

**CLTS Program Intake Process:  
Program Participation System (PPS)**

**Referral Date**

**Referral**

Maximum of **10 calendar days\*** to:

- Contact the family to schedule Functional Screen.

**Eligibility**

Maximum of **45 calendar days\*** to:

- Complete eligibility determination.
- Issue both results and notification of rights.

Enter all eligible children into PPS **within 5 calendar days** of FS eligibility.

- Referral date is the CLTS start date in PPS.

**State-Level Enrollment Administration**

- Child is deemed enrollable.
- Check the child's enrollment status in WI Medicaid.
- If the child is not enrolled in WI Medicaid, the CWA must assist the family in a qualifying Medicaid program.
- If needed, crisis criteria is documented.

*\*A child has one referral date. The 10 and 45 day eligibility requirements are completed once per child by the initiating agency (i.e. the agency that received the referral). The county waiver agency moves forward with the remaining enrollment activities.*



**WISCONSIN DEPARTMENT  
of HEALTH SERVICES**

P-02049 (08/2021)

**CLTS ENROLLMENT PROCESS:  
Completed in Eligibility and Enrollment Streamlining (EES) portal**

**Child is Enrollable**

**Enrollment**

Maximum of **30 calendar days** to:

- Meet all CLTS eligibility criteria.
- Place an end date in child's record in PPS.
- Enroll child in EES.

**Individual Service Plan**

Maximum of **60 calendar days** to complete the Individualized Service Plan (ISP):

- The SSC and family agree with the plan.
  - Obtain necessary ISP signatures within 60 days of this date.
  - Schedule and authorize services.
  - Start date of monthly SSC contacts and activities.
  - Start date of SSC face-to-face meetings with the child and family at a minimum of every 6 months.