

CLTS Waiver Program County Waiver Agency (CWA) Provider Registry Gateway Desk Aid



WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

P-02552 (11/2020)

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Background

The [CLTS CWA Provider Registry Gateway](#) is an efficient, secure location for CWAs to access provider information and credential documentation for registered and initially qualified providers only. The Gateway will be updated on a regular basis with new provider registration information and revisions to existing registered providers.

This site is intended for designated CWA staff who need access to CLTS provider registration and credential information to:

- Screen and determine whether providers are fully qualified.
- Manage provider purchase of service (POS) contracts and/or provider agreements.
- Authorize services.
- Manage provider quality assurance record reviews and state and federal audit.

Access

To request or change access to the Gateway

Each Gateway site user is required to obtain a [Wisconsin Logon Management System \(WILMS\)](#) user name. To obtain a WILMS user name, follow the instructions on the DOA Wisconsin Logon Management System webpage:

<https://register.wisconsin.gov/accountmanagement/default.aspx>

To request access to the Gateway, enter your WILMS ID and contact information into the [County Waiver Agency's CLTS Waiver Provider Contact Request form, F-02341](#).

If a staff member no longer requires access to this information due to changes in job duties or employment, please notify DHS immediately by completing form [F-02341](#).

After requesting access

Use the following link to enter the County Waiver Agency Provider Registry Gateway:

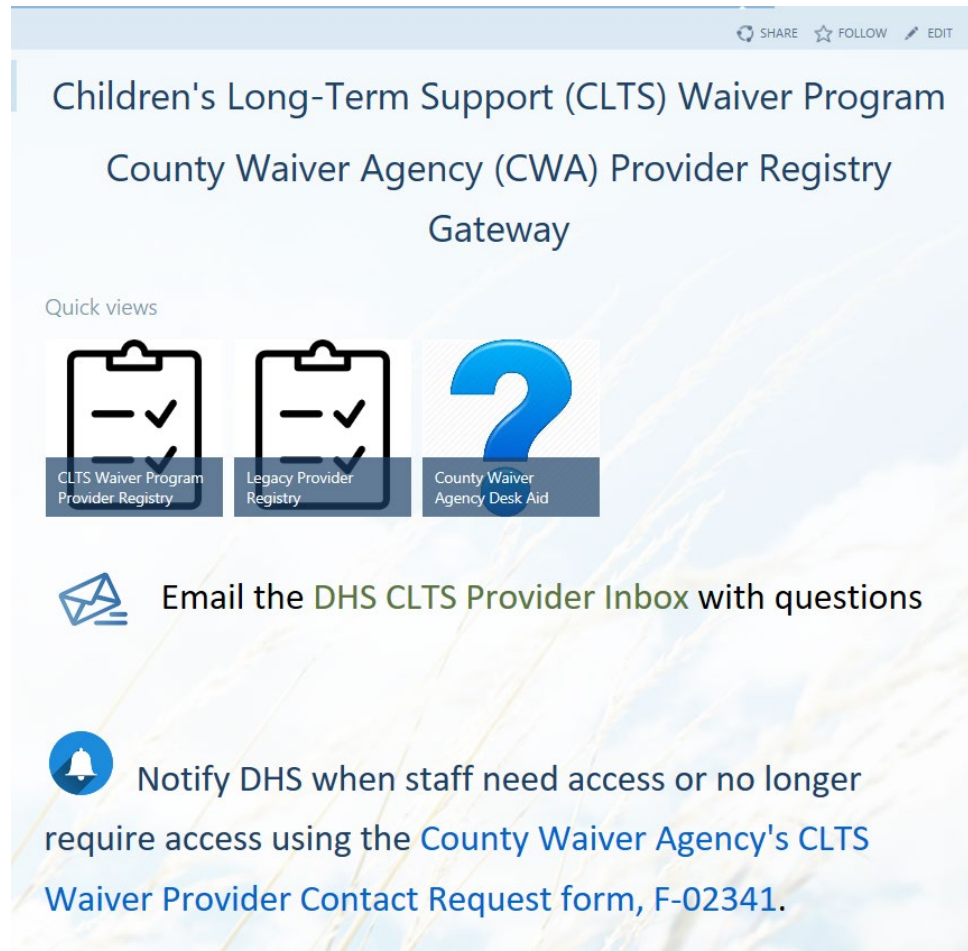
<https://share.health.wisconsin.gov/ltc/bcs/SitePages/Home.aspx>

The Gateway landing page includes icons that allow CWAs to access both the Legacy and the CLTS Waiver Program provider registries.

If you have questions about this desk aid contact the DHS Provider inbox at DHSCLTSprovider@DHS.wisconsin.gov.

Using the Gateway

Landing Page



CLTS Waiver Program Provider Registry



This icon allows you to access the CLTS Waiver Program Provider Registry. This registry includes providers who have completed the enhanced provider registration process. Providers in this list have successfully completed the registration form, uploaded a completed CLTS Waiver Provider Medicaid Agreement form, and uploaded the credential documents required to be authorized to deliver the CLTS service they have selected.

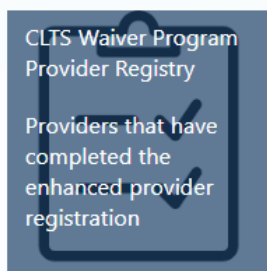
DHS has reviewed and validated each provider's registration information and credential documents and issued an initial qualification status determination. Providers in this registry have

one of three statuses assigned based on the results of the DHS review of the initial qualification documents for the services selected during the CLTS waiver provider registration.

- **Approved:** The information and documents included with the registration meets the initial qualification requirements for the services listed.
- **Pending:** Additional information is required. DHS is working with the provider and has requested more information.
- **Denied:** The provider did not meet the initial qualification requirements for the services listed.
- To view the qualification status, detailed provider information, and qualification documents for an **Initially Qualified** provider:

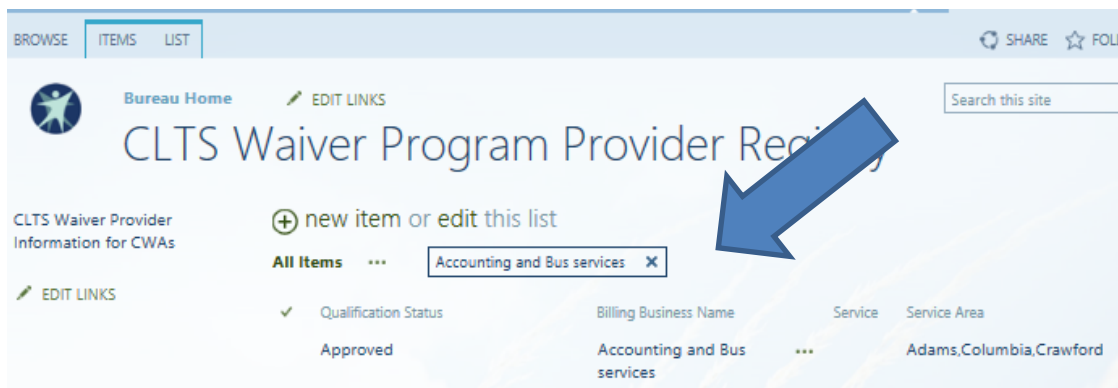
Using the Registry

1. Click the icon for “CLTS Waiver Program Provider Registry.”

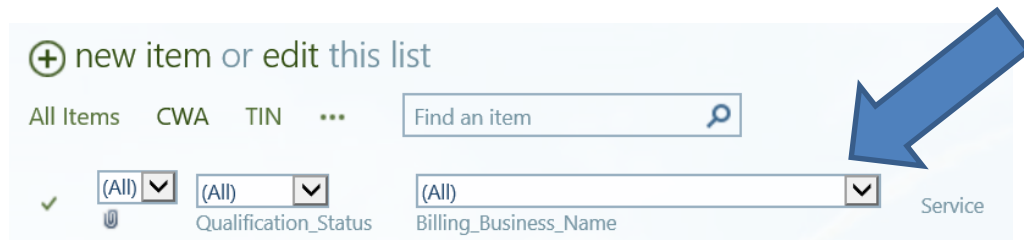
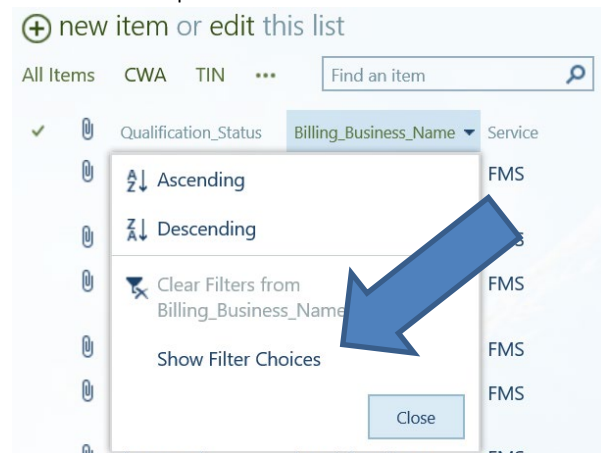


You can search by name, service, or county service delivery area from the primary view.

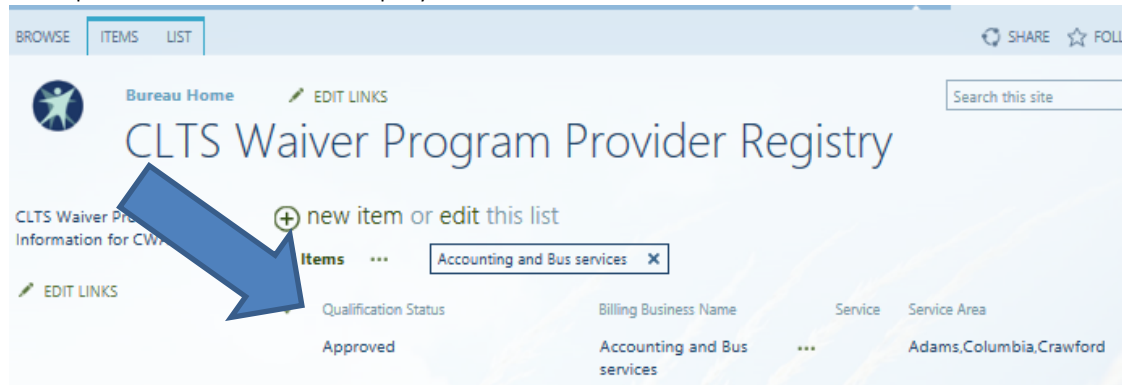
2. To search for a provider by name, service, or county service delivery area, enter the search information in the “find an item” box.



Or locate a specific provider by selecting “Show Filter Choices” and then selecting the provider from the dropdown list.



3. The qualification status is displayed in the first column.



- Click on the provider name to view a printable list of the detailed provider information. Detailed provider information is not viewable if the provider status is "pending" or "denied."

BROWSE ITEMS LIST SHARE FOLL

Bureau Home EDIT LINKS Search this site

CLTS Waiver Program Provider Registry

CLTS Waiver Provider Information for CWAs

+ new item or edit this list

All Items ... Accounting and Bus services X

| Qualification Status | Billing Business Name | Service Area |
|----------------------|-----------------------------|-------------------------|
| Approved | Accounting and Bus services | Adams,Columbia,Crawford |

| | |
|-----------------------|---|
| Registration ID | 12 |
| Time Started | 11/11/2019 |
| Date Submitted | 11/11/2019 |
| email | faheed.mollah@wisconsin.gov |
| BusinessType | LLC |
| Business Type Other | |
| TIN | 592190334 |
| TIN_Type | EIN |
| Attest to Bonding | Yes |
| CPA_YN | Yes |
| License Number | 1234234234 |
| Licensing Agency | Test agency |
| License State | WI |
| Licesnse Expiration | 12/6/2019 |
| Qualification Text | test qualifications |
| Qualification File | http://surveygizmoreponseuploads.s3.amazonaws.c 70a4f9c78657e4790815f651875f96c7_Work_Experier |
| Billing Business Name | Accounting and Bus services |

- You are also able to view the qualifying documents that the provider attached during registration:

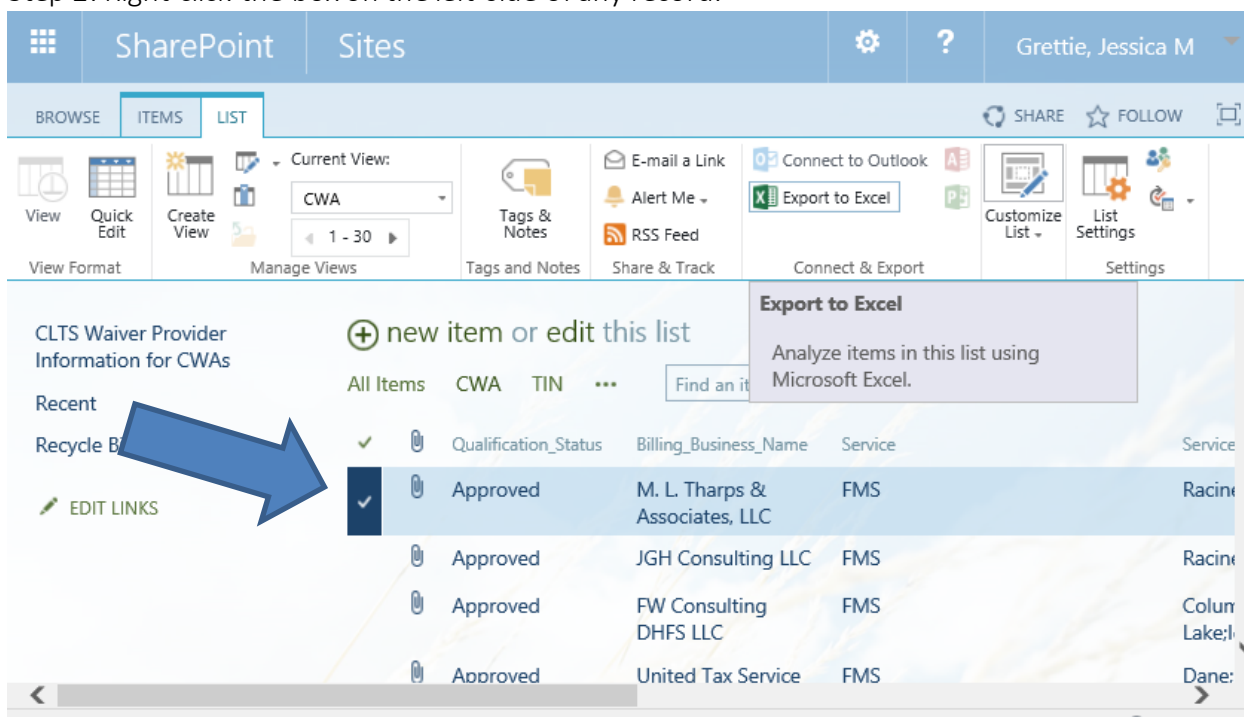
Attachments 0-4265-waiver_program.pdf

6. Detailed provider credential documents are not viewable if the provider status is “pending” or “denied.”
7. Exporting the List to Excel: This can be helpful to filter or sort the full list of providers to find all providers based on certain criteria, the data can be exported to Excel:

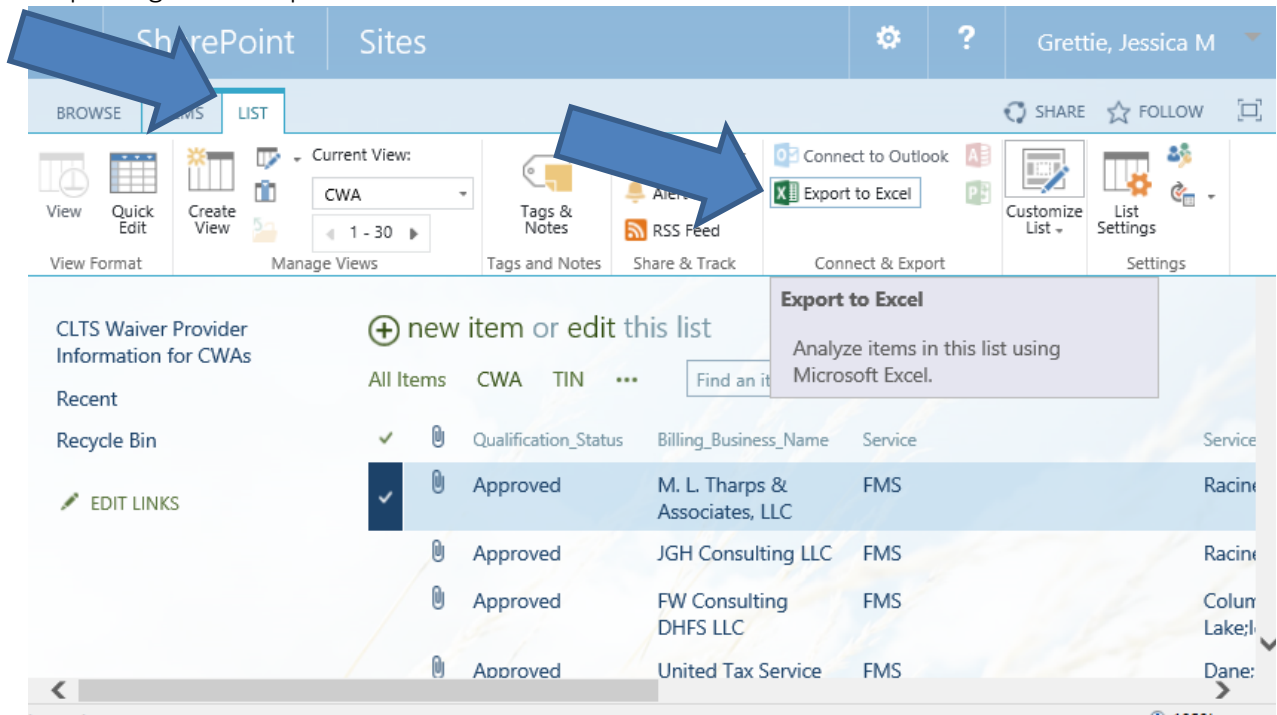
Step 1: Open the [Children’s Long-Term Support \(CLTS\) Waiver Program County Waiver Agency \(CWA\) Provider Registry Gateway](#) CLTS Waiver Program Provider Registry list



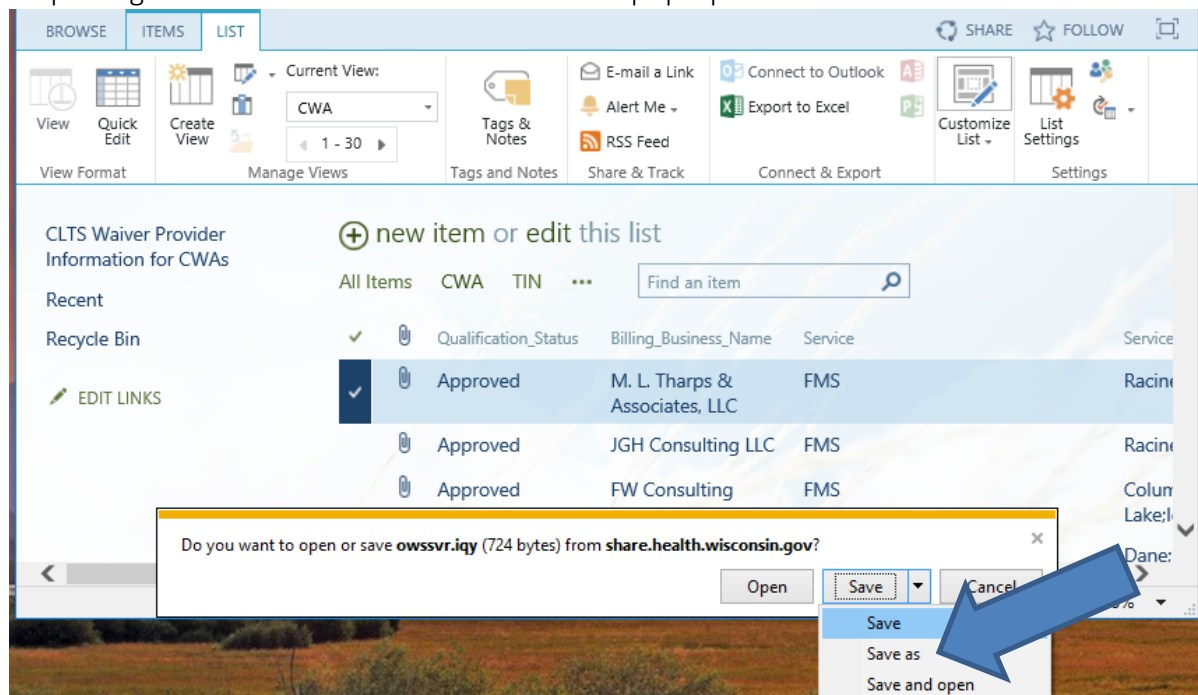
Step 2: Right click the box on the left side of any record.



Step 3: Right click Export to Excel in the List menu.



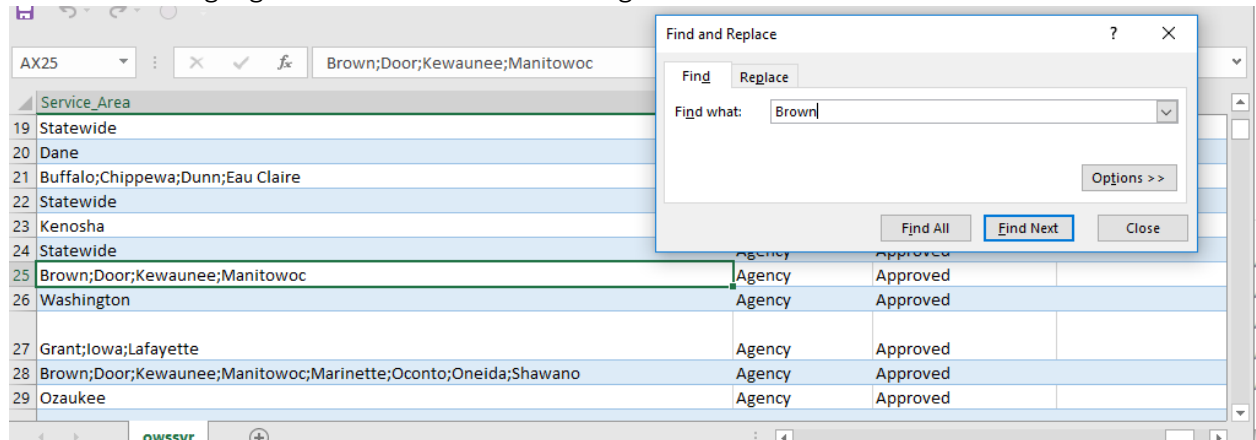
Step 4: Right click Save and select Save as in the pop-up box.



8. Searching in Excel

Using Control+F: Allows the user to search for a string of words or numbers across highlighted columns or the entire sheet

- Hold down the Control key and the letter F to open a “Find” box
- Type the search criteria in the box
- Right click “Find All” or “Find Next”
- Excel will highlight the cell or cells containing the search criteria

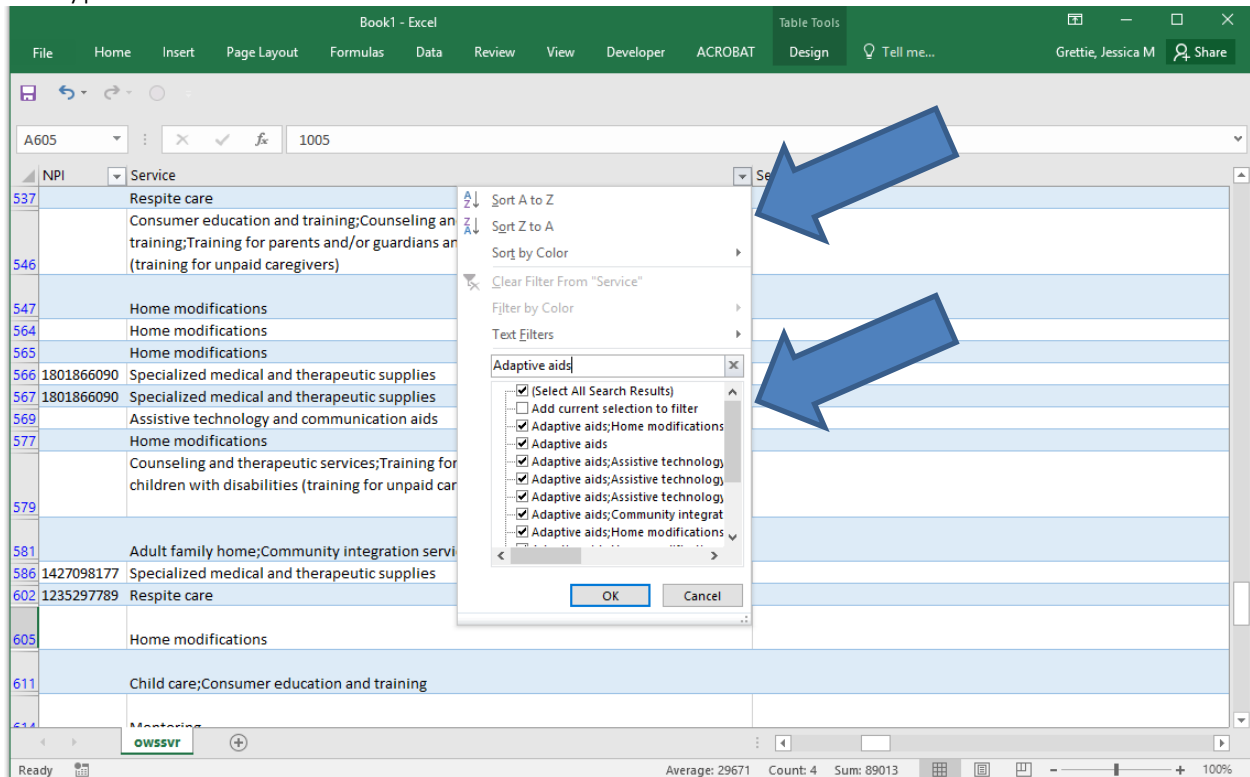


Filtering

- Filtering allows the user to exclude all records that do not contain the search criteria.
- Use the Filter function to identify all providers of a specific name, type, service area, or approval status.

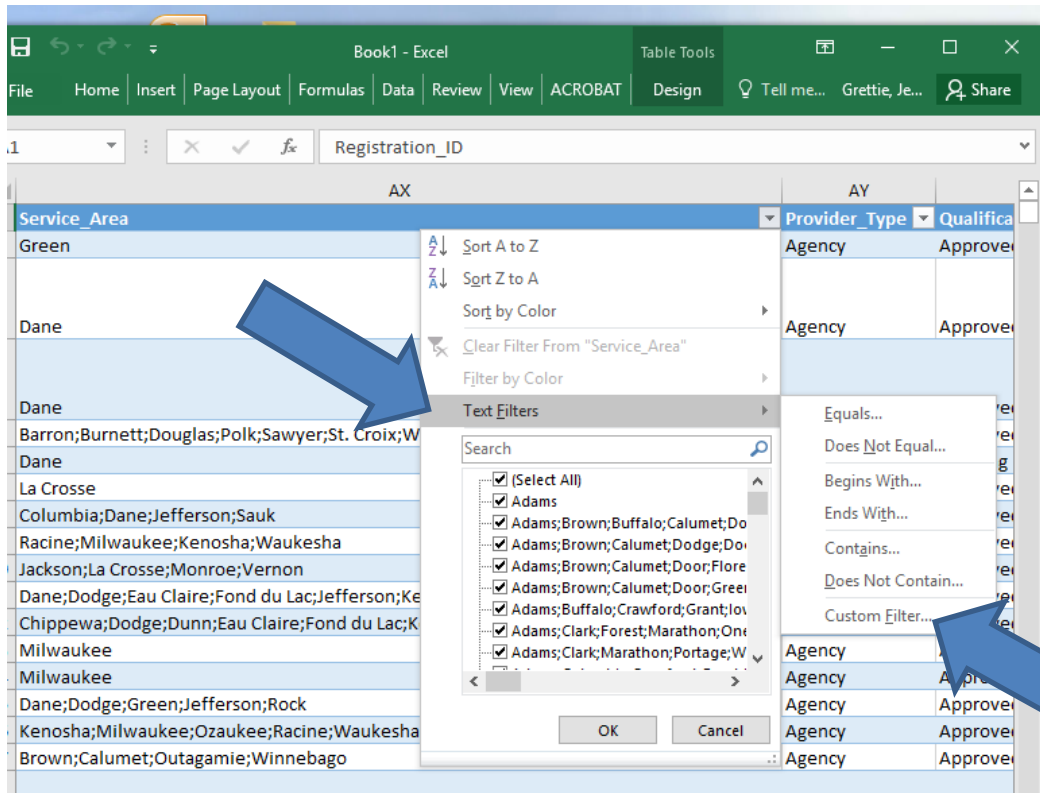
How to apply a filter:

1. Right click the triangle on the right side of the column heading to open the Filter menu
2. Type the filter criteria in the box



Filtering By County

1. Open the filter dropdown menu for the Service Area column
2. Select "Text Filters"
3. Select "Custom Filters"



4. Select "Or" in the Custom AutoFilter pop-up box.
5. Select "equals" in both drop down boxes
6. Enter the county name with an asterisk (*) in front and at the end of the name
7. Enter Statewide with an asterisk (*) in front and at the end of the name

| Service_Area | Provider_Type | Qualification_Status |
|---|---------------|----------------------|
| Green | Agency | Approved |
| Dane | Agency | Approved |
| Dane | Agency | Approved |
| Barron;Burnett;Douglas;Polk;Sawyer;St. Croix;Washburn | Agency | Approved |
| Dane | Agency | Pending |
| La Crosse | Agency | Approved |
| Columbia;Dane;Jefferson;Sauk | Agency | Approved |
| Racine;Milwaukee | | |
| Jackson;La Crosse | | |
| Dane;Dodge;Eau Claire | | |
| Chippewa;Dodge;Milwaukee | | |
| Milwaukee | | |
| Dane;Dodge;Green | | |
| Kenosha;Milwaukee | | |
| Brown;Calumet;Oshkosh | | |
| Statewide | | |

Custom AutoFilter

Show rows where:

Service_Area

equals

Dane

And

Or

equals

Statewide

Use ? to represent any single character

Use * to represent any series of characters

OK

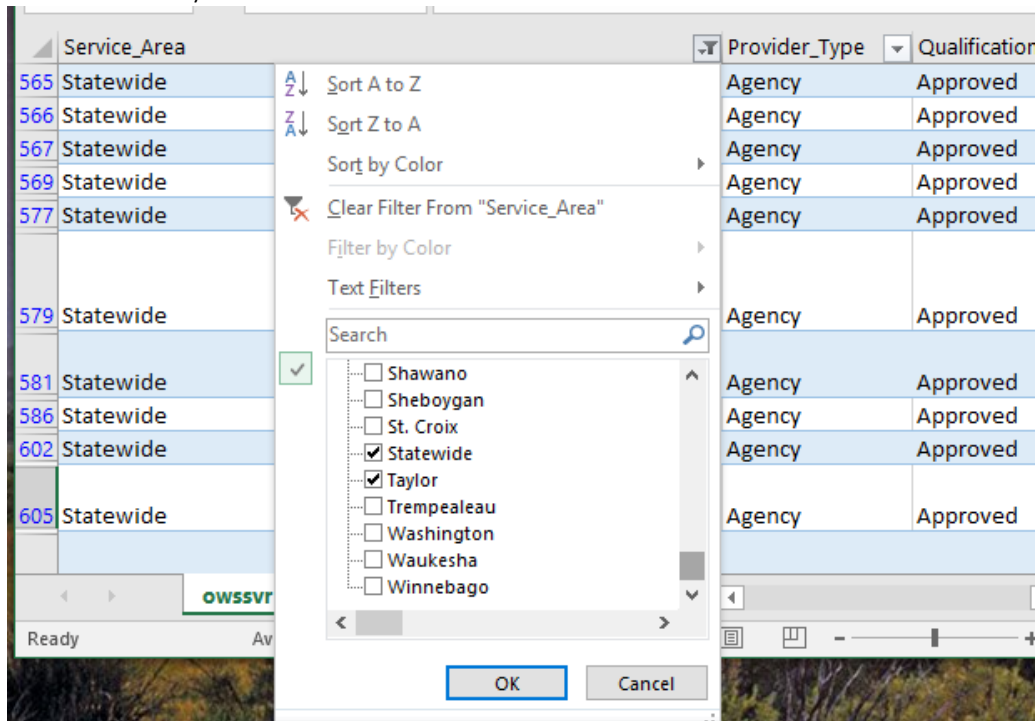
Cancel

8. Click "OK"

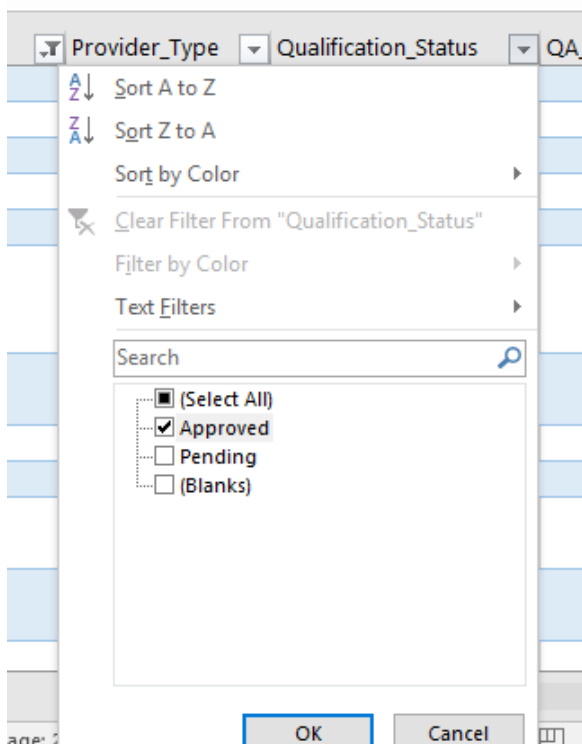
Multiple Filters:

Filter multiple columns to identify all of the providers in your county who are initially qualified to offer a specific service would require three filters.

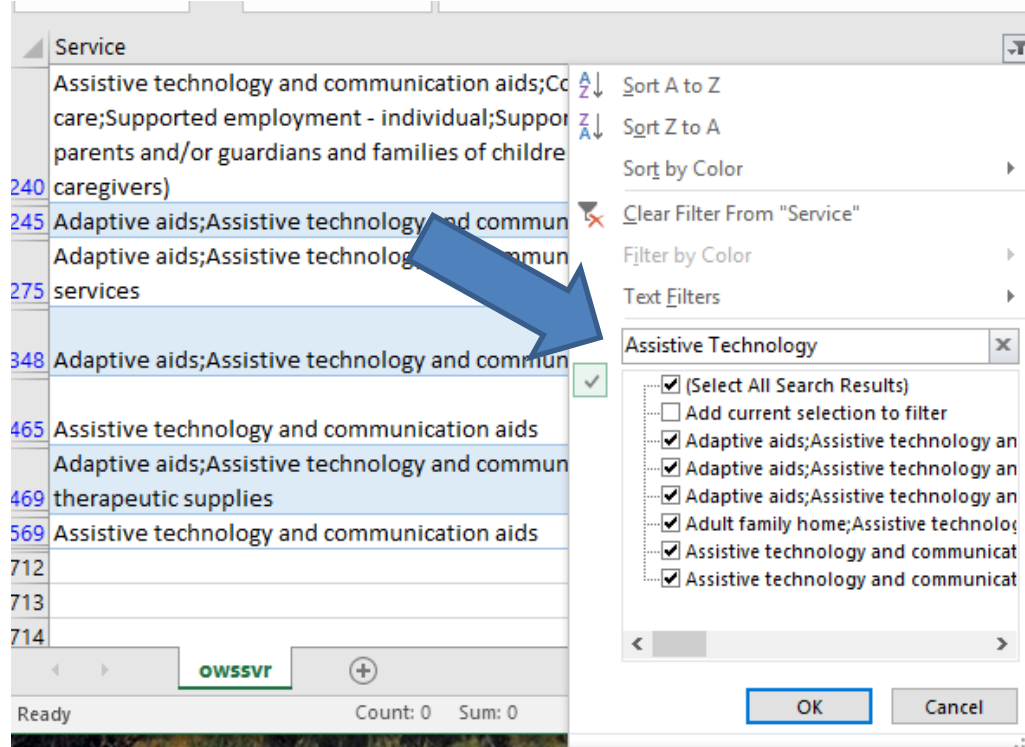
Filter 1: County name and Statewide from the Service Area column.



Filter 2: "Approved" in the Qualification Status column.

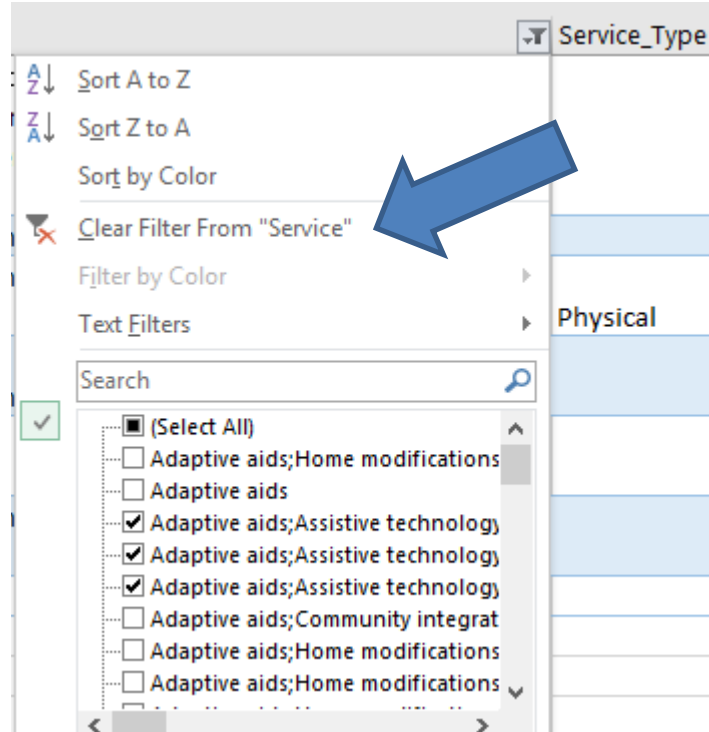


Filter 3: Service name in the Service Name column. Typing the service in the filter box is more effective than using the check boxes.

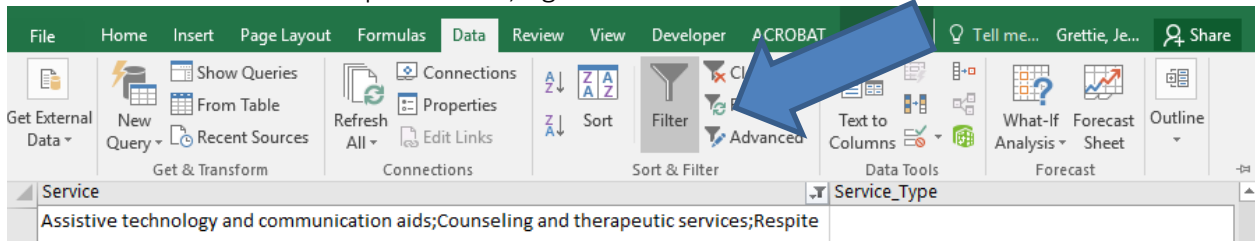


Removing Filters:

1. To remove a filter from a specific column, right click "Clear Filter" in the Filter dropdown menu.



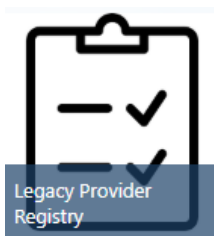
To remove all filters in the spreadsheet, right click “Filter” in the Data menu.



Joint Qualification Review Process

For more information about the CWAs’ roles and responsibilities to fully qualify a new CLTS waiver provider, refer to [DMS Numbered Memo 2019-10, Implementation of the Enhanced Children’s Long-Term Support Waiver \(CLTS\) Program Provider Registration and Public Directory](#).

Legacy Provider Registry

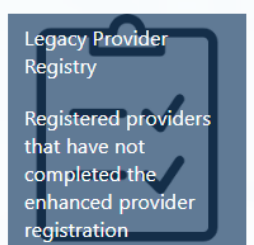


The Legacy registry includes providers who have completed either the original Home and Community-Based Services (HCBS) provider registry or the CLTS Waiver Program Provider Registry after fall 2018 but have not yet registered using the enhanced registration process.

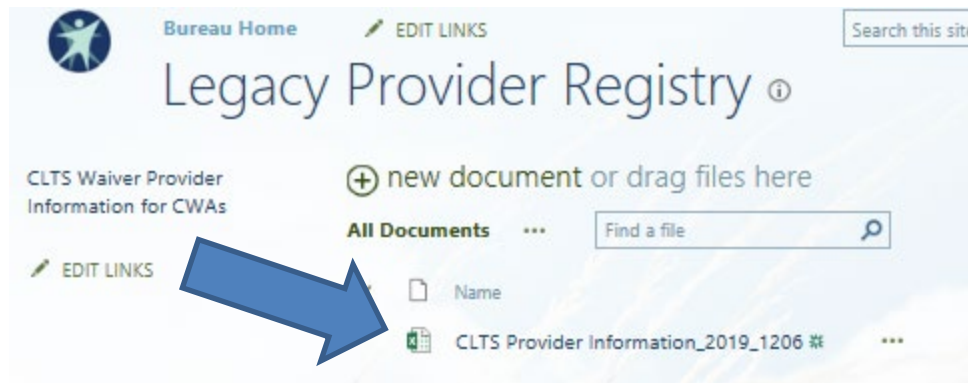
Each provider on the Legacy Provider Registry has submitted a completed Medicaid Waiver Program Provider Agreement form to DHS.

The providers on the Legacy Registry have not submitted any qualification documents to DHS other than the CLTS Waiver Program Provider Medicaid Agreement form. CWAs maintain the entire screening and qualification process for providers on the Legacy Provider Registry. These providers are considered registered for CLTS third party administration (TPA) authorization and claims processing purposes.

1. To view the Legacy Provider Registry click the icon below:



- The Legacy Provider Registry appears as an Excel spreadsheet. To open the file, click the file name.



- The first tab, CLTS Registry, lists the providers who have completed the Legacy CLTS Waiver Provider Registry from 2018 to the present.

| CLTS Legacy Registry_2019_1209 | | | | | | | |
|--------------------------------|-----------------|-----------------|------------|---------------------|--------------------|----------------|---------|
| C | V | Y | Z | AR | AS | AT | |
| Date Submitted | Business Type | Provider TIN_SS | Provider N | Provider First Name | Provider Last Name | Provider Title | |
| 7/16/19 8:09 AM | Provider Agency | | | Bob | Bell | President | Wike, |
| 11/11/19 11:56 AM | Provider Agency | | | | | | Test |
| 10/18/18 7:39 PM | Provider Agency | | | Christine | Hayes | RN | Christi |
| 9/17/19 11:19 AM | Sole Proprietor | | | Debbie | Stoffregen | Owner | Catch |
| 18 3:03 PM | Provider Agency | | 1225575302 | Donavan | Hollenbeck | | Becau: |
| 9 12:39 PM | Sole Proprietor | | | Steve | Schnitzler | | S and |
| 18 2:38 PM | Provider Agency | | 1578725149 | Marian | Sommerfeldt | | Comm |

11. The second tab, HCBS Registry, includes a list of existing TPA providers who had registered using the prior Home and Community-Based Services (HCBS) Provider Registry for both adult and children's waiver providers from 2009 to 2018.

CLTS Legacy Registry_2019_1209

| | Tax Name | Business Name | TIN or SSN | Last Name or Organizational Name | First Name |
|----|--|--|------------|--|------------|
| 67 | Agnesian Healthcare Enterprises LLC | Agnesian Health Shoppe | | Agnesian Health Shoppe | |
| 68 | Agnesian Healthcare, Inc. | DBA Beyond Boundaries of Autism | | Agnesian Healthcare, Inc. | |
| 69 | Ahern-Gross Inc | Ahern-Gross Inc | | Ahern-Gross Inc | |
| 70 | Ahren Crotty | | | Crotty | Ahren |
| 71 | AK Karpenski LLC | AK Karpenski LLC | | Home Health Resources | |
| 72 | Akeela Wisconsin Operating Co LLC | Camp Akeela | | Akeela Wisconsin Operating Co | |
| 73 | AKF Martial Arts Academy of Eau Claire | AKF Martial Arts Academy of Eau Claire | | AKF Martial Arts Academy of Eau Claire | |
| 74 | Alan Williams | | | Alan Williams | Alan |
| 75 | Albiero Plumbing, Inc. | Albiero Plumbing, Inc. | | Albiero Plumbing, Inc. | |
| 76 | Alex Brendemihl | | | Alex Brendemihl | |
| 77 | Alexander N. Blattler | Alexander N. Blattler | | iLife, LLC | |
| 78 | Alexandria Thimmesch | Alexandria Thimmesch | | Thimmesch | Alexandria |
| 79 | Alexis Hogan-Wright | | | Hogan-Wright | Alexis |
| 80 | Alice Belgrade Moss | Alice Belgrade Moss | | Belgrade Behavior Consulting, LLC | |
| 81 | Alicia A. Farrow | Alicia A. Farrow | | Farrow | Alicia |
| 82 | Alicia K Lieberman | Alicia K Lieberman | | Lieberman | Alicia |

CLTS Registry HCBS Registry

12. Each provider in both the CLTS Registry and the HCBS Registry tabs has submitted a signed Medicaid Waiver Provider Agreement form and is considered registered for CLTS third party administration (TPA) authorization and claims processing purposes.

Maintaining the Registries

If, at any time, you find that a provider is not eligible to receive payment for delivering CLTS waiver services, notify DHS by sending a message to the [DHS CLTS Provider inbox](#). DHS will review the issue and determine next steps, which may include denying initial qualification status in the Gateway and removing the provider from the public CLTS Provider Directory.

A provider is no longer eligible to receive payment if:

- **The provider's initial qualification documentation is expired or no longer valid.** CWAs must notify the provider to update their registration. The CWA may not authorize services until the registration and initial qualification documentation has been updated via the online registration system.
- **The provider chooses not to or is unable to update their registration and qualification documentation.** CWAs must notify DHS within 10 calendar days.