

Adult Long-Term Care

UPDATE

Everyone living their best life



Adult Long-Term Care Provider Enrollment: Change in Ownership and Demographic Maintenance

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."

Note: The way you currently bill and submit claims for Family Care, Family Care Partnership, Program of All-Inclusive Care for the

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.

Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) services will stay the same.

This Update covers these policies:

- Change in ownership
- Demographic maintenance

Change in Ownership

If you are a new owner or an individual who has gained a controlling interest in an adult LTC waiver services provider enrolled with Wisconsin Medicaid, you are required to complete a [Medicaid enrollment application](#) on the Portal. When completing your application, you need to upload a notification of [change in ownership](#).

If you are a provider enrolled with Wisconsin Medicaid, the Centers for Medicare & Medicaid Services requires you to keep ownership information up to date and report any changes to the Wisconsin Department of Health Services (DHS) within 35 calendar days after the effective date of change in ownership.

DHS must be notified in the case of any of the following types of changes:

- Changes in types of business structures:
 - Sole proprietorships
 - Corporations
 - Partnerships
 - Limited liability companies
- Change of name and Taxpayer Identification Number associated with your submitted enrollment application
- Change of names identified as owners of the provider, including adding or removing the names of owners

Managed care organizations (MCOs) and fiscal employer agents (FEAs) will be instructed to deny payment to you if you do not report a change in ownership within 35 calendar days.

Important Dates

When DHS is notified of the change in ownership, the original owner's enrollment will automatically be end-dated.

If you are the owner taking over a business, you may submit claims to MCOs or IRIS FEAs with dates of service on and after the change of ownership effective date.

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 the [Attachment](#) to this Update for instructions on how to use QR codes.

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When applications are processed, you will be notified of the effective Medicaid enrollment date.

Medicare Enrollment and Division of Quality Assurance Certification

If you are one of the provider types listed below, you are required to enroll in Medicare and/or get certified with the Division of Quality Assurance (DQA) before completing the Medicaid application for a change in ownership:

- 3–4 bed adult family homes (AFH)
- Adult day care centers
- Ambulatory surgical centers
- Community-based residential facilities (CBRF)
- Community health centers
- End-stage renal disease services
- Home health agencies
- Hospice
- Hospitals (inpatient and outpatient)
- Nursing homes
- Outpatient rehabilitation facilities
- Residential care apartment complex (RCAC)
- Rehabilitation agencies
- Rural health clinics
- Tribal federally qualified health centers

Certification for 1–2 Bed Adult Family Homes

1–2 bed AFHs need MCO or DHS certification as the new owner or controlling interest **before** applying for Medicaid enrollment.

Submitting a Change in Ownership to the Division of Quality Assurance’s Bureau of Health Services

If your provider facility is certified by DQA’s Bureau of Health Services (BHS), you are required to submit a change in ownership to them. You may email changes to DHSDQALCCS@dhs.wisconsin.gov, or you may instead mail changes to one of the following addresses:

- If you provide mental health and substance misuse services:

DHS/DQA/Behavioral Health Certification Section
PO Box 2969
Madison WI 53701-2969

Project Portal Page

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



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- For all other provider types:

Department of Health Services
DQA BHS
Attn "Provider Type Here"
PO Box 2969
Madison WI 53701-2969

Submitting a Change in Ownership to the Division of Quality Assurance's Bureau of Assisted Living

If your provider facility is certified by DQA's Bureau of Assisted Living, you are required to submit a change in ownership to them. You may email the [DQA Bureau of Assisted Living regional office](#) that serves the county where your facility is located.

Demographic Maintenance

As a provider, you are required to keep your demographic information up to date by entering any changes in the ForwardHealth Portal. This includes changes to:

- Address(es) of the practice location, mailing, financial, and/or related information
- Business name
- Contact name
- Federal Tax ID Number (Internal Revenue Service number)
- Licensure
- National Provider Identifier
- Professional certification
- Provider specialty
- Managing employee
- Taxonomy code
- Phone number with the area code

There is a demographic maintenance tool on the Portal that you will use to make any necessary changes. For help, refer to the [ForwardHealth Portal Demographic Maintenance Tool User Guide](#), P-00953.

If you are a provider enrolled in multiple programs, you are required to update your demographic information for each program.

Important Reminders About Demographic Maintenance

If you fail to notify ForwardHealth of address changes, DHS may terminate your Medicaid enrollment.

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If DHS mails correspondence to your old address and it cannot be delivered, DHS may terminate your enrollment.

Notifying an MCO, IRIS FEA, or IRIS consultant agency does **not** fulfill the requirement to update demographic maintenance on the Portal. You must also make the change(s) in demographic maintenance on the Portal.

If you are a provider licensed or certified by DQA, you are required to first submit information to DQA noting physical address changes and any facility closures, and then make your changes in the Portal, using the demographic maintenance tool.

Once DQA has processed your certification changes, you must update information using the demographic maintenance tool on the Portal.

Resources to Help You Stay Informed

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.

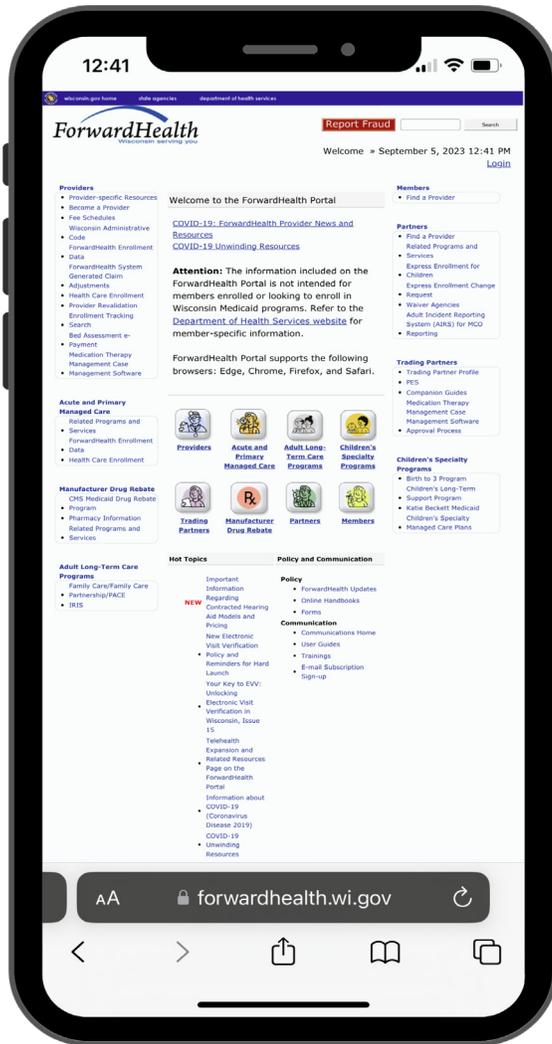
Family Care, Family Care Partnership, the Program of All-Inclusive Care for the Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) are administered by the Division of Medicaid Services within the Wisconsin Department of Health Services (DHS).

For questions, call Provider Services at 800-947-9627 or visit DHS' website at www.forwardhealth.wi.gov/.

ATTACHMENT

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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