

**Affected Programs:** BadgerCare Plus, Medicaid

**To:** Family Planning Clinics, Family Planning Only Services Providers, Presumptive Eligibility Qualified Providers, HMOs and Other Managed Care Programs

## **ForwardHealth Updating the Web-Based Express Enrollment Application Tool to Include Express Enrollment for Family Planning Only Services**

ForwardHealth is updating the Web-based Express Enrollment (EE) application tool in ACCESS to include EE for Family Planning Only Services. Effective on and after September 28, 2014, qualified providers will be able to use the EE application tool in ACCESS to make presumptive eligibility determinations for individuals applying for Family Planning Only Services.

ForwardHealth is updating the Web-based Express Enrollment (EE) application tool in ACCESS (sometimes referred to as ACCESS for Providers and Partners) to include EE for Family Planning Only Services. Effective on and after September 28, 2014, qualified providers will be able to use the EE application tool in ACCESS at [ACCESS.wisconsin.gov/](http://ACCESS.wisconsin.gov/) to make presumptive eligibility (PE) determinations for individuals applying for Family Planning Only Services.

*Note:* State and federal laws allow qualified entities to temporarily enroll children and pregnant women in BadgerCare Plus and to temporarily enroll individuals applying for Family Planning Only Services when these individuals are determined to be “presumptively eligible” based on preliminary information about family size and income. In Wisconsin, the process of making PE determinations and temporarily enrolling individuals in these programs is known as Express Enrollment.

### **Accessing the Web-Based Express Enrollment Application**

The EE application for Family Planning Only Services may only be completed for a single individual. If there are multiple people from the same household who want EE for Family Planning Only Services, a separate application must be completed for each individual.

### ***Providers Currently Using ACCESS to Make Presumptive Eligibility Determinations***

Providers currently using ACCESS to make PE determinations for children and/or pregnant women for BadgerCare Plus will need to request access to the new application for EE for Family Planning Only Services from their security administrator. Once the security administrator has granted access to the provider, the provider will need to log in to ACCESS and select the Submit Express Enrollment Application for Family Planning Only Services (FPOS) option.

### ***Providers Not Currently Using ACCESS to Make Presumptive Eligibility Determinations***

Providers *not* currently using ACCESS to make PE determinations will need to refer to Chapter 12 of the updated ACCESS Handbook on the DHS Web site at

[www.embandbooks.wisconsin.gov/ab/ab.htm](http://www.embandbooks.wisconsin.gov/ab/ab.htm) for information on using the online tool. The updated ACCESS Handbook will include information on creating an account to submit EE applications for Family Planning Only Services.

ForwardHealth will notify providers via Portal and e-mail messaging once the updated handbook is available, which should be in early September.

As a reminder, providers who qualify to make PE determinations for pregnant women for BadgerCare Plus are also automatically qualified to make PE determinations for children for BadgerCare Plus and for individuals applying for Family Planning Only Services.

### **Temporary Identification Cards and Tracking Numbers**

After the online EE application for Family Planning Only Services has been submitted, and the provider has determined that the individual is presumptively eligible, the provider will be able to print out an eligibility notice that includes a temporary identification card for the member. The temporary identification card can be presented to a health care provider or pharmacy to show that the member is temporarily enrolled in Family Planning Only Services.

Beginning September 28, 2014, the eligibility notice will include an EE tracking number that will allow certain information from the online EE application to pre-populate in the online ACCESS Apply for Benefits application at [ACCESS.wisconsin.gov/](http://ACCESS.wisconsin.gov/), which is used to apply for ongoing Family Planning Only Services coverage.

### **Applying for Ongoing Family Planning Only Services Coverage**

Once a member is temporarily enrolled in Family Planning Only Services, the provider is encouraged to assist the member or the member's parent or guardian with completion of the online application for ongoing Family Planning Only Services coverage. This will help ensure that there is no break in coverage.

If the member does not want or need assistance with the application for ongoing coverage, the provider should refer the member to ACCESS Apply for Benefits or to his or her certifying agency to apply for ongoing coverage.

For a list of services covered under Family Planning Only Services, providers may refer to the Family Planning Only Services service area in the Online Handbook on the ForwardHealth Portal at [www.forwardhealth.wi.gov/](http://www.forwardhealth.wi.gov/).

### **Paper Applications Will Still Be Accepted**

Providers are strongly encouraged to use the EE tool in ACCESS to make PE determinations for individuals applying for Family Planning Only Services; using the online tool allows providers to make faster, more secure PE determinations. Although the paper application and instructions are currently still available, ForwardHealth will eventually phase these out as part of its continuing effort to streamline the process for making PE determinations.

### **Training Opportunities**

Providers are also strongly encouraged to ensure that staff receive training and understand how to use the EE tool in ACCESS to make PE determinations prior to using the tool with members.

### **Training Session Webcast**

ForwardHealth will provide training on using ACCESS to make PE determination via a live Webcast scheduled for 10:30 a.m. Central Standard Time on Tuesday, September 23, 2014. A link to the Webcast will be available on the Trainings page of the Providers area of the Portal. For those who are unable to participate in the live session, a recording of the Webcast and the training presentation handout will be made available on the Trainings page. The Webcast is intended for providers who qualify to make PE determinations for children and pregnant women for BadgerCare Plus, and for individuals applying for Family Planning Only Services. ForwardHealth will be providing a separate training track for qualified hospitals.

## ***Online Training Environment***

Providers will also have the opportunity to learn how to use ACCESS to make PE determinations via an online training environment, which will be available beginning September 28, 2014. The online training environment will allow providers to practice navigating the EE tool in ACCESS to make PE determinations for individuals applying for Family Planning Only Services.

There will be different mock-locations within the training environment for the different types of qualified entities that can make PE determinations (i.e., providers, partners, hospitals). Providers should ensure that they select the appropriate mock-location for the type of qualified entity that they are, so that the training environment accurately reflects the applicants for whom they may make PE determinations.

The *ForwardHealth Update* is the first source of program policy and billing information for providers.

Wisconsin Medicaid, BadgerCare Plus, SeniorCare, and Wisconsin Chronic Disease Program are administered by the Division of Health Care Access and Accountability, Wisconsin Department of Health Services (DHS). The Wisconsin AIDS Drug Assistance Program and the Wisconsin Well Woman Program are administered by the Division of Public Health, Wisconsin DHS.

For questions, call Provider Services at (800) 947-9627 or visit our Web site at [www.forwardhealth.wi.gov/](http://www.forwardhealth.wi.gov/).

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This *Update* was issued on September 10, 2014, and information contained in this *Update* was incorporated into the Online Handbook on November 6, 2014.