


**LAPEER COUNTY COMMUNITY MENTAL HEALTH****Date Issued 01/02/2020****Date Revised 08/05/20**

<b>CHAPTER</b> Service Delivery	<b>CHAPTER</b> 02	<b>SECTION</b> 004	<b>SUBJECT</b> 205
<b>SECTION</b> Clinical and Support Services		<b>DESCRIPTION</b> Habilitation Supports Waiver	
<b>WRITTEN BY</b> Andrea Casler, MPH Stepping Stone Supervisor	<b>REVISED BY</b> Michelle Gould-Rice, LMSW QI Coordinator		<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input type="checkbox"/> Volunteers			

**POLICY:**

Lapeer County Community Mental Health (LCCMH) will meet all Michigan Department of Health and Human Services (MDHHS) and Centers for Medicare and Medicaid Services (CMS) requirements for the Habilitation Supports Waiver (HSW) Program.

**STANDARDS:**

- A. LCCMH will comply with the Michigan Medicaid Manual for Habilitation Supports Waiver (HSW) for Persons with Developmental Disabilities.
- B. Habilitation Supports Waiver (HSW) is a funding source for services for individuals who:
- Have a developmental / intellectual disability
  - Are Medicaid eligible
  - Reside in a community setting
  - Would require ICF/IID (Intermediate Care Facility for Individuals with Intellectual Disabilities) level of care services if not for HSW
  - Choose to participate in the HSW in lieu of ICF/IID services

The individual must receive a minimum of one HSW service each month.

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- C. LCCMH will comply with the standards as outlined in the Region 10 Prepaid Inpatient Health Plan (PIHP) Habilitation Supports Waiver policy 05.03.02.

## **PROCEDURES:**

### **A. Initial Certification**

#### Supervisor

1. Periodically reviews LCCMH cases for eligibility when waiver slots are available.
2. Informs primary case holder of eligible case.

#### Primary Case Holder

3. Completes the HSW enrollment packet as required in the Medicaid provider manual.

#### Supervisor

4. Reviews certification forms for accuracy and habilitative need and signs (if required) as the Qualified Intellectual Disability Professional (QIDP) and responsible mental health agency staff.
5. Forwards packet to the LCCMH HSW Support Staff Designee.

#### LCCMH HSW Support Staff Designee

6. Reviews enrollment packet to ensure all documents were obtained prior to submission to the PIHP. Refer to PIHP Policy 05.03.02 for the required documentation.
7. Maintains an electronic file of all enrollment packets. Forwards HSW enrollment packet to the PIHP HSW Designee.

#### PIHP HSW Designee

8. Reviews enrollment packet for required documents and habilitative need.
9. Forwards packet to MDHHS.

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10. Informs LCCMH Support Staff Designee of enrollment (with start date) or denial letter.

#### LCCMH HSW Support Staff Designee

11. Enters funding source into electronic health record.
12. Ensures HSW documentation is scanned into electronic health record.

### **B. Recertification**

#### Primary Case Holder

1. Prepares recertification packet and verifies Medicaid eligibility for submittal prior to expiration of certification. Annual certifications are due to the LCCMH HSW Support Staff Designee two weeks prior to the PIHP due date, The PIHP requires annual certifications to be submitted eight (8) weeks prior to the first day of the month in which the certification is due.
2. Ensures the person served, parent or guardian is involved in the annual recertification.

#### Supervisor

3. Reviews recertification packet for completion, per Region 10 PIHP Policy 05.03.02 and reviews plan of service for habilitative goals and objectives.

#### LCCMH HSW Support Staff Designee

4. Enters information into the Waiver Supports Application (WSA) Database prior to submission to the PIHP Administrative HSW Designee for processing.
5. Forwards completed packet to the PIHP Administrative HSW Designee.
6. Maintains an electronic file of all certification forms.
7. Receives notification from the PIHP of approval or denial.
8. Ensures the documentation is scanned into the electronic health record.
9. Updates the funding source in the electronic health record.

### **C. Termination/Disenrollment**



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#### Primary Case Holder

1. Disenrolls individual from the waiver using Habilitation Supports Waiver (HSW) Eligibility Certification form for any one of the following reasons:
  - a. Determines individual no longer meets eligibility requirements for the HSW;
  - b. Determines individual is no longer eligible for Medicaid;
  - c. An individual is placed within an Intermediate Care Facilities/Individuals with Intellectual Disabilities (ICF/IID) placement;
  - d. Individual dies;
  - e. Individual/Guardian withdraws their enrollment in the waiver.
2. An individual/guardian signature is required on certification form for disenrollment/termination reasons a, b, c and e.
3. Provides adverse notice to individual/guardian regarding disenrollment with the documentation that the individual/guardian understands the individual is being disenrolled from the HSW Program for reasons other than death.
4. Forwards a copy of certification form and adverse notice to the Supervisor and the LCCMH HSW Support Staff Designee.

#### LCCMH HSW Support Staff Designee

5. Forwards copy of certification forms, individual/guardian letter and adverse notice to the PIHP Administrative HSW Designee.
6. Updates change to the funding source in the electronic health record.
7. Maintains an electronic file of all certification forms, individual/guardian letter and adverse notice.
8. Receives documentation back once PIHP has completed processing and ensures it is scanned into the electronic health record.

### **D. Reporting/Monitoring**

#### LCCMH HSW Support Staff Designee

1. Ensures all HSW documentation is scanned into the electronic health record.

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2. Monitors HSW services delivered to individuals enrolled in HSW program. Prepares reports detailing service delivery and any outliers.
3. Monitors the HSW due dates and number of waiver slots utilized.
4. Coordinates communication with PIHP HSW Designee.

#### **DEFINITIONS:**

- A. Qualified Intellectual Disability Professional (QIDP)- Staff with specialized training (Including fieldwork and/or internships associated with the academic curriculum where the student works directly with persons with intellectual or developmental disabilities as part of that experience) OR one year of experience in treating or working with a person who has an intellectual disability AND is a psychologist, physician, educator with a degree in education from an accredited program, social worker, physical therapist, occupational therapist, speech-language pathologist, audiologist, behavior analyst, registered nurse, registered dietitian, therapeutic recreation specialist, a licensed/limited-licensed professional counselor, OR a human services professional with at least a bachelor's degree in a human services field.

#### **REFERENCES/EXHIBITS:**

- A. Michigan Medicaid Manual-Habilitation Supports Waiver for Persons with Developmental Disabilities
- B. Region 10 PIHP policy- Habilitation Supports Waiver 05.03.02

AC:mgr