



DEPARTMENT OF CHILDREN  
AND FAMILIES  
Secretary Eloise Anderson  
201 East Washington Avenue, Room G200  
P.O. Box 8916  
Madison, WI 53708-8916  
Telephone: 608-266-8684  
Fax: 608-261-6972  
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES  
Secretary Dennis G. Smith  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850  
Telephone: (608) 266-9622  
FAX: (608) 266-7882  
www.dhs.wisconsin.gov

**State of Wisconsin  
Governor Scott Walker**

**TO: Income Maintenance Supervisors  
Income Maintenance Lead Workers  
Income Maintenance Staff  
W-2 Agencies  
Workforce Development Boards  
Job Center Leads and Managers  
Training Staff  
Child Care Coordinators**

**FROM: Sabrina Fox, Policy Section Chief  
Bureau of Enrollment Policy & Systems  
Division of Health Care Access and Accountability**

<b>BEPS/DFS OPERATIONS MEMO</b>					
<b>No: 12-43 Amended</b>					
<b>DATE: 08/07/2012</b>					
<b>FS</b>	<input type="checkbox"/>	<b>MA</b>	<input checked="" type="checkbox"/>	<b>BC+</b>	<input type="checkbox"/>
<b>SC</b>	<input type="checkbox"/>	<b>CTS</b>	<input type="checkbox"/>	<b>FSET</b>	<input type="checkbox"/>
<b>BC+ Basic</b>	<input type="checkbox"/>	<b>BC+ CORE</b>	<input type="checkbox"/>		
<b>CC</b>	<input type="checkbox"/>	<b>W-2</b>	<input type="checkbox"/>	<b>EA</b>	<input type="checkbox"/>
<b>CF</b>	<input type="checkbox"/>	<b>JAL</b>	<input type="checkbox"/>	<b>JC</b>	<input type="checkbox"/>
<b>RAP</b>	<input type="checkbox"/>	<b>WIA</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/> *
<b>EP</b>					

**SUBJECT: New Waiver Program Codes, Assistance Groups and Medical Status Codes for IRIS and CLTS**

**CROSS REFERENCE:** Operations Memos [04-47](#), [08-38](#), [10-57](#), [12-35](#):  
MEH Chapter [28.14](#), [37.1](#)

**EFFECTIVE DATE:** AUGUST 27, 2012

**PURPOSE:**

The purpose of this memo is to announce the addition of new Waiver Program Type codes and Assistance Groups (AG's) in CARES Worker Web (CWW) for the "Include, Respect, I Self-Direct" (IRIS) and "Children's Long Term-Care Support" (CLTS) Waiver. New ForwardHealth interChange (iC) medical status codes will be assigned to members enrolled in IRIS or CLTS.

A new field will be added to the Community Waivers page in CWW, to indicate if a child enrolling in CLTS must be determined disabled for eligibility purposes.

**BACKGROUND:**

The CLTS program was implemented in January 2004. At the time of implementation, workers were instructed to use the CIP IB Waiver Program Type in CWW for these children. If the child

was not required to have a disability determination for enrollment, a workaround had to be used to pass the waiver eligibility in CWW.

When the IRIS Program was implemented in July 2008, no specific Waiver Program Type code was added to CWW, to indicate the member was enrolled in IRIS. Workers were instructed to use the COP-W/CIP II Waiver Program Type.

Because there were not specific Waiver Program Types or AG's in CWW for these programs, the medical status codes sent to iC were the same codes used for other members in a CIP IB or COP-W/CIP II Waiver. Therefore, it was difficult to identify these individuals in CWW and in iC.

### **CARES:**

Effective August 27<sup>th</sup>, two new Waiver Program Types and AG's will be added to CWW for IRIS and CLTS members. These codes will be:

#### AG's:

- MCWS: IRIS members
- MCWK: CLTS members

#### PROGRAM TYPE CODES:

- IR: IRIS members
- CW: CLTS members

The two new medical status codes will be added to iC:

- WS for IRIS members
- WK for CLTS members

#### REASON CODES:

The following reason codes and notice text will be added to CWW:

- **682:** This benefit is only for individuals 18 years old and older.
- **Notice Language:** You must be 18 to get IRIS benefits; you cannot enroll because you are not at least 18 years old.
- **683:** This benefit is only for individuals less than 22 years old.
- **Notice Language:** You cannot receive Children's Long Term Support benefits because you are over 22 years old.

#### CLTS DISABILITY DETERMINATIONS:

In addition to the new Waiver Program Types, AG's and medical status codes, a new field will be added to the Community Waivers page in CWW, to indicate if a disability determination is required for the CLTS Waiver (see screen shot on page 3). This field will only be enabled if the

Program Type is CW. It is the responsibility of the CLTS Support and Service Coordinator to identify to the IM workers which cases do not require a disability determination. Income Maintenance (IM) workers should update this field based on the information from the CLTS case manager.

**Community Waivers** Cancel    
Total: 1

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**Community Waivers Information**

Effective Period  
 \* Begin Month: 06 / 2012      End Month: MM / YYYY      Last Updated: 06/29/2012  
 Delete Reason:

**Details**

\* Individual: **WAIVER IRIS 80M PP**

\* Do you want Community Waivers services?       Date of Request: 06 / 29 / 2012

Functionally Eligible?       Is Disability Determination Required?  

Program Type:       Verification:

Program Start Date: 06 / 29 / 2012       Verification:

Medicaid Card Coverable Expenses: \$  .       Group C Medical Remedial Expenses: \$  .

Slot Available:       PACE or Partnership Level of Care?:

PACE or Partnership Disenrollment Date: MM / DD / YYYY

Enter New Begin Month MM / YYYY

### IRIS ENROLLMENT IN CARES:

Aging and Disability Resource Centers (ADRC) will now have the option and the ability to submit IRIS enrollments to the EM CAPO for centralized enrollment processing. The centralized enrollment process does not determine MA eligibility, so members that are not currently MA eligible must continue to have their eligibility and IRIS enrollment processed by the local IM agency. If the local ADRC chooses not to use the centralized enrollment process, it is important that IM enter all IRIS enrollments in CWW, including enrollments for members receiving SSI MA or any other full-benefit Medicaid determined outside of CWW so IRIS members can be correctly identified in iC.

### **CONVERSION:**

#### IRIS:

A systematic conversion will be done over the weekend of August 24, 2012 to update the Program Type code for IRIS enrollees in CWW to IR with a start date of 9/1/2012. The batch process will run eligibility to create the new IRIS AG (MCWS) and confirm the benefit to send the new med stat code (WS) to iC. IRIS enrollees on SSI who are not in CWW will be processed to CWW through the central enrollment process completed by the EM CAPO.

CLTS:

The conversion process over the weekend of August 24, 2012 will also update the CWW Program Type code for children enrolled in CLTS to 'CW' with a start date of 9/1/2012. The batch process will run eligibility to create the CLTS AG (MCWK) and confirm the benefit to send the new med stat code (WK) to iC.

The new field on the Community Waivers Page indicating whether or not a disability determination is required will be defaulted to a 'Yes' at conversion. At the next renewal, the IM worker should check case comments to see if the entries on the Disability Page in CWW were done as a workaround for a child who is not required to have a disability determination. If the child has not been determined disabled, the worker should update the Disability Page to indicate there is no disability determination and the question on the Community Waiver page should be updated to a 'No'.

If there is no documentation to indicate whether or not a disability determination is required, the IM worker should contact the CLTS Support and Service Coordinator to gather that information.

NOTE: While the program start date for the new Waiver Program types in CWW will be 9/1/12, the effective date for the new Waiver Program types in iC will be 10/1/12 for members that are updated through the conversion process.

**CONTACTS:**

BEPS CARES Information & Problem Resolution Center

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHS/DHCAA/BEPS/LA