

Chapter:	Service Delivery System		
Title:	Habilitation Supports Waiver Annual Recertification Procedure		
Policy: <input type="checkbox"/>	Review Cycle: Biennial	Adopted Date: 04.18.2014	Related Policies: Habilitation Supports Waiver Service Philosophy
Procedure: <input checked="" type="checkbox"/>	Author: Waiver Coordinator	Review Date: 11.12.2024	
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Procedure:

Habilitation Supports Waiver (HSW) Annual Recertification:

Annually or if a HSW participant’s circumstances significantly change the responsible Community Mental Health Service Program (CMHSP) affiliates’ assigned Case Manager [credentialed as a Qualified Intellectual Disability Professional (QIDP)] and the Mid-State Health Network (MSHN) HSW Coordinator must redetermine the enrollee’s eligibility for the HSW through the recertification process.

The assigned Case Manager (CM) is the key responsible party for making this redetermination through the annual recertification process and monitoring eligibility throughout the year. The CM must determine the HSW beneficiary:

1. Is an individual with a developmental disability;
2. Is Medicaid eligible;
3. Is residing in the community;
4. Would require Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) level of services if not for HSW services
5. Chooses to participate in HSW
6. Requires at least one HSW habilitative service per month

If at any time the beneficiary does not meet the eligibility criteria, then the beneficiary’s enrollment status must be made “inactive” or the beneficiary’s enrollment must be terminated.

The annual recertification process includes confirmation of changes in the beneficiary’s enrollment status, including termination from the waiver, and changes of residence requiring transfer of the waiver to another Prepaid Inpatient Health Plan (PIHP). Each CMHSP designee is responsible for completing the annual review/paperwork with oversight from the PIHP.

The CMH is required to complete the annual recertification process within the Waiver Supports Application (WSA) recertification module. Please refer to Section 9 (“Performing a Recertification”) of the MDHHS WSA HSW User Training Manual (copy included as Appendix A to this procedure).

The MSHN HSW Coordinator or designee will review the completed recertification and submit to MDHHS as appropriate. If further information is needed prior to submission, this will be communicated with the appropriate CMHSP HSW Designee. If the individual no longer meets eligibility criteria, the CMHSP Designee shall initiate the disenrollment process.

Applies to:

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
 - MSHN CMHSP Participants: Policy Only Policy and Procedure
 - Other: Sub-contract Providers

Definitions:

- CMHSP: Community Mental Health Service Program
- ICF: Intermediate Care Facility
- ICF/IID: Intermediate Care Facility for Individuals with Intellectual Disabilities
- I/DD: Intellectual/Developmental Disability
- HSW: Habilitation Supports Waiver
- LOC: Level of Care
- MDHHS: Michigan Department of Health and Human Services
- MSHN: Mid-State Health Network
- PIHP: Prepaid Inpatient Health Plan
- QIDP: Qualified Intellectual Disability Professional
- SC: Supports Coordinator
- WSA: Waiver Supports Application

Other Related Materials:

References/Legal Authority:

- MDHHS-PIHP Contract;
- MDHHS, Medicaid Provider Manual, Section 15 – Habilitation Supports Waive Program for Persons with Developmental Disabilities;
- Intermediate Care Facility for Individuals with Intellectual Disabilities 42 CFR 435.1009; and
- Michigan Mental Health Code MCL 330.1100 (20).

Change Log:

Date of Change	Description of Change	Responsible Party
04.18.2014	New regional procedure	M. Neering, HSW Coordinator
04.2015	Review	Waiver Coordinator
01.2017	Review – No Changes	Waiver Coordinator
10.2017	Annual Review w/Updates	Waiver Coordinator
02.2019	Annual Review	Waiver Coordinator
08.2020	Biennial Review	Waiver Coordinator
09.2022	Biennial Review	Waiver Coordinator
06.2024	Biennial Review	Chief Behavioral Health Officer