

# Chapter 6—Enrollment and Recertification

---

## 6.01 Enrollment

A child or youth can be enrolled in the CLTS Waiver Program when the following criteria are met:

- The child or youth is enrolled in a [full-benefit Medicaid subprogram](#).
- The child or youth meets the CLTS Waiver Program functional institutional level of care requirements, as determined by the [Functional Eligibility Screen for Children's Long-Term Support Programs](#), F-00367 (CLTS FS).
- The support and service coordinator (SSC) has initiated development of an individual service plan (ISP) for the child or youth.

County Waiver Agencies (CWAs) complete enrollment [online](#)

## Requirements and Timelines for Enrollment

Enrollment timelines have been established to ensure a child or youth and their family have timely access to support and service coordination as well as other CLTS Waiver Program services that will help them reach their goals. Timelines for enrollment begin on the date of referral. The enrollment effective date (i.e., start date) is the earliest date when the following requirements have been met. Refer also to the enrollment [graphic](#) and [desk aid](#).

### Referral

The CWA must contact the child's or youth's family within 10 calendar days of the referral date to schedule a date and time to meet with the family. The date of referral is the date the CWA identifies a child's or youth's referral to the program or, when applicable, the date when funds are available to enroll a child or youth who has reached the top of the wait list. The CWA is responsible for documenting the date of contact with the family.

The purpose of the meeting is for the SSC and family to discuss pursuing home and community-based services and begin enrollment activities. At the meeting, the SSC reviews documentation required to complete program eligibility, conducts an assessment, and completes the CLTS FS.

The meeting is required to take place in the family's home. The child or youth and at least one parent or guardian must be at the meeting. The family may choose to have other people participate in any part of the eligibility and enrollment processes, including the meeting in the home. People who know the child or youth well can help build a comprehensive picture of the child.

## Eligibility

The CWA is responsible for completing an eligibility determination for the family within 45 calendar days from the date of referral and issuing results and notification of rights to the family.

The CWA must check the child's or youth's enrollment status in Wisconsin Medicaid. If the child or youth is not enrolled in a [full-benefit Medicaid subprogram](#), the CWA is responsible for assisting them to enroll. (Refer to Chapter 2—Eligibility and Chapter 3—Financial Eligibility.) The CWA completes the [Medicaid Waiver Eligibility and Cost Sharing Worksheet](#) (F-20919) and the [Worksheet for Determination of Parental Payment Limit for Children's Long-Term Supports](#) (F-01337).

The SSC talks with the family about pursuing home and community-based services and explains the options available to them through the CLTS Waiver Program. Additionally, the SSC provides a copy of the [Participant Rights and Responsibilities Notification](#) (F-20985), discusses the content of the document, and addresses any questions the family has. The document is completed by gaining signatures from the parent(s) or guardian(s) and the child (if 14 years old or older).

CLTS Waiver Program functional institutional level of care requirements are determined by the [CLTS FS](#) (F-00367). A CLTS FS done by a certified screener within the last 12 months can be used to verify these requirements. If a CLTS FS has not been completed within 12 months, the SSC begins by gathering the information required to complete the CLTS FS by doing an assessment and then completes a CLTS FS.

Before implementing an assessment and the CLTS FS, the SSC talks with the family about providing their permission for these activities and answers any questions they have. The SSC and family complete written permission (a consent for the release of information form signed by the parent(s) or guardian(s) and child, when applicable) for the SSC to contact key professionals in the child's or youth's life and talk with them about the child's skills, abilities, strengths, and support needs. The [Informed Consent—Children's Long-Term Support Functional Screen](#) (F-21076) is also reviewed, discussed, and completed by the family and SSC at this time.

A comprehensive assessment reflects the child's and family's current abilities, preferences, and needs. It also includes a review of pertinent records and related information obtained from medical, educational, and other service providers. It is required that the SSC conducts the assessment with the child or youth present and able to be observed, at least one of their parents or guardians, and any other people the family invites to the meeting in their home. The SSC must gather the following information for the assessment:

- Background information, including any relevant diagnoses
- Social history
- Description of physical health and medical history
- Ability to perform physical activities of daily living
- Ability to perform instrumental activities of daily living (e.g. laundry, cooking, cleaning)
- Emotional functioning

- Cognitive functioning
- Behaviors that positively or negatively affect lifestyle and relationships
- Social participation and existing formal and informal social supports
- Cultural, ethnic, and spiritual traditions and beliefs
- Current friendships
- Community participation and involvement
- Personal preferences for how and where to live, including daily activities
- Potential benefits and risks associated with identified behaviors
- Future plans, including the child's or youth's ability to direct their own supports
- Preferences regarding physical environment
- Available resources and how they're managed
- Need for long-term community support services as an alternative to institutional care
- Rights of the child or youth and their family, and their ability to understand and assert them

After completing a comprehensive assessment, the SSC completes the CLTS FS. At this point, the eligibility determination and notification of rights are issued to the family. Refer to Chapter 2—Eligibility and Chapter 3—Financial Eligibility for additional information.

## Individual Service Plan

The CWA is responsible for initiating an ISP ([F-20445](#)), scheduling and authorizing the CLTS Waiver Program services listed on the ISP, and completing the child's or youth's enrollment within 60 calendar days of the referral date. The ISP completion date is the date when the SSC and family talk about and agree to the services listed on the ISP. If there is a wait list, the CWA must place the child on the wait list. (Refer to Chapter 1—Overview and Administration for additional information about placing a child on the wait list.) Within 60 calendar days following the date the family and SSC initiate an ISP (i.e., within 120 calendar days of the referral date), the SSC must complete the ISP by obtaining necessary signatures.

Working together, the SSC and family identify the family's goals (or outcomes) and the supports and services that are needed for them to reach their goals. The ISP includes services available through the CLTS Waiver Program, other programs, and natural community supports. In addition to the ISP form, the SSC and family complete the accompanying outcomes form ([F-20445A](#)). Refer to Chapter 7—Individual Service Plan for requirements and additional information for developing an ISP and outcomes.

CLTS Waiver Program supports and services must begin on or after the enrollment effective date. Activities that an SSC conducts to determine eligibility and enroll a participant that take place up to 90 days prior to the program start date can be covered in aggregate as of the waiver enrollment effective date. No other supports or services can be authorized (backdated) prior to the child's or youth's enrollment.

## 6.03 Recertification

The CWA is responsible for verifying eligibility for the CLTS Waiver Program annually. The SSC completes the child's or youth's recertification of program enrollment after the annual level of care re-evaluation (CLTS FS), and in doing so confirms that all required redetermination activities have been completed.

For recertification, the SSC completes the activities outlined above for eligibility and ISP review. The CLTS FS re-evaluation must be completed on or before the last day of the month, 12 months from the enrollment effective date or the last recertification completion date. The re-evaluation may be done before the annual due date, but cannot be done after the due date.

CLTS FS re-evaluations should not be delayed as a result of waiting for collateral information from other people in the child's or youth's support network if available information (including a caregiver's verbal report) indicates ongoing eligibility. SSCs must [email](#) DHS as soon as possible (with "Late Rescreen" as the subject line) for notification that a child's or youth's functional screen will be late for an annual functional eligibility redetermination.

## 6.04 Suspension of Enrollment

A child's or youth's enrollment can be suspended for up to 90 days when they temporarily reside in an ineligible setting. Program requirements (such as rescreens and recertifications) are also suspended while a child's or youth's enrollment is in suspend status.

The CWA is responsible for entering the dates when program enrollment is suspended in the online enrollment system. The first date of suspension is the first full day the child or youth resides in an ineligible setting and the suspension end date is the last full day the child or youth resides in an ineligible setting.

When enrollment is suspended:

- Some limited services can be covered during the suspension, including:
  - Personal emergency response systems (PERS).
  - Financial management services.
  - Waiver-allowable foster care expenses.
- Transitional support and service coordination that occurs during the suspension can be covered in aggregate on the date the child or youth returns to an eligible living situation after suspension. (Refer to Chapter 4, Support and Service Coordination Service Description, for additional detailed information.)

During the child's or youth's transition back to an eligible living situation after suspension:

- The SSC reviews the ISP with the child or youth and their family to identify additional or different supports and services to aid their success in the community.
- The SSC updates the ISP, as needed.
- The SSC records an updated ISP completion date in the online enrollment system.

- A notice confirming enrollment will be sent to the family.
- The SSC adjusts the recertification due date to be the last day of the month, 12 months from the enrollment or last recertification date, in order to ensure an annual review of the child's or youth's waiver eligibility.

If a child's recertification comes due while their enrollment is suspended, the CWA must [email](#) DHS with "Recert due during suspension" as the subject line. Then the SSC will complete recertification when the suspension ends. Under these circumstances, the next recertification due date will be the last day of the month, 12 months from the date the recertification was completed.

If a child or youth is not able to re-enroll in the program following a suspension (i.e., they are unable to meet all criteria for enrollment), their services must be terminated. Refer to Chapter 8 for requirements and information about program termination.

## 6.06 Resources

- [CLTS Waiver Program Approved § 1915\(b\)\(4\) Application for Selective Contracting: Support and Service Coordination Requirements—Enrollment \(P-02049A\)](#)
- [CLTS Waiver Program Approved § 1915\(b\)\(4\) Waiver Application for Selective Contracting: Support and Service Coordination Requirements Desk Aid \(P-02049B\)](#)
- [Full-benefit Medicaid subprograms](#)
- [Functional Eligibility Screen for Children's Long-Term Support Programs \(F-00367\)](#)
- [Individual Service Plan—Children's Long-Term Support Programs \(F-20445\)](#)
- [Individual Service Plan—Outcomes—Children's Long-Term Support Programs \(F-20445A\)](#)
- [Informed Consent—Children's Long-Term Support Functional Screen \(F-21076\)](#)
- [Medicaid Waiver Eligibility and Cost Sharing Worksheet \(F-20919\)](#)
- [Participant Rights and Responsibilities Notification \(F-20985\)](#)
- [Worksheet for Determination of Parental Payment Limit for Children's Long-Term Supports \(F-01337\)](#)