

POLICIES AND PROCEDURE MANUAL

Chapter:	Finance		
Title:	Habilitation Supports Waivers Program – Finance Procedure		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 3	Review Cycle: Biennial Author: Chief Financial Officer	Adopted Date: 04.18.2014 Review Date: 05.13.2025	Related Policies: Financial Management COFR Policy

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Purpose

To maximize the use of Habilitation Supports Waiver (HSW) slots and assure HSW slots are used for those most in need, under the Michigan Department of Health and Human Services (MDHHS) Contract for 1115 Behavioral Health Demonstration Waiver Program, the Health Michigan Plan and relevant approved Waivers [Children's Waiver Program (CWP), Habilitation Supports Waiver (HSW), Serious Emotional Disturbance (SED)]

- A. To define procedures for assuring that the HSW program is in full financial compliance with all applicable federal and state standards.
- B. Define procedures for allocation of HSW slots and funding within MSHN.

Procedures

- A. Monthly review of payment advice data:
1. Each Community Mental Health Service Program (CMHSP) will be responsible for reconciling payments received from the MSHN for HSW consumers. Discrepancies will be reported to the MSHN HSW Coordinator within 30 days of receipt of payment to ensure subsequent payments are processed correctly.
 2. If reasons for discrepancies are to be determined at the state level, the MSHN Habilitations Supports Waiver Coordinator will follow up with the state for resolution and will relay information back to the CMHSP Chief Financial Officer (CFO) through the MSHN CFO.

[illegible]

B. Process for transferring Habilitation Supports Waiver slots between CMHSPs:

1. Any HSW slot, designated to a consumer of a CMHSP that becomes available will become designated to the HSW eligible consumer in accordance with the process outlined in the clinical Habilitation Supports Waiver procedure. Vacant slots are assigned by the Pre-paid Inpatient Health Plan (PIHP) with input from the CMHSP prioritized based on consumer of highest need.
2. County of Financial Responsibility (COFR) – please refer to MSHN’s COFR Policy
3. The CMHSP that has a HSW slot transferred to a consumer of another CMHSP, or that enters into a COFR agreement for a HSW consumer with another CMHSP, will permanently lose claim to the revenue associated with this particular slot.
4. Reconciliation of HSW Slots and Revenue:
 - a. Each CMHSP will reconcile their HSW payments throughout the fiscal year and report to the MSHN CFO the Medicaid ID and the months that remain unpaid, and those that should be recouped by MDHHS.
 - b. The MSHN CFO will then gather the aggregate list and put these on the Year End Medicaid Accrual Form for the region.

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:

CFO: Chief Financial Officer
CMHSP: Community Mental Health Service Program
CMS: Center for Medicare and Medicaid Services
COFR: County of Financial Responsibility
CWP: Children’s Waiver Program
HSW: Habilitation Support Waiver (Hab Support)
MDHHS: Michigan Department of Health and Human Services
MSHN: Prepaid Inpatient Health Plan
PIHP: Pre-paid Inpatient Health Plan
SEDW: Serious Emotional Disturbance

Other Related Materials

N/A

Monitoring and Review Completed by:

The MSHN CFO and the MSHN designated Habilitation Supports Coordinator ensure compliance with this procedure across the region. This procedure is reviewed annually by the MSHN CFO. External review will include MDHHS and CMS site visits and annual financial audits.

References/Legal Authority:

Section IV-A, of the Clinical Habilitation Supports Waiver policy

Change Log:

Date of Change	Description of Change	Responsible Party
04.2015	New Procedure	Chief Financial Officer
01.2017	Updated	Chief Financial Officer
03.20.2017	Annual Review	Chief Financial Officer
03.2018	Annual Review	Chief Financial Officer
03.2019	Annual Review	Chief Financial Officer
01.2021	Biennial Review	Chief Financial Officer
01.2023	Procedure Update	Chief Financial Officer
12.2024	Biennial Review	Chief Financial Officer