

POLICIES AND PROCEDURE MANUAL

Chapter:	Service Delivery System		
Title:	Habilitation Supports Waiver Disenrollment and Transfer Procedure		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Version: 2.0 Page: 1 of 3	Review Cycle: Annually Author: Waiver Coordinator	Adopted Date: 8.2015 Review Date: 02.28.2018 Revision Eff. Date: 7.22.2016	Related Policies: HSW Policy

Procedure:

HSW Disenrollment: Disenrollment from the Habilitation Supports Waiver (HSW) Program shall occur when:

- 1) A beneficiary die;
- 2) A beneficiary no longer meets eligibility criteria – Involuntary or Voluntary Disenrollment;
- 3) Moves out of state;
- 4) Rejects HSW services – Voluntary Disenrollment;
- 5) Becomes enrolled in another waiver – CWP, SED, or MI Choice.

Each CMHSP must perform eligibility recertification on an annual basis. During this recertification process the CMHSP must determine whether or not the beneficiary meets HSW eligibility criteria. Once it has been 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 the beneficiary no longer wishes to receive HSW services this is a Voluntary Termination.

- a. The affiliate's assigned SC is responsible for notifying the PIHP HSW Coordinator of the desire for the voluntary termination as well as forwarding a copy of the current PCP and supporting assessments for review/approval. The PIHP HSW Coordinator will review documents for appropriateness of termination.
- b. If appropriate, the PIHP HSW Coordinator will notify the affiliate's assigned HSW Designee.
- c. Then the affiliate's assigned HSW Designee is responsible for completing the Michigan Department of Health and Human Services (MDHHS) Habilitation Supports Waiver Eligibility Certification Form.
- d. The affiliate's assigned HSW Designee is responsible for obtaining the individual/guardian's signature reflect the "rejection" of the HSW services and forwards the signed/completed form to supervisor, CMHSP's designated HSW database manager and HSW coordinator for processing.
- e. If the beneficiary dies, then all benefits stop. The CMHSP must ensure the completion of the MDHHS HSW Eligibility Certification Form that documents the reason for disenrollment as death. No notice is required.
- f. The CMHSP must also ensure to complete the disenrollment in the HSW WSA as outlined in the MDHHS HSW Training manual that is available on the HSW WSA Portal.

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) Intra-regional transfer with retained County of Financial Responsibility (No Medicaid Transfer):
- 3) 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 HSW
 - 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 Affiliates: ☒ 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:

MSHN Procedures:

- HSW Initial Application and Eligibility;
- HSW Annual Recertification;
- HSW Slot Transfer; and
- HSW Financial Monitoring

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:

Date of Change	Description of Change	Responsible Party
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