

1. Providers still need to complete separate, hard copy sign in sheets to verify client attendance
2. Service entry/case notes must be completed by the performing provider in Provider Connect
3. Every 30 days a Forward Health portal screen shot for a Medicaid reimbursable service should be attached to the Service Authorization request or general case note in Provider Connect
4. If demographics change, please fax appropriate form to CARS.
5. When submitting a service authorization request, please attach the following documentation to the request:
  - a. SAR Justification Form. This form is available on the CARS Website here, but will also soon be available as a form within Provider Connect itself.
  - b. Treatment Plan (if applicable)
  - c. Screenshot of the Forward Health portal
6. Please note that you need to enter the start and stop times for all services provided.
7. The State of Wisconsin PPS MH Module, State of Wisconsin PPS AODA Module, State of Wisconsin PPS General Information, the PPS/NOMS Supplemental Data Collection forms should be viewable on the left hand navigation bar. All four forms must be completed on all your clients at episode intake, discharge, and every 6 months (if applicable). A downtime form that is a composite of all four forms is available on the CARS Website here, and data dictionaries for the items on these forms can be found here.