

Affected Programs: BadgerCare Plus, Medicaid
To: All Providers, HMOs and Other Managed Care Programs

Health Care Providers and Partners Are Now Required to Apply on the ForwardHealth Portal to Become Express Enrollment Providers

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Health care providers and partners who want to enroll as Express Enrollment (EE) providers are now required to complete the online enrollment application on the ForwardHealth Portal at www.forwardhealth.wi.gov/. Effective November 11, 2013, ForwardHealth no longer accepts paper enrollment applications from providers or partners who want to be identified as qualified to submit determinations to temporarily enroll children or pregnant women in BadgerCare Plus or individuals in the Family Planning Only Services program.

As a reminder, a partner can be any of the following entities or organizations:

- An agency that determines eligibility for Head Start under the federal Head Start Act.
- An agency that determines eligibility for child care under the Child Care and Development Block Grant Act of 1990.
- An agency that determines eligibility for the Special Nutrition Program for Women, Infants, and Children (WIC) under s. 17 of the Child Nutrition Act of 1966.

- An elementary or secondary school, as defined in s. 14101 of the Elementary and Secondary Education Act of 1965.
- An elementary or secondary school operated or supported by the Bureau of Indian Affairs.
- A government entity such as a state, tribal, or local government.
- An organization providing emergency food and shelter under a grant from the Stewart B. McKinney Homeless Assistance Act.
- A faith-based organization providing social services to low-income children and families.
- A community-based organization with 26 USC s. 501(c)(3) status providing health or social services to low-income children and families.

Medicaid-Enrolled Providers Applying to Become Express Enrollment Providers

Submitting Express Enrollment Determinations — for Children, Pregnant Women, and Family Planning-Only Members

Medicaid-enrolled providers interested in submitting EE determinations for children, pregnant women, and Family Planning-Only members may access the online provider enrollment application via their secure provider account. The link to the Express Enrollment for Pregnant Women

provider application is located in the Quick Links box on the right side of the secure Provider home page. Providers who enroll in Express Enrollment for Pregnant Women are also automatically qualified to make EE determinations for children for BadgerCare Plus and for individuals applying for Family Planning Only Services. Providers do not need to submit separate enrollment applications for these programs.

Submitting Express Enrollment Determinations — for Individuals Applying for Family Planning Only Services

The application process for providers interested in submitting EE determinations for individuals applying for Family Planning Only Services is the same as that for providers interested in submitting EE determinations for pregnant women. There is no separate provider application for Family Planning Only Services. Providers should select the Express Enrollment for Pregnant Women link on the secure Provider home page even if they are applying to make EE determinations for individuals to receive services and supplies immediately through Family Planning Only Services.

Qualified providers will have the option of limiting their participation to only make EE determinations for individuals applying for Family Planning Only Services, even though they will also be qualified to make EE determinations for children and pregnant women.

Submitting Express Enrollment Determinations — for Children Only — for BadgerCare Plus

Medicaid-enrolled providers interested in submitting EE determinations — for children only — for BadgerCare Plus may access the online provider enrollment application via their secure provider account. The link to the Express Enrollment for Children provider application is located in the Quick Links box on the right side of the secure Provider home page.

Enrollment Criteria

Providers have the opportunity to review EE criteria at the beginning of the enrollment process. Links to the enrollment criteria are also available on the Express Enrollment page of the Provider Enrollment Information area of the Portal.

Notification of Enrollment Decision

ForwardHealth will notify providers in writing whether their application is approved or denied. For details about the approval process, providers may refer to the Express Enrollment page of the Provider Enrollment Information area of the Portal.

Reporting a Change of Address

Providers are reminded that they are required to notify ForwardHealth of a change in their address. Effective December 13, 2013, providers are required to report a change of address for EE programs by completing a new online Express Enrollment Change of Address. Providers may access the Express Enrollment Change of Address by clicking the Express Enrollment Change Request link located in the Quick Links box on the right side of the Providers home page.

Reporting a change of address using the online Express Enrollment Change of Address will only update the information ForwardHealth has on file for EE programs; it will not update the provider's address information on file for other ForwardHealth programs. Effective December 6, 2013, changes of address for other ForwardHealth programs must be reported using the demographic maintenance tool on the Portal. Providers may access the demographic maintenance tool by clicking the Demographic Maintenance link located in the Home Page box on the right side of the secure Provider home page.

Partners Applying to Become Express Enrollment Providers

Submitting Express Enrollment Determinations — for Children Only — for BadgerCare Plus

Interested partners may only submit EE determinations for children; they may not submit EE determinations for pregnant women for BadgerCare Plus or for individuals applying for Family Planning Only Services.

Partners interested in submitting EE determinations for children may access the provider enrollment application via the Portal home page or their secure partner account (if applicable). On the Portal home page, the Express Enrollment for Children link is located in the Partners box on the right side of the page. On the secure Partner page (if applicable), the link is located in the Quick Links box on the right side of the page.

Enrollment Criteria

Partners have the opportunity to review the EE criteria at the beginning of the enrollment process. Links to the enrollment criteria are also available on the Express Enrollment page of the Provider Enrollment Information area of the Portal.

Notification of Enrollment Decision

ForwardHealth will notify partners in writing whether their application is approved or denied. For details about the approval process, providers may refer to the Express Enrollment page of the Provider Enrollment Information area of the Portal.

Reporting a Change of Address

Partners are reminded that they are required to notify ForwardHealth of a change in their address. Effective December 13, 2013, partners are required to report a change of address for EE programs by completing a new online Express Enrollment Change of Address. Partners may access the Express Enrollment Change of Address by

clicking the Express Enrollment Change Request link located in the Partners box on the right side of the Portal home page.

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/.

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