



WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

Provider IDs in the PPS Mental Health and Substance Use Modules

Summary

This document is targeted to mental health and substance use providers to explain provider IDs, how to obtain provider IDs, and which provider IDs to report with Program Participation System (PPS) participant data to the Department of Health Services (DHS).

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 mental health and substance use modules. If a provider has an NPI, register the NPI and apply for a WPI with DHS. If a provider has no NPI, apply for a WPI with DHS. Once registered, use a provider's NPI to report data to the PPS mental health and substance use modules whenever available. Otherwise, report using the WPI.

ID Types

NPI

A NPI is a unique 10-digit identification number issued to health care providers in the U.S. by the Centers for Medicare & Medicaid Services (CMS). The NPI is required for Medicaid and Medicare providers and is used by other payers, including commercial health care insurers. To find out more, visit [the CMS website](#).

WPI

Not all providers have an NPI. DHS set up the 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 DHS for a WPI.

What type of providers should be reported?

All mental health and substance use services delivered to participants who are the responsibility of the county public mental health and substance use agency must be reported to PPS. Both the county itself and its contracted providers should be reported with provider IDs to PPS with participant service data.

Agencies vs. Individuals

The purpose of the PPS mental health and substance use modules is to record the organization or agency responsible for service delivery, not the individual staff member providing the service. Although individuals may have their own provider ID, 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 PPS, the worker ID field may be used. Below are some examples of when an individual provider ID should be used or should not be used.

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

Agencies vs. Agency Units

If individual units of an agency have their own provider IDs, their provider ID may be submitted to the PPS mental health and substance use modules 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 unit, 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:

- 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.
- An agency with two different branch locations providing the same service should both report using the parent agency's provider ID.
- An agency with two different branch locations providing different services should report services with the branch units' provider IDs.
- An agency unit providing unique services that does not have its own provider ID can either have a provider ID requested for the unit 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.

Available Provider ID Search Databases

If the provider ID cannot be obtained from the provider or the current county provider database, the county will have to look up the provider ID.

WPI database

Regardless of which provider ID is submitted, it must be registered in the WPI database to be accepted in the PPS mental health and substance use modules. When a WPI is obtained, it is stored in the WPI database. Before an NPI is submitted to the PPS mental health and substance use modules, it must be registered. The Wisconsin Provider Index is the state database of all registered providers with WPIs and their associated NPIs. The first place to search for an existing provider ID should be the WPI database.

NPI database

The National Plan and Provider Enumeration System 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. However, the NPI cannot be used in the PPS mental health and substance use modules until it is registered. The NPI search site is <https://npiregistry.cms.hhs.gov/>.

Steps for Searching for Registered Provider IDs

- Use the [ForwardHealth WPI Provider Search](#) to search for registered provider IDs. You may search by provider ID, provider name, county, or Zip code. Results will display the provider's NPI and WPI if available.
 - Alternatively, use the provider search function on the Service Details page of the PPS mental health and substance use modules.
 - 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 Provider Search.
- If an NPI was found, use it when reporting data to the PPS mental health and substance use modules.
- If no registered NPI was found through one of the search options above, use the WPI.
- If neither an NPI nor WPI was found, request a new WPI from DHS.

Notes about the Search Process

You must spell provider names and type codes precisely or the search will fail. If an initial search fails, you should search again using an alternative spelling of the name or an alternative code.

Although fields exist to search for individuals with provider IDs, 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.

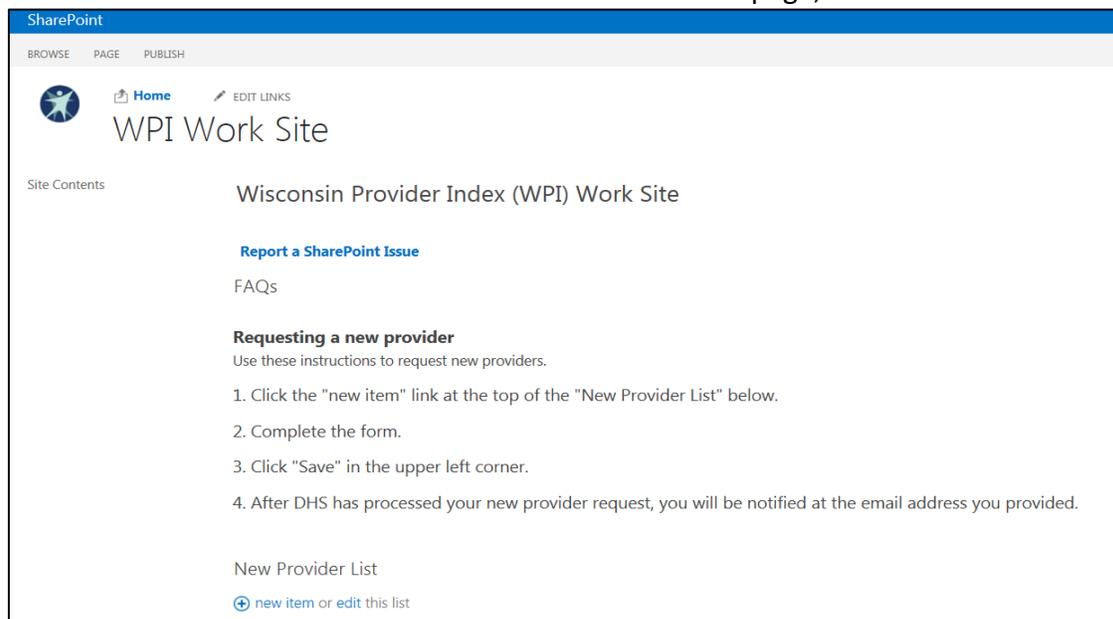
Obtaining or Registering a Provider ID

Every provider of services submitted to the PPS mental health and substance use modules must have a WPI. While NPIs should be submitted to the PPS mental health and substance use modules when available, they must first be registered in the WPI database.

The process for obtaining a WPI or registering an NPI is the same. Obtaining a WPI is the process for registering a provider and ID into the database that supports PPS. If neither a registered NPI nor WPI could be found for a provider through the search process, the county should request a WPI for the provider from the WPI Work Site. Only county agencies can obtain or register provider IDs for themselves and their contracted providers.

Obtaining or Registering a WPI

1. Obtain access to the WPI Work Site. 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 to obtain them.
2. Go to the [WPI Work Site](#) and log in.
3. Under the New Provider List section at the bottom of the page, select “new item.”



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:

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:

Status:

Open

4. A New-Provider Request form will appear in a new window. 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 from DHS notifying you of the new WPI 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. Instructions on how to request a new NPI can be found at <https://nppes.cms.hhs.gov/NPPES/Welcome.do>.

Contact Information

Hours of operation: 8:00 a.m. to 4:00 p.m. (Monday-Friday)

SOS Help Desk

dhssoshelp@dhs.wisconsin.gov

Phone: 608-266-9198

Fax: 608-267-2437

Appendix A: Instructions for Accessing SharePoint and the WPI Work Site

County staff must have a State of Wisconsin ID to access SharePoint. A State of Wisconsin ID is not the same as a Wisconsin Access Management System or 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.

Registering for a State of Wisconsin ID and Accessing the WPI Work Site

1. Navigate to <http://register.wisconsin.gov>.
2. Select "Self Registration" from the menu on the right side of the screen.
3. Read through and accept the User Acceptance Agreement.
4. Complete the registration process and make sure to select "SharePoint."

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 e-mail 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 (with format 6085551234), 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 Help Desk](#) and request access to the WPI Work Site.
6. Once you have been granted access to the [WPI Work Site](#), you can log in.

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 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/acctrecovery/EmailEntry.aspx>.