

# *Application Packet*

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## *Checklist*

Please ensure you have completed and included all applicable items on this checklist prior to submission.

- Transportation Provider Application**
- Attestation Form**
- W-9 Form**
- Copy of any applicable Certifications and/or Licenses**
- Certificate of Liability Insurance –**
  - **Insurances applicable to your organization**
    - **General and Professional Liability**
    - **Worker’s Compensation & Employer’s Liability**
    - **Auto**

Please contact your insurance agent to obtain a Certificate of Insurance form naming Community Care, Inc. (1801 Dolphin Drive, Waukesha, WI 53186) as a certificate holder.
- Direct Deposit Form**

*Application to continue on the following pages*



**COMMUNITY CARE, INC.**  
**TRANSPORTATION PROVIDER APPLICATION**

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**I. PROVIDER CONTACT INFORMATION**

**Provider Name:** \_\_\_\_\_

**Mailing Address**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Business Address**      **Same as Mailing Address Above**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Provider Contact Name:** \_\_\_\_\_

**Provider Contact E-Mail:** \_\_\_\_\_

**II. GENERAL INFORMATION**

a. Service Area(s):

- |                        |                          |            |                          |
|------------------------|--------------------------|------------|--------------------------|
| All Wisconsin Counties | <input type="checkbox"/> |            |                          |
| Calumet                | <input type="checkbox"/> | Racine     | <input type="checkbox"/> |
| Fond du Lac            | <input type="checkbox"/> | Sheboygan  | <input type="checkbox"/> |
| Kenosha                | <input type="checkbox"/> | Walworth   | <input type="checkbox"/> |
| Manitowoc              | <input type="checkbox"/> | Washington | <input type="checkbox"/> |
| Milwaukee              | <input type="checkbox"/> | Waukesha   | <input type="checkbox"/> |
| Ozaukee                | <input type="checkbox"/> | Waupaca    | <input type="checkbox"/> |
| Outagamie              | <input type="checkbox"/> | Winnebago  | <input type="checkbox"/> |

Other: \_\_\_\_\_

▪ Target Group Selection:

Please select the population you serve.

- Physically Disabled (**PD**)
- Developmentally Disabled (**DD**)
- Frail Elderly (**FE**)
- All (**PD, DD, FE**)

Other: \_\_\_\_\_

▪ Hours of Operation:

24 Hour Facility    Yes     No

List Hours

Weekdays (Mon – Fri) \_\_\_\_\_

Weekends (Sat – Sun) \_\_\_\_\_

Please list the holidays your organization will be closed:

Holidays: \_\_\_\_\_  
\_\_\_\_\_

**III. SERVICES AND PROCEDURES OFFERED**

Please place a check mark next to the corresponding service(s).

<b>SERVICES</b>	<b>CHECK SERVICE YOU PROVIDE</b>
<b>Transportation:</b> Select Medicaid covered (i.e. Medicaid covered transportation except ambulance & transportation by common carrier)	<input type="checkbox"/>
<b>Transportation:</b> Non-Medicaid covered	<input type="checkbox"/>

**IV. PROVIDER ACCESSIBILITY AND AVAILABILITY**

**Program/facility accessibility:**

TDD/TTY Number

Yes       No  
(Specify) \_\_\_\_\_

**Experience in handling clients with Cognitive Disabilities, Developmental Disabilities and Physical Disabilities.** Yes  No

**Describe language accessibility:**

English       Spanish       Sign Language  
 Hmong       Russian       Other \_\_\_\_\_  
(specify)

**V. SPECIALIZED EXPERTISE OFFERED BY YOUR AGENCY**

Please briefly describe any specialized expertise or unique services offered by your agency (i.e., specialization in Alzheimer’s care). Please attach a separate sheet if your explanation requires additional space.

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**VI. LENGTH OF TIME IN BUSINESS**

Please indicate the length of time the agency has been in business ***providing the services for which you are applying.***

\_\_\_\_\_ **Years**      \_\_\_\_\_ **Months**

## **VII. CULTURAL COMPETENCIES**

Please indicate the cultural composition of your organization by checking all that apply:

### **Minority/Disadvantaged Provider:**

- At least 51% of the Board of Directors is minorities/women.**
- The organization is owned and operated by at least 51% minorities/women.**

## **VIII. INELIGIBLE ORGANIZATIONS**

The CMO shall exclude from participation in the CMO all organizations, which could be included in any of the following categories (references to the Act in this section refer to the Social Security Act):

### **1. Ineligibility**

Entities which could be excluded under Section 1128(b)(8) of the Social Security Act are entities in which a person who is an officer, director, agent or managing employee of the entity, or a person who has a direct or indirect ownership or control interest of 5% or more in the entity, or a person with beneficial ownership or control interest of 5% or more in the entity has:

- a. Been convicted of the following crimes:
  - i. Program related crimes, i.e., any criminal offense related to the delivery of an item or service under Medicare or Medicaid (see Section 1128(a)(1) of the Act);
  - ii. Patient abuse, i.e., criminal offense relating to abuse or neglect of patients in connection with the delivery of health care (see Section 1128(a)(2) of the Act);
  - iii. Fraud, i.e., a State or Federal crime involving fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct in connection with the delivery of health care or involving an act or omission in a program operated by or financed in whole or part by Federal, State or local government (see Section 1128(b)(1) of the Act);
  - iv. Obstruction of an investigation, i.e., conviction under State or Federal law of interference or obstruction of any investigation into any criminal offense described directly above (see Section 1128(b)(2) of the Act); or,
  - v. Offenses relating to controlled substances, i.e., conviction of a State or Federal crime relating to the manufacture, distribution, prescription or dispensing of a controlled substance (see Section 1128(b)(3) of the Act).
- b. Been Excluded from Participation in Medicare or a State Health Care Program. A State health care program means a Medicaid program or any State program receiving funds under title V or title XX of the Act. (See Section 1128(b)(8)(iii) of the Act).
- c. Been Assessed a Civil Monetary Penalty under Section 1128A of the Act. Civil monetary penalties can be imposed on individual providers, as well as on provider organizations, agencies, or other entities by the DHHS Office of Inspector General. Section 11238A authorizes their use in case of false or fraudulent submittal of claims for payment, and certain other violations of payment practice standards.  
(See Section 1128(b)(8)(B)(ii) of the Act).

**IX. ORGANIZATION STRUCTURE**

Please indicate your **organization structure** as reported on your federal income tax returns:

- Corporation
- Limited Liability Corporation
- Partnership
- Sole Proprietor

**X. AGENCY OFFICERS/RESPONSIBLE PARTY**

Please list the responsible person’s name and telephone number for each agency position listed. If your agency has no such position, please indicate “N/A” for “not applicable”.

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Telephone Number</u></b>
Executive Director/President:	_____	_____
Chief Financial Officer:	_____	_____
Chief Information Technology Officer:	_____	_____
Human Resources/Personnel Director:	_____	_____
Direct Service Delivery/Client Care:	_____	_____

**XI. GOVERNANCE**

- Does your agency have a Board of Directors?  Yes  No
- If yes, how many members on the Board? \_\_\_\_\_
- How often does your Board of Directors meet? \_\_\_\_\_
- Are Board members paid or do they serve voluntarily? \_\_\_\_\_
- Name and Telephone Number of Board Chair: \_\_\_\_\_
- Name and Telephone Number of Vice Chair: \_\_\_\_\_

**XII. LICENSE AND CERTIFICATION REQUIREMENTS**

**Please attach a copy of all licenses or certifications** that relate to services you wish to provide: List licenses/certifications in space below. Some examples are listed below.

- Transportation License**
- Public Passenger License (required to transport in Milwaukee & Kenosha)**
- Other:** \_\_\_\_\_

**XIII. CLIENT DATA AND RECORDKEEPING**

Is each business location HIPAA compliant?  Yes  No

If no, please explain:

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**XIV. FISCAL MANAGEMENT**

**EIN/SOCIAL SECURITY NUMBER/TAXPAYER ID NUMBER** \_\_\_\_\_

**Agency Accountant/Bookkeeper Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Agency's External CPA/Auditing Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**BILLING/PAYEE INFORMATION**

**Provider Billing Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Billing Contact Name:** \_\_\_\_\_

**Billing Contact Phone and Fax Numbers:** \_\_\_\_\_



# COMMUNITY CARE VEHICLE INFORMATION CHART

Name – Company	Address – Company (Street, City, State, and Zip Code)	Wisconsin Medicaid Provider Number (eight digits)
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Vehicle Identification	License Plate Number	Registration Date (MM/DD/YY)	Vehicle Year (YYYY)	Vehicle Make	Vehicle Model	Ramp (Yes/No)	Lift (Yes/No)	Cot / Stretcher (Yes/No)
1.								
2.								
3.								
4.								
5.								
6.								

Name(s) – Assigned Driver(s) or Mechanic(s) Completing Vehicle Inspections	Day of Week Inspections Are Completed	Name(s) – Assigned Driver(s) or Mechanic(s) Completing Vehicle Inspections	Day of Week Inspections Are Completed
1.		3.	
2.		4.	

I affirm that the vehicles listed on this form meet HFS 107.23 and 105.39, Wis. Admin. Code, requirements for a human services vehicle serving the disabled and elderly.

SIGNATURE – Person Completing Form	Name – Person Completing Form (print)	Job Title	Date Signed
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- Electronic signature is considered valid only when document is submitted by e-mail from the signer’s e-mail address.
- If mailing or faxing application, signature must be handwritten.



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**COMMUNITY CARE, INC.  
PROVIDER ASSURANCES AND CERTIFICATIONS**

I \_\_\_\_\_ agree that all information included in this application is true and correct and that the provider understands and agrees to the application information and requirements. Provider further acknowledges that the information in this application is subject to periodic verification without notice and that any misrepresentation on this form may result in disqualification from receiving public (MCO) funds and legal action or fiscal sanctions may be taken as determined appropriate by Community Care, Inc. or its designated representative(s). Provider understands that completion of provider application does not guarantee network admission and/or subsequent contract with the MCO.

I \_\_\_\_\_ constitute as the Provider to allow authorized representatives of Community Care, Inc. funding sources to have access to all records necessary to confirm the provision of services by the Provider. Failure on the part of the Provider to comply with program requirements or not have sufficient documentation to verify provision of the services billed may result in withholding or forfeiture of any payments. At a minimum, the Providers must have client records that include: names and address, the type and dates of service provided, the number of units of service provided, and documentation that service was provided.

The applicant certifies to the best of its knowledge and belief, that it is not an **“Ineligible Organization”** as defined in section VIII of this application. The applicant further certifies to the best of its knowledge and belief, that it and its principals: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and , (4) have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.

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Authorized Signature and Title

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Date

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Name of Agency (Service Provider)

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- Electronic signature is considered valid only when document is submitted by e-mail from the signer’s e-mail address.
- If mailing or faxing application, signature must be handwritten.

**SUBMIT YOUR APPLICATION WITH ALL  
REQUIRED DOCUMENTATION TO:**

**Community Care, Inc.  
Provider Management Department  
1801 Dolphin Drive  
Waukesha, WI 53186  
262-446-6707 (Fax)**

**E-mail: [contractinquiries@communitycareinc.org](mailto:contractinquiries@communitycareinc.org)**

**For questions please call our Provider Hotline  
at 866-937-2783, option 2**