



Provider-Controlled Setting Determination Rules and Process

Business rules

- When to complete the [Provider-Controlled Setting Determination, F-03447 \(Word\)](#) form:
 - Participants living in a location that is staffed at all times the participant is present at the location.
 - ◆ For enrolled participants currently utilizing supportive home care (SHC), the provider control determination process must be done while the service is authorized.
 - ◆ For new participants choosing SHC as part of their individual service plan, the Provider-Controlled Setting Determination form must be completed before the service can be authorized.
 - If there is reason to believe that one of the tool responses may have changed since a previous evaluation, the IRIS Consultant Agencies (ICAs) must complete a new Provider-Controlled Setting Determination form.
- If the participant refuses or fails to cooperate with their IRIS consultant to complete the Provider-Controlled Setting Determination form within 30 days of being informed by the IC that the form needs to be completed, this will be considered program noncompliance and could result in a denial of service or involuntary disenrollment.
- ICAs must consult with their contract coordinator for purposes of technical assistance or areas in question.

Process

Detailed below is the provider-controlled setting determination process for participants who utilize a provider for SHC services. This includes daily rates and hourly rates.

1. The ICA completes the [Provider-Controlled Setting Determination, F-03447 \(Word\)](#) form with the participant. Based on the outcome of tool, the ICA determines if the setting is provider-controlled or not.
 - a. If **not** provider-controlled, the ICA will continue to authorize SHC services as a daily rate or hourly rate based on the provider's billing practices.

- b. If provider-controlled, the ICA informs the participant the setting must either be certified as a 1-2 Bed Adult Family Home (AFH) or licensed as a 3-4 Bed AFH.
2. The ICA uploads the Provider-Controlled Setting Determination form to the care management system's document console.
3. From the date of notification that the setting is provider-controlled, the participant, with the support of their ICA, must inform the provider immediately of the need to become certified or licensed. If the process is not initiated within 30 days, the provider is not eligible to provide SHC, and the SHC service authorization will be ended.
4. Once the completed Provider-Controlled Setting Determination form is uploaded to the care management system, the provider has 30 days to initiate the licensing process with the Division of Quality Assurance or the certification process with the IRIS 1-2 Bed AFH Certification team. Updates on the status of an AFH certification can be requested at dhsdqaballicensing@dhs.wisconsin.gov for 3-4 bed AFHs and email to DHSIRISAFH@dhs.wisconsin.gov for 1-2 bed AFHs.
5. Once the certification or licensing process has been initiated, the Wisconsin Department of Health Services and the ICA will ensure the process has been completed in accordance with the applicable licensing or certification agency requirements. If a provider has been denied certification or licensure by the applicable agency, the ICA will issue written notification to the participant that the provider is not eligible to provide SHC, and the SHC service authorization will be ended.