

**CMHSP Program Specific – Waiver Specific Standards**

**CMHSP NAME:** Choose an item.

**DATE OF REVIEW:** Click or tap to enter a date.

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
1	<b>HABILITATION SUPPORTS WAIVER</b>				
1.1	The CMHSP ensures that Waiver service providers meet credentialing standards prior to providing HSW services.	(HSW PM C-1)	Completed MDHHS tools and corresponding personnel records and credentialing documents	Score for this standard is tied to the sample personnel file review specific to HSW.  Records and credentialing documents – including licensure and certification and required experience for QIDP).	
1.2	The CMHSP ensures that Waiver service providers continue to meet credentialing standards on an ongoing basis.	(HSW PM C-2)	Policy/Procedure for ongoing review of credentialing.  Tracking Document(s) Completed MDHHS tools with corresponding evidence.	Score for this standard is tied to the sample personnel file review specific to HSW	

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
1.3	<p>The PIHP ensures that non-licensed Waiver service providers meet the provider qualifications identified in the Medicaid Provider Manual.</p> <p>Evidence; personnel and training records:</p> <ol style="list-style-type: none"> <li>1. At least 18 years of age.</li> <li>2. Able to prevent transmission of any communicable disease.</li> <li>3. In good standing with the law (i.e., not a fugitive from justice, not a convicted felon who is either still under jurisdiction or one whose felony relates to the kind of duty he/she would be performing, not an illegal alien).</li> <li>4. Able to perform basic first aid procedures, as evidenced by completion of a first aid training course, self-test, or other method determined by the PIHP to demonstrate competence in basic first aid procedures.</li> <li>4. Able to perform basic first aid procedures, as evidenced by completion of a first aid training course, self-test, or other method determined by the PIHP to demonstrate competence in basic first aid procedures.</li> </ol>	(HSW PM C-3)	Policy/Procedure, Completed MDHHS tools, personnel records and credentialing documents – including background checks, training evidence (current and ongoing), identification	Score for this standard is tied to the sample personnel file review specific to HSW	
1.4	CMHSPs document evidence of training on consumer IPOS and IPOS policies and procedures.	(HSW PM C-4)	Evidence of IPOS Training for staff selected, Completed MDHHS tools	Evidence of training must include: date of training, content of training, name of person training, name of trainer. If someone other than the CSM/SC provided the training then same	

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
				evidence as above should be provided. <i>Not limited to group home staff. All HSW providers for the samples should meet staff training requirements (includes own home and family home).</i>	
1.5	Persons who are enrolled on a habilitation supports waiver must be certified as current enrollees and be re-certified annually & this certification form must be in the individual's record with local CMHSP signature.	Medicaid Provider Manual	Policy/Procedure		
1.6	Evidence of CMHSP Corrective Action in response to the MDHHS HSW Site Review		Evidence of compliance and implementation with approved MDHHS CAP	Reviewer will look at CMH submitted/approved CAP to ensure that the corrective action has been implemented and is followed.	
1.7	Evidence of CMHSP Monitoring of potential recoupments for HSW Enrollees.		Policy/Procedure; Copy of Report; Committee Minutes		
<b>2</b>	<b>HOME AND COMMUNITY BASED SERVICES</b>				
2.1	CMHSP conducts ongoing monitoring activities to ensure settings remain in compliance with the HCBS Final Rule.	42 CFR 441.700 et. seq., MDHHS Contract HCBS Implementation, MI Medicaid Manual HCBS Chapter	Policies, procedures Contract reviews, site reviews, documentation of coordination with providers Evidence of ongoing efforts (corrective		

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
			action) to remediate any non-compliant requirements, Provider meeting minutes		
2.2	CMHSPs have processes in place to evaluate provider corrective action follow up requirements, as necessary, and provides support to the network in obtaining compliance.	MDHHS Contract	See 11.1, also notes representative of activities assisting providers, Policy, procedure, evaluation documentation, Provider meeting notes		
2.3	If a setting is unable or unwilling to be compliant with the HCBS Final Rule, CMHSP has a process in place to provide the individual with compliant residential or non-residential options from which to choose, and to support the transition of the individual to a compliant setting. .	Federal HCBS Rule (42 CFR Parts 430,431, 435, 436, 440, 441 and 447)	Evidence of consumer move to new residence or provider.	Examples of consumer transition to compliant settings, procedures for assisting consumers with transition, documentation of provider meetings/communication regarding capacity building, expanding provider network with compliant providers	
2.4	CMHSP has a process in place to ensure all new settings (either newly established or new to the specific program) are immediately compliant with the HCBS Final Rule. Determination of a new	MDHHS Contract Federal HCBS Rule (42 CFR Parts 430,431, 435, 436, 440, 441 and 447)	List of contracted HCBS Providers and sites, policy, procedure		

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
	setting's compliance with the HCBS Final Rule must be determined after the setting is built and has been operational with residents or individuals receiving services in order for the evaluating entity to have a full understanding of the individual's experience while participating with the setting.	MI Medicaid Program Manual HCBS Section	Policies, procedures, copies of approved Provisional Approval Applications		
2.5	CMHSP has a process in place to ensure Individuals receiving HCB services are provided the opportunity to be integrated in, and have full access to the greater community, including opportunities to seek competitive and integrated employment, control of personal resources, and access to community services.	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc.		
2.6	CMHSP has a process in place to ensure HCB services are selected by the individual, from among a variety of setting options and, for residential settings, are consistent with the individual's available resources to pay for room and board.	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc.		
2.7	CMHSP has a process in place to ensure individuals have the right to privacy, dignity and respect, as well as freedom from coercion and restraint.	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc.		
2.8	CMHSP has a process to optimize but not regiment the individual's autonomy and independence in making life choices regarding what they participate in and	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc.		

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
	with whom.				
2.9	CMHSP has a process in place to ensure that all settings, including facility- or site-based settings demonstrate the qualities of HCB settings, that the individual's experience in HCB is not institutional in nature nor does it isolate the individual from the broader community.	MI Medicaid Program Manual HCBS Section	Policies, procedures Contract reviews, site reviews, documentation of coordination with providers Evidence of ongoing efforts (corrective action) to remediate any non-compliant requirements, Provider meeting minutes		
2.10	CMHSP has a process in place to ensure skill-building assistance services provide opportunities for regular meaningful non-work activities in integrated community settings for the period of time desired by the individual. This service assists individuals in increasing their self-sufficiency or to develop the skills needed to engage in meaningful community-based activities such as school, work or volunteer activities.	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc.		
2.11	CMHSP has a process in place to ensure Community Living Supports (CLS) services promote community inclusion and participation and facilitate an individual's independence and productivity. Services	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc.		

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
	should provide opportunities for integration with the community and participation in activities comparable to activities for individuals of similar age or with similar interests who do not receive Medicaid HCBS.				
2.12	CMHSP has a process in place to ensure supported employment services provide a combination of ongoing support and paid employment that enables the individual to work in the community. Setting options offered should include community-based, integrated work settings where individuals with disabilities work alongside other individuals who do not have disabilities.	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc.		
2.13	CMHSP has a process in place to ensure site-based programs offer activities for individuals receiving Medicaid HCBS that are comparable to those tasks and activities for individuals of similar age and ability who are not receiving Medicaid HCBS.	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc., Site visits	Reviewer will typically see this during a site-based review	
2.14	Services must provide an opportunity for integration with the larger community. Individuals must not be kept from moving around inside or outside of the non-residential setting.	MI Medicaid Program Manual HCBS Section	Policies, procedures, Program Handbooks, etc., Site Visits		
3	<b>Children's Waiver 1915(c)</b>				

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
3.1	The CMHSP shall identify children who meet the eligibility criteria for the Children’s Waiver Program and submit to the PIHP prescreens for those children.	MDHHS Contract, Medicaid Manual	Policies, procedures, guidelines		
3.2	The CMHSP has procedures in place to for the following delegated functions: <ul style="list-style-type: none"> <li>• level of care determination;</li> <li>• review of participant service plans;</li> <li>• prior authorization of waiver services;</li> <li>• utilization management;</li> <li>• qualified provider enrollment;</li> <li>• quality assurance and quality improvement activities.</li> </ul>	MDHHS Contract, Medicaid Manual	Policies, procedures, guidelines		
3.3	Child is developmentally disabled. <ol style="list-style-type: none"> <li>1. Three or more areas of substantial functional limitations are identified. Within the last 12 months, assessments have been completed and/or supporting documentation obtained that reflect all of the consumer’s current functional abilities and any current substantial functional limitations identified in the areas of self-care, understanding and use of language (expressive and receptive), learning(functional academics), mobility, and self-direction. For consumers age 16 and older, functional abilities and any current substantial functional limitations are identified in the areas of capacity for independent living and economic self-sufficiency. Or</li> </ol>	MDHHS Contract, Medicaid Manual,	Policies, procedures, guidelines		

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
	2. If the consumer is a minor from birth to age 9, documentation is provided of a related condition and the current rationale to support a high probability of developing a developmental disability.				
3.4	The child is in need of active treatment. Within the last 12 months, assessments have been completed of the need for health and habilitative services designed to assist the consumer in acquiring, retaining, and improving the self-help, socialization and adaptive skills necessary to reside successfully in home and community-based settings.	MDHHS/PIHP Medicaid Managed Specialty Supports and Services contract, Medicaid Manual, Medicaid Subcontract	Policies and procedures		
3.5	The IPOS is reviewed both at intervals specified in the IPOS and when there were changes to the waiver participant's needs	Person Centered Planning Practice Guideline, Medicaid Manual	Policies and procedures		
3.6	Category of Care/Intensity of Care was determined by staff certified or trained by MDHHS in Category of Care/Intensity of Care determination	MDHHS Contract			
3.7	The CMHSP shall assure that CWP services will not be provided for CWP enrolled beneficiaries who reside in an institutional setting, including a Psychiatric Hospital, CCI, or are incarcerated for an entire month.	MDHHS Contract, Medicaid Manual	Policies and procedures		
3.8	Clinical service providers and case managers are credentialed by the CMHSP prior to providing services.	Medicaid Manual	Policies and procedures; Completed MDHHS/MSHN tools for staff including	Tools should include credentialing documents/records including licensure and certification and required experience for QIDP	

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
			personnel records and credentialing documents		
3.9	Clinical service providers and case managers are credentialed by the CMHSP ongoing.	Medicaid Manual, MDHHS Site Review Protocol	Policy/procedure, personnel records and credentialing documents	records and credentialing documents-including licensure and certification and required experience for QIDP)	
3.10	Non-licensed/non-certified providers meet provider qualifications. Personnel records contain documentation that staff is: <ol style="list-style-type: none"> <li>1. At least 18 years of age,</li> <li>2. In good standing with the law</li> <li>3. Able to practice prevention techniques to reduce transmission of any communicable diseases.</li> </ol>	Medicaid Manual, MDHHS Site Review Protocol	Completed MDHHS tools, supporting documentation – background check, identification, Documentation staff has completed all core training requirements – e.g. recipient rights, prevention of transmission of communicable diseases, first aid, emergency procedures, and that staff is employed by or on contract with the CMHSP or hired through Choice Voucher arrangements.		

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
3.11	All CWP providers meet training requirements including training of CLS/Respite staff on the implementation of the IPOS by the appropriate professional.	Medicaid Manual	Policy/procedure and case file notes, personnel files with documentation of training	Case file notes identifying the who, what and when of training	
3.12	Evidence of CMHSP Corrective Action in response to the MDHHS Site Review	MDHHS/PIHP Medicaid Managed Specialty Supports and Services contract			
<b>4</b>	<b>Waiver for Children with Serious Emotional Disturbance (SEDW) 1915(c)</b>				
4.1	The CMHSP has procedures in place to for the following delegated functions: <ul style="list-style-type: none"> <li>• level of care determination;</li> <li>• review of participant service plans;</li> <li>• prior authorization of waiver services;</li> <li>• utilization management;</li> <li>• qualified provider enrollment;</li> </ul> quality assurance and quality improvement activities.	Medicaid Manual	Policies and procedures		
4.2	CMHSP and its partner agencies may elect to use excess local contributions to fund the 1915(c) Waiver for Children with Serious Emotional Disturbance (SED) to pay for the cost of products or services that do not qualify as allowable under this waiver. The CMHSPs shall separately report this use of excess local contributions as specified in the FSR.	MDHHS/PIHP Medicaid Managed Specialty Supports and Services contract, Medicaid Manual, Medicaid Subcontract	Policies and procedures		
4.3	The CMHSP shall assure that SEDW services will not be provided for SEDW enrolled beneficiaries who reside in an institutional	Medicaid Manual	Policies and procedures		

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
	setting, including a Psychiatric Hospital, CCI, or are incarcerated for an entire month.				
4.4	CMHSP will/has Developed local agreements with County local MDHHS offices outlining roles and responsibilities regarding the MDHHS SEDW Child Welfare Project.	Medicaid Manual	Policies and procedures		
4.5	The CMHSP coordinates with local MDHHS workers, PIHP SEDW Coordinator, CMHSP SEDW Leads and Wraparound Supervisors to identify a specific referral process for children identified as potentially eligible for the SEDW. Participate in required SEDW Child Welfare Project State/Local technical assistance meetings and trainings	Medicaid Manual	Policies and procedures		
4.6	CMHSP has a process in place to Collect and report to the PIHP all data as requested by MDHHS.	MDHHS/PIHP Contract, Medicaid Manual	Policies and procedures		
4.7	The IPOS is reviewed both at intervals specified in the IPOS and when there were changes to the waiver participant's needs	Medicaid Manual	Chart documentation, policy/procedure		
4.8	Clinical service providers and Wraparound facilitator are credentialed by the CMHSP prior to providing services.	Medicaid Manual	Policies, procedures, Completed MDHHS tools, personnel records and credentialing documents	Personnel records and credentialing documents including licensure and certification and required experience for mental health professionals.	
4.9	Clinical service providers and Wraparound facilitator are credentialed by CMHSP ongoing.	Medicaid Manual	Policy, procedures, completed MDHHS tools, personnel records, and	Records and credentialing documents- including licensure and certification and required experience for child mental health professionals.	

	STANDARD	Basis/Source	Evidence of Compliance could include:	Review Guidelines for Review Team	Provider to Complete: List evidence provided and location of evidence for specific standard i.e. page number if applicable
			credentialing documents.		
4.10	<p>Non-licensed/non-certified providers meet provider qualifications.</p> <ol style="list-style-type: none"> <li>1. At least 18 years of age</li> <li>2. Is in good standing with the law</li> <li>3. Is free from communicable disease</li> </ol>	Medicaid Manual	Documentation staff has completed all core training requirements – and that staff is employed or on contract with CMHSP.	Core training requirements: recipient rights, prevention of transmission of communicable disease, first aid, emergency procedures, etc.	
4.11	All SEDW providers meet training requirements including training of CLS/Respite staff on the implementation of IPOS by the appropriate professional.	Medicaid Manual	Policy, procedures, case file notes, personnel files with documentation of training.	Training must document who, what, and when of training.	
4.12	Evidence of CMHSP Corrective Action in response to the MDHHS Site Review	MDHHS/PIHP Medicaid Managed Specialty Supports and Services contract			