

## Attachment 5

### << COUNTY WAIVER AGENCY LETTERHEAD >>

**To:** Wisconsin Medicaid Waiver Service Providers  
**From:** << CWA Director >>  
**Date:** << Date >>  
**Re:** Revised Children's Long-Term Support Waivers Claims Submission and Payment Process

The Centers for Medicare & Medicaid Services (CMS) has issued requirements for standardized, statewide claims handling and data collection processes for renewal of the Children's Long-Term Support (CLTS) Waivers. To comply with these CMS requirements, the Department of Health Services, Division of Long Term Care (DLTC), Bureau of Long-Term Support (BLTS) is implementing a Third Party Administrator (TPA) to centralize and standardize statewide claims processing, provider payment functions, waiver service data reporting, and issuance of 1099s for all agencies administering the CLTS Waivers. The Department's TPA vendor is Wisconsin Physicians Service and the revised claims processing will result in an efficient claims data reporting process and prompt payments to providers.

<< County Waiver Agency >> is scheduled to make the transition to TPA claims processing effective << Date >>. << County Waiver Agency >> will continue to coordinate and authorize CLTS Waiver services with you as they do currently. For services provided on or after <<date >>, however, you will submit your claims for waiver payment to the TPA and you will be paid by the TPA.

To assure prompt payment of your claims, the Bureau of Long-Term Support must obtain accurate and current information for each provider that may be authorized to perform services covered under the CLTS Waivers. This includes Taxpayer Identification Numbers, servicing and billing addresses, and other information required to properly process claims and meet governmental reporting requirements.

Please complete and return the enclosed Form W-9 (Request for Taxpayer Identification Number and Certification) and *Third Party Administration (TPA) Children's Medicaid Waivers Provider Billing and Service Information* (F-00412) documents to the contact listed below within 30 days. You may submit your completed documents by mail or email to:

<<County Waiver Agency Contact>>  
<<Street Address>>  
<<City>>, WI <<Zip Code>>  
<<E-mail address: >>

In the coming weeks you will receive notice of further details regarding the changes to CLTS Waivers claims processing and will be provided the opportunity to participate in provider training sessions hosted by BLTS and WPS. In addition, DHS and WPS have developed a web-based provider TPA training seminar, which is available at:

<http://dhsmedia.wi.gov/main/Viewer/?peid=7275cd62c8d34c34a1f13fb06f26b7ed>

Thank you very much for your assistance as we move forward with these new processes for submitting CLTS Waiver claims and payment issuance.