this Forum we will be addressing issues reported by providers and working to align our efforts to implement this roster. If you encounter an issue, please share them with your [Provider Representative](#) and we will discuss as a group how to respond. This forum will provide a platform to address any issues and share best practices as we collectively adopt the new roster template.

Questions?

As we finalize the details, please be on the lookout for similar notices from the other PASSE programs. These communications will provide specific timelines for the acceptance of the new roster template and ensure that all providers are informed.

We value your input and encourage you to test the attached roster template with actual data. If you encounter any challenges or have suggestions for improvement, please share your feedback with us by the end of the month. Your insights are crucial for ensuring a smooth rollout, and we will acknowledge all providers who contribute feedback prior to implementation.

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