New Provider Users: Submit a New Registration

General Introduction

This guide explains how you can submit a new registration in the CLTS Provider Registry, including how to do the following:

- Start a new registration (or link to an existing one).
- Enter billing information.
- Select services (including providing qualifications, a National Provider Identifier (NPI), and status as a Medicaid-certified provider).
- Enter directory locations.
- Submit the registration.

Home Page

On the home page, you have a few options.
Request access to an existing registration.

Start a new registration.
Click Contact Us for a set of helpful contacts.

And here is that set of helpful contacts.

Link to an Existing Registration

If you click Next to Request Access to Existing Registration, you then complete this form and click Submit.
The Wisconsin Department of Health Services (DHS) will review your request and send a response to your email.
Start New Registration

If you click **Next** for Start a New Registration, you start by choosing a registration type.

![CLTS Provider Registry](image)

**Helpful Hint:** Providing complete information in a new registration will reduce the chances DHS will send you follow-up requests.

**Billing Information**

Next, enter billing information including the business details, tax details, address, and contact person.
Note you will get a message if you enter the same information as a registration previously entered in the system.

It looks like you have entered information that may be a duplicate of an existing registration. We'll review and will contact you for next steps.

If you have questions, call the CLTS Provider Contact Center at 833-940-1576.

**Link to Agreement**

Next, click the link to complete the CLTS Provider Agreement form online. The form to complete depends on the business type (sole proprietor or provider agency).
Clicking the link will open a DocuSign form in a separate browser window. After electronically signing the form, manually switch back to the original browser window.
Services

Next, check the box for each service you intend to offer as a provider.

Services
Select the service(s) you are interested in delivering (check all that apply).

- Adult family home
- Assistive technology
- Child care services
- Communication assistance for community inclusion
- Community/competitive integrated employment-individual
- Community/competitive integrated employment-small group
- Community integration services
- Counseling and therapeutic services
- Daily living skills training
- Day services
- Discovery and career planning
- Empowerment and self-determination supports
- Family/unpaid caregiver supports and services
- Financial management services
- Grief and bereavement counseling
- Health and wellness
- Home modification
- Housing support services
- Mentoring
- Participant and family-directed goods and services
- Participant and family-direction broker services
- Personal emergency response system (PERS)
- Personal supports
- Relocation services
- Respite care
- Safety planning and prevention
- Specialized medical and therapeutic supplies
- Transportation
- Vehicle modifications
- Virtual equipment and supports

Services — Additional Info N/A

Depending on the business type and service selected, you may not need to provide additional information.

Selecting the following services as a sole proprietor does not require additional information:

- Assistive technology
- Discovery and career planning
- Empowerment and self-determination support
- Family/unpaid caregiver supports and services
- Mentoring
- Participant and family-direction broker services
- Personal emergency response system (PERS)
- Transportation
- Virtual equipment and supports
Selecting the following services as a sole proprietor **does not** require additional information:

- Assistive technology
- Discovery and career planning
- Empowerment and self-determination support
- Family/unpaid caregiver supports and services
- Mentoring
- Participant and family-direction broker services
- Personal emergency response system (PERS)
- Transportation
- Virtual equipment and supports

**Services — Additional Info Req.**

Selecting the following services **does** require additional information:

- Child care
- Day services
- Daily living skills training
- Discovery and career planning
- Adult family home
- Respite care
- Counseling and therapeutic services

When you select a service that requires additional information, additional questions will follow. Here are the additional questions that follow the selection of Day services. First, select options for the Provider Type.

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**Day services**

*Select the agency type(s) based on the license held at the agency level. Do not make selections based on the organizations your agency contracts with to deliver child care.*

- [ ] Family child care center
- [ ] Group child care center

[Save & Continue] [Previous]
Services — Qualifications

After selecting services, you must enter information for the provider agency's accreditation, certification and license.

And, depending on the Provider Type you select, you may be need to enter qualifications related to education, experience, or training.
Services — NPI

After submitting details on qualifications, you must enter an NPI if you chose any of these Provider Types:

- Adult family home
- Medical supplier
- Licensed practical nurse
- Nurse aide
- Personal care worker
- Registered nurse
- Home health agency
- Hospice
- Sign language interpreter
- Licensed psychologist

And you must submit an NPI if you choose Assistive technology as a Service Type and both of the following are true:

- Durable medical equipment supplier is the Provider Type.
- Medical supplies or services is selected.

If you choose Yes for the question “Do you have an NPI?”, then a field is displayed to enter one.

If you choose No for the question “Do you have an NPI?”, then a message is displayed noting the registration is saved and can be continued later.
If you choose **No** for the question “Do you have an NPI?” and clicks **Save & Continue**, then a confirmation message is displayed.

If you choose **No**, you have the option to save the registration and exit or go backwards in the application to remove the services that require being a Medicaid-certified provider.

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**Services — Medicaid-Certified**

After entering an NPI, you must enter information for being a Medicaid-certified provider if you choose any of the following as a service: Durable medical equipment supplier, Personal care worker, or Medical supplier.
However, if you select **No**, and all the services selected require being a Medicaid-certified provider, the only option is to click **Save & Exit**.

Notice the link to enroll as a provider with ForwardHealth.

**Directory Locations**

Next, you can add directory locations for the account.
Submit a New Registration

After selecting the services, entering qualifications, possibly reporting an NPI or Medicaid-certified provider status, and providing the directory location(s), you can submit the new registration.

Just click **Submit**!
Summary
This presentation covered the following topics:
- Start a new registration (or link to an existing one).
- Enter billing information.
- Select services (including providing qualifications, a National Provider Identifier (NPI), and status as a Medicaid-certified provider).
- Enter directory locations.
- Submit the registration.

Conclusion
- This concludes the guide on how to submit a new registration in the CLTS Provider Registry.
- If you have specific questions concerning how providers register for the CLTS Program, please call the CLTS Provider Contact Center at 833-940-1576.