

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 PIHP with input from the CMHSP prioritized based on consumer of highest need.
2. COFR – please refer to MSHN’s COFR Policy
3. The CMHSP that has an 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 the Michigan Department of Health and Human Services (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:

HSW: Habilitation Support Waiver (Hab Support)
MDHHS: Michigan Department of Health and Human Services
MSHN: Prepaid Inpatient Health Plan
CMHSP: Community Mental Health Service Program
COFR: County of Financial Responsibility
CMS: Center for Medicare and Medicaid Services

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