

## Attention Adult Home Help Providers

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

- Beginning July 2015, the ESV must be submitted by the 10<sup>th</sup> of the month following the previous month's services.
- Providers interested in providing services for additional clients may visit the Home Help website for information on how to be added to a list of available providers.

Below is a checklist for anyone who was a provider **before June 1, 2015**:

- Register for MILogin and CHAMPS and create a UserID and Password
  - See Existing Individual Provider CHAMPS Registration and Enrollment Instructions Quick Reference Guide\* or the Quick Reference Guide\* for step-by-step instructions
  - *If you attended a training session, this step has already been completed and you can begin with the next step*
- Log your services in your ESV and **submit by the 10<sup>th</sup> of each month for the previous month's services**
  - See Electronic Service Provider (ESV) Instructions\* or the Quick Reference Guide\* for step-by-step instructions
- Update any changes to your contact information within 10 business days of the change
  - See Changing Your Address Instructions\* or Changing Your Address Quick Reference Guide\* for step-by-step instructions

\* All step-by-step instructions and quick reference guides can be found at [www.michigan.gov/homehelp](http://www.michigan.gov/homehelp) under the "Current Provider" heading.

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