Express Enrollment Training

For Partners, Providers, and Qualified Hospitals

Division of Medicaid Services

Bureau of Enrollment Policy and Systems

November 8, 2018

This presentation meets the Express Enrollment training requirement for qualified hospitals, providers, and partners that are approved by ForwardHealth to complete Express Enrollment applications.

Agenda

- Express Enrollment Basics
  - o What is Express Enrollment?
  - o Who Can Provide Express Enrollment?
  - o Who is Eligible for Temporary Enrollment?
  - o How Long is Temporary Enrollment?
  - o Important Reminders

Agenda

- ACCESS for Partners and Providers (APP)
  - o Getting Started
  - o Setting up a User Account in APP
  - o Starting in APP
  - o Before Starting an Express Enrollment Application
  - o Express Enrollment Application
  - o Temporary ForwardHealth Identification Card
- Applying for Ongoing Benefits
- Resources

Express Enrollment Basics

What is Express Enrollment?

- In Wisconsin, it is a streamlined eligibility determination for temporary enrollment in BadgerCare Plus or Family Planning Only Services.

  o It is based on preliminary household and financial information provided by the applicant.

  o It allows eligible applicants immediate health care coverage for a short period of time until an application for ongoing coverage is completed and processed.

What is Express Enrollment?

- **Express Enrollment (EE):** The process of making a presumptive eligibility determination to temporarily enroll an individual in BadgerCare Plus or Family Planning Only Services.

- **Presumptive eligibility (PE):** The determination of whether or not an applicant is eligible to temporarily enroll in BadgerCare Plus or Family Planning Only Services.

- **Temporary enrollment:** Short-term eligibility for BadgerCare Plus or Family Planning Only Services.

Who Can Provide Express Enrollment?

- Qualified hospitals, providers, and partners that are:
  - o Approved by ForwardHealth.
  - o Have received Express Enrollment training.

- Refer to the ACCESS Handbook, section 12.3 Becoming an Express Enrollment User for details about getting approved by ForwardHealth to complete Express Enrollment applications.

Who Can Provide Express Enrollment?

Qualified Entities:	Can make PE determinations for:			
	Children	Pregnant Women	Family Planning Only Services	Adults, Parents, and Caretakers
Qualified Hospitals*	X	X	X	X
Providers	X	X	X	
Partners	X			

*Only qualified hospital staff can make PE determinations at qualified hospital locations. Third-party contractors are **not** allowed to make PE determinations for a qualified hospital, though they can assist an applicant with completing the application for ongoing coverage.

Note: Former foster care youth will fall under an applicable population above, but income will not be counted.

Eligibility for Temporary Enrollment in BadgerCare Plus: Children

Children must meet the following criteria:

- Be age 18 or younger.

   Note: Children younger than age 18 must apply with a parent or guardian signing the application unless the child is living independently.

- Be a U.S. citizen or lawfully present in the U.S.

   Note: For more information, refer to the BadgerCare Plus Handbook, section 4.3 Immigrants.

Eligibility for Temporary Enrollment in BadgerCare Plus: Children

- Have household income that is at or below the federal poverty level (FPL) for the child's age:

  o Younger than age 1: 306% of the FPL

  o Ages 1 through 5: 191% of the FPL

  o Ages 6 through 18: 156% of the FPL

  For FPL charts, refer to the BadgerCare Plus Handbook, section 50.1 Federal Poverty Level Table

Eligibility for Temporary Enrollment in BadgerCare Plus: Pregnant Women

Pregnant women must meet the following criteria:

- Be a U.S. citizen or lawfully present in the U.S.

  Note: For more information, refer to the [BadgerCare Plus Handbook, section 4.3 Immigrants](#).

- Have household income at or below 306% of the FPL.

Note: Individuals under age 19 who are pregnant will be tested against the pregnant women EE eligibility criteria and will be eligible for pregnant women EE covered services, even if it is a partner making the PE determination.

Eligibility for Temporary Enrollment in BadgerCare Plus: Adults

Adults must meet the following criteria:

- Be a parent, caretaker, or person age 19–64 with no minor dependents in the home.

- Have household income at or below 100% of the FPL.

Eligibility for Temporary Enrollment in BadgerCare Plus: Adults

- Meet one of the citizenship/immigration requirements:
  - Is a U.S. citizen
  - Has been lawfully residing in the U.S. for at least five years
  - Is lawfully residing in the U.S. and a refugee or seeking asylum
  - Is from Cuba or Haiti and lawfully residing in the U.S.
  - Is lawfully residing in the U.S. under one of the eligible immigration statuses

  Note: For more information, refer to the BadgerCare Plus Handbook, section 4.3 Immigrants.

Eligibility for Temporary Enrollment in Family Planning Only Services

An individual must meet the following criteria:

Have income that is at or below 306% of the FPL

Note: Regardless of living situation, individuals applying for Family Planning Only Services will always be a household size of one

Eligibility for Temporary Enrollment in Family Planning Only Services

- Meet one of the citizenship/immigration requirements:

  o Is a U.S. Citizen

  o Has been lawfully residing in the U.S. for at least five years

  o Lawfully residing in the U.S. and a refugee or seeking asylum

  o Is from Cuba or Haiti and lawfully residing in the U.S.

  o Is lawfully residing in the U.S. under one of the eligible immigration statuses

  o If under age 19, is lawfully present in the U.S.

  Note: For more information, refer to the BadgerCare Plus Handbook, section 4.3 Immigrants.

Eligibility for Temporary Enrollment: Former Foster Care Youth

Former foster care youth must meet the following criteria:

- BadgerCare Plus or Family Planning Only Services
  - o Be age 18 through 25.
  - o Have been receiving foster, subsidized guardianship, or court-ordered kinship care on the date that he or she turned 18.
  - o Meet citizenship/immigration criteria for the population that applies to them.
  - o Have no income limit.

Eligibility for Temporary Enrollment: Inmates

- Certain public correctional institutions (for example, county jails)

  o Hospitals may temporarily enroll inmates in BadgerCare Plus as long as the inmate is expected to remain in the hospital for 24 hours or more.

  o Eligibility requirements are the same as other populations.

- State prisons

  Note: Inmates are not eligible for temporary enrollment in BadgerCare Plus or Family Planning Only Services.

How Long is Temporary Enrollment?

Temporary enrollment in BadgerCare Plus or Family Planning Only Services:

- Begins on the date a person is found presumptively eligible by a qualified entity.

- Ends the month following the month in which the person was determined presumptively eligible.

  Note: If a person applied for ongoing benefits, temporary coverage will end the date eligibility for ongoing benefits is determined, regardless of the result of the eligibility determination

How Long is Temporary Enrollment?

Automatic extensions

- If a person has applied for ongoing benefits and the income maintenance [agency](#) has not determined eligibility before the end of the temporary enrollment period, the temporary enrollment period will automatically be extended for two months.

  Note: An extended temporary enrollment will end when an eligibility determination is made by the agency.

Important Reminders

- Applicants are only allowed to temporarily enroll in BadgerCare Plus or Family Planning Only Services once every 12 months.

    Note: Pregnant women can enroll once per pregnancy.

- Temporary enrollment in BadgerCare Plus for pregnant women only covers ambulatory pregnancy-related care.

    Note: An application for ongoing full-benefit coverage is required for inpatient services, including the delivery.

ACCESS for Partners and Providers (APP)

Getting Started

To begin an Express Enrollment application:

1.   Go to access.wi.gov.

2.   Click on "Login" under either "Community Partners" or "Providers/Hospitals" based on your organization type.

Screenshot: ACCESS home page

Getting Started

3. Enter your Wisconsin Account Management System (WAMS) ID. If you don't have a WAMS ID, you can create one by clicking on "Request a Wisconsin User ID and Password"

Screenshot: WAMS login page

Setting Up a User Account in APP

- After logging into WAMS, the User Account Setup page will appear if you do not already have a user account in APP.

- Refer to the [ACCESS Handbook, section 12.3.2.3 Setting Up a User Account in APP](#) for details about setting up a user account.

User Account Setup

Set Up Your User Account

Please enter the information below to set up your user account by completing Sections 1 and 2. If you are an administrator, you must complete Sections 1, 2 and 3. When you have completed the appropriate sections, click the submit button.

Section 1 - User Information

* First Name:

Middle Initial:

* Last Name:

* Date of Birth: Ex: mm/dd/yyyy

Email Address:

* Address:

* City:

* State: < click here to choose >

* Zip Code:

* Phone Number:

**Screenshot:
User
Account
Setup page**

Starting in APP

The next slides apply to if you have an account set up in APP to complete Express Enrollment applications.

Starting in APP: Select a Location

- After you log in to APP, the Location Selection page appears if you are associated with more than one Express Enrollment location. You must select the appropriate location before continuing.*

- After choosing the location, you will be taken to the Express Enrollment Landing Page.

*If you are only associated with one location, the Location Selection page will not appear.

Screenshot:
Location
Selection
page

Starting in APP: APP Landing Page

- The APP Landing Page will display appropriate options based on your security profile:
  - Type of APP user: security administrator or user.
  - Type of organization: partner, provider, or qualified hospital.
  - Access to populations enabled by a security administrator.

Starting in APP: APP Landing Page

Depending on your security profile, combinations of the following options may appear:

- Submit Express Enrollment for BadgerCare Plus.
- Submit Express Enrollment for Family Planning Only Services.
- Search for Express Enrollment Applications.
- Search for ACCESS Applications.
- Search for users from my organization (this will allow you to access their privileges).
- Update my User Account.

Starting in APP: APP Landing Page

- You will only be able to search for Express Enrollment applications that you started or submitted based on the location you selected.

- For more information about searching for Express Enrollment applications you started or submitted, refer to the [ACCESS Handbook, section 12.4.2.2 Search for Applications/Manage My Account](#).

Currently working at: **TEST COMMUNITY HOSPITAL**

ACCESS for Partners and Providers Landing Page

ACCESS for Partners and Providers

Welcome! Please click one of the buttons to tell us what you would like to do. Then click the Next button at the bottom of the page.

Submit Applications

Submit Express Enrollment application for:

○ BadgerCare Plus

○ Family Planning Only Services (for applicants in need of family planning or contraceptive services)

Note:
- Women diagnosed with breast or cervical cancer should temporarily enroll in Well Woman Medicaid; enrollment in Well Woman Medicaid cannot be completed online using ACCESS. Instead, please click here for a paper application for Well Woman Medicaid.
- BadgerCare Plus benefits are available for county jail inmates but only for inpatient services.

Search for Applications / Manage My Account

Search for Applications

○ Search for Express Enrollment applications

Manage My Account

○ Search for users from my organization (this will allow you to update their access privileges)

○ Update my User Account (this will allow you to update your personal information and information about the organizations to which you belong)

Screenshot: APP Landing Page

Next →

Before Starting an Express Enrollment Application

- To avoid unnecessary applications, check ForwardHealth to verify that an applicant does not currently have Medicaid, BadgerCare Plus, or Family Planning Only Services coverage.

- Multiple individuals in a household can be on the same Express Enrollment application for BadgerCare Plus even if they are from different population types.

- Only Express Enrollment applications can be completed in APP; they take around 15 minutes or less to complete.

Express Enrollment Application: Overview

- The application includes the following sections:
  - o Individual information
  - o Contact information
  - o Income details
  - o Provider signature
  - o Client/applicant signature
  - o Results
- Fields with a red asterisk must be filled out.
- "Click here" links provide additional instructions or help text.

Express Enrollment Application: Getting Started

From the APP Landing Page:

- Select "Submit Express Enrollment Application" for either BadgerCare Plus or for Family Planning Only Services.

- Click the "Next" button to begin a new Express Enrollment application.

Express Enrollment Application: Individual Information Page

- The Individual Information page collects information about the individual(s) applying for Express Enrollment.

- If the individual doesn't know his or her Social Security number (SSN) or does not have one, select "SSN is not known."

- You can add individuals to the household by clicking the "Add" button at the bottom of the page.

Currently working at: **TEST COMMUNITY HOSPITAL**

Individual Information

Individual Information

Type: **Express Enrollment for BadgerCare Plus**   Primary Contact:
Updated on: Updated by:

- Individual Information
- Contact Information
- Income Details
- Provider Signature
- Client Signature
- Results

Individual 1

* First Name: Middle Initial: * Last Name:
Jane   TestSmith   **Delete**

* Date of Birth: 03/22/1970   Ex: mm/dd/yyyy

* Gender: ○ Male ● Female

* Identification Type:

● Social Security Number (SSN):   651 - 05 - 1561
   or
○ SSN is not known

* Is this individual currently enrolled in Wisconsin Medicaid or BadgerCare   ○ Yes ● No
Plus?

* Is this individual currently pregnant?   ● Yes ○ No

* How many babies is she expecting?   1

* Expected delivery date   12/08/2016   Ex: mm/dd/yyyy

* Is this individual a U.S. citizen or lawfully present in the U.S.?   ● Yes ○ No

* Has this individual been temporarily enrolled in BadgerCare Plus   ○ Yes ● No
during her current pregnancy?

To add another individual, click the Add button.   **Add**

Save & Exit   **Next** ➡

Screenshot: Individual Information page for a pregnant woman

Individual 3

* First Name: | Middle Initial: | * Last Name:

James | | TestSmith

Delete

* Date of Birth: 04/22/1998 Ex: mm/dd/yyyy

* Gender: ◉ Male ○ Female

* Identification Type:

◉ Social Security Number (SSN): 245 - 40 - 5645
or

○ SSN is not known

* Is this individual currently enrolled in Wisconsin Medicaid or BadgerCare Plus? ○ Yes ◉ No

* Is this individual a U.S. citizen or lawfully present in the U.S.? ◉ Yes ○ No

* Was this individual in foster care, subsidized guardianship or court-ordered kinship care when he or she turned 18? ◉ Yes ○ No

* Has this individual been temporarily enrolled in BadgerCare Plus in the past 12 months? ○ Yes ◉ No

Screenshot: Individual Information page for an adult

To add another individual, click the Add button.

Add

Save & Exit **Next** ➡

Express Enrollment Application: Contact Information Page

The Contact Information page collects contact information for the primary person for the application.

Express Enrollment Application: Contact Information Page

- A dropdown menu will list the names of the individuals on the application who are age 19 or older and will include an additional "Other Parent/Caretaker" option. Select one of these options as the primary contact person.

  o For a single adult or for Family Planning Only Services, there will not be a dropdown menu. The page will automatically list the individual as the primary contact.

  o If the application is for a minor living independently, you must indicate this so that the minor will be the primary contact person.

Express Enrollment Application: Contact Information Page

Mailing address

- If the mailing address is different than the home address, check the "Different than Home" box and enter the complete mailing address, including ZIP code.

- If no mailing address is entered, notices will be sent to the home address.

Express Enrollment Application: Contact Information Page

Homeless persons

- If the applicant is homeless, you still need to enter an address.

  o This can be the address where the applicant is currently staying (for example, with a friend, family member, shelter, or other organization).

  o If the applicant does not have any address, enter the address of the applicant's [agency](#) for the county where he or she resides.

Screenshot: Contact Information page showing options to choose from in dropdown list

Currently working at: **TEST COMMUNITY HOSPITAL**

Individual Information

Contact Information

Income Details

Provider Signature

Client Signature

Results

Contact Information

Type: **Express Enrollment for BadgerCare Plus**   Primary Contact:
Updated on: Updated by:

Primary Contact Information

* Are all of the minors on this application living independently?   ◉ Yes   ○ No

The primary contact person for this application is: **Jane TestSmith**

Home Address

Please tell us where the applicants live. If the applicants are homeless, click here for more information.

* Address Line 1: [   ]

  Address Line 2: [   ]

* City: [   ]

* State: [Wisconsin   ▼]

* ZIP Code: [   ]

* County where applicants live: [< click here to choose > ▼]

Tribal lands where applicants live, if applicable: [< click here to choose > ▼]

Screenshot: Contact Information page for a minor living independently

Express Enrollment Application: Income Details Page

- The Income Details page collects information about household size and income.

    o Household size may be different from the number of applicants applying for Express Enrollment.

    o Income information is needed for everyone in the household.

Express Enrollment Application: Income Details Page

- For household size, household members include:
  - Children under age 19. If a child is married, count his or her spouse.
  - The natural, adoptive, and stepparents living with the children under age 19.
  - Spouses.
  - Caretaker relatives.
- If a woman is pregnant, add the number of babies she is expecting.

Express Enrollment Application: Income Details Page

Family Planning Only Services

- Regardless of living situation, an application for Family Planning Only Services will always be a household size of one.

- Even if the individual applying is a minor or a tax dependent, he or she must report ONLY his or her own income on the Express Enrollment for Family Planning Only Services application.

Currently working at: **TEST COMMUNITY HOSPITAL**

Income Details

Individual Information

Contact Information

Income Details

Provider Signature

Client Signature

Results

Type: **Express Enrollment for BadgerCare Plus**   Primary Contact: **Jacob TestSmith**
Updated on: Updated by:

Income Details

If the individual applying is unsure of the exact amount for any of these questions, please ask for the best estimate. For more information about how to determine these amounts, please click here.

Income

* How many individuals are in the household? To read more about household size, click here. | 2

* Enter the household's total monthly earned income: $ 3000.00

* Enter the household's total monthly other income. Do not include child support, Supplemental Security Income (SSI), workers compensation, or veterans benefits, money from another person, or student financial aid: $ 930.00

Totals

Total income: $ 3930.00

Back   Save & Exit   Next

Screenshot: Income Details page

Express Enrollment Application: Provider Signature Page

- The Provider Signature page collects your electronic signature as the provider completing the Express Enrollment application.

- You must click on the link to the "Rights and Responsibilities" in the Provider Signature box and review the document with the primary contact person.

- Click the box to sign the document and then click "Next" to go to the Client Signature page.

Currently working at: **TEST COMMUNITY HOSPITAL**

Individual Information

Contact Information

Income Details

Provider Signature

Client Signature

Results

Provider Signature

Type: **Express Enrollment for BadgerCare Plus**   Primary Contact: **Jim Test Smith**
Updated on: Updated by:

Provider Signature

Please review the temporary enrollment "Rights and Responsibilities" with the primary contact person before checking the Provider Signature box on this page.

Authorization Box

* ☑ I, <provider name>, certify that the information entered in this BadgerCare Plus Express Enrollment application is based on the information given to me by Jim A Test Smith, whom I have informed of the rights and responsibilities under the BadgerCare Plus program. I also understand that I must print the notice at the end of this application and provide a copy to Jim A Test Smith.

Back   **Next**

Screenshot: Provider Signature page

Express Enrollment Application: Client Signature Page

- The Client Signature page displays a summary of all the information entered on the Express Enrollment application. You must ask the primary contact person to review all of the information to make sure it is accurate.

- Express Enrollment applications must be signed:
  - By the primary contact person for the case (BadgerCare Plus).
  - By the individual applicant (Family Planning Only Services).

Express Enrollment Application: Client Signature Page

- Check the box to indicate that the primary contact person has reviewed the accuracy of the information.

- Have the **primary contact person** provide his or her electronic signature.

    Note: You should **not** sign the application for the primary contact person.

- After the signature has been provided, click "Next" to go to the Results page.

Summary of Income Details

Household size:	3
Total monthly earned income:	$ 2500.00
Total monthly other income:	$ 0.00
Total income:	$ 2500.00

Authorization Box for Primary Contact Person

* ☐ I, Jim A Test Smith, certify that the information entered in this BadgerCare Plus Express Enrollment application is true, correct and complete, and to the best of my knowledge. GeeMail Mcgee has informed me of the rights and responsibilities under the Express Enrollment for BadgerCare Plus program. I understand that anyone on this application who wants to receive ongoing BadgerCare Plus or other Wisconsin Medicaid benefits must apply online, by mail, by fax, by phone, or by contacting the agency.

* First Name:	Middle Initial:	* Last Name:
Jim	A	Test Smith

Screenshot: Client Signature page

Back   Submit

Express Enrollment Application: Results Page

After the application is signed by both you and the primary contact person, the Results page will show who is and is not eligible for temporary enrollment.

Express Enrollment Application: Results Page

- You must print the Application Summary and the Notice and give it to the applicant.

  o If the applicant is **not** eligible, the Notice will state the reason.

    Note: Applicants not eligible for temporary enrollment through the Express Enrollment process may still be eligible for ongoing BadgerCare Plus or Family Planning Only Services coverage.

  o If the applicant is eligible, the Notice will include a temporary ForwardHealth identification (ID) card.

    Note: The Application Summary and Notice are also available in Spanish.

Temporary ForwardHealth Identification Card

- The temporary ForwardHealth ID card is valid for 14 days after the start of the temporary enrollment period.
  - A permanent ForwardHealth ID card will be mailed to the eligible member within 3-5 business days, if the member has not already been issued a ForwardHealth ID card.
    - If the member has been issued a ForwardHealth ID card in the past, a new one will not be mailed.
    - The member can use his or her previously issued ForwardHealth card or contact Member Services at 1-800-362-3002 to request a new one.

Currently working at: **TEST COMMUNITY HOSPITAL**

Individual Information

Contact Information

Income Details

Provider Signature

Client Signature

Results

Results

Type: **Express Enrollment for BadgerCare Plus** Primary Contact: **Jim TestSmith**
Updated on: **09/14/2016** Updated by: **GeeMail Mcgee**

Summary of Enrollment

The following individuals are temporarily enrolled in BadgerCare Plus:

- Jim TestSmith

Based on the information provided in this Express Enrollment application, the following individuals are not eligible to be temporarily enrolled in BadgerCare Plus:

- Jane TestSMith
   - The household's income is over the income limit for temporary enrollment.

Submitted

Thank you! This application is now complete. To print a copy of the notice, please click the button below. If eligible, the notice will contain the BadgerCare Plus Express Enrollment temporary identification card. GeeMail Mcgee, you must print this notice and present it to Jim TestSmith.

Print Notice in English   **Print Notice in Spanish**

Print Application Summary in English   **Print Application Summary in Spanish**

The Application Summary and Notice are available in Adobe Portable Document Format (PDF) and require Adobe Acrobat Reader to view and print. Click here to download Adobe Acrobat Reader.

Screenshot:
Results page

Exit

ACCESS
Your Connection to Health and Nutrition Benefits

Application Summary
Here is a summary of what you told us in your application.

Summary of Jane's Information

Name	Jane TestSmith
Date of Birth	06/04/1975
Gender	Female
Social Security Number	156-15-1561
Parent/Caretaker	Yes
U.S. citizen or qualifying immigrant	Yes
Already Receiving WI Medicaid or BadgerCare Plus	No
Previously enrolled through Express Enrollment in BadgerCare Plus or FPOS	No
Currently pregnant	No

Summary of Jeremy's Information

Name	Jeremy TestSmith
Date of Birth	09/05/2013
Gender	Male
Social Security Number	514-54-5600
citizen or qually pre the U.S	Ye

Screenshot: Application Summary

Screenshot: Example of Notice where applicant is eligible for temporary enrollment in BadgerCare Plus

<NAME>
<ADDRESS1>
<ADDRESS2>
<PHONE>

State of Wisconsin
Application # <number>

Date: <MM/DD/YYYY>

Status of Your Application for Express Enrollment in BadgerCare Plus

You applied for Express Enrollment in BadgerCare Plus on <date>. The individuals listed on the next page are temporarily enrolled in BadgerCare Plus. This enrollment will end on or before <date>.

To get ongoing BadgerCare Plus or other Wisconsin Medicaid benefits, you can apply in any of the following ways:

- Online at access.wi.gov
- By mail, by phone, or in person at:
  <agency info>

If you are applying by phone or in person at the agency, it is a good idea to call the agency ahead of time to make an appointment.

Note: If you apply with the agency before the end of your temporary enrollment, and they find that you cannot enroll in ongoing BadgerCare Plus or other Wisconsin Medicaid benefits, your temporary enrollment will also end at that time.

Pregnant women who are enrolled in BadgerCare Plus are only eligible for pregnancy-related outpatient care. To get inpatient benefits, including labor and delivery care, pregnant women must apply for ongoing BadgerCare Plus or Wisconsin Medicaid benefits.

When you apply for ongoing BadgerCare Plus or Wisconsin Medicaid benefits at access.wi.gov, information you have already given us can be pre-filled into the Apply for Benefits tool. To do that, you will need the following:

- Express Enrollment Application Number: <number>
- <Name> date of birth
- <Name> first name and last name

<Name> is listed as the primary contact person for this Express Enrollment application.

To learn more, see "Rights and Responsibilities."

Screenshot: Example of Temporary ForwardHealth ID Card for BadgerCare Plus

To the Provider

The individuals listed on this card have been temporarily enrolled in BadgerCare Plus through Express Enrollment, in accordance with Wis. Stat. s. 49.471. This card is valid for the dates specified and entitles the listed individual to receive health care services including pharmacy services through BadgerCare Plus from any certified BadgerCare Plus provider. Pregnant women may only receive pregnancy-related outpatient care. For additional information, call Provider Services at 800-947-9627 or see the ForwardHealth Online Provider Handbook.

NOTE:

It is important to provide services when this card is presented. Providers who render services based on the enrollment dates on this card will receive payment for those services, as long as other reimbursement requirements are met. All policies regarding covered services apply during the temporary enrollment period, including the prohibition against billing members. Refer to the ForwardHealth Online Provider Handbook for further information regarding this temporary identification card. Providers are encouraged to keep a photocopy of this card. If the name on this card is followed by the words "Pending Assignment," the Member ID will be assigned within one business day. The card is still valid.

WISCONSIN DEPARTMENT OF HEALTH SERVICES

TEMPORARY IDENTIFICATION CARD FOR EXPRESS ENROLLMENT IN BADGERCARE PLUS

Name:	ID Number:
Jacob TestSmith	XXXXXXXXXX
Mary TestSmith	XXXXXXXXXX
Ben TestSmith	XXXXXXXXXX

Temporary Card Valid From: MM/DD/YYYY - MM/DD/YYYY

For services provided after the dates above, a ForwardHealth card should be presented or eligibility verified through ForwardHealth.

Express Enrollment Application Practice

1. Go to https://trn.access.wisconsin.gov.

2. Click on "Login" under "Providers/Hospitals."

3. Enter the following credentials:

   o User ID: sambecket3333

   o Password: Enter123!

Important

- **Do not submit practice Express Enrollment applications on the actual ACCESS website.**

- **Do not submit actual Express Enrollment applications on the practice website.**

Next Steps

- Temporary enrollment is short-term.

- An Express Enrollment applicant should complete an application for ongoing coverage as soon as possible.

- Information on the Express Enrollment Notice can be used to pre-populate some information on the application for ongoing coverage.

Note: To complete the application for ongoing benefits with the applicant, you must log out of ACCESS.

Applying for Ongoing Benefits

Applying for Ongoing Benefits

- After an applicant is temporarily enrolled, you should assist him or her in person to apply for ongoing BadgerCare Plus or Family Planning Only Services via access.wi.gov.

- In ACCESS, choose "Apply for Benefits" (AFB) and start a new application.

- Enter the information from the Express Enrollment Notice to pre-populate some of the information on the AFB application.

Note: AFB applications cannot be completed in APP.

Screenshot: Starting an AFB application showing how to link the Express Enrollment application

Linking the Express Enrollment Application

- Click the checkboxes for the individuals to import into the application for ongoing benefits.

- The Express Enrollment application number expires after 90 days.

- Applicants have a total of six attempts to link the Express Enrollment application with the AFB application.

- Applicants may link one Express Enrollment application to only one AFB application.

Linking the Express Enrollment Application

For more details about linking, refer to the [ACCESS Handbook, Chapter 12.5 Applying for Ongoing Benefits](#)

Applying for Ongoing Benefits

- An AFB application can be used to apply for other programs in addition to BadgerCare Plus or Family Planning Only Services (for example, Medicaid, FoodShare, and Child Care).

- If an applicant's ongoing benefits has recently ended, he or she should complete a renewal instead of an Express Enrollment application.

- Assist the applicant with contacting his or her agency to complete a renewal rather than completing a new application.
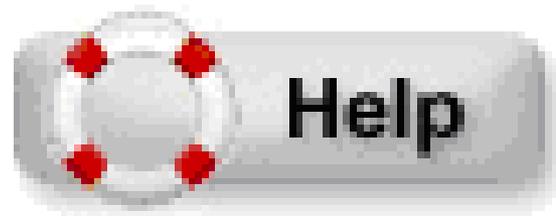
Additional Resources

Getting Help in ACCESS

In ACCESS, you can get more information by clicking on the "Help" button in the upper right corner of your screen. This will provide more details about content on the page.

Express Enrollment Resources

- ACCESS Handbook (Chapter 12)

  www.emhandbooks.wisconsin.gov/ah/ah.htm

- Express Enrollment webpage

  dhs.wisconsin.gov/forwardhealth/express-enrollment.htm

- ForwardHealth Portal Helpdesk

  866-908-1363

- ForwardHealth Provider Online Handbook

  https://www.forwardhealth.wi.gov/WIPortal/Subsystem/KW/Display.aspx

Thank you