

**GUIDE TO USING PROVIDER IDs
IN THE PPS MH/SA DATA SYSTEM**



State of Wisconsin Department of Health Services

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SUMMARY

This document is targeted to mental health and substance abuse (MH/SA) providers to explain what provider ID's are, how to obtain provider ID's, and which provider ID's to report with Program Participation System (PPS) client data to the State Department of Health Services.

Both a National Provider ID (NPI) and Wisconsin Provider ID (WPI) system exist, but all providers must have a WPI before being submitted to the PPS MH/SA data system.

- If a provider has an NPI, register the NPI and apply for a WPI with the State DHS. Both are achieved through one application process.
- If a provider has no NPI, apply for a WPI with the State DHS.

Use a provider's NPI to report data to the PPS MH/SA data system whenever available. Otherwise, report the WPI.

Background

Two Provider ID systems exist.

NPI: A National Provider Identifier, or NPI, is a unique 10-digit identification number issued to health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS). The NPI is now required for Medicaid and Medicare providers and is used by other payers, including commercial healthcare insurers. The previous Medicaid Provider ID system is no longer in place. The transition to the NPI was mandated as part of the Administrative Simplifications portion of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and CMS began issuing NPIs in October 2006. To find out more, go to:

<http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/NationalProvIdentStand/index.html>

WPI: Not all providers have an NPI. Thus, the Wisconsin Department of Health Services (DHS) set up the Wisconsin Provider Identifier (WPI) system to ensure all providers reporting data to DHS have a provider ID using a common numbering scheme. As a result, providers with an NPI still need to register with the State DHS for a WPI.

What type of providers should be reported to the PPS MH/SA data system?

All MH/SA services delivered to clients whom are the responsibility of the county public MH/SA agency must be reported to the PPS data system. Both the county itself and its contracted providers should be reported with provider IDs to PPS with client service data.

Agencies vs. Individuals:

The purpose of the PPS MH/SA data system is to record the organization/agency responsible for service delivery, not the individual staff member providing the service. Although individuals may have their own provider ID, the State DHS does not track individual staff and their IDs should not be submitted to PPS. The only exception is when an individual is operating as a business such as an independent consultant or LLC, in which case their provider ID may be submitted. If counties wish to track individual staff in the PPS data system, the Worker ID field may be used.

- *Example:* An independent psychiatrist is contracted by a county. Record the psychiatrist's individual provider ID with the PPS data describing the services he/she provided.
- *Example:* A psychiatrist serving as a county employee provides services. Record the county's provider ID with the PPS data describing the psychiatric services he/she provided.

Agencies vs. Agency Units:

If individual units of an agency have their own provider ID's, their provider ID may be submitted to the PPS MH/SA data system depending on the circumstances. If both the parent agency and the unit have their own provider IDs, decide which provider ID to use based on whether or not the agency's unit has a unique line of business.

- If the agency unit provides a service component unique to the agency, submit the unit's provider ID.
- If the agency unit provides similar services to other units of the agency, submit the parent agency's provider ID.
- If a decision cannot be made based on these criteria, use the parent agency's provider ID as the default ID.

The following examples may also help in making decisions about which provider ID to submit with PPS MH/SA data:

- A psychiatric or detoxification unit of a hospital may be reported using their own provider ID as opposed to the hospital's overall provider ID.
- An outpatient unit of an agency that also provides residential services may be reported using their own provider ID.
- If an agency has two different branch locations providing the same service, report the parent agencies provider ID.
- If an agency has two different branch locations providing different services, report services with the branch units' provider IDs.
- If an agency unit providing unique services does not have its own provider ID, a county may request a provider ID for the unit through the State DHS or report services using the default parent agency provider ID.

Searching for a Provider ID

Setting up a County Provider ID List

Counties should maintain their own list of provider IDs. As new providers are used, the county should ask for the new provider's NPI/WPI and record it in their list to use as a reference for recording provider data in PPS.

At the beginning of 2012 when the State DHS began the transition from HSRS to PPS, all counties were asked to submit a list of their current MH/SA providers to DHS. The State DHS returned the provider list to each county with WPI's for each provider in an Excel spreadsheet. This spreadsheet could serve as a county's initial provider ID list.

Available Provider ID Search Databases

If the Provider ID cannot be obtained from the provider or the current County provider database, a search process can be used. What databases are available to search?

State of Wisconsin WPI database: Regardless of which provider ID is submitted, it must be registered in the WPI database to be accepted in the PPS MH/SA data system. When a WPI is obtained, it is stored in the Wisconsin WPI database. Before an NPI is submitted to the PPS MH/SA data system, it must be registered with the Wisconsin WPI database. The Wisconsin Provider Index (WPI) is the State database of all registered providers with WPIs and their associated NPIs. *Thus, the first place to search for an existing provider ID should be the Wisconsin WPI database.*

National NPI database: The National Plan and Provider Enumeration System (NPPES) is the national database of all providers with NPIs in the U.S. If an NPI could not be obtained through a WPI database search, the NPI database can be searched for a provider's NPI, but it cannot be used in the PPS MH/SA data system until it is registered.

Steps for Searching for Registered Provider IDs

1. Search the ForwardHealth WPI Site:

Search for registered provider IDs at the Wisconsin DHS ForwardHealth WPI search site (see screen display on next page). You may search by Provider ID, Provider Name, County, or Zip Code. Results will display the provider's NPI and WPI if available. The website address is:

<https://www.forwardhealth.wi.gov/WIPortal/Wisconsin%20Provider%20Index/Public%20Provider%20Search/tabid/294/Default.aspx>

ForwardHealth WPI Search Site

The screenshot shows the ForwardHealth WPI Search Site interface. At the top, there is a navigation bar with links for 'wisconsin.gov home', 'state agencies', 'subject directory', and 'department of health services'. The ForwardHealth logo is on the left, and a search box is on the right. Below the logo, the text 'Wisconsin serving you' is visible. The main content area is titled 'WPI Provider Search' and includes a disclaimer and search instructions. The search criteria section contains several input fields: Provider ID (with a note '(NPI/WPI)'), Provider Name (with a note '(Business or Last Name)'), County (a dropdown menu), State (set to 'WI'), ZIP Code, and Program Served (a dropdown menu). There are 'Search' and 'Clear' buttons at the bottom right of the search criteria section. Below the search area, a message box displays '*** No rows found ***'.

2. Search through the PPS MH/SA on-line data entry screens (alternative to Step #1): Search for registered provider IDs using the provider search function on the Service Details page of the PPS MH/SA on-line web data system. You may search by Provider ID, Provider Organization Name, First Name, Last Name, City, Zip Code, or Tax ID. Results will display the provider's NPI and WPI if available. The same database is accessed as through the ForwardHealth WPI search site described in step #1 above.
3. If an NPI was found, use it when reporting data to the PPS MH/SA data system.
4. If no registered NPI was found through one of the search options above, use the WPI.
4. If neither an NPI nor WPI was found, request a new WPI from the State DHS (see instructions on next page).

Important notes about the Search Process:

1. You must spell provider names and type codes exactly correct or the search will fail. Thus, if an initial search fails, search again using an alternative spelling of the name or an alternative code.
2. Although fields exist to search for individuals with Provider IDs, remember that the State DHS does not track individual staff and their IDs should not be submitted to PPS. The only exception is when an individual is operating as a business such as an independent consultant or LLC.

Obtaining or Registering a Provider ID

- Every provider of services submitted to the PPS MH/SA data system must have a WPI.
- While NPIs should be submitted to the PPS MH/SA data system when available, they must first be registered in the WPI database.

If no registered NPI nor WPI could be found for a provider through the search process, the county should request a WPI for its provider from the WPI Work Site. Only County agencies can obtain or register provider IDs for themselves and their contracted providers. To request a new WPI or register an NPI, instructions can be found at the WPI Work Site after access is granted:

<https://share.health.wisconsin.gov/it/ltc/sos/wpi/SitePages/ProviderList.aspx>

The process for obtaining/registering a WPI or registering an NPI is the same. Requesting a WPI is the process for registering a provider and ID into the database that supports the PPS MH/SA data systems. Only County agencies can register NPIs/WPIs for their providers. Use the following steps to obtain or register a provider ID:

1. Obtain access to the WPI Work Site using SharePoint:

A State of Wisconsin ID and password must be used to access the WPI Work Site using SharePoint. If you do not currently have a State of Wisconsin ID and password, follow the instructions in **Appendix A** at the end of this document to obtain them.

2. Go to the WPI Work Site using the web address above and log in.

3. Under the New Provider List section, select “Add New item” at the bottom of the page.

Site Actions • Browse Page Connor, Tim G

WPI Work Site • Home

Home Search this site...

All Site Content

Wisconsin Provider Index (WPI) Work Site

FAQS

Requesting a new provider

Use these instructions to request new providers.

1. Click the "Add new item" link at the bottom of the "New Provider List" below.
2. Complete the form.
3. Click "Save" in the upper left corner.
4. After DHS has processed your new provider request, you will be notified at the email address you provided.

New Provider List

Edit	Completed	Organization Name	NPI	HSRS ID	Billing City	Billing State	Requestor email Address	Requestor Name	Requestor Phone Number
There are no items to show in this view of the "New Provider List" list. To add a new item, click "New".									

Add new item

Edit

Save Close Paste Cut

New-Provider Request

PROVIDER INFORMATION

Type of Request

New Provider *
 Provider Address Change
 Provider Name Change

*Organization Name:
(or Provider First Name)* *

Provider Last Name:

County Provider Located In: * ▼

Provider Type: * ▼

Provider License Type: * ▼

Requesting Agency RU: * ▼

TIN: *

TIN Type: * ▼

*Provider Phone:
(use format ### ###-####)* *

Provider email:

NPI:

PROVIDER BILLING INFORMATION

Billing Address Line 1: *

Billing Address Line 2:

Billing City: *

Billing State: ▼

Billing Zip: *

Billing Zip 4:

REQUESTOR INFORMATION

Requestor Name: *

Requestor email Address: *

*Requestor Phone Number:
(use format ### ###-####)* *

ASSIGNED PROVIDER NUMBERS
(DHS Use Only)

WPI Provider Number:

HSRS Provider Number:

Status: ▼

4. A New Provider Request form will appear in a new window (as displayed above). Fill out all the items on the form except for the Assigned Provider Numbers section, which is where DHS will document the new provider numbers. Click the “Save” button after you have completed the form.

- **Be sure to record the provider’s NPI on the form if they have one so it can be entered into the WPI database to be used for cross-referencing.**

5. You will receive an email including the new WPI from DHS when your provider request has been completed.

Obtaining an NPI:

If a county or private provider wishes to obtain an NPI, the provider must request an NPI through the National Plan and Provider Enumeration System (NPPES). To request a new NPI, instructions can be found at:

<http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/NationalProvIdentStand/apply.html>

How to Get Help?

You can contact the SOS Desk at (608) 266-9198 or dhssoshelp@wisconsin.gov if you have questions.

APPENDIX A:

COUNTY INSTRUCTIONS FOR ACCESSING SHAREPOINT and the WPI WORK SITE

County staff must have a State of Wisconsin ID to log in to SharePoint. A State of Wisconsin ID is not the same as a WAMS ID. Multiple users from a single county may register for access to SharePoint, but each individual user will need to register to be granted SharePoint access.

How to register for a State of Wisconsin ID and gain access to the WPI Work Site

1. Navigate to <http://register.wisconsin.gov>
2. Select “Self Registration”
3. Accept the User Acceptance Agreement
4. Complete the registration process as instructed in the display below.

The screenshot shows the 'Account Creation' form with the following fields and annotations:

- Profile Information:** A red box highlights the First Name, Middle Initial, Last Name, Suffix, and E-Mail fields. A yellow callout box says: "Enter name and email address (required). Other information is optional." Red asterisks are next to the First Name, Last Name, and E-Mail fields.
- Systems You Will Access:** A red box highlights the Systems dropdown menu. A yellow callout box says: "Select 'SharePoint'". A red asterisk is next to the Systems field.
- Other fields:** Phone, Mailing Address (Street Address, City, State/Province, Zip Code).

5. After you have your State of Wisconsin ID, you must email it to the SOS Desk at dhssoshelp@wisconsin.gov so that access can be granted to the WPI Work Site.
6. Once you have been granted access to the WPI Work Site, you can login to the WPI Work Site at:

<https://share.health.wisconsin.gov/it/lc/sos/wpi/SitePages/ProviderList.aspx>

7. In the SharePoint login screen, use “WIEXT\[login ID]” in the user name field as displayed below. Then type your password in the Password field and click on “OK”. You should be granted access to the WPI Work Site to request a new provider ID.



Forget your ID or password?

If you forget your State of Wisconsin ID or password, you can recover it at:
<http://register.wisconsin.gov/AccountManagement/accrecovery/EmailEntry.aspx>