

Affected Programs: BadgerCare Plus Standard Plan, Medicaid

To: Home Health Agencies, Personal Care Agencies, HMOs and Other Managed Care Programs

Personal Care Providers Can Now Upload Personal Care Screening Tool Reports Using the ForwardHealth Portal

Effective on and after February 14, 2014, personal care providers can use the ForwardHealth Portal to upload Personal Care Screening Tool reports for submission with prior authorization requests.

Effective on and after February 14, 2014, personal care providers can upload full Personal Care Screening Tool (PCST) reports, F-11133 (01/11), and PCST Summary Sheet reports for submission with prior authorization (PA) requests on the ForwardHealth Portal at www.forwardhealth.wi.gov/.

Providers are reminded to complete the Personal Care Allocation Information page of the PCST report before uploading the report to the Portal. On both the full and summary PCST reports, providers are required to enter the billing provider's name, address, and National Provider Identifier or Medicaid provider number, and to indicate whether or not the member will be served under a case-share arrangement. The uploaded report must contain the required information or the PA request will be returned to the provider.

Note: As a reminder, providers requesting more time than is allocated by the PCST report are required to submit a copy of the full PCST report with the PA request (the full report includes the Summary Sheet). Providers requesting an amount equal to or less than the time allocated on the PCST

report are only required to submit a copy of the PCST Summary Sheet with the PA request.

For additional information about uploading documents to the Portal, providers may refer to the following:

- The Submission Options chapter of the Prior Authorization section of the Personal Care service area of the ForwardHealth Online Handbook.
- The Upload Documents for a Prior Authorization section of the Prior Authorization User Guide, which is available on the Portal User Guides page of the Portal at www.forwardhealth.wi.gov/WIPortal/content/Provider/userguides/userguides.htm.spage.

Providers may continue to submit copies of PCST reports to ForwardHealth by fax at (608) 221-8616 or by mail to the following address:

ForwardHealth
Prior Authorization
Ste 88
313 Blettner Blvd
Madison WI 53784

Providers should not submit more than one PCST report to ForwardHealth regardless of the submission method (fax, mail, Portal).

Information Regarding Managed Care Organizations

This *ForwardHealth Update* contains fee-for-service policy and applies to services members receive on a fee-for-service basis only. For managed care policy, contact the appropriate managed care organization. Managed care organizations are required to provide at least the same benefits as those provided under fee-for-service arrangements.

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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This *Update* was issued on 03/10/2014 and information contained in this *Update* was incorporated into the Online Handbook on 04/02/2014.