

## Children's Long-Term Support (CLTS) One Time High-Cost Notification Instructions and Typical Ranges

### General Instructions

The high-cost online submission is divided into six sections; all pertinent sections must be completed for the request to be reviewed. High-cost request submissions are completed on the ForwardHealth interChange Portal for Waiver Agencies and can be found by using the Quick Links option "High-Cost and Outlier Requests". The CLTS High-Cost Request Processing Application Guide provides county waiver agency (CWA) with general instructions. DHS will review and respond to submissions within 14 calendar days of receipt of a completed submission. A response from DHS is required prior to authorization of Tier 2 submissions only.

### Instructions by Section

#### 1. Participant Details

Enter participant-specific information, including living arrangement.

#### 2. Submitted Service ≥ \$2,000

When reviewing and submitting notifications for high-cost items, review current service description summaries outlined in the Medicaid Home and Community-Based Services Waiver Manual for the CLTS Program ([P-02256](#)) and the Deciding Together discussion with the participant ([Deciding Together Resource, P-02246C](#)) as a point of reference when working with families and providers for any high-cost item. Select the corresponding service description for the modification or item being requested per the identified categories:

- **Home modification/adaptation**
  - Home modifications
- **Specialized supplies**
  - Assistive technology
  - Communication assistance for community inclusion
  - Discovery and career planning
  - Health and wellness
  - Participant and family-directed goods and services
  - Safety planning and prevention
  - Specialized medical and therapeutic supplies
  - Virtual equipment and supports items
- **Vehicle modifications**
  - Vehicle modification
  - Repairs to a vehicle modification
- **Adaptive driving**
- **Service animal**

Enter the specific item being requested, total amount, and, when applicable, any increase in total cost for the request.

- Taxes must be excluded per [WI Statute §77.54\(9a\)\(e\)](#), which exempts any government agency from taxes.

#### 3. High-Cost Typical Range Amounts

- Typical ranges listed at the end of this form provide a reference for use by CWAs to understand what an item generally or typically costs when reviewing bids for high-cost items. Not all high-cost items will have an identified range; when no range is identified, the submission is entered as a Tier 2. Range amounts should not be used as a determination of approving or denying a high-cost item request.
- Ranges include the following amounts and may be updated by BCS on an ongoing basis:
  - Median amount: This identified amount provides a reference or benchmark for CWAs of the middle value or cost of most identified items.

- Maximum amount: This published amount is the highest amount or cost of this item for consideration in the established range and within Tier 1 criteria. If a bid for a requested high-cost item exceeds this amount, it must be submitted for Tier 2 review and response by BCS prior to authorization.

**4. Determination: Tier 1 or Tier 2**

Indicate if the request is a Tier 1 or Tier 2 request and complete the corresponding sections of the form.

- **Tier 1:** When the high-cost item is equal to or greater than \$2,000 and within the established typical range as indicated at the end of this form, the CWA completes first three sections in the online High-Cost system and attach any required supporting documents.
  - No approval is required from DHS for these items.
- **Tier 2:** When the high-cost item is equal to or greater than \$2,000 and over the established typical range or does not have an established typical range as indicated at the end of this form, CWAs complete all sections in the online High-Cost system and upload required documents, such as chosen project bids, estimates, designs/diagrams, and invoices for items/devices.
  - Bids must include all required components of the item or scope of the modification.

**5. Narrative Summary: Tier 2 Notifications Only**

Provide a summary of the high-cost submission, including description of:

- The child's identified outcome and effectiveness of the item in accomplishing the goals through the Deciding Together conversation.
 

Note: CLTS funds cannot be used to provide items restrictive in nature, without DHS Restrictive Measures approval.
- Other pertinent services and supports in place that meet the identified outcome.
- The item or modification is the cost-effective option to meet the identified outcome.
- All funding sources have been considered and the item is CLTS allowable.

**6. Support and Service Coordinator (SSC) Approval**

- The SSCs signature indicates that the [Deciding Together](#) process was utilized to collaboratively identify issues/goals, think creatively and weigh options that developed the identified support plan.

**7. Approving County Waiver Agency Representative Attestation**

- The authorizing county waiver agency representative considers the appropriateness of the request in achieving the identified outcome(s) and reviews to ensure the request is complete and meets CLTS Waiver policy requirements. The attestation indicates support for the request.
- The authorizing representative is often a different staff than the support and service coordinator.

**Additional Requirements**

High-cost submissions are required for identified CLTS services when the cost of a service or item is > \$2,000 and is not subject to rate setting. Additional requirements for specific services are listed below.

1. Home modification/adaptations, includes safety-related modifications in the home through Safety planning and prevention.
  - a) Project designs must document ADA compliance, when necessary (for example, ramps).
  - b) Bids and estimates must list cost of labor and materials separately.
  - c) Project bids must identify the cost of the CLTS allowable portion of home modification/adaptations when the overall project bid includes other items beyond the scope of what is CLTS allowable.
  - d) For BOTH Tier 1 & 2 permanent ramp submissions, provide total cost of ramp and cost by running slope per linear foot.
  - e) For BOTH Tier 1 & 2 fence submissions, provide total linear feet and cost of fence, material type, and cost per linear foot. When fence is > 360 linear feet, describe details specific to how this fence cost-effectively meets the child's disability outcome.

2. Specialized services and supplies

Include the bid/invoice and independent professional recommendation ([Conflict of Interest, Ch. 4.3.3](#)).

When the submitting for medical equipment and supplies:

- a) Items are to be invoiced at the WI Medical Assistance (WIMA) rate; review the [ForwardHealth DME/DMS Indexes](#) and/or consult with the DME/DMS provider for the WIMA rate.
- b) Include MA denial adjudication details and/or proof of non-coverage, when applicable.
- c) Portable ramps are considered by WIMA when the item increases independence for the participant.
- d) Items that meet restrictive measures definition as per Ch. 9.4 of [P-02256](#) first requires DHS Restrictive Measures review and decision prior to high-cost submission.

3. Adaptive driving, a service included in Daily Living Skills Training:

- a) Document compelling reason(s) the service is not available under the Department of Vocational Rehabilitation or another funding source, including private or public entities.
- b) This service excludes payments for any associated meal and lodging expenses.

**Submission Checklist:**

- ☐ Completed all required High-Cost sections, including the signed Attestation by Authorizing County Representative
- ☐ Project bids/estimates or invoices for items/devices requested, tax excluded
- ☐ Professional recommendation for specialized supplies over \$2,000
- ☐ "Plan" (designs/schematic diagrams) for any home modification/adaptation
- ☐ Breakout of Labor and Material costs for any home modification/adaptation, tax excluded
- ☐ For permanent ramps and fences, breakout of cost by linear foot (per #1 Additional Requirements section)
- ☐ Signature of Support and Service Coordinator and Authorizing County Representative
- ☐ When WIMA is involved, provide explanation of WIMA denial details found on provider's Adjudication Detail

High-Cost Item and Amounts	Median	Max Rate – Tier 1
<b>Home modification:</b>		
Bathroom - barrier free shower	\$15,515	Up to \$27,720
Bathroom - soaking tub/whirlpool	None	Up to \$14,310
Bathroom - full remodel for accessibility	\$33,800	Up to \$ 44,435
Bathroom – partial remodel for accessibility	\$18,587	Up to \$23,011
Door widening	\$4,600	Up to \$6,644
Flooring (range per square foot, installed)	\$15.00/sq. ft.	Up to \$20.00/sq. ft.
Chair/stair lift	\$11,656	Up to \$17,730
Ceiling/wall lift	\$11,220	Up to \$11,330
Platform lift	\$16,342	Up to \$26,950
Safety-related home modifications (medical- or behavior-related)	\$5,285	Up to \$7,332
Concrete walkway	None	Up to \$6,000
Fences; Tier 1 – up to 360 linear feet	Amount per linear foot with installation, including gates: Vinyl (white): \$62.10/lf Wood (cedar): \$62.52/lf Chain link: \$36.97/lf	Amount per linear foot with installation, including gates; up to 360 linear ft.: Vinyl (white): Up to \$72.46/lf Wood (cedar): Up to \$72.96/lf Chain link: Up to \$47.05/lf
Ramp installation	\$284/lf running slope	Up to \$302/lf running slope

<b>Specialized services and supplies:</b>		
MA-denied card-covered <b>medical</b> equipment and supplies; Reference document: <a href="#">FAQs about HealthCheck for County Waiver Agencies</a>		Reimbursable up to WIMA rate (80% MSRP if not listed in most current <a href="#">ForwardHealth DME Index</a> )
Enclosed Bed		Requires DHS review
Adaptive non-medical-related equipment for inclusion and activity	None	Up to \$4,500
Wheelchair, power (multi-terrain)	\$5,062	Up to \$12,680
Adaptive Bike	\$3,345	Up to \$4,900
Adaptive Swing	None	Up to \$2,646
Electronic device	None	Up to \$5,785
Health/wellness (each item)	None	Up to \$2,000
Portable generator for ventilator Back-up	None	Up to \$12,680
Bathroom - accessories (changing tables, portable or installed)	None	Up to \$2,192
Safety-related or Behavior support items	\$5,543	Up to \$6,395
<b>Vehicle modifications</b>		
Vehicle modification	\$38,080	Up to \$42,000
Vehicle modification repairs	\$2,500	Up to \$2,000
<b>Adaptive driving training:</b>		
Adaptive driving course	\$3,135	Up to \$4,332
<b>Service animal (expended in one calendar year)</b>	\$12,000	Up to \$12,000