

## Welcome to the Home Help Program

The following checklist will guide you through the process of applying as an *agency employee* for the Home Help program:

- Register for MILogin and Community Health Automated Processing System (CHAMPS) and complete the online provider application
  - See New Agency Employee Enrollment Instructions\* or the Quick Reference Guide\*
  - Completion of the application will initiate a criminal history background check in CHAMPS; you do nothing for this process

[MILogin allows a user to enter one name and password in order to access multiple programs;  
CHAMPS is the system that runs periodic criminal history screenings]

- Receive letter approving or denying your application
  - To track your application status, see the last few steps of the New Agency Employee Enrollment Instructions\* or the Quick Reference Guide\*
- Update any changes to your contact information *within 10 business days of the change.*
  - See Provider Information and Registry Update Instructions\* or the 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).

**If you have any questions, do not hesitate to contact Provider Support:**

**1-800-979-4662**

**ProviderSupport@Michigan.gov**