Michigan Department of Health & Human Services
RICK SNYDER, GOVERNOR | NICK LYON, DIRECTOR

Provider Relations

Attention Adult Home Help Providers

The Home Help program is changing. Be sure you are ready.

The following checklist is for Home Help agency providers existing before June 1, 2015:

- ☐ Review the current agency policy **MDHHS Bulletin MSA 15-13**
  - See the Home Help webpage for a copy of this bulletin

- ☐ Register for Single Sign-On (SSO) and Community Health Automated Processing System (CHAMPS) and create a UserID and Password
  - See Existing AGENCY Provider Enrollment Instructions* or the Quick Reference Guide* for step-by-step instructions

  [SSO allows a user to enter one name and password in order to access multiple programs; CHAMPS is the system that stores your electronic service verification]

- ☐ Register all employees for SSO and CHAMPS for MDHHS to conduct background screenings
  - All employees must also register as new providers. See New Individual Provider CHAMPS Registration and Enrollment Instructions* or the Quick Reference Guide*

- ☐ Update any changes to your contact information *within 10 business days of the change*

* All step-by-step instructions and quick reference guides can be found at www.michigan.gov/homehelp

If you have any questions, do not hesitate to contact Provider Support:
1-800-979-4662
ProviderSupport@Michigan.gov