MSHN
Mid-State Health Network

POLICIES AND PROCEDURE MANUAL

Chapter:	**Service Delivery System**		
Title:	**Children With Serious Emotional Disturbances Home and Community-Based Services Waiver (SEDW) Disenrollment and Transfer Procedure**		
Policy: ☐ **Procedure:** ☒ **Page: 1 of 3**	**Review Cycle: Biennial** **Author: Chief Behavioral Health Officer**	**Adopted Date: 11.12.2024** **Review Date: 11.10.2026**	**Related Policies:** Children's Serious Emotional Disturbance Home and Community-Based Services Waiver (SEDW) Policy

DO NOT WRITE IN SHADED AREA ABOVE

Procedure

A. Serious Emotional Disturbance Waiver (SEDW) Disenrollment**:** SEDW eligibility is valid for one full year. Disenrollment from the SEDW Program may occur for any of the following reasons:
   1. Aged Off
   2. Deceased
   3. Moved Out of State
   4. Not Eligible
   5. Other
   6. Parent Declined Serious Emotional Disturbance Waiver (SEDW) and did not apply for Medicaid
   7. Residential Placement 45 days no return
   8. Voluntary Withdrawal

B. Process for disenrollments from the SEDW program:
   1. Three months prior to recertification, the team determines if the child meets eligibility criteria for recertification.
   2. Transition planning is crucial, especially for youth that are Not Open to Foster Care where the SEDW serves as a pathway to Medicaid.
   3. Community Mental Health Service Program (CMHSP) provides the family with timely Adverse Benefit Determination Notice (ABDN).
   4. CMHSP enters disenrollment information in the Waiver Support Application (WSA) and submits to Pre-paid Inpatient Health Plan (PIHP).
   5. PIHP reviews disenrollment prior to submitting to Michigan Department of Health and Human Services (MDHHS).
   6. MDHHS SEDW staff reviews and approves final disenrollment.

C. Serious Emotional Disturbance Waiver (SEDW) Transfers:
   1. Transfers within a PIHP region:
      i. CMHSP SEDW Lead initiates the transfer with the CMHSP SEDW Lead at the new county. CMHSP should include PIHP SEDW staff on this communication.
      ii. CMHSP SEDW Leads complete the appropriate sections of the Change Form and the transferring CMHSP will upload the change form into the WSA.

a. During this step of the process, several things should occur:
    1) Transferring CMHSP will share a transfer packet with pertinent information with the receiving CMHSP
    2) Transferring CMHSP will share contact information for the family with the receiving CMHSP and both the sending and receiving CMHSPs should work closely together with the family to ensure timely access to medically necessary services at the new CMHSP.
    3) The two CMHSPs will coordinate and agree upon the transfer date, always being on the first of a month.

iii. PIHP SEDW Lead will complete the transfer within the WSA.

2. Transfer between PIHP regions:
    i. CMHSP SEDW Lead will contact PIHP SEDW Lead to initiate the transfer.
    ii. The transferring PIHP is responsible for contacting the new PIHP SEDW Lead, facilitating a transfer date, and uploading/submitting the change form in the WSA.
    iii. The two PIHPs, in coordination with the CMHSPs, should agree upon the transfer date, always being on the first of a month and work together to complete the change form.
    iv. Once the change form is submitted to MDHHS in the WSA, MDHHS SEDW staff will complete the transfer in the WSA.
3. Change Form Signature Requirements
    i. MDHHS requires the following signatures on the change form
        a. No Court Wardship:
            1) Parent/legal guardian must sign
        b. Temporary Court Ward:
            1) Parent/legal guardian must sign
            2) Foster parents can NOT provide consent.
            3) Child welfare workers may sign only if they secure a court order, signed by the judge, specifically stipulating the child welfare worker has legal authority to sign consent for the SEDW. A copy of the court order must be uploaded under the Documents tab in the WSA.
        c. Permanent or Minor Child in Care or Wardship (MCI) Ward:
            1) MCI Superintendent signs for MCI wards.
            2) For permanent wards, a judge must sign.

Applies to

X All Mid-State Health Network Staff
☐ Selected MSHN Staff, as follows:
X MSHN's Affiliates: ☐ Policy Only X Policy and Procedure
☐ Other: Sub-contract Providers

Definitions

ABDN: Adverse Benefit Determination Notice (ABDN)
CMHSP: Community Mental Health Service Program
MCI: Minor Child in Care or Wardship
MDHHS: Michigan Department of Health and Human Services
PIHP: Prepaid Inpatient Health Plan

SED: Serious Emotional Disturbance
SEDW: Children's Serious Emotional Disturbance Home and Community-Based Services Waiver Program (SEDW)
WSA: Waiver Support Application

Other Related Materials
Children's Serious Emotional Disturbance Home and Community-Based Services Waiver (SEDW) Policy

References/Legal Authority
MDHHS – PIHP Contract
MDHHS Medicaid Provider Manual

Change Log:

Date Of Change	Description of Change	Responsible Party
5.2024	New Procedure	Chief Behavioral Health Officer
12.2025	Program Review Requiring Procedure Update	Waiver Coordinator – Youth