

Adult Long-Term Care

UPDATE

Everyone living their best life



Adult Long-Term Care Provider Enrollment: Revalidation and Re-enrollment

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.

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 explains the policy for provider revalidation and re-enrollment.

Revalidation

Revalidation is a federal requirement. If you are a provider enrolled with Wisconsin Medicaid, the Wisconsin Department of Health Services (DHS) requires you to revalidate your enrollment information through the Portal **every three years**. You will revalidate your enrollment through your secure Provider Portal account.

If you need help with revalidation, refer to Update [LTC 2024-09](#), "Adult Long-Term Care Provider Enrollment: Obtaining Support for ForwardHealth Portal Tasks."

Revalidation Notice and Submission Period

You will receive notices that tell you about revalidation by mail at 90 days, 45 days, and 15 days before your revalidation date. This will give you time to prepare. Your revalidation date **starts** the time period when you can submit your application—you have **30 calendar days after that date** to submit your application. You cannot submit your application before your revalidation date.

As an example, if your revalidation date is January 1, then you can submit your revalidation application from January 1 to January 30.

Once enrolled, keep your contact information up to date in the Portal to ensure that you receive revalidation notices. Updating contact and business information in the Portal is called demographic maintenance. For more information about demographic maintenance, refer to Update [LTC 2024-04](#), "Adult Long-Term Care Provider Enrollment: Change in Ownership and Demographic Maintenance."

Timely Revalidation Is Important

If you do not submit your application within 30 calendar days after your revalidation date:

- DHS will terminate your Medicaid enrollment.
- You cannot be authorized for services by managed care organizations (MCOs) or IRIS consultant agencies until you re-enroll.

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.

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- For dates you are not enrolled with Wisconsin Medicaid, you will not receive payment from MCOs or IRIS fiscal employer agents (FEAs).

If you re-enroll, DHS will not backdate your enrollment to cover enrollment gaps. Avoid a lapse in enrollment by revalidating on time.

Revalidation Requirements

During the revalidation process, you are required to:

- Update your enrollment information.
- Provide information about persons with an ownership or control interest or managing employees.
- Electronically sign:
 - The Wisconsin Medicaid Provider Agreement and Acknowledgement of Terms of Participation Standard Agreement/Acknowledgement for Home and Community-Based Waiver Service (Adult Long-Term Care) Providers, F-00180C.
 - The provider attestations that apply to you based on your provider type, provider specialty, and services.
 - The Background Information Disclosure (BID) for Entity Employees and Contractors, F-82064 (01/2022).
 - The Background Information Disclosure Addendum—IRIS, F-01246 (01/2024).

For more information about persons with an ownership or controlling interest or managing employees, refer to Update [LTC 2024-03](#), "Adult Long-Term Care Provider Enrollment: Reporting Identifying Information, Provider Counts, and Member Counts."

You may be subject to additional screening activities based on your provider type, provider specialty, and services. For more information about screenings, refer to Update [LTC 2024-02](#), "Adult Long-Term Care Provider Enrollment: Risk Level, Federal and State Database Checks, and Licensure and Certification Checks."

Re-enrollment

If your Medicaid enrollment ends, you may be eligible to re-enroll. If you re-enroll, you will keep your original Medicaid ID. If you are not enrolled, you cannot be authorized to provide services or receive payment from MCOs or IRIS FEAs.

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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There are three things that would make you ineligible for re-enrollment:

- Criminal convictions
- Sanctions
- Not maintaining provider qualification requirements

You can re-enroll by completing and submitting a new enrollment application through the Portal. If you need help with re-enrollment, you may request help from an MCO or IRIS FEA. For more information about this, refer to Update [LTC 2024-09](#).

Screening activities may apply to you. DHS requires you to go through the same screenings at re-enrollment as at initial enrollment to make sure that you are qualified. This helps ensure the health and safety of members.

When re-enrolling, there may be a gap between your previous Medicaid enrollment and new Medicaid enrollment. Your new Medicaid enrollment is effective on the date DHS receives your completed enrollment application, including all required documents.

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.

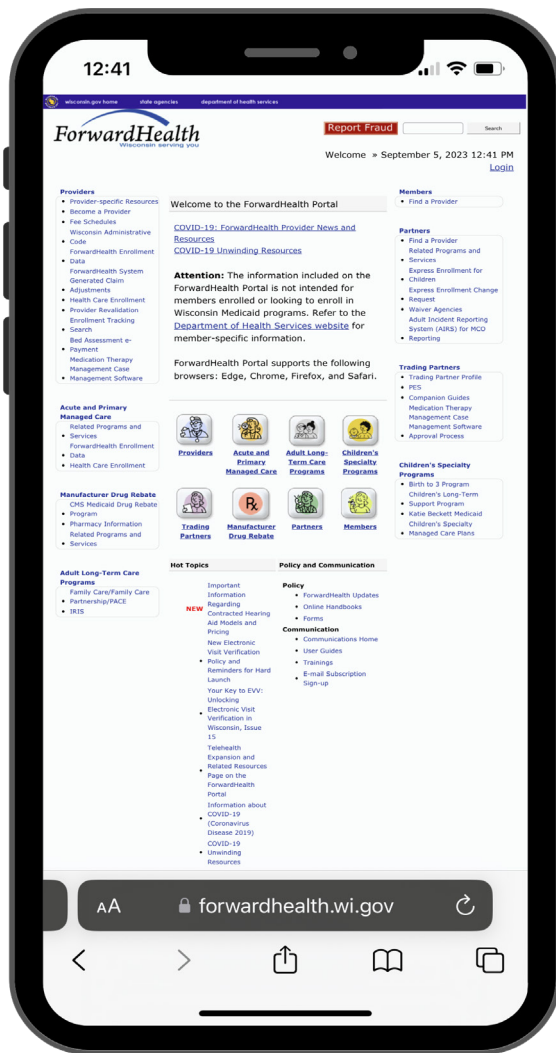
Family Care, Family Care Partnership, the Program of All-Inclusive Care for the Elderly (PACE), and IRIS (Include, Respect, I Self-Direct) are administered by the Division of Medicaid Services within the Wisconsin Department of Health Services (DHS).

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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