

POLICIES AND PROCEDURE MANUAL

Chapter:	Service Delivery System		
Title:	Habilitation Supports Waiver Annual Recertification Procedure		
Policy: <input type="checkbox"/>	Review Cycle: Annually	Adopted Date: 04.18.2014	Related Policies: Habilitation Supports Waiver Service Philosophy
Procedure: <input checked="" type="checkbox"/>	Author: Waiver Coordinator	Review Date: 10.27.2017	
Version: 2.0		Revision Eff. Date:	
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Procedure:

Habilitation Supports Waiver (HSW) Annual Recertification:

Annually or if a HSW participant's circumstances significantly change (death, move, reached habilitative goals, etc.) the responsible Community Mental Health Service Program (CMHSP) affiliates' assigned Supports Coordinator (SC) and the Mid-State Health Network (MSHN) HSW Coordinator must re-determine the enrollee's eligibility for the HSW through the enrollment/recertification process.

The assigned SC is the key responsible party for making this redetermination through the annual recertification process and monitoring eligibility throughout the year. The SC 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 (ICF)/Intellectual/Developmental Disability (I/DD) level of services if not for HSW services (COMPLETE the HSW Level of Care tool annually and maintain in the record.)
5. Chooses to participate in HSW
6. Requires at least 1 HSW 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 enrollment process includes confirmation of changes in the beneficiary's enrollment status, including termination from the waiver, changes of residence requiring transfer of the waiver to another Prepaid Inpatient Health Plan (PIHP), and death. Each CMHSP designee is responsible for completing the annual review/paperwork with oversight from the PIHP.

1. The CMHSP's assigned SC is responsible for completing the Michigan Department of Community Health and Human Services (MDHHS) HSW Eligibility Certification Form.
 - a. After assessing the person's level of care by completing the HSW Level of Care (LOC) tool, the annual certification form Attachment A) is to be completely filled out by the affiliate's SC after the SC has verified continued eligibility.
 - b. The HSW Coordinator will review the individual's enrollment and service utilization history to determine ongoing enrollment eligibility. The HSW Coordinator shall work with the CMHSP if there is a difference in opinion in ongoing eligibility and benefit of the HSW slot allocation.
 - c. If recertification is approved the HSW Coordinator approves annual enrollment for the PIHP via the HSW WSA.
 - d. If continuing enrollment is not approved the responsible CMHSP designee shall initiated the dis-enrollment process. Disputes on continuing enrollment shall be referred to the region's HSW workgroup.

Inactive Status: If the beneficiary does not meet his or her Medicaid deductible the beneficiary is NOT Medicaid eligible and therefore should be made “inactive” until the Medicaid issue is resolved. Or, if the beneficiary requires temporary admission to ICF/IID, inpatient psychiatric facility or a nursing home then the beneficiary should also be made “inactive” until he or she is reintegrated into the community.

Applies to:

- ☐ All Mid-State Health Network Staff
- ☐ Selected MSHN Staff, as follows:
- ☒ MSHN’s Affiliates: ☒ 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

SC: Supports Coordinator

WSA: Waiver Supports Application

Other Related Materials:

MSHN Procedures:

- HSW Financial Monitoring;
- HSW Initial Application and Eligibility;
- HSW Slot Transfer; and
- HSW Transfer and Disenrollment.

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; 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