

Making Sure Eligible Children are Enrolled in Health Insurance Programs

November 2014



Covering Kids & Families

- Based at UW-Madison, with offices in Madison and Milwaukee, also affiliated with UW-Extension.
- Statewide partnerships with schools, state and local government, healthcare providers, professional associations, community organizations and others.
- Provide training to schools and community organizations, maintain current materials to help guide consumer's understanding of health insurance options.
- 2014-2015 Navigator grantee for the Health Insurance Marketplace to facilitate assistance with Marketplace enrollment in southern Wisconsin.

Website: www.ckfwi.org

Blog: <http://ckfwi.wordpress.com>

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Topics to Cover

1. BadgerCare Plus
2. Affordable Care Act and Health Insurance Marketplace Overview
3. Applying for Health Coverage
4. BadgerCare Plus Express Enrollment Basics
5. Becoming an Express Enrollment Certified Partner
6. Express Enrollment Application
7. Resources
8. Questions and Staying Connected

Health Insurance Options



**Employer Based and
Private Coverage**
> 50% WI coverage

**Marketplace
Coverage**

Healthcare.gov or 1-800-318-2596

*BadgerCare Plus
Express Enrollment is a
Public Program*

**Public Programs -- Medicaid,
BadgerCare Plus, Medicare**
About 33% WI coverage

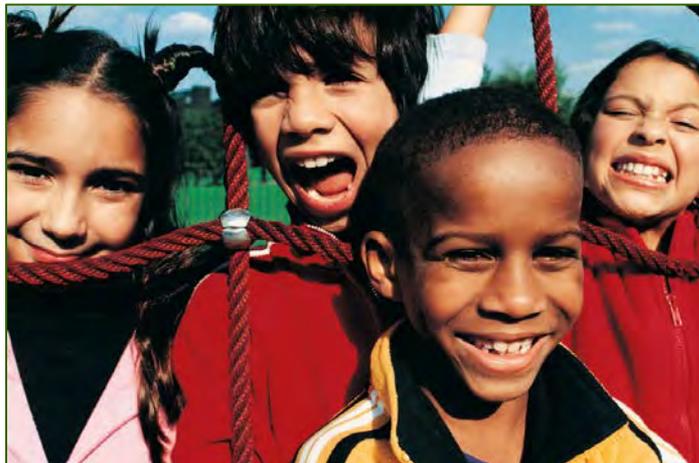
BADGERCARE+

A Wisconsin Medicaid Program



BadgerCare Plus (BC+)

- BadgerCare Plus is a Wisconsin Medicaid program providing low-cost or free comprehensive coverage for children, pregnant women and non-elderly adults who meet the income guidelines.
- May be referred to as BadgerCare, Medicaid, MA, state insurance, Title 19 or by the ForwardHealth card.



BC+ Covered Services

- Doctor and clinic visits
- Prescription drugs
- Inpatient & outpatient hospital services
- Checkups and immunizations
- Lab and x-ray services
- Emergency Room visits
- Dental services
- Family planning services and supplies
- Prenatal and maternity care
- Hearing services, including hearing aids
- Mental health services
- Speech, physical and occupational therapy
- Vision care and eyeglasses

BC+ Residency and Citizenship

- Must reside in Wisconsin
- Must be a U.S. citizen or qualified immigrant
 - Adults must have legal residency for 5 years
- Other programs/services available for non-qualified immigrants (Emergency Services, BC+ Prenatal, Federally Qualified Health Centers)



BadgerCare Plus Income Eligibility

Households must meet certain income guidelines to be eligible for coverage

300% FPL Premium	300% FPL No Premium	
200% FPL Premium begins	200% FPL	
100% FPL No Premium	100% FPL	100% No Premium
CHILDREN under age 19* <small>* Youth exiting foster care up to age 26, no income limit</small>	PREGNANT WOMEN	ADULTS 19 – 64 years old

Annual Family Income Categories

BadgerCare Plus Using 2014 Federal Poverty Level (FPL)

Group size	100% FPL Non-Elderly Adults	300% FPL Children, Pregnant Women
1	\$11,670	\$35,010
2	\$15,730	\$47,190
3	\$19,790	\$59,370
4	\$23,850	\$71,550
5	\$27,910	\$83,730
6	\$31,970	\$95,910

Expanded table provided by the WI Department of Health Services:
dhs.wisconsin.gov/medicaid/fpl/fpl.htm

Finding a Provider Who Accepts BadgerCare Plus

- Most BadgerCare Plus members are enrolled in an HMO. The HMO can assist with finding a provider. HMO contact information is provided at time of enrollment. List of HMO Resources is also available on CKF website:
<http://ckfwi.org/renewalandcoverage.html>.
- Or, call the Department of Health Services (DHS):
 - HMO Enrollment Specialist: 1-800-291-2002
 - HMO Ombudsman: 1-800-760-0001
- If not enrolled in an HMO, call DHS Member Services: 1-800-362-3002
- DHS online Provider Directory Search:
<https://www.forwardhealth.wi.gov/WIPortal/Directory%20Search/tabid/150/Default.aspx>
- Mental Health America of Wisconsin, Statewide Resources by County tool:
<http://www.mhawisconsin.org/statewide-resources-by-county.aspx>

The Affordable Care Act and Health Insurance Marketplace



The Affordable Care Act (ACA)

The Patient Protection and Affordable Care Act (ACA) reforms some health law, including:

- Improving coverage for those with health insurance
- Mandating most people have insurance or pay a tax, the “Individual Mandate”
- Providing a way for those without insurance to access coverage



Improving Coverage

- Insurance plans may not deny enrollment based on pre-existing conditions.
- Lifetime and annual coverage limits for essential health benefits are prohibited.
- Free preventive care for those with insurance, including Medicare.
- Young adults must be allowed to remain on parent's private insurance plans until age 26.

The Individual Mandate

- Referred to as the Shared Responsibility Payment
- **Most** individuals will be required to have insurance or pay a tax penalty/fee
 - 2014: \$95 per adult (47.50 per child), or 1% of income
 - 2015: \$325 per adult (162.50 per child) or 2% of income
 - 2016: \$695 per adult or (\$347.50 per child) 2.5% of income, *whichever is more*
- Fee will be prorated per household member each month applicable
- Some people may be exempt due to personal circumstance, religion, tribal membership or low income, and may need to apply for an exemption

<https://www.healthcare.gov/fees-exemptions/exemptions-from-the-fee/>

Health Insurance Marketplace

healthcare.gov

In the Marketplace, an individual or family can complete one application, learn what they are eligible for, and enroll in:

- Private plans with premium tax credits (discounts)
- Medicaid (BadgerCare Plus)
- Catastrophic plans

People are eligible to apply for insurance through the Marketplace, if they:

- Are currently uninsured
- Do not have access to affordable insurance through their employer
- Have affordable insurance, but would like to explore their options
- Are not incarcerated and are legally present

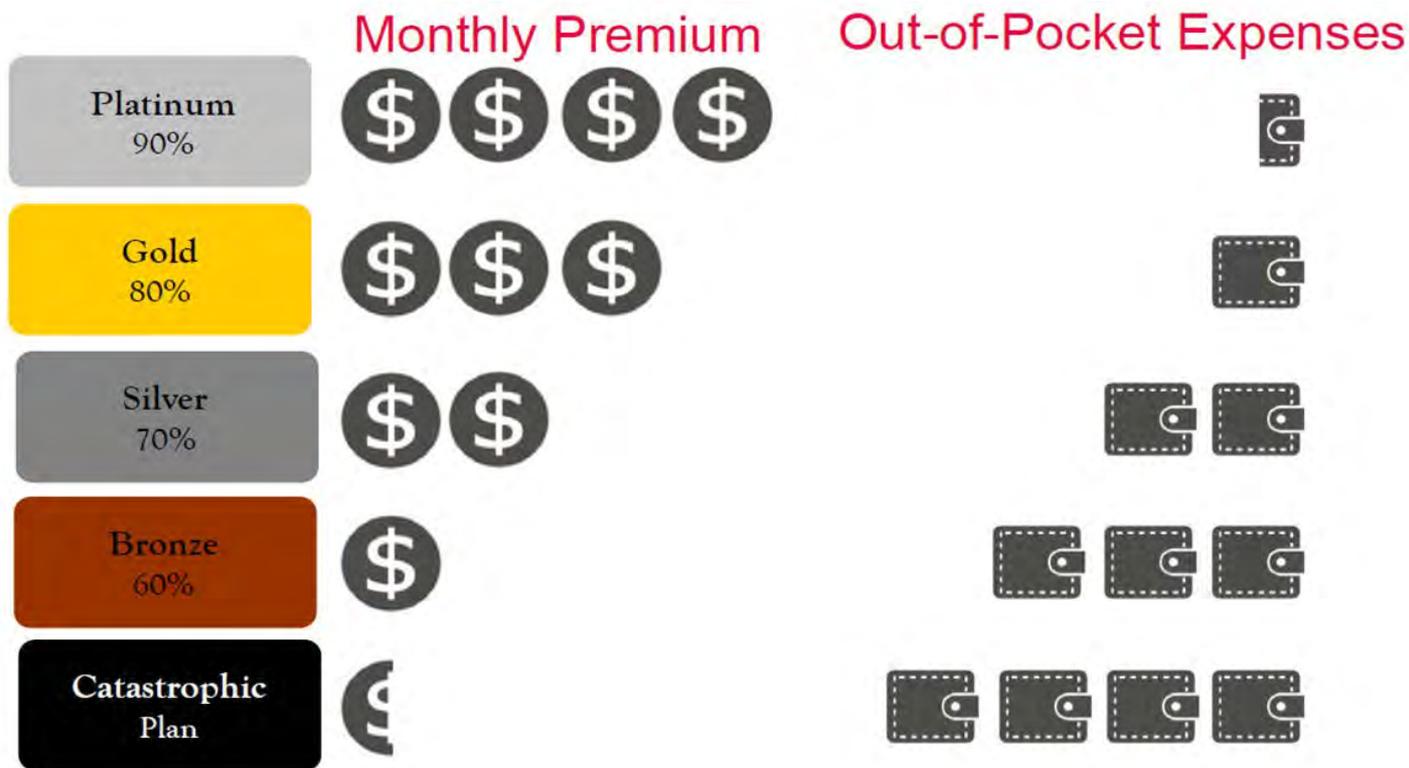
Essential Health Benefits (EHB)

All health plans in the Marketplace must offer:

ambulatory patient services	laboratory services
emergency services	maternity and newborn care
mental health and substance use disorder services	prescription drugs
rehabilitative and habilitative services and devices	Pediatric services, including oral and vision care
preventive and wellness services	chronic disease management

What is the cost of coverage?

Costs will vary based on the plan and tier of coverage chosen. Premium cost is also influenced by: geographic location age, and in some cases, tobacco use.



Marketplace Insurance Plans

- 13 insurance companies offered plans in Wisconsin's Marketplace during the first year of enrollment. Two other plans are expected to be added in some markets for 2015.
- Each county may have different insurance companies offering plan options.
- All plans must offer Essential Health Benefits (EHB)

Note that *vision and dental benefits are included only for children* in the EHB for the Marketplace.

How the Marketplace works



Create an account

First you'll provide some basic information. [Sign up for Marketplace](#) emails now and we'll let you know as soon as you can create an account.



Apply

Starting October 1, 2013 you'll enter information about you and your family, including your income, household size, and more.

[Use this checklist](#) now to help you gather the information you'll need.



Pick a plan

Next you'll see all the plans and programs you're eligible for and compare them side-by-side.

You'll also find out if you can get [lower costs](#) on monthly premiums and out-of-pocket costs.



Enroll

Choose a plan that meets your needs and enroll!

Coverage starts as soon as January 1, 2014.



Pay monthly premium for coverage

Completing these steps may require several visits to the website, or calls to the Call Center.

Options for Undocumented Immigrants

- Undocumented immigrants do not qualify for BadgerCare Plus or for coverage through the Health Insurance Marketplace
- Free or low cost clinics are available to help people with their health care needs:
<http://www.dhs.wisconsin.gov/forwardhealth/clinics.htm>
- Certain undocumented immigrants may qualify for BadgerCare Plus Prenatal or BadgerCare Plus Emergency Services, programs that are specifically for undocumented immigrants.

Applying for Coverage



11/14/2014

Applying Online

access.wi.gov



- State of WI website, English and Spanish
- Can also apply for FoodShare (food stamps) and WI Shares (childcare assistance)
- If applicant is not eligible for BadgerCare+, application will be forwarded to the Marketplace

healthcare.gov



- Federal Marketplace, English and Spanish
- Can complete one application for BadgerCare+, private plans with tax credits and catastrophic plans
- If applicant is eligible for BadgerCare+, application will be forwarded to the regional Wisconsin Consortia for processing

Applying by Phone

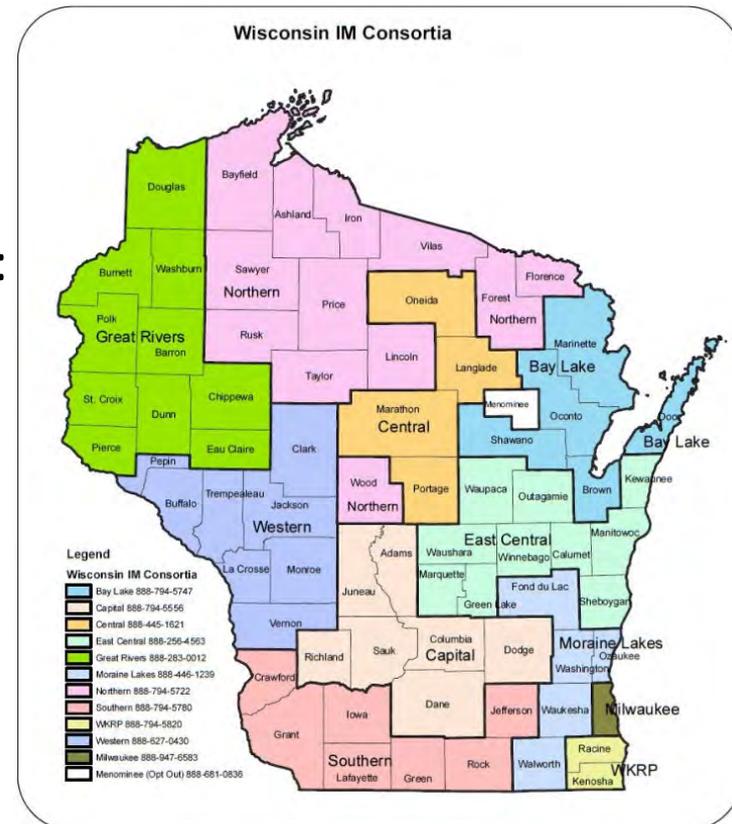
1-800-318-2596 National Marketplace Call Center

150 languages and TTY option

Questions about the Marketplace can also use the call center number

BadgerCare Plus questions and enrollment: 12 regional Income Maintenance Consortia serve Wisconsin residents. Toll free phone numbers for all regions can be found at:

<http://www.dhs.wisconsin.gov/forwardhealth/imagency/index.htm>



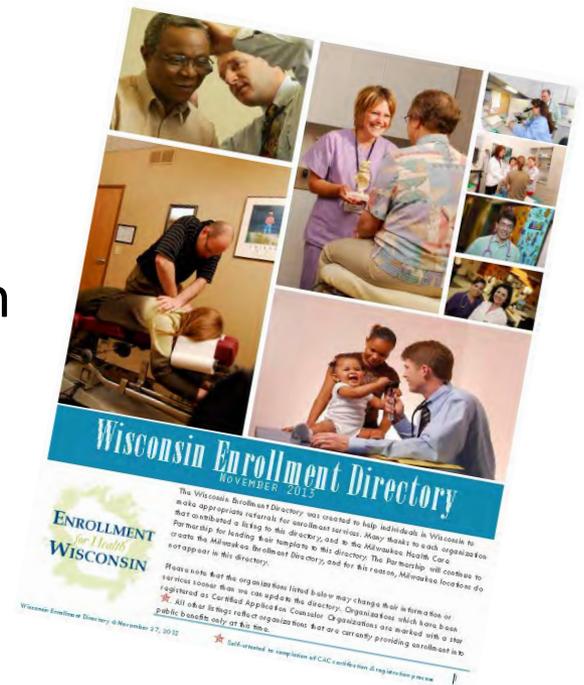
Applying by Mail

Though not recommended, you may call and request a copy of the paper application be mailed to you or go online and print the application.



Applying In-Person

- Navigators, Certified Application Counselor Organizations and insurance agents/brokers can offer application assistance
- Statewide, call **2-1-1** for list of sites
- County-by-county directory of in-person assistance available at:
www.enrollwi.org
- Milwaukee-specific directory of in-person assistance also available at:
www.enrollwi.org



Enrollment Periods

- Individual Marketplace Open Enrollment Period:
November 15th, 2014 – February 15th, 2015
- *Special Enrollment Periods* allow enrollment within 60 days of qualifying events like:
 - ✓ Loss of job
 - ✓ Change in income
 - ✓ Change in household composition (birth/death) or marital status
 - ✓ And others...

<https://www.healthcare.gov/coverage-outside-open-enrollment/>

**Open enrollment periods do not apply to BadgerCare Plus.
Applications can be completed at any time.**

Exemptions from Obtaining Coverage

- Some people will be exempt from having to purchase coverage if they qualify based on a number of different circumstances
- An approved exemption also eliminates an Individual Responsibility Payment for the approved period of time.
- Apply for exemptions in one of two ways, based on the type of exemption:
 - ✓ Claim when filing taxes
 - ✓ Completion of hardship exemption form

<https://www.healthcare.gov/fees-exemptions/exemptions-from-the-fee/>

Applying for an Exemption

- **Claim on taxes**
 - ✓ Income below tax filing threshold
 - ✓ Insurance is unaffordable
 - ✓ Short Coverage gap
 - ✓ Open Enrollment Coverage gap
- **Claim on taxes or complete and submit application:**
 - ✓ Health care sharing ministry membership
 - ✓ Tribal membership
 - ✓ Incarceration
- **Complete and submit application:**
 - ✓ Hardship exemption*
 - ✓ Religious objection
 - ✓ Indian Health care provider recipient

BadgerCare+
Express
Enrollment
For
Children



Express Enrollment Program
Basics for School Staff

What is Express Enrollment (EE)?

Express Enrollment (EE) is a **quick, but temporary** option providing lower income individuals **immediate BadgerCare Plus coverage.**

Note: This presentation is intended for school staff conducting Express Enrollment for children. Some pregnant women, parents, caretakers, and childless adults may be eligible, but schools are not able to conduct Express Enrollment for adults.

Covered Services

Express enrollment offers coverage, similar to ongoing BadgerCare+ benefits:

- Doctor and clinic visits
- Prescription drugs
- Inpatient & outpatient hospital services
- Checkups and immunizations
- Lab and x-ray services
- Emergency Room visits
- Dental services
- Family planning services and supplies
- Prenatal and maternity care
- Hearing services, including hearing aids
- Mental health services
- Speech, physical and occupational therapy
- Vision care and eyeglasses

Children enrolled via Express Enrollment are not connected to an HMO for services; however, when enrolled in ongoing BadgerCare Plus most Wisconsin families are enrolled in an HMO.

Express Enrollment Details

Express Enrollment Application

- An EE application can only be completed with the assistance of a certified partner (school districts can be certified partners).
- A family is unable to submit an application on their own.

Immediate Coverage for Care

- Upon completion of the EE application, BadgerCare+ cards can be printed immediately for use in payment of qualifying health care services.

Express Enrollment Details

Temporary Period of Coverage

- Coverage is good from the date of application until the end of the following month.

No Requirements for Verification

- EE is based on self-reported eligibility, and documentation will only be required upon completing the full application.

Limited Frequency for Use

- A child can be Express Enrolled only once in a 12-month period.

Express Enrollment Eligibility: Children

The non-financial criteria that children must meet to be eligible for EE are as follows:

1. Under age 19
2. A Wisconsin resident, and
3. A U.S. citizen or lawfully present in the United States (no requirement for the amount of time the person is lawfully present in the U.S.)

Express Enrollment Income Eligibility: Children

**Family income limits are applied to EE for Children in
the age groups as follows:**

Population Children (by age)	Income Limit % Federal Poverty Level (FPL)
Less than 1 year old	306%
1 to 5 years old	191%
6 to 18 years old	156%

These numbers reflect slight increases that took effect on February 1, 2014.

Federal Poverty Level (FPL) 2014

Monthly Income Categories for Express Enrollment

Family size	100%	156% FPL	191% FPL	306% FPL
1	\$973	\$1,518	\$1,858	\$2,977
2	\$1,311	\$2,045	\$2,504	\$4,012
3	\$1,649	\$2,572	\$3,150	\$5,046
4	\$1,988	\$3,101	\$3,797	\$6,083
5	\$2,326	\$3,629	\$4,443	\$7,118
6	\$2,664	\$4,159	\$5,088	\$8,152

↑
Children
6 to 18 years old

↑
Children
1 to 5 years old

↑
Children
Less than 1 year old

Role of Express Enrollment Partners

- Evaluate Appropriateness of recommending Express Enrollment application for a child
- Arrange time with a parent to complete EE application and Submit to DHS
- Print temporary card for the child (plastic EE card will be mailed within 3-5 days)
- Alert applicant to Express Enrollment end date

Role of Express Enrollment Partners

- Encourage full BadgerCare Plus application so access to services extend beyond the temporary period
 - Information entered in the EE application is not automatically transferred to a full application. All information will need to be re-entered.
 - When applying for ongoing benefits, the family will create their own username and password. The EE partner username and password is not used.
 - Full application can be completed at access.wi.gov or healthcare.gov.
 - Download the enrollment directory from www.enrollwi.org for a list of locations that provide in-person application assistance.

Express Enrollment Considerations

- Does the child meet the income guidelines based on their age?
- What is the date? (time of the month determines length of eligibility)
- Is the child in need of immediate care?
- Is payment assistance only needed for health care that has already been provided? (EE does not cover the cost of care already received)
- Is it possible to complete the BC+ application for ongoing coverage now?

Department of Health Services (DHS)

<http://www.emhandbooks.wisconsin.gov/bcplus/policyfiles/6/50.1.htm>



PE Determinations by Population

	PE Determinations for			
	Children	Pregnant Women	Family Planning Only Services	Adults Parents and Caretakers
Qualified Hospitals	X	X	X	X
Providers	X	X	X	
Partners	X			

DHS Express Enrollment



Who Can Provide EE?

- For children:
 - Community organizations and Medicaid enrolled providers, including qualified hospitals, that are approved by ForwardHealth to do EE and have received EE training
- For pregnant women:
 - Only Medicaid enrolled providers, including qualified hospitals, that are approved by ForwardHealth to do EE and have received EE training
- For adults:
 - Only staff of qualified hospitals approved to do EE by ForwardHealth and who have successfully completed the EE certification process and EE training

DHS EE for Children Basics



EE Eligibility Criteria – Children

- Under age 19:
 - Minors under age 18 must apply with a parent or guardian signing the application unless the minor is living independently.
- Child must be a U.S. citizen or lawfully present in the U.S.
- EE for children financial eligibility depends on the child's age:
 - Children under age one: 306% FPL
 - Children ages one through five: 191% FPL
 - Children ages 6 through 18: 156% FPL

BadgerCare+
Express
Enrollment
For
Children



**How to Become an Express
Enrollment Certified Partner**

Becoming a Certified/EE Partner: Overview

Process for a school district to be able to conduct Express Enrollment/become a Certified Partner:

1. Submit online application to WI Department of Health Services (DHS) which asks permission for your school district to conduct EE
2. Receive notification from DHS that your application has been approved
3. Set up individual online Web Access Management System (WAMS) accounts for district staff that will be enrolling students in EE

1. Submit online application to WI Department of Health Services (DHS) which asks permission for your school district to conduct EE

Determine who in your district is going to take the lead on EE, the “Security Administrator”, and have that person complete this application. This application only needs to be completed one time, by one person.

First, go to: www.forwardhealth.wi.gov

The screenshot shows the ForwardHealth Wisconsin portal homepage. At the top, there is a navigation bar with links for "wisconsin.gov home", "state agencies", "subject directory", and "department of health services". The ForwardHealth logo is prominently displayed, with the tagline "Wisconsin serving you". A "Report Fraud" button and a search box are located in the top right. The main content area is divided into several sections: "Providers" (with a list of links like "Register for E-mail Subscription" and "Become a Provider"), "Managed Care" (with links like "Related Programs and Services" and "Health Care Enrollment"), "Hot Topics" (with bullet points about 2014 Health Care Changes and ICD-10 Code Set Transition), and "Members" (with links like "Member Information" and "Find a Provider"). There are also icons for "Managed Care Organization", "Partners", "Trading Partners", and "Members". The page is dated "Welcome » February 7, 2014 2:53 PM" and includes a "Login" link.

1. Becoming a Certified/EE Partner: Certification Process

wisconsin.gov home state agencies subject directory department of health services

ForwardHealth
Wisconsin serving you

Report Fraud Search

Welcome » February 7, 2014 2:53 PM [Login](#)

Providers

- Register for E-mail Subscription
- Provider-specific Resources
- Become a Provider
- Online Handbooks
- Fee Schedules
- Trainings
- Wisconsin Administrative Code
- ForwardHealth Enrollment Data
- Health Care Enrollment
- Provider Revalidation
- Enrollment Tracking Search
- Bed Assessment & Payment
- Primary Care Rate Attestation
- Medication Therapy Management Case Management Software Approval Process

Managed Care

- Related Programs and Services
- ForwardHealth Enrollment Data
- Health Care Enrollment

Partners

- Find a Provider
- Related Programs and Services
- Express Enrollment for Children
- Express Enrollment Change Request

Trading Partners

- Trading Partner Profile
- PES
- Companion Guides
- Medication Therapy Management Case Management Software Approval Process

Hot Topics

- Important Update Regarding Implementation of 2014 Health Care Changes
- ICD-10 Code Set Transition Home page.
- New Rate Reform Part 3 Ideas/Recommendations Requested.
- Incentive Payments. . . Are you Eligible?
- ForwardHealth System Generated Claim Adjustments

Under “Partners”, choose
“Express Enrollment for Children”

1. Becoming a Certified/EE Partner: Certification Process

Follow the steps to complete the application. Some of the information that will be asked includes:

- Name Organization/Agency = School District Name
- Street Address = School District Address
- Telephone Number = Number of person completing the form
- District Federal Employer Identification Number/ Tax Identification Number (FEIN/TIN)
- Security Administrator = determine who in your district is going to take the lead on EE and list that individual as the Security Administrator (later in the process you can designate one other person to also have administrator privileges)

1. Becoming a Certified/EE Partner: Certification Process

Additional information on the application:

- You will be asked to choose your organization type. Choose the school type that best reflects the location of the person completing the form. Options include:
 - Elementary School
 - Secondary School
- Leave “Primary Site” and “Secondary Site” blank

2. Receive notification from DHS that your application has been approved

DHS notifies partners in writing whether the application is approved or denied. When an application is approved, DHS sends the partner two communications:

- The approval letter includes a **Partner ID** that identifies the district as qualified to conduct EE.
- An e-mail sent to the partner's Security Administrator includes a **one-time-use personal identification number (PIN)**.

3. Set up online Web Access Management System (WAMS) accounts for district staff who will enroll students in EE

Once the Partner ID and PIN are received, individual online accounts can be created on (WAMS) for those responsible for EE applications:

- Go to: access.wi.gov (it is best to use Internet Explorer as your browser)
- Click on Community Partners

3. Becoming a Certified/EE Partner: Setting up School Staff (WAMS) Accounts

- Click on “Request a Wisconsin User ID and Password” (in blue below the log in area)

If you already have a WAMS account for another school-related project, skip this step.



The screenshot shows the login interface for the State of Wisconsin. At the top left is the Wisconsin Department of Education logo with the text "YOU ARE OUR WISCONSIN EDUCATION". To the right, it says "State of W I S C O N S I N". The main heading is "Please log in". Below this are two input fields: "User ID" and "Password". A "Login" button is positioned below the fields. Underneath the button, there are two links: "Forgot your password? Is your account locked?" and "Request a Wisconsin User ID and Password." The second link is circled in red. At the bottom, there is a disclaimer: "You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate."

3. Becoming a Certified/EE Partner: Setting up School Staff (WAMS) Accounts

- Read the self-registration overview and the user acceptance agreement, click accept at the bottom of the page
- Complete the self-registration form and submit, **make a note of your user ID, password and security question/answer**
- The screen will indicate that you are ready for Part Two of the registration process
- Close the webpage

If you already have a WAMS account for another school-related project, skip this step.

Self-Registration

* Indicates Required Field

Profile Information	
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/> e.g., JR, SR, I, II, III
E-Mail	<input type="text"/> * e.g., username@host.domain
Phone #	<input type="text"/>
If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.	
Home Residence Address	
Street	<input type="text"/>
Unit Number	<input type="text"/>
City	<input type="text"/>
State	Select a State
Zip Code	<input type="text"/>
Home Mailing Address	
<input type="checkbox"/> Mailing Address is the same as Residence Address.	
Address(1)	<input type="text"/>
Address(2)	<input type="text"/>
City	<input type="text"/>
State	Select a State
Zip Code	<input type="text"/>

Account Information	
Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.	
User ID	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Account Recovery	
Compose a question and answer for account recovery purposes. Click here for Guidelines.	
Secret Question	<input type="text"/>
Answer to Secret Question	<input type="text"/>

Submit

For assistance send an e-mail to [Help Wisconsin Support](#)

3. Becoming a Certified/EE Partner: Setting up School Staff (WAMS) Accounts

- Go to your email account
- Open the email you just received from the State
- Click on the link in the email, enter your User ID and Password (this activates your account and completes the self-registration)
- Close the webpage

If you already have a WAMS account for another school-related project, skip this step.

3. Becoming a Certified/EE Partner: Setting up School Staff (WAMS) Accounts

- Go to: access.wi.gov
- Click on the Community Partners
- Log-in (*If you already have a WAMS account, this is where you should begin*)
- Complete the user account set up
- Under “Express Enrollment Users”, most school staff will check “I am a regular user for an organization that is certified for Express Enrollment” and then leave the “Community Access Point Users” section blank
- You will need to enter your district’s Partner ID
- Submit and you will receive a confirmation message
- Close the webpage

User Account Setup

Set Up Your User Account

Please enter the information below to set up your user account by completing Section 1. To associate to an Express Enrollment location, choose the appropriate option and then complete Section 2. To associate to Community Access Point location, choose the appropriate option and then complete Section 3. When you have completed the appropriate sections, click the submit button.

Section 1 - User Information

* First Name:
Middle Initial:
* Last Name:
* Date of Birth: Ex: mm/dd/yyyy
Email Address:
* Address Line 1:
Address Line 2:
* City:
* State: Wisconsin
* ZIP code:
* Phone Number:
 I understand that state and federal laws require that information regarding persons applying for BadgerCare Plus be safeguarded from unauthorized use or disclosure.
Throughout the course of conducting BadgerCare Plus outreach and enrollment activities, confidential personal and demographic data from clients will be collected. I understand that I may not use personal, medical, or demographic client data for any purpose that is not directly related to the fulfillment of my agency's outreach and enrollment responsibilities.
I also understand that I may not disclose personal, medical, or demographic client information to any person not directly responsible for ensuring the processing of BadgerCare Plus enrollments and/or the delivery of healthcare services to members.
* Please select the type of the user that you are.
Express Enrollment Users
 I am the designated security administrator for an organization that is certified for Express Enrollment.
 I am a regular user for an organization that is certified for Express Enrollment.
Community Access Point Users
 I have previously registered a Community Access Point and will serve as the Security Administrator for that organization.
 I am a regular user for a Community Access Point.
 I would like to register my agency as Community Access Point.

Section 2 - Express Enrollment Organization Information

You told us in Section 1 that you are a regular user for an Express Enrollment Organization. Please enter its Partner/Provider ID and click the Add button to add multiple Partners/Providers IDs.

Partner/Provider ID

Do not click **Add**, this is for someone wanting to add multiple Partner/Provider IDs.

3. Becoming a Certified/EE Partner: Setting up School Staff (WAMS) Accounts

SECURITY ADMINISTRATORS ONLY

- Under “Express Enrollment Users”, check both “I am the designated security administrator for an organization that is certified for Express Enrollment” and “I am a regular user for an organization that is certified for Express Enrollment” and then leave the “Community Access Point Users” section blank
- Also complete section 2; you will need to enter your district’s Partner ID and PIN
- Submit and you will receive a confirmation message
- Close the webpage

Do not click **Add**, this is for someone wanting to add multiple Partner/Provider IDs.

I also understand that I may not disclose personal, medical, or demographic client information to any person not directly responsible for ensuring the processing of BadgerCare Plus applications and/or the delivery of healthcare services to members.

* Please select the type of the user that you are.

Express Enrollment Users

I am the designated security administrator for an organization that is certified for Express Enrollment.

I am a regular user for an organization that is certified for Express Enrollment.

Community Access Point Users

I have previously registered a Community Access Point and will serve as the Security Administrator for that organization.

I am a regular user for a Community Access Point.

I would like to register my agency as Community Access Point.

Section 2 - Express Enrollment Organization Information

You told us in Section 1 that you are a regular user for an Express Enrollment Organization. Please enter its Partner/Provider ID and click the Add button to add multiple Partners/Providers IDs.

Partner/Provider ID

You also told us that you're the designated Security Administrator for an Express Enrollment Organization. Please enter your one-time user pin for your Express Enrollment Organization. This is used to setup a new organization in ACCESS for Partners and Providers. If you don't know your PIN and need a new one, check the Get New PIN box below.

Partner/Provider ID PIN Get New PIN

3. Becoming a Certified/EE Partner: Setting up School Staff (WAMS) Accounts

- You have now signed up to be able to conduct Express Enrollment for children.
- School staff notify your Security Administrator that you are seeking to be enabled as an Express Enrollment Partner for the district.
- Your district's Security Administrator must electronically approve users. Once your district's Security Administrator has approved you, you will be able to conduct Express Enrollment.

3. Becoming a Certified/EE Partner: Approval by Security Administrator

SECURITY ADMINISTRATORS ONLY

- The Security Administrator logs into Community Partners at access.wi.gov to enable each staff member who requests privileges. Once logged-in:
 - Under “Manage My Account”
 - Choose “Search for users from my organization”
 - Once you find the user’s name, select “Go”

The screenshot shows a web form with three main sections:

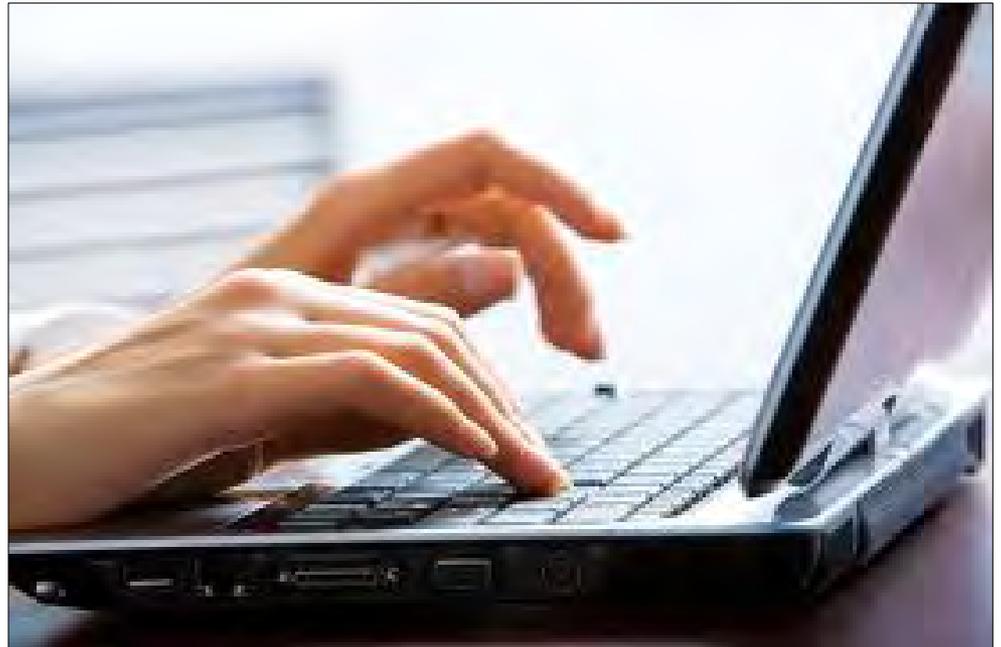
- User Details:** A box containing labels for "Name:", "Date of Birth:", and "Address:".
- Access Selection:** A box with the instruction "Please select the type of access this user should have for each of the following locations." and four options: [Make all View Only](#), [Make all View/Enter/Submit](#), [Make all No Access](#), and Remove this user permanently.
- Express Enrollment for Children:** A section with a dropdown menu set to "View/Enter/Submit" and a checked checkbox: Make this user an administrator for this location (Making this user an administrator gives this person 'Update' access regardless of the option selected above for Covering Kids & Families - WI).
- Security Administrator Assignment:** A section with a checked checkbox: Make this user a security administrator for Covering Kids & Families - WI (Making this user a security administrator gives this user 'Update' access for all Covering Kids & Families - WI locations regardless of the option selected above).

Remove users that no longer work for the district

“Express Enrollment for Children” choose “View/Enter/Submit”

You can designate one other person to also have administrator privileges

BadgerCare+
Express
Enrollment
For
Children



Express Enrollment
Application

Express Enrollment Application

- Express Enrollment is completed online at access.wi.gov by a Certified EE Partner
- An Express Enrollment Partner logs into the ACCESS web site and selects EE for Children
- Takes about 15 minutes to complete the application

Express Enrollment Application

- Go to: access.wi.gov
- Click on Community Partners
- School Staff choose Log-in
- Choose “Submit Express Enrollment for Children”

The screenshot shows a web application interface for submitting an express enrollment application for children. On the left is a vertical navigation menu with icons and labels for: Individual Information, Contact Information, Income Details, Provider Signature, Client Signature, and Results. The main content area is titled "Individual Information" and contains two sections:

Parent, Guardian or other Caretaker Information
Please provide the name of the parent, guardian, or other caretaker who is applying for the child(ren).
 Check here if the person applying is a child living independently and fill in his/her information in both this section **and** in the **Identifying Information for Child 1** section below.

* First Name: [text box] Middle Initial: [text box] Last Name: [text box]
* Date of Birth: [text box] Ex: mm/dd/yyyy
* Gender: Male Female

Identifying Information for Child 1

* First Name: [text box] Middle Initial: [text box] Last Name: [text box] [Delete button]
* Date of Birth: [text box] Ex: mm/dd/yyyy
* Gender: Male Female
* Identification Type:
 Social Security Number [text box] [text box] [text box]
OR
 Pseudo MA ID: [text box]
* Is this child a U.S. Citizen? Yes No
* Is this child currently receiving Wisconsin Medicaid or BadgerCare Plus? Yes No
* This child the parent, guardian, or other caretaker listed above.

To add another child, click the 'ADD' button. [Add button]

Express Enrollment Application

Application pages include:

1. Individual Information
2. Contact Information
3. Income Details
4. Provider Signature
5. Client Signature
6. Results

The screenshot displays the 'Individual Information' section of the Express Enrollment Application. On the left, a vertical navigation menu contains icons and labels for 'Individual Information', 'Contact Information', 'Income Details', 'Provider Signature', 'Client Signature', and 'Results'. The main content area is titled 'Individual Information' and includes a header with 'Type: EE for Children' and 'Applicant: Updated on: Updated by:'. Below this is the 'Parent, Guardian or other Caretaker Information' section, which asks for the name of the parent, guardian, or other caretaker applying for the child(ren). It includes a checkbox for independent living, and fields for First Name, Middle Initial, Last Name, Date of Birth (with an example 'mm/dd/yyyy'), and Gender (Male/Female). The 'Identifying Information for Child 1' section follows, with fields for First Name, Middle Initial, Last Name, Date of Birth, Gender, and Identification Type (Social Security Number or Pseudo MA ID). It also includes checkboxes for U.S. Citizenship and Medicaid/BadgerCare Plus, and a dropdown menu to select the parent/guardian. A 'Delete' button is next to the child's name fields, and an 'Add' button is at the bottom right. A note at the bottom states: 'To add another child, click the 'ADD' button.'

PLANNED PARENTHOOD -
WISCONSIN (DELOITTE)
1645 N. BRAXTON LN
MADISON WI 53715
(608) 234-2342
Date: 11/09/2007



State of Wisconsin
Application # 4300001243

Jane Smith
515 W. 10th St.
Madison WI 539320

About Your Benefits

Which benefit?



BadgerCare Plus temporary enrollment for children

Status of your benefits?

You applied on 11/09/2007. The following individual(s) is/are temporarily enrolled in BadgerCare Plus:

- Sarah Smith
- Billy Smith

This temporary enrollment will end on or before 12/31/2007. In order to continue receiving BadgerCare Plus you must apply through one of the following methods:

- Online - <http://access.wisconsin.gov>
- By mail or in person at:
Dane County Job Center
1819 Aberg Ave.
Madison, WI 53704
(608) 242-7400

See your Rights and Responsibilities for more details

To the Provider

The individual listed has been temporarily enrolled in BadgerCare Plus in accordance with Wis. Stat. s. 49.471. This card entitles this individual to receive services through BadgerCare Plus from any certified BadgerCare Plus provider for the period specified on this card. (See card effective dates.) For additional information, call Provider Services at (800) 947-9627 or see the All Provider Handbook.

NOTE:

It is important to provide services when this card is presented. Providers who render services based on the enrollment dates on this card will receive payment for those services as long as other reimbursement requirements are met. All policies regarding covered services apply during temporary enrollment, including the prohibition against billing recipients. Refer to the All Provider Handbook for further information regarding this temporary ID card. Providers are encouraged to keep a photocopy of this card.

WISCONSIN DEPARTMENT OF
HEALTH AND FAMILY SERVICES

IDENTIFICATION CARD FOR TEMPORARY ENROLLMENT IN BADGERCARE PLUS FOR CHILDREN



Name : ID Number :

Sarah Smith 0234343422
Billy Smith 0234423423

Effective Dates: 11/09/2007 - 12/31/2007

- When you complete the application, print the temporary BadgerCare Plus card that is generated

- Another card for the temporary period will be mailed within 3-5 days from the WI Department of Health Services

11/14/2014

covering
kids & families
wisconsin

Practice Completing an EE App.

1. Go to: trn.access.wisconsin.gov
 - “trn” stands for training website
 - you must spell out “wisconsin”, whereas on the non-training website you can simply type “wi” in the web address
2. Click on **Community Partners**
3. User ID: test951test, Password: enter123
4. Choose TRN Partner
5. Choose to Submit Express Enrollment Application for: BadgerCare+ (BC+)

Resources



Covering Kids & Families Online Toolbox

<http://ckfwi.org/toolbox.html>



Ideas for Promoting Health Insurance

- To help brainstorm ideas, use our *Promoting BadgerCare+ Worksheet*, found in the toolbox
- Suggestions include: distribute flyers, include information on school website or in school newsletters, have a BC+ booth at parent-teacher conferences, identify community organizations that provide application assistance and make referrals, allow the use of school computers for families to apply for benefits



<http://ckfwi.org/toolbox.html>

Ideas for School Districts

- Distribute BadgerCare+ (BC+) bookmarks or flyers
- Include BC+ information on school website
- Schedule an in-person training or watch webcasts
- Include information in school newsletters or in Friday folders
- Collect student health insurance status (HIS)
- Distribute Public Benefit One Page Fact Sheets from CKF Toolbox
- Have a BC+ booth at parent-teacher conferences
- Include BC+ inserts with free/reduced price meal applications
- Identify community organizations or offices that provide application assistance and make referrals
- Become an Express Enrollment site
- Provide and advertise the use of school computers to apply for benefits
- Identify staff person(s) for application assistance

For more information about any of these ideas visit the *Covering Kids & Families* Toolbox: www.ckfwi.org or call 608-261-1455.

Promoting BadgerCare+

	Desired Outcome	Material(s) Used	Timeframe
	<i>Example: Distribute BadgerCare+ information to all families in the district.</i>	<i>Example: Include BadgerCare+ info in quarterly newsletter with school nurse's contact info. Sample from CKF Toolbox.</i>	<i>Example: First one will go out in November.</i>
1			
2			
3			
4			
5			

Who might be involved?

- Administrators, including Superintendents, Principals, and Pupil Service Directors
- Community Partners (health centers, social service agencies, etc.)
- English Language Learner (ELL) Teachers
- Food Service Staff
- Guidance Counselors
- Information Technology (IT) staff
- Nurses
- Principals
- Social Workers
- Special Education Teachers
- Superintendents
- Wellness Committees

covering kids & families
 Ph: 608-261-1455 E-mail: info@ckfwi.org Website: www.ckfwi.org Blog: <http://ckfwi.wordpress.com>

Planning Your Outreach

- View a selected collection of outreach materials based on the activity or event you are planning

BadgerCare+ Outreach Opportunities

 Parent/Teacher Conferences	 Health Fair
 Cover the Uninsured Week	 Enrollment/Registration
 Community Event	 New Staff Training / Staff Training Refresher



Ask About Health Insurance Status

Various opportunities exist for schools to ask about health care coverage, including on an emergency card, student data form, or sports participation form. Below are examples of Health Insurance Status (HIS) questions.

Is your child covered by health insurance? **Yes** **No**

If someone in your family does not have health insurance, you may go to healthcare.gov or call 1-800-318-2596 to see if your family is eligible for coverage.

Does your child currently have health insurance? **Yes** **No**

If no, please answer the following question.

Would you like information on health insurance options for your family? **Yes** **No**

By answering yes, your name will be forwarded to [insert name of school nurse, social worker, or guidance counselor].



Covering Kids & Families ACA Webpage

The Affordable Care Act: Tools and Information



 Training Tools

 Webinar and Powerpoint

 ACA Facts Factsheets

 Special Populations

 Other Resources

 Applying for Coverage

Department of Health Services Health Care Webpage

Webcasts, PowerPoint trainings, FAQs, etc.

<http://www.dhs.wisconsin.gov/health-care>



WISCONSIN DEPARTMENT OF HEALTH SERVICES

WISCONSIN HEALTH CARE OPTIONS

New Partner and Stakeholder Information and Resources Now Available

- [Special Enrollment Period Letter](#): One-time letter to individuals whose BadgerCare Plus benefits ended April 1, 2014 and who may have not purchased private health insurance coverage regarding new Special Enrollment Period at the federal Health Insurance Marketplace.
- Newly updated [frequently asked questions about BadgerCare Plus policies and the federal Health Insurance Marketplace](#).
- [Resources for Assisting Consumers](#)
- [Data and Reports](#)

All Wisconsin residents have access to affordable health insurance. Some individuals and families can get health care coverage through Wisconsin's public health care program, [BadgerCare Plus](#), while others will purchase it through the private market, their employer, or through the [federal Health Insurance Marketplace](#).

The Department has been working closely with our community partners, advocates and Regional Enrollment Networks since July 2013 to ensure that Wisconsin residents are able to understand their health care options and take action to secure health care coverage.

The Department is committed not only to ensuring that Wisconsin residents learn about their health care options and secure coverage but also providing the information and resources that partners and Regional Enrollment Networks need to assist the public, including frequently asked questions and BadgerCare Plus policy-related trainings; resources for consumers; resources and trainings at other state and federal agencies and organizations; and links to data and reports.

Questions can be emailed to the Department of Health Services at dhshealthcare@dhs.wisconsin.gov.

Resources for Assisting Consumers	Report: The Wisconsin Health Insurance Market and Wisconsin Entitlement Reforms	Wisconsin Regional Enrollment Networks
Partner Information and Resources	Partner with the Federal Marketplace	Enrollment for Health Wisconsin (F4Health)
Data and Reports	Federal Marketplace Resources	Wisconsin Office of Commissioner of Insurance Navigator/Nonnavigator/CAC Information
BadgerCare Plus Letters Regarding Health Care Options	Federal Marketplace Training	Health Insurance 101 for Income Maintenance Workers
BadgerCare Reform Waiver	CuidadoDeSalud.gov	Income Maintenance (IM) Consortia Contact Information

Last Revised: September 24, 2014

Fact sheets and outreach material at:

<http://www.dhs.wisconsin.gov/badgercareplus/pubs/index.htm>

Enroll Wisconsin

Resources and enrollment directories

www.enrollwi.org



The screenshot shows the homepage of the Enroll Wisconsin website. At the top left, it says "Enroll Wisconsin!" with a tagline "Sharing Health Insurance Marketplace Enrollment Resources Across the State" on the right. Below this is a large graphic of the state of Wisconsin with the text "EnrollWI.org" overlaid. A navigation bar contains links for "About Enroll Wisconsin", "For Enrollment Assistants", "For Mobilizers", "For Consumers", "About the Regulatory Agencies", and "Regional Enrollment Networks". Below the navigation bar, there are links for "Key Links & Resources", "Calendar", and "Site Map". The main content area is divided into two columns. The left column is titled "About Enroll Wisconsin" and contains a paragraph about the organization's founding in May 2013 and a bulleted list of its activities: building awareness and providing training about the Affordable Care Act's Health Insurance Marketplace, and directly assisting and enrolling Wisconsin residents in the Health Insurance Marketplace. The right column features a "Marketplace Open Enrollment Starts November 15, 2014" announcement, a "Marketplace Open Enrollment Period Begins" message, a digital clock showing "16:12:35" (Days:Hours:Minutes), a "Join the REN Email List" link, and a "Wisconsin Enrollment Directory" link with a small thumbnail image.

The Health Insurance Marketplace

Online information and application

www.healthcare.gov

www.cuidadodesalud.gov

The screenshot shows the English version of the HealthCare.gov website. At the top, there are navigation tabs for "Individuals & Families" and "Small Businesses", along with a "Log in" link and a "Español" language option. Below the navigation is a search bar and a main banner with the text "Make sure you're ready to enroll starting November 15th" and a "LEARN HOW" button. A secondary banner below reads "HAVE A 2014 PLAN? FIND OUT HOW TO STAY COVERED IN 2015" with another "LEARN HOW" button. The main content area is divided into four columns: "1-PAGE GUIDE" (GO), "WILL YOU SAVE?" (FIND OUT), "MEDICAID & CHIP" (LEARN MORE), and "DATES & DEADLINES" (GO). At the bottom, there are sections for "SIGN UP FOR IMPORTANT NEWS & UPDATES" and "HEALTHCARE.GOV BLOG" with a "SEE MORE" button.

The screenshot shows the Spanish version of the HealthCare.gov website, titled "CuidadoDeSalud.gov". It features the same layout as the English version but with Spanish text. The main banner says "Prepárese ahora para la cobertura de 2015" with a "PREPÁRESE AHORA" button. The secondary banner asks "¿TIENE UN PLAN PARA EL 2014?" with an "APRENDA MÁS" button. The four main content columns are: "GUÍA" (IR), "AHORROS" (AVISÓSE), "MEDICAID Y CHIP" (APRENDA MÁS), and "FECHAS Y PLAZOS" (IR). The bottom section includes "REGÍSTRESE PARA NOTICIAS Y AVISOS IMPORTANTES" and "EL BLOG DE CUIDADODESALUD.GOV" with a "VEA MÁS" button.

Centers for Medicare & Medicaid Services (CMS) Resources

Publications/factsheets, multimedia/videos, etc.

marketplace.cms.gov



CMS.gov | Health Insurance Marketplace
Centers for Medicare & Medicaid Services

Type search term here Search

Get email updates

Health Insurance Marketplace

Welcome to the official Marketplace information source for assisters and outreach partners.

On this site, you'll find information about assister programs and tools to help existing and new Health Insurance Marketplace consumers.

Applications & Forms > **Technical Assistance Resources** > **Outreach & Education** >

Spotlight
Marketplace Open Enrollment and Annual Redetermination Notices

About Assister Programs
Get the latest guidance on Assister Programs and apply.

Training
Get training for navigators, agents, brokers and other assisters.

Centers for Medicare & Medicaid Services (CMS) Materials

Create a username and password, search “Marketplace” to order free materials

<http://productordering.cms.hhs.gov>



Example: Need health coverage? (5x7 card)



Example: Need health coverage? (poster)

Questions and Staying Connected



***Contact us with questions or request
to be added to our email list***

Covering Kids & Families

info@ckfwi.org

www.ckfwi.org

414-270-4677 (Milwaukee)

608-261-1455 (Madison)

Jenny Appleby

jappleby@wisc.edu