

**FORWARDHEALTH
CHILD CARE COORDINATION FAMILY QUESTIONNAIRE INSTRUCTIONS**

ForwardHealth requires certain information to enable the programs to authorize and pay for medical services provided to eligible members.

Under Wis. Stat. § 49.45(4), personally identifiable information about program applicants and members is confidential and is used for purposes directly related to ForwardHealth administration such as determining eligibility of the applicant, processing prior authorization (PA) requests, or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of PA or payment for the service.

INSTRUCTIONS: The provider is required to administer the ForwardHealth-approved assessment tool (the Child Care Coordination Family Questionnaire, F-01118) to determine eligibility for the benefit. Members are required to give providers correct and truthful information in order to receive services and for the submission of correct and complete claims for reimbursement per Wis. Admin. Code § DHS 104.02(4).

The Family Questionnaire must initially be administered prior to the member being 8 weeks of age and the member must score 70 points or more to be eligible for child care coordination services. The assessment tool is designed to identify the member's strengths and needs. In addition to the Family Questionnaire, the provider may use any commercial or self-designed form to conduct a more detailed assessment.

Note: Prior to administering the Family Questionnaire, the provider should explain the assessment and care planning process, acknowledge the intrusiveness of some of the questions, and explain why they need to ask the questions. If necessary, share the agency's confidentiality policies with the member, including who will have access to the information provided.