



WISCONSIN DEPARTMENT  
*of* HEALTH SERVICES

# CLTS Waiver Enrollment Queue

Bureau of Children's Services (BCS)

# Background

- The Children's Long-term Support (CLTS) Waiver Program is sunsetting the Wait List module in the Program Participation System (PPS) and automating the enrollment process in ForwardHealth.
  - No change to eligibility requirements for CLTS Program enrollment, participants must be functionally eligible and have a qualifying form of Medicaid (MA).
  - County waiver agencies (CWAs) will continue to make referrals to income maintenance (IM) for Home and Community-Based Waiver (HCBW) MA as they do today.

# Background

- Starting in December, after a functionally eligible CLTS Program participant is enrolled in a qualifying MA plan ForwardHealth will automatically enroll them in CLTS as of the 1<sup>st</sup> of the next month.
  - Automation of this process ensures timely enrollment of eligible participants and less manual entry by the CWAs.

# Current State

- A child is screened and found functionally eligible for the CLTS Program.
  - This may be done by either the CWA or a state Katie Beckett MA screener using the Functional Screen Information Access (FSIA) system.
- The CWA enters the child on the statewide CLTS Program waitlist in PPS for tracking before enrollment.
- CWA confirms if the participant is enrolled in a qualifying Wisconsin MA program.
  - If the participant is not enrolled in a qualifying MA program, the CWA submits the required forms and information to apply for HCBW MA to the local IM consortium.

# Current State

- IM verifies the participant's eligibility for a qualifying MA program and enrolls them in the MA program.
- The participant and the support and service coordinator (SSC) initiate development of an individual service plan (ISP) that contains preliminarily identified supports and services for the participant.
- The CWA determines the start date, removes the child from the PPS waitlist, and enters enrollment in ForwardHealth.
- An enrollment confirmation letter and copy of the [CLTS Participant and Family Handbook](#) are mailed to the family.

# Future State

- A child is screened and found functionally eligible for the CLTS Program; this may be done by either the CWA or a state Katie Beckett MA screener using the FSIA system.
- CWA enters the participant on the Waiver Enrollment Queue (WEQ) in ForwardHealth.
- CWA confirms if the participant is enrolled in a qualifying Wisconsin MA program.
  - If the participant is not enrolled in a qualifying MA program, the CWA submits the required forms and information to apply for HCBW MA to the local IM consortium.

# Future State

- IM verifies the participant's eligibility for a qualifying MA program and enrolls them in the MA program.
- ForwardHealth automatically enrolls the participant in the CLTS Program on the first day of the month after the participant is functionally eligible and enrolled in a qualifying MA program.
  - This is the participant's enrollment effective date.
- An enrollment confirmation letter and copy of the [CLTS Participant and Family Handbook](#) are mailed to the family.
- The CWA completes the assessment for supports and services and ISP within 60 calendar days of the participant's enrollment effective date.

# Where To Go With Questions

- Questions for BCS:
  - [DHSBCSTAC@dhs.wisconsin.gov](mailto:DHSBCSTAC@dhs.wisconsin.gov)
- CWA contacts:
  - [dhs.wi.gov/clts/contact.htm](https://dhs.wi.gov/clts/contact.htm)