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TO: **Income Maintenance Supervisors**  
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**Income Maintenance Staff**  
**W-2 Agencies**  
**Workforce Development Boards**  
**Job Center Leads and Managers**  
**Training Staff**  
**Child Care Coordinators**

FROM: Shawn Smith, Bureau Director  
Bureau of Enrollment Policy & Systems  
Division of Health Care Access and Accountability

DHS OPERATIONS MEMO					
No:	DHS 14-33				
DATE:	8/27/2014				
FS	<input type="checkbox"/>	MA	<input checked="" type="checkbox"/>	BC+	<input checked="" type="checkbox"/>
SC	<input type="checkbox"/>	CTS	<input type="checkbox"/>	FSET	<input type="checkbox"/>

**SUBJECT: Enhancements to ACCESS for Partners and Providers**

**CROSS REFERENCE:** Operations Memo [14-09](#)  
ACCESS Handbook [Chapter 12](#)  
BadgerCare Plus Eligibility Handbook [Chapters 32 and 40](#)

**EFFECTIVE DATE:** September 28, 2014

**PURPOSE:**

The purpose of this memo is to announce changes to ACCESS for Partners and Providers (APP). These changes will:

- Allow presumptive eligibility (PE) determinations to be made through Express Enrollment in APP for childless adults, parents/caretakers and individuals wanting Family Planning Only Services
- Streamline the Express Enrollment for multiple individuals in the same household
- Create the option to link an Express Enrollment application to a full ACCESS Apply For Benefits application

**BACKGROUND:**

The federal Patient Protection and Affordable Care Act (PPACA or ACA), signed into law in 2010, requires changes in the policies used to determine certain BadgerCare Plus (BC+) and Medicaid (MA) populations as presumptively eligible for services. The required changes included the addition of new populations eligible for PE determinations and the expansion of the populations for which qualified hospitals can make PE determinations.

On April 1, 2014, DHS implemented a temporary PE determination tool for qualified hospitals in the ForwardHealth Portal, allowing qualified hospitals to make PE determinations for children, pregnant women, childless adults, parents and caretakers, and individuals requesting Family Planning Only Services (FPOS). Any Medicaid-enrolled hospital that agrees to the PE determination process and meets standards set forth by DHS will be considered a qualified hospital. The addition of the temporary PE determination tool for qualified hospitals in the ForwardHealth Portal did not impact the existing functionality of APP, which has been available since 2008 for partners and providers to complete PE determinations through Express Enrollment for children and/or pregnant women.

### ***CHANGES TO ACCESS FOR PARTNERS AND PROVIDERS:***

#### ***ADDING QUALIFIED HOSPITALS:***

Effective September 28, 2014, APP will allow qualified hospitals to make PE determinations through Express Enrollment. Partners and providers will continue to be able to use APP to make PE determinations through Express Enrollment.

Qualified hospitals are encouraged to begin using APP on September 28, 2014. The temporary PE determination tool for qualified hospitals in the ForwardHealth Portal will no longer be available after October 15, 2014.

The process to sign up as a partner, provider or qualified hospital in order to make PE determinations will not be impacted by the changes to APP.

➤**Note:** If a qualified hospital is also signed up to make PE determinations as a provider, the hospital will be considered to be a qualified hospital for all PE purposes. All PE determinations that the qualified hospital makes will be subject to the performance standards for qualified hospital PE determinations.

#### ***ADDITIONAL PE POPULATIONS FOR EXPRESS ENROLLMENT:***

**Qualified hospitals** can make PE determinations through Express Enrollment for the following populations:

- Children under age 19
- Pregnant Women
- Parents and Caretakers
- Childless Adults
- Individuals requesting FPOS

**Providers** can make PE determinations through Express Enrollment for the following populations:

- Children under age 19
- Pregnant Women
- Individuals wanting FPOS

**Partners** can make PE determinations through Express Enrollment for the following population:

- Children under age 19

➤**Note:** Temporary enrollment in Well Woman Medicaid will continue to be handled outside of APP using the existing Well Woman Medicaid paper application.

DHS is continuing the effort to streamline the PE determination process in APP. While no changes to the Temporary Enrollment for FPOS paper application or Express Enrollment for Pregnant Women paper application are included in the changes to APP effective September 28, 2014, the paper applications for PE will eventually be phased out.

**MULTIPLE INDIVIDUALS ON ONE EXPRESS ENROLLMENT FOR BC+ APPLICATION:**

Prior to September 28, 2014, only multiple children from the same household can be included on one online Express Enrollment application in APP. Effective September 28, 2014, multiple individuals, not just children, from the same household who want temporary enrollment in BC+ could be included on the same online Express Enrollment application in APP.

➤**Note:** Only one individual can be on an Express Enrollment for FPOS applications in APP since FPOS is always a group size of one. If multiple individuals from one household want temporary enrollment in FPOS, separate Express Enrollment for FPOS applications must be done for each individual.

**CHANGES TO ACCESS APPLY FOR BENEFITS:**

Effective September 28, 2014, individuals included in a submitted Express Enrollment application in APP will have the ability to link the Express Enrollment application to a new ACCESS Apply for Benefits (AFB) application. This linking process is designed to reduce data entry time and streamline the application process by pre-filling as much information from the Express Enrollment application as possible into the AFB application.

To link an Express Enrollment application to an AFB application, the applicant must provide the following information:

- Express Enrollment application number
  - If this number is not available, the Express Enrollment primary contact person's SSN can be used instead
- Express Enrollment primary contact person's first and last name
- Express Enrollment primary contact person's date of birth

This information, along with basic instructions for completing the linking process, is available on the Express Enrollment eligibility notice.

When starting a new AFB application, the Help with Applications page will ask "Have you completed an Express Enrollment application in the last 90 days?" If the applicant clicks "Yes", additional fields will display on the page to enter in the identifying information listed above.

 \*\* THIS WEBSITE SHOULD ONLY BE USED FOR TESTING AND TRAINING \*\*



# ACCESS

Your Connection to Programs for Health, Nutrition and Child Care

Hello, [REDACTED] [Español](#)

 

Your tracking number: [REDACTED]

-  **Start**
-  People
-  Other Benefits
-  Liquid Assets
-  Other Assets
-  Job Income
-  Other Income
-  Housing Bills
-  Other Bills
-  Health Insurance
-  Submit

**Using ACCESS**

Before you get started, we'd like to know more about how you're using ACCESS.

- I am using ACCESS to apply on my own.
- I am using ACCESS to apply for another person.
- I am using ACCESS at a community agency.

**Link your Express Enrollment Information**

\* Has an Express Enrollment (EE) application been submitted for you or your household in the last 90 days?  Yes  No

Please answer the questions below to pre-fill this application using the information from your Express Enrollment application. Keep in mind that you need to give the name and date of birth of the person listed as the Primary Contact on the Express Enrollment application.

- \* Express Enrollment Application # : [REDACTED]  I Don't Know
- \* Date of Birth : [REDACTED] Ex: mm/dd/yyyy
- \* First Name : [REDACTED]
- \* Last Name : [REDACTED]

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Applicants will have a total of six attempts to successfully link the application. If the applicant is unsuccessful after six attempts, the link will expire and the information from the Express Enrollment application cannot be pre-filled in an AFB application. The applicant will need to continue the AFB application process and manually fill in all of the required information. The link will also expire after 90 days have passed since the submission of the Express Enrollment application.

An Express Enrollment application can only be linked to one AFB application. Once a link has been successfully completed, AFB will not allow the same Express Enrollment application to be linked to another AFB application.

Once the applicant has linked an Express Enrollment application, s/he can indicate which individuals' data from the Express Enrollment application should be pre-filled in the AFB application. The applicant will later have the opportunity to add additional individuals to the AFB application.

**⚠️ THIS WEBSITE SHOULD ONLY BE USED FOR TESTING AND TRAINING ⚠️**



**ACCESS**

Your Connection to Programs for Health, Nutrition and Child Care

Hello, [REDACTED] | [Español](#)

 **Print**    **Help**

Your tracking number: [REDACTED]

-  **Start**
-  **People**
-  **Other Benefits**
-  **Liquid Assets**
-  **Other Assets**
-  **Job Income**
-  **Other Income**
-  **Housing Bills**
-  **Other Bills**
-  **Health Insurance**
-  **Submit**

**Your Express Enrollment Application**

The people listed below were part of your Express Enrollment.

If someone listed here is no longer living in your home, click the box to uncheck it for that person. Only people with checked boxes will be included in this application for benefits.

Select	Name	Age
<input checked="" type="checkbox"/>	[REDACTED]	40 Yrs
<input checked="" type="checkbox"/>	[REDACTED]	35 Yrs
<input checked="" type="checkbox"/>	[REDACTED]	13 Yrs
<input checked="" type="checkbox"/>	[REDACTED]	8 Yrs

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The following information will be pre-filled into the AFB application for each selected individual, if applicable:

- First name, middle initial, last name
- Date of birth
- Social Security Number
- Gender
- Home address
- Mailing address
- County
- Home phone
- Work phone and extension
- Cell phone
- Message phone and extension
- Email address
- Best way to get in touch during the weekday

- Best time to get in touch during the weekday
- Pregnancy due date
- Expected number of babies
- Receipt of Medicare Part A or Part B
- Former Foster Care Youth status

The pre-filled information will not be protected in AFB, so the applicant can update the information in the AFB application as necessary.

**CARES:**

There are no impacts to CARES.

**CONTACTS:**

BEPS CARES Information & Problem Resolution Center

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – SeniorCare, CTS – Caretaker Supplement, FSET – FoodShare Employment and Training.

DHS/DHCAA/BEPS/RW