

# Adult Long-Term Care

# UPDATE

*Everyone living their best life*



## Adult Long-Term Care Provider Enrollment: Risk Level, Federal and State Database Checks, and Licensure and Certification Checks

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.

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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: The way you currently bill and submit claims for Family Care, Family Care Partnership, PACE, and IRIS services will stay the same.

This Update covers the following new policies:

- Risk levels assigned by the Wisconsin Department of Health Services (DHS), based on provider type
- Federal and state database checks
- Licensure and certification checks

## Risk Level

DHS maintains provider requirements and screening processes as required by federal law. One of these processes is the risk level classification. DHS assigns providers a risk level of limited, moderate, or high. Most of the risk levels have been established by the federal Centers for Medicare & Medicaid Services (CMS) based on an assessment of potential fraud, waste, and abuse for each provider type. For provider types that CMS has not classified by risk level, DHS has established the risk level classification.

If you only provide adult LTC waiver services, DHS will assign you a risk level of "limited." This risk level will remain "limited" upon your revalidation as a provider.

If you are an existing Medicaid provider who adds waiver services to your enrollment, you will have a risk level based on your existing provider type risk level.

There are circumstances that may lead DHS to adjust your risk level. There is more information about this on the [Risk Level Classification by Provider Type](#) page of the Portal.

Note: Revalidation policy will be covered in a future Update.

## What a Limited Risk Level Means

Your assigned risk level dictates the kind of screening activities that DHS will conduct so that you can enroll to be a provider.

If you have a limited risk level (all adult LTC waiver-only providers), you must go through certain screening activities. To learn more about screening activities, refer to the [Risk Level Classification by Provider Type](#) page of the Portal.

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

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## Database, Licensure, and Certification Checks

### Database Checks

DHS will screen you regularly. If you are included in one or more of the databases or reports listed below, DHS may deem you ineligible to be enrolled as a Wisconsin Medicaid provider.

Additionally, if you are included in one or more of these databases or reports, you may be ineligible to contract with managed care organizations and onboard with fiscal employer agents to provide services to members or participants.

DHS will check the following federal databases and reports during your initial enrollment, monthly, during revalidation, and during re-enrollment, as applicable:

- Social Security Administration Death Master File
- CMS' Office of the Inspector General List of Excluded Individuals/Entities Sanction Match Report
- General Services Administration System for Award Management Excluded Entities Screening Match Report
- CMS' Data Exchange Managed File Transfer Process
- CMS' National Plan and Provider Enumeration System Inactive National Provider Identifier File

As applicable, DHS will also compare you against the following state databases:

- Wisconsin Department of Children and Families' Child Support Verification Process Database
- Wisconsin Department of Justice's Wisconsin Online Record Check System—Caregiver Background Check

### Licensure and Certification Checks

DHS will verify:

- Your licensure status with the Wisconsin Department of Safety and Professional Services
- Your certification status with the Division of Quality Assurance

DHS will verify your licensure and certification status during initial enrollment, weekly, during revalidation, and during re-enrollment, as applicable.

### 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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Refer to [Attachment A](#) to this Update for a comprehensive table of the federal database checks, state database checks, and licensure and certification checks described in the previous sections.

## Resources to Help You Stay Informed

### Adult Long-Term Care Updates

DHS will continue to publish Updates in the coming months to help you prepare to enroll as a Medicaid provider. You can find the complete list of published Updates on the [Adult Long-Term Care Updates](#) page of the Portal.

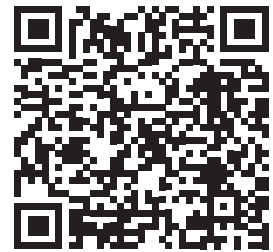
### ForwardHealth Online Handbook

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

## Federal and State Database Checks and Licensure and Certification Checks

The following table lists federal database checks, state database checks, and licensure and certification checks that will be conducted for adult long-term care waiver services providers and how often these checks will occur.

Name of Check	INITIAL ENROLLMENT	WEEKLY	MONTHLY	REVALIDATION	RE-ENROLLMENT
Social Security Administration Death Master File	✓		✓	✓	✓
Centers for Medicare & Medicaid Services' (CMS) Office of the Inspector General List of Excluded Individuals/Entities Sanction Match Report	✓		✓	✓	✓
General Services Administration System for Award Management Excluded Entities Screening Match Report	✓		✓	✓	✓
CMS' Data Exchange Managed File Transfer Process	✓		✓	✓	✓
CMS' National Plan and Provider Enumeration System Inactive National Provider Identifier File	✓		✓	✓	✓
Wisconsin Department of Children and Families' Child Support Verification Process Database	✓		✓	✓	✓
Wisconsin Department of Justice's Wisconsin Online Record Check System—Caregiver Background Check	✓			✓	✓
Wisconsin Department of Safety and Professional Services licensure	✓	✓		✓	✓
Wisconsin Division of Quality Assurance certification	✓	✓		✓	✓

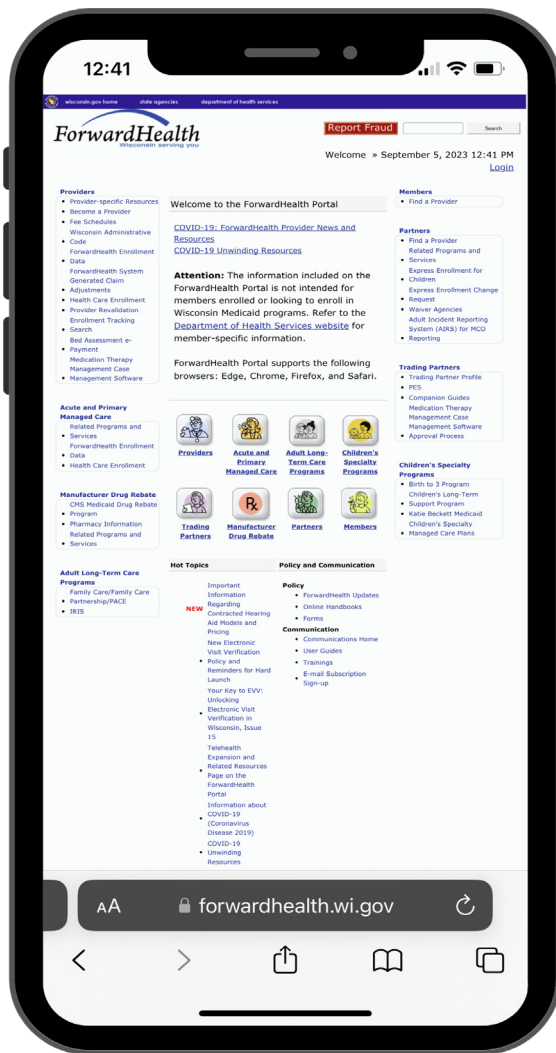
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# ATTACHMENT B

## 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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