

# Adult Long-Term Care

# UPDATE

*Everyone living their best life*



## Adult Long-Term Care Provider Enrollment: Reporting Identifying Information, Provider Counts, and Member Counts

This Adult Long-Term Care Update is part of a series of Updates for all providers of home and community-based services delivered under one of Wisconsin's adult long-term care (LTC) waiver programs. As a provider of home and community-based services under an adult LTC waiver program, you will be required to enroll with Wisconsin Medicaid through the ForwardHealth Portal (referred to as the Portal for the remainder of this Update). For an introduction to the new requirements and the Update series, you should refer to Update [LTC 2024-01](#), "Adult Long-Term Care Provider Enrollment: Overview."

### Affected Groups

- Family Care
- Family Care Partnership
- Program of All-Inclusive Care for the Elderly (PACE)
- IRIS (Include, Respect, I Self-Direct)

This Adult Long-Term Care Update is for adult long-term care waiver program providers in Family Care, Family Care Partnership, PACE, and IRIS.

The information provided in this Adult Long-Term Care Update is published in accordance with Wis. Admin. Code § DHS 108.02.

Note: The way you currently bill and submit claims for Family Care, Family Care Partnership, Program of All-Inclusive Care for the Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) services will stay the same.

This Update describes information you will need to submit at the time of enrollment and re-enrollment, including:

- Information about owners, those with controlling interest, and others, which are listed in [Attachment A](#) to this Update
- A count of the LTC providers (direct support staff) who will be rendering Medicaid services
- A count of the Medicaid members that each LTC provider can serve

## Identifying Information

The Wisconsin Department of Health Services (DHS) will collect personal information from you during your initial enrollment and re-enrollment to ensure that you remain in good standing with Wisconsin Medicaid in compliance with 42 C.F.R. § 455.100.

When you enroll and re-enroll, you will be required to provide the following information about owners, individuals with a controlling interest, and managing employees in your practice, agency, or organization:

- Names
- Addresses
- Percentage of ownership
- Additional information

Refer to [Attachment A](#) for definitions related to determining for whom this information needs to be provided.

## Provider Counts and Member Counts

During initial enrollment and re-enrollment, most providers will also be required to report the following to DHS:

- A count of the LTC providers (direct support staff) who will be rendering Medicaid services
- A count of the Medicaid members that you or your agency or organization are able to serve

### Adult Long-Term Care

You can find the complete list of published Updates on the [Adult Long-Term Care Updates](#) page of the Portal.

## SCAN HERE

To View the Portal



Refer to [Attachment B](#) for instructions on how to use QR codes.

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The information provided in this Adult Long-Term Care Update is published in accordance with Wis. Admin. Code § DHS 108.02.

Note: Provider counts should not include administrative staff or other staff who do not directly provide services to members.

DHS will use this information to ensure that enough providers are available to serve Medicaid members. Reporting provider and member counts is required for all provider types **except** those listed in the following table.

## PROVIDER TYPES EXEMPT FROM REPORTING PROVIDER AND MEMBER COUNTS

Existing Providers Adding Adult Long-Term Care Waiver Services	Adult Long-Term Care Waiver-Only Providers
<ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Hearing Instrument Specialist</li> <li>• Individual Medical Supply</li> <li>• Medical Equipment Vendor</li> <li>• Pharmacy</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Waiver Equipment &amp; Accessibility-Related Services</li> <li>• Waiver Living Environment Adaptation</li> <li>• Waiver Microboard</li> <li>• Waiver Personal Emergency Response Systems</li> <li>• Waiver Retail Store</li> <li>• Waiver Transportation</li> </ul>

To assist DHS with network adequacy, you must update your member or provider counts using the demographic maintenance tool on the Portal on an annual basis. DHS will share more information about demographic maintenance in a future Update.

## Resources to Help You Stay Informed

### Portal Training Videos

The [Adult Long-Term Care Programs](#) area of the Portal has important resources for you. DHS encourages you to watch these training videos to learn how to use the Portal as an adult long-term care waiver services provider:

- [Module 3: Adult Long-Term Care Programs: Family Care, Family Care Partnership, PACE Public Portal](#) (11 minutes 43 seconds)
- [Module 4: Adult Long-Term Care Programs: IRIS Public Portal](#) (12 minutes 19 seconds)

## Project Portal Page

You can find helpful project information on the [New Provider Enrollment System for Adult Long-Term Care](#) page of the Portal.



The information provided in this Adult Long-Term Care Update is published in accordance with Wis. Admin. Code § DHS 108.02.

The training videos also can be found on the [Trainings](#) page of the Portal. You can find the Trainings page link on the Portal homepage under the Communication heading of the Policy and Communication section.

### ForwardHealth Online Handbook

Information regarding the provider enrollment process will be stored in the Family Care, Family Care Partnership, PACE, and IRIS program areas of the [ForwardHealth Online Handbook](#). This is your online resource for adult LTC waiver provider-related policy. Provider enrollment-related policy will be available starting in September 2024 when Medicaid enrollment through the Portal becomes available for adult LTC waiver providers.

Note: Updates **introduce** new policy information. A new Update could revise policy published in a previous Update. Refer to the Online Handbook for comprehensive and up-to-date policy information.

### In the Know

Stay current by [signing up](#) for ForwardHealth's email subscription service. Select from a list of service areas to receive policy, training, and benefit information specific to those areas.



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Adult Long-Term Care Updates announce changes in policy, contract amendments, waiver updates, and other program information.

Family Care, Family Care Partnership, the Program of All-Inclusive Care for the Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) are administered by the Division of Medicaid Services within the Wisconsin Department of Health Services (DHS).

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

# ATTACHMENT A

## Definitions for Provider Enrollment

Providers will need to submit information about owners, individuals with a controlling interest, and managing employees when enrolling and re-enrolling through the ForwardHealth Portal. The following definitions from the Provider Enrollment topic ([#14317](#)) of the ForwardHealth Online Handbook may help you with this part of the enrollment process.

### Disclosing Entity

A Medicaid provider (other than an individual practitioner or group of practitioners) or a fiscal agent

### Indirect Ownership

An ownership interest in an entity that has an ownership interest in the disclosing entity (This term includes an ownership interest in any entity that has an indirect ownership in the disclosing entity)

### Managing Employee

A general manager, business manager, administrator, director, or other individual who exercises operational or managerial control over, or who directly or indirectly conducts the day-to-day operation of an institution, organization, or agency

### Ownership Interest

The possession of equity in the capital, stock, or profits of the disclosing entity

### Person With an Ownership or Control Interest

A person or corporation for which one or more of the following applies:

- Has an ownership interest totaling 5 percent or more in a disclosing entity
- Has an indirect ownership interest equal to 5 percent or more in a disclosing entity
- Has a combination of direct and indirect ownership interest equal to 5 percent or more in a disclosing entity
- Owns an interest of 5 percent or more in any mortgage, deed of trust, note, or other obligation secured by the disclosing entity if that interest equals at least 5 percent of the value of the property or asset of the disclosing entity
- Is an officer or director of a disclosing entity that is organized as a corporation
- Is a person in a disclosing entity that is organized as a partnership

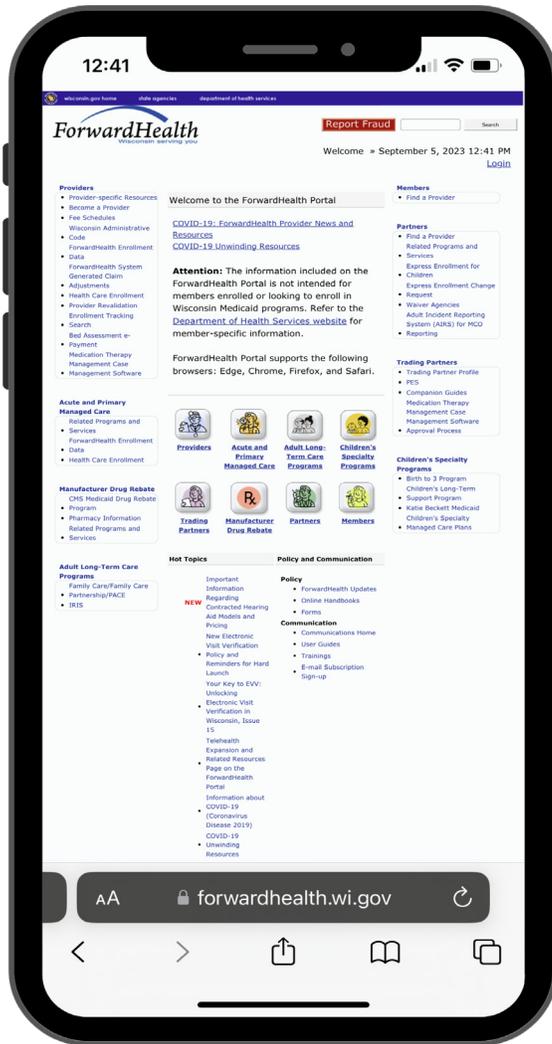
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# ATTACHMENT B

## How to Use QR Codes

### TWO EASY STEPS TO ACCESS THE ONLINE PORTAL



1.

#### OPEN YOUR CAMERA APP

Open your smartphone's camera app and hold it over the QR code so you see the QR code as if you were taking a picture of it. A prompt to follow a link should appear on your screen.



2.

#### CLICK THE LINK

If it does not, you can download a QR code reader from your app store, for free, to then scan and open the QR code's hyperlink. Open the QR code reader, hold it over the QR code, and it will help you open the link.

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