

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



WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

P-02552 (12/2019)

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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 the 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

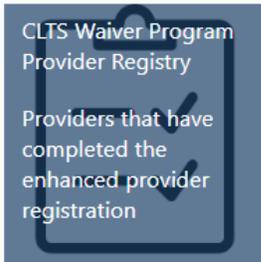


This icon allows you to access the CLTS Waiver Program Provider Registry. This registry includes providers who have completed the enhanced provider registration process. Providers in this list have successfully completed the registration form, uploaded a completed CLTS Waiver Provider Medicaid Agreement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

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.

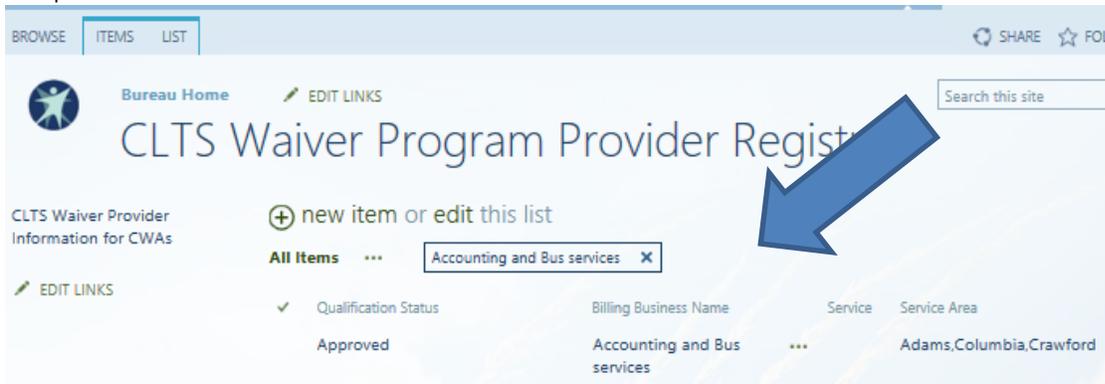
- **Approved:** The information and documents included with the registration meets the initial qualification requirements for the services listed.
- **Pending:** Additional information is required. DHS is working with the provider and has requested more information.
- **Denied:** The provider did not 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:

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

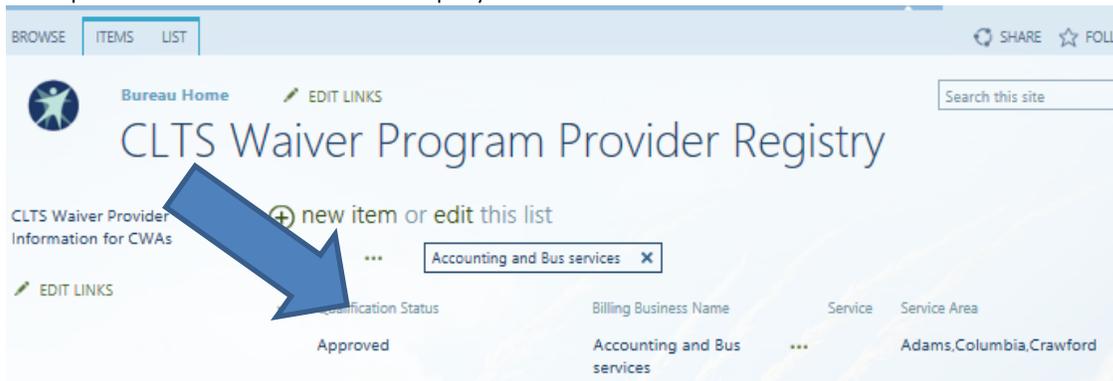


You can search by name, service, or county service delivery area from the primary view.

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



3. The qualification status will be displayed in the first column.



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

The screenshot shows the 'CLTS Waiver Program Provider Registry' page. At the top, there are navigation tabs for 'BROWSE', 'ITEMS', and 'LIST'. Below the header, there's a search bar and a 'Bureau Home' link. The main content area displays a list of providers. A blue arrow points to the 'Accounting and Bus services' entry in the 'Billing Business Name' column.

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 will also be able to view the qualifying documents that the provider attached during registration:



Detailed provider credential documents will not be viewable if the provider status is “pending” or “denied.”

Joint Qualification Review Process

For more information about next steps for CWAs to fully qualify a new CLTS Waiver provider, please refer to DMS Numbered Memo 2019-10, <insert link> 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 been asked to register using the enhanced registration process.

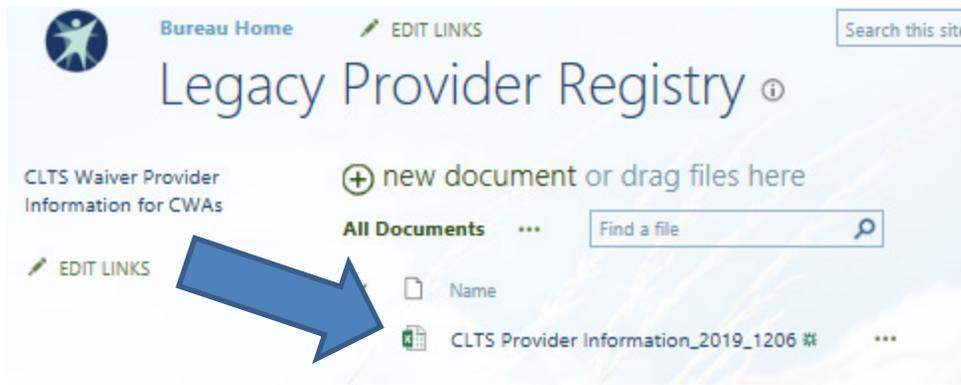
Each provider on the Legacy Provider Registry has submitted a completed Medicaid Waiver Program Provider Agreement form to DHS.

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

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



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



3. The first tab, CLTS Registry, lists the providers who have completed the Legacy CLTS Waiver Provider Registry from 2018 to the present.
4. 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.
5. Each provider in both the CLTS Registry and the HCBS Registry tabs has submitted a signed Medicaid Waiver Provider Agreement form.

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	
0	7/16/19 8:09 AM	Provider Agency			Bob	Bell	President	Wike,
1	11/11/19 11:56 AM	Provider Agency						Test
2	10/18/18 7:39 PM	Provider Agency			Christine	Hayes	RN	Christi
	9/17/19 11:19 AM	Sole Proprietor			Debbie	Stoffregen	Owner	Catch
	8 3:03 PM	Provider Agency		1225575302	Donavan	Hollenbeck		Beacu
5	12:39 PM	Sole Proprietor			Steve	Schnitzler		S and
6	8 2:38 PM	Provider Agency		1578725149	Marian	Sommerfeldt		Comm

CLTS Registry HCBS Registry

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 Ligman	Alicia K Ligman		Ligman	Alicia

CLTS Registry HCBS Registry

Maintaining the Registries

If, at any time, you find that the 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 that 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.