

Affected Programs: BadgerCare Plus Standard Plan, BadgerCare Plus Benchmark Plan, Medicaid

To: Nurse Midwives, Nurse Practitioners, Nurses in Independent Practice, HMOs and Other Managed Care Programs

Changes in How Nurse Practitioners and Nurses in Independent Practice Who Provide Respiratory Care Services Report Certain Training Information

ForwardHealth has streamlined the processes by which nurse practitioners and nurses in independent practice (NIP) who provide respiratory care services (RCS) report certain training information to ForwardHealth. Beginning April 4, 2014, nurse practitioners and NIP who provide RCS will be required to report this information, as applicable, using the updated demographic maintenance tool on the ForwardHealth Portal.

Demographic Maintenance Tool Updated

ForwardHealth has streamlined the processes by which nurse practitioners and nurses in independent practice (NIP) who provide respiratory care services (RCS) report certain training information to ForwardHealth. (Respiratory care services are also known as private duty nursing services provided to ventilator-dependent members.) These processes will now be paperless and will need to be completed through the ForwardHealth Portal.

ForwardHealth has updated the demographic maintenance tool on the Portal to include new panels that capture all of the information from the following forms:

- Private Duty Nurse (PDN) Providers Addendum for Nurses in Independent Practice, F-11257 (08/12)
- Declaration of Skill Acquisition — Private Duty Nursing for Members Ventilator Dependent for Life-

Support Adult (Age 17 and Over) form, F-11258 (08/12).

- Declaration of Skill Acquisition — Private Duty Nursing for Members Ventilator Dependent for Life-Support Pediatric (Age 0-16) form, F-11259 (08/12).

On and after April 4, 2014, nurse practitioners and NIP who provide RCS will be required to report the information required on the above forms, as applicable, using the demographic maintenance tool. Providers may access the demographic maintenance tool by clicking the Demographic Maintenance link located in the Home Page box on the right side of their secure Provider home page. For detailed information about using the demographic maintenance tool, providers should refer to the Demographic Maintenance Tool User Guide on the Portal User Guides page of the Portal at www.forwardhealth.wi.gov/WTPortal/content/Provider/userguides/userguides.htm.spage.

Note: The Demographic Maintenance link will only display for administrative accounts or for clerk accounts that have been assigned the Demographic Maintenance role. For information about assigning roles, providers should refer to the Account User Guide on the Portal User Guides page of the Portal.

Nurse practitioners and NIP who do not provide RCS are not required to report the training information required from the above forms to ForwardHealth.

Forms Discontinued

Effective April 4, 2014, the following forms will be discontinued and will no longer be accepted by ForwardHealth:

- Private Duty Nurse (PDN) Providers Addendum for Nurses in Independent Practice.
- Declaration of Skill Acquisition — Private Duty Nursing for Members Ventilator Dependent for Life-Support Adult (Age 17 and Over) form.
- Declaration of Skill Acquisition — Private Duty Nursing for Members Ventilator Dependent for Life-Support Pediatric (Age 0-16) form.

Providers will be required to use the demographic maintenance tool to update their information instead. Forms received on and after April 4, 2014, will be returned to providers.

Information Required to Be on File with ForwardHealth

Agreement for Nurses in Independent Practice with a Specialty in Respiratory Care Services

Registered nurses (RNs) or licensed practical nurses (LPNs) enrolling in Wisconsin Medicaid as NIP with a specialty in RCS are required to agree that they will meet and follow the enrollment regulations under DHS 105.19, Wis. Admin. Code. Registered nurses or LPNs may agree during the enrollment process or, if they are already enrolled as individual NIP but want to add an RCS specialty, via the demographic maintenance tool. If RNs or LPNs allow their certification to provide RCS to lapse, ForwardHealth may automatically change their enrollment to individual NIP *without* a specialty in RCS.

Respiratory Skills Acquisition Demonstration

Nurse practitioners and NIP who provide RCS to Wisconsin Medicaid and BadgerCare Plus members, whether children (age 0-16) or adults (age 17 and over), are required to indicate the following to ForwardHealth using the demographic maintenance tool:

- Whether or not they have been recognized by an approved facility in the last two years as having successfully demonstrated the respiratory care skills required by ForwardHealth. A link to these requirements can be found on the applicable panel in the demographic maintenance tool.
- Date the respiratory skills acquisition demonstration was completed.
- Information about where the cardiopulmonary resuscitation (CPR) training was received, including the facility's address and the instructor's name.
- Whether or not they have a CPR card from an approved facility that documents that they successfully completed a CPR course for the professional rescuer within the last two years.
- Cardiopulmonary resuscitation card information, including the candidate's name, the issue date, and the renewal/expiration date.

Nurse practitioners and NIP who provide RCS are required to renew their respiratory skills acquisition demonstration within 24 months of the date of their last demonstration or their certification will lapse. Nurse practitioners and NIP who provide RCS are only required to indicate the above information to ForwardHealth when they renew their respiratory skills acquisition demonstration.

Verification

Upon submission, a message will display in the demographic maintenance tool indicating that providers' information was uploaded successfully. Additionally, an Application Submitted panel will display and indicate next steps.

ForwardHealth will verify changes to the above training information within 10 business days of submission, per current policy.

If the changes can be verified, ForwardHealth will update providers' files. ForwardHealth will not notify nurse practitioners and NIP that their provider files have been updated. The changed information is not considered approved until 10 business days after the information was changed.

If the changes cannot be verified within 10 business days, ForwardHealth will notify nurse practitioners and NIP by mail that their provider files were not updated. Nurse practitioners and NIP will need to make corrections using the demographic maintenance tool.

Uploading Files

ForwardHealth has updated the demographic maintenance tool to allow providers to upload required supporting documentation (e.g., CPR card). Providers may upload documents in the following formats:

- Joint Photographic Experts Group (.jpg or .jpeg).
- Portable Document Format (PDF) (.pdf).

Providers may continue to mail supporting documentation to ForwardHealth; however, to avoid delays in processing, ForwardHealth strongly encourages providers to upload their documents.

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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