



**Children's Long-Term Support Waiver Program  
Eligibility and Enrollment Streamlining Project Summary  
Updated September 2017**

The Department of Health Services (DHS) administers a number of § 1915(c) Home and Community-Based Services (HCBS) waiver programs under the federal authority of the Centers for Medicare and Medicaid Services (CMS). Federal HCBS waiver program approval requirements include the state's assurance that applicants have been determined eligible to meet Medicaid nonfinancial, financial, and functional level of care requirements, and are enrolled according to the state's protocols.

DHS will be implementing the Eligibility and Enrollment (EES) Streamlining centralized solution to automate and track the enrollment status of individuals who have applied for the Children's Long-Term Support (CLTS) Waiver Program. The EES automation utilizes the ForwardHealth portal and exchanges data with the Functional Screen Information Access (FSIA) and iChange to verify that individuals meet the HCBS waiver program requirements for continuous functional eligibility and Medicaid enrollment.

This EES automation functionality is already in place for Family Care, Pace and Partnership.

Wisconsin's county waiver agencies (CWAs) locally operate the CLTS Waiver Program, based on DHS established policies and procedures. The EES automation will replace the current manual CLTS waiver enrollment process, in which CWAs submit paper application, change and recertification forms to the Bureau of Children's Long Term Support Services (BCLTSS) via email. BCLTSS staff responds to the forms by entering data into a Microsoft Access database to maintain current enrollment information. The CLTS enrollment database is currently used to track and issue enrollment data for federal performance reports, program budgets, county contracts, and CLTS waiver service claims processing.

Once fully implemented, EES will replace the CLTS enrollment database maintained by BCLTSS and eliminate the current submission of paper forms by CWAs via email. DHS is phasing in the EES automation and is targeting the full implementation of the enrollment data entry by the CWAs later this .

The EES automation will include both a web-service and a daily batch update process to continuously update the participant's FSIA level of care determinations and iChange to verify initial and ongoing Medicaid eligibility for participants. If a CLTS waiver participant loses either functional eligibility or Medicaid eligibility, the child will automatically be disenrolled from the CLTS Waiver Program using adverse action timelines.



The EES automation includes the following key deliverables:

- **Parents/Guardians of Participants:** Will receive standardized, state-approved, CLTS Waiver Program legal notices regarding:
  - CLTS Waiver Program application enrollment decisions
  - CLTS Waiver Program disenrollment decisions
  
- **County Waiver Agencies/Authorizing Entities:** Will receive regular reports regarding CLTS Waiver Program enrollment determinations, including:
  - CLTS Waiver Program application enrollment
  - Monthly CLTS participant recertifications
  - Weekly CLTS participant suspensions
  - Weekly CLTS participant disenrollments
  
- **State Administrative Authority:** Will receive reports that allows DHS to track and monitor the following federally approved CLTS Waiver Program performance measures:
  - Completion of timely and accurate recertifications
  - Completion of timely and accurate level of care re-evaluations
  
- **Income Maintenance (IM) and County Waiver Agency Collaboration:** It is extremely important that county waiver agencies and Income Maintenance consortiums collaborate and closely communicate on the appropriate actions to ensure children with significant disabilities retain their eligibility for full-benefit Medicaid sub-programs necessary for the CLTS Waiver Program.

The CWA support and service coordinators are in regular contact with the children's families. DHS has instructed the CWAs that support and service coordinators must promptly assist families to seek another full-benefit Medicaid subprogram whenever a child's current source of Medicaid has ended.

- **CLTS Waiver Program and County Waiver Agency Contacts:** To access information about the CWAs' supervisors and lead staff for the CLTS Waiver Program, please click on the following link: <https://www.dhs.wisconsin.gov/clts/contact.htm>