

**POLICIES AND PROCEDURE MANUAL**

<b>Chapter:</b>	<b>Service Delivery System</b>		
<b>Title:</b>	<b>Habilitation Supports Waiver Disenrollment and Transfer Procedure</b>		
<b>Policy:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Biennial	<b>Adopted Date:</b> 8.2015	<b>Related Policies:</b> HSW Policy
<b>Procedure:</b> <input checked="" type="checkbox"/>	<b>Author:</b> Waiver Coordinator	<b>Review Date:</b> 11.01.2022	
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**Procedure:**

**HSW Disenrollment:** Disenrollment from the Habilitation Supports Waiver (HSW) Program may occur for any of the following reasons:

- 1) Death,
- 2) Move out of state;
- 3) Voluntary disenrollment (Guardian/beneficiary initiates disenrollment);
- 4) Involuntary disenrollment (CMHSP initiates disenrollment for various reasons such as no HSW services or no longer meets eligibility criteria);
- 5) Nursing home placement;
- 6) Other (e.g., loss of Medicaid, move to another waiver, etc.)

Each CMHSP must perform eligibility recertification on an annual basis. During this recertification process the CMHSP must determine whether the beneficiary continues to meet HSW eligibility criteria. If it is determined that the beneficiary no longer meets HSW eligibility criteria, then the CMHSP must clearly document such reason(s) and advance notice must be given to the beneficiary at least 12 days prior to the disenrollment date. The beneficiary has the right to appeal the disenrollment.

If an individual is disenrolling due to nursing home placement, a copy of the Level II OBRA evaluation is required to be uploaded to the Document tab of the WSA by the CMHSP during the disenrollment process.

Once it is determined as disenrollment is appropriate, the CMHSP will initiate the disenrollment in the WSA and submit to the PIHP work queue. The HSW Waiver Coordinator or designee will review and submit to the MDHHS work queue. After MDHHS reviews, the disenrollment will be completed unless there is any outstanding need for additional information.

**HSW Case and Slot Transfers:**

- 1) Intra-regional Transfer – Including Transfer of Medicaid:
  - a) Both affiliate CMHSPs’ HSW Designees are responsible for collaborating to ensure all parties are aware of the move and the needs of the individuals. Both affiliate CMHSPs’ HSW Designees are responsible for contacting the PIHP HSW Coordinator with regards to the move to report when the move will take place and what services the beneficiary is utilizing as noted in the current PCP.
  - b) The assigned CMHSP is responsible for contacting the receiving CMHSP prior to any move made by the beneficiary in order to promote a smooth transition and prevent gaps in service. Both affiliate CMHSPs are to collaborate to facilitate a smooth transition and prevent gaps in service.
  - c) The PIHP HSW Coordinator is responsible for coordinating between each CMHSP and

MDHHS with regards to confirmation from each CMHSP of the agreement to provide HSW services to the beneficiary. The PIHP HSW Coordinator is responsible for the entry of the change of enrollment from the releasing CMHSP to the receiving CMHSP within the HSW WSA Portal.

2) Inter-Prepaid Inpatient Health Plan (PIHP) Transfer:

- a) The CMHSP that will be providing services for an HSW enrollee from another PIHP must contact the HSW Coordinator to begin the HSW slot transfer. (The HSW Coordinator from the other PIHP should also be contacting the MSHN HSW Coordinator for coordination.)
- b) The PIHP HSW Coordinator will then coordinate the HSW slot transfer only between each PIHP and MDHHS. COFR agreements are separate from the HSW slot transfer.
- c) The HSW Coordinator will contact each PIHP to determine the official move date and will collaborate with the receiving CMHSP within the MSHN PIHP.
- d) The PIHP HSW Coordinator will confirm the acceptance of the HSW transfer with the CEOs of each PIHP/CEOs of the CMHSPs. The acceptance of voluntary transfer of the HSW slot will be provided to MDHHS via a letter from each PIHP.
- e) The accepting PIHP will then have final responsibility for the completion/maintenance of the HSW annual paperwork and maintenance of the HSW WSA Portal which will be delegated to the affiliate CMHSP.

**Applies to:**

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

**Definitions:**

CEOs: Chief Executive Officers  
CMHSP: Community Mental Health Service Program  
COFR: County of Financial Responsibility  
CWP: Children's Waiver Program  
HSW: Habilitation Supports Waiver  
MDHHS: Michigan Department of Health & Human Services  
MI Choice: Michigan's MIChoice Waiver Program  
PCP: Person-Centered Plan  
PIHP: Prepaid Inpatient Health Plan  
SED: Severe Emotional Disturbance  
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, January 2014;  
Intermediate Care Facility/Intellectual-Developmental Disability 42 CFR 435.1009; Michigan Mental Health Code MCL 330.1100 (20).

**Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
04.18.2014	New regional procedure	M. Neering, HSW Coordinator
07.22.2016	Review, changed MDCH to MDHHS throughout document	Waiver Coordinator
01.27.2017	Review no changes	Waiver Coordinator
10.27.2017	Review no changes	Waiver Coordinator
02.28.2018	Annual Review with updates (definitions, related materials, references, etc.)	Waiver Coordinator
02.2019	Annual Review	Waiver Coordinator
08.2020	Annual Review	Waiver Coordinator
09.2022	Biennial Review	Waiver Coordinator