

WISCONSIN DEPARTMENT OF HEALTH SERVICES
Division of Health Care Access and Accountability
1 W. Wilson St.
Madison WI 53703

To: ACCESS Handbook Users

From: Shawn Smith, Bureau Director
Bureau of Enrollment Policy and Systems

Re: **ACCESS Handbook Release 15-02**

Release Date: 06/02/2015

Effective Date: 06/02/2015

EFFECTIVE DATE The following policy additions or changes are **effective 06/02/2015** unless otherwise noted. **Grey highlighted text denotes new text. Text with a strike through it in the old policy section denotes deleted text.**

POLICY UPDATES
12.3.2.3 Setting Up a User Account in APP

Regular Users

If the individual indicated that he or she is a regular User, he or she must enter in the Partner or Provider ID for the organization. This is the number in the approval letter from ForwardHealth that identifies the organization as approved to use the EE tool.

A User may be associated with more than one organization but rarely more than two. Due to this, there is only one box for the Partner/Provider ID, with the option to add more if necessary. If a User wants to add more than one Partner/Provider ID, he or she must click Add after entering in each Partner/Provider ID. Once the User clicks Add, the Partner/Provider organization name and the Security Administrator name(s) on file for this Partner/Provider organization will display.

Note: Users will not automatically have access to make PE determinations and temporarily enroll individuals in BC+ through the EE process for their organizations. After setting up an account, Users must wait for the Security Administrator to grant them rights to do so.

New screen shot replaced current one.

Once a User fills out the information and clicks submit, he or she will see the following screen. The User must contact the organization's Security Administrator to receive further access to make PE determinations.

<current screen shot>

If a User no longer wants to submit EE applications for a Partner/Provider organization, he or she must click Delete next to that Partner/Provider organization and then click Submit.

12.4.10.1.2 Count Results

If the User selected “Show Total Counts” on the Search Criteria page, the Search Results page will only show the number of individuals and the number of applications that meet the entered search criteria. There is no “Go” button displayed by the count results.

Note: The number of applications may be fewer than the number of individuals because multiple individuals can be on one application.

New screen shot replaced current one.

12.4.12 ACCESS Training Environment

User ID: test951test sambecket3333
Password: enter123