

# Adult Long-Term Care

# UPDATE

*Everyone living their best life*



## Adult Long-Term Care Provider Enrollment: Physical Service Location

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."

Note: The way you currently bill and submit claims for Family Care, Family Care Partnership, Program of All-Inclusive Care for the

### 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.

Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) services will stay the same.

This Update covers adult LTC provider enrollment by physical service location.

## Unique Medicaid IDs for Service Locations

If you are a residential provider or provider of services at a fixed-site facility, you must enroll with Wisconsin Medicaid and receive a unique Medicaid ID for each physical location. To be paid for your work, it is important that you have a unique Medicaid ID for each of your locations.

This policy is required for the following provider types and services:

- Waiver Residential Services provider: 1–2 bed adult family home (AFH)
- Waiver Residential Services provider: 3–4 bed AFH
- Waiver Residential Services provider: community-based residential facility (CBRF)
- Waiver Residential Services provider: residential care apartment complex (RCAC)
- Waiver Aging and Disability Support Agency providing adult day care services
- Waiver Aging and Disability Support Agency providing day services—facility based
- Waiver Non-Residential Day and Vocational Services facility providing adult day care services
- Waiver Non-Residential Day and Vocational Services facility providing day services—facility based
- Waiver Non-Residential Day and Vocational Services facility providing prevocational services—facility based

## Identifying Member Access

You will need to provide data about the number of Medicaid members you are able to serve at each location. The Wisconsin Department of Health Services (DHS) will use the data to help ensure there are enough providers able to serve members and inform DHS about managed care organizations' network adequacy.

### 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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## 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. The Online Handbook contains up-to-date policy information and serves as a resource.

### 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.

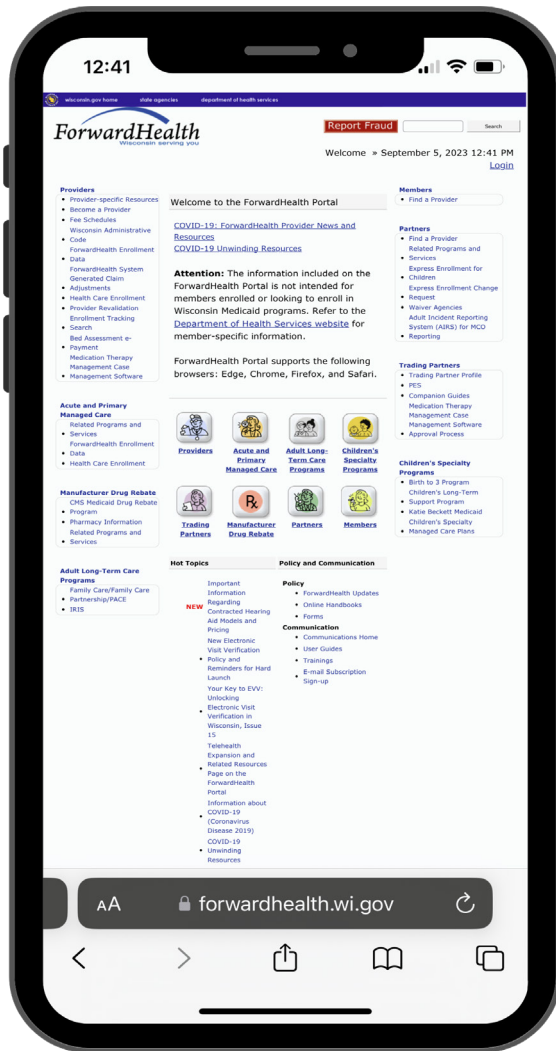
Family Care, Family Care Partnership, the Program of All-Inclusive Care for the Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) are administered by the Division of Medicaid Services within the Wisconsin Department of Health Services (DHS).

For questions, call Provider Services at 800-947-9627 or visit DHS' website at [www.forwardhealth.wi.gov/](http://www.forwardhealth.wi.gov/).

# ATTACHMENT

## 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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