Provider Application – Service Location Form

A **service location** is defined as a place where members reside or access facility-based services, or a location that receives referrals for services provided in a member's home.

This form is used to provide information for additional locations when submitting the Inclusa Provider Application Form, or for adding new services or a new location to an existing contract.

Instructions: Use a separate form for each location. All fields with a * must be completed. Please type or print. Submit by one of the following methods:

Email: ProviderDevelopment@inclusa.org **Fax**: 608-785-5336, Attn: CR/PR Provider Development
Mail: Inclusa, Attn: CR/PR Provider Development, 3349 Church St. Ste 1, Stevens Point, WI 54481

*Person Completing This Form		
Name:	Phone:	Email:
*Submission Reason: (select one) ☐ Additional information for new provider application	☐ Add location to existing contract ☐ Add service(s) to existing contracted location	

SECTION I – COMPANY / AGENCY INFORMATION

*Legal Business Name (as it appears on your W-9 Form):	
DBA name (if applicable):	
*Address (as it appears on W-9 Form):	
*City, State, Zip:	*County:
*Tax ID (EIN/SSN):	NPI (if applicable):
*General Phone Number:	General Fax Number:

SECTION II – SERVICE LOCATION INFORMATION

*Service Location Name:	
*Address:	
*City, State, Zip:	*County:
*Tax ID (EIN/SSN):	NPI (*if applicable):
*General Phone Number:	General Fax Number:
Medicaid Certification Number (*if applicable):	Certifying State:
Provider Agency ID (*for personal care and supportive home care providers who are not Medicaid certified, to enable Electronic Visit Verification/EVV):	
Medicare Certification Number (*if applicable):	Website:
Wheelchair Accessible (*if service is based at a provider-operated facility or office): ☐ Yes ☐ No	
Interpreter Service Provided: ☐ for languages other than English ☐ for Hearing Impaired	

Hours of Operation or Availability (*if *not* a residential service)

☐ Operations Available 24/7

Monday	____	to ____	☐ Closed	Friday	____	to ____	☐ Closed
Tuesday	____	to ____	☐ Closed	Saturday	____	to ____	☐ Closed
Wednesday	____	to ____	☐ Closed	Sunday	____	to ____	☐ Closed
Thursday	____	to ____	☐ Closed				

Holiday Schedules: For providers with annual holiday schedules when business is closed, please submit a current holiday calendar with this application.

***Services**

Indicate below *all* Family Care Benefit Package services you wish to provide at or from this location.
(Include both current and potential new services if this is a request to add services to an existing location.)

- ☐ Adaptive Aids (general, vehicle, service dog)
- ☐ Adult Day Care (licensed)
- ☐ Alcohol & Other Drug Abuse Services (AODA)
- ☐ Assistive Technology/Communication Aids (includes interpreter services)
- ☐ Community Support Program (CSP) (licensed)
- ☐ Community Supported Living
- ☐ Consultative Clinical & Therapeutic Services for Caregivers (CCTS) (training for paid and unpaid caregivers)
- ☐ Consumer Education and Training (including mental health peer specialists)
- ☐ Counseling & Therapeutic Resources (licensed, non-Medicaid-certified therapies)
- ☐ Daily Living Skills Training
- ☐ Day Habilitation Services
- ☐ Day Treatment Services – AODA
- ☐ Day Treatment Services – Medical/Behavioral
- ☐ Disposable Medical Supplies (including OTC)
- ☐ Durable Medical Equipment (except hearing aids or prosthetics)
- ☐ Environmental Accessibility Adaptations (home modifications)
- ☐ Financial Management Services (fiscal intermediary for SDS)
- ☐ Financial Management Services (organizational rep payee)
- ☐ Home Delivered Meals
- ☐ Home Health Agency (licensed and Medicaid certified; Medicare may also be required depending on service)
- ☐ Housing Counseling
- ☐ Mental Health Services
- ☐ Nursing Facility (licensed)
- ☐ Nursing Services (independent/private)
- ☐ Occupational and Physical Therapy Services (outpatient)
- ☐ Personal Care Agency (Wisconsin Medicaid certified)
- ☐ Personal Emergency Response Service (PERS)
- ☐ Prevocational Services

  Residential Services:
  - ☐ Adult Family Home 1-2 Bed (AFH)
  - ☐ Adult Family Home 3-4 Bed (AFH)
  - ☐ Community Based Residential Facility (CBRF)
  - ☐ Residential Care Apartment Complex (RCAC)
- ☐ Respite Care (in member's home)
- ☐ Respite Care (in substitute living facility)
- ☐ Speech & Language Pathology Services (outpatient)
- ☐ Supported Employment
- ☐ Supportive Home Care (chore services)
- ☐ Supportive Home Care (general; including non-medical personal care)
- ☐ Transportation Services
- ☐ Vocational Futures Planning & Support
- ☐ Other (list):

New services for existing locations

List any services checked above that you are requesting to add for an existing contracted location:

***Family Care Target Groups Served**

- ☐ Frail older adults
- ☐ People with physical disabilities
- ☐ People with intellectual/developmental disabilities

Specialized Programming

Describe other information specific to this location, e.g., programming for dementia or challenging behaviors.

SECTION IV – CONTACT INFORMATION

Business contacts from providers in our network are used in a variety of roles in our business system, both at the **Company/Agency** and **Service Location** level. Some contact types can be **at Service Location and/or Company/Agency** level. Please refer to the *Provider Contact Information and Updates* document on our website Providers/Resources page for details.

Instructions: List applicable contact names for this location in the following table, then provide contact information for each person in the Contact Details section that follows. Required contacts are marked with: *.

Note for currently contracted providers: This form requests Service Location contact information only. For information about your existing contacts at the Company/Agency level, or Service Location contacts for other contracted locations, please contact us at ProviderRelations@inclusa.org or call 877-622-6700 (press 2 then press 3).

Service Location Contacts	(contacts for Service Location above)
***Required Service Location Contacts**	**List One Name Per Role**
Program/Facility	
Rate Agreement (AFH, CBRF, or RCAC)	
Referral (may have more than one)	
***Required Company/Agency and/or Service Location Contact**	**List at Least One Name Per Role** (may leave blank if already assigned at Company/Agency level)
Disenrollment	
Notifications	
Quality	
Vacancy Reporting - AFH, CBRF, or RCAC (Company/Agency level preferred)	
Optional Contacts	**List Name(s) as Appropriate/Desired**
Billing	
Medical Records	
Supervising RN	
1-2 Bed AFH Certification/Re-Cert. (list 1)	

Contact Details		
*Provide direct contact information here **for each person named above**. Attach additional sheets as needed.		
Contact Name:		**Title**:
Phone:	**Fax**:	**Email**:
Postal Address:		
Contact Name:		**Title**:
Phone:	**Fax**:	**Email**:
Postal Address:		
Contact Name:		**Title**:
Phone:	**Fax**:	**Email**:
Postal Address:		

Contact Name:			**Title**:
Phone:	**Fax**:	**Email**:	
Postal Address:			
Contact Name:			**Title**:
Phone:	**Fax**:	**Email**:	
Postal Address:			

SECTION IV – ATTESTATION AND SIGNATURE

Signature on this application acknowledges applicant attests to the following statements:

Provider is not barred from State or Federal funding or from doing business under State or Federal funding.

For any provider with direct care to Inclusa members, Provider meets requirements for Criminal and Caregiver Background Checks as established by the Wisconsin Department of Health Services, Division of Quality Assurance (www.dhs.wisconsin.gov/caregiver/index.htm).

Provider assures for quality, competency, and fiscal soundness in provision of services.

Provider will comply with subcontract requirements. Provision of services to Inclusa members may not be performed without a signed subcontract and prior authorization from Inclusa.

In receiving this application, Inclusa relies on the truth of the following statement:

All information entered in all sections of this Provider Application is accurate and complete. If any of this information changes, Provider will notify Inclusa immediately of any such change.

Authorized Signature _____ **Date** _____

Type or Print Name _____

Title _____

NOTIFICATION OF CHANGES: You must inform Inclusa of any changes in licensure, certification, group affiliation, corporate name, ownership, and physical service location or payee address prior to the change occurring.