

Adult Long-Term Care

UPDATE

Everyone living their best life



Adult Long-Term Care Provider Enrollment: Effective Date of Enrollment, Criminal Background Checks, and Revalidation

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.

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, Program of All-Inclusive Care for the Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) services will stay the same.

This Update covers these policies:

- Effective date of adult LTC provider enrollment
- Criminal background checks
- Revalidation

With program enrollment and revalidation moving to the Portal, you will have a more streamlined experience as described in the following sections.

Effective Date of Enrollment

Your effective date of enrollment as an adult LTC provider through the Portal is the date on which the Wisconsin Department of Health Services (DHS) receives your completed enrollment application. A completed enrollment application includes all required documents.

Criminal Background Checks

If you are an individual or sole proprietor, you may be subject to criminal background checks specific to provider type, specialty, or service. If so, you will complete both the Background Information Disclosure (BID) for Entity Employees and Contractors, F-82064 (01/2022), and the Background Information Disclosure Addendum—IRIS, F-01246 (01/2024), through the Portal.

In the future, DHS will complete individual or sole proprietor background checks. By enrolling through the Portal, you will no longer have to do this for each managed care organization (MCO) or IRIS fiscal employer agent (FEA).

Revalidation

Revalidation occurs when you confirm you meet the requirements to remain enrolled as a provider with Wisconsin Medicaid. To continue to receive payment for services you provide in Family Care, Family Care Partnership, PACE, or IRIS, you must revalidate your enrollment every three years.

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.

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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In the future, you will only revalidate your enrollment with DHS. By enrolling through the Portal, you will no longer have to do this for each MCO or IRIS FEA.

DHS will publish more information about revalidation in a future Update.

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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