

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 MILogin 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

[MILogin 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 MILogin 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