

July 7, 2016

<Provider Name>
<Provider Address 1>
<Provider Address 2>
<Provider City> <State> <zipcode5-zipcode4>

Dear Agency Provider:

RE: New Requirements for Home Help Agency Enrollment in the Community Health Automated Medicaid Processing System (CHAMPS), Criminal History Screening and Reporting Services

The purpose of this letter is to provide information for agencies that provide services in the Medicaid Home Help program. It describes new requirements for enrollment in CHAMPS, criminal history screening and reporting services. In 2014 and 2015, the Michigan Department of Health and Human Services (MDHHS) issued policy bulletins regarding these requirements. This letter describes how those policies apply to Home Help agency providers. The bulletins include:

- MSA 14-31, Personal Care Provider Criminal History Screening
- MSA 14-40, Excludable Convictions for Medicaid Home Help Program Personal Care Service Providers
- MSA 14-58, Provider Enrollment and Service Verification
- MSA 15-13, Changes in Home Help Agency Standards

These policy bulletins are available on the MDHHS Home Help website at www.michigan.gov/homehelp under "Home Help Policy Information". Please see the policies for important details.

ENROLLMENT IN CHAMPS

As of June 1, 2015, all new Home Help providers were required to enroll in the Community Health Automated Processing System (CHAMPS). Existing providers were converted from BRIDGES into CHAMPS. Those agencies must now update their CHAMPS record. Updating the agency's CHAMPS record includes identifying agency owners and assuring that other information is current. Instructions for registering for MI Login and CHAMPS are located on the Home Help website under "Agency Information".

In addition, all employees and contract workers of Home Help agencies (1) **must** enroll in CHAMPS and (2) **must** associate to the agency for whom they work. "Associating to an agency," means that the employee or contract worker identifies the agency he or she works for by entering the agency's CHAMPS Provider Identification number in the "Associate Billing Provider" step. Instructions for this process are on the Home Help website under "Agency Information".

Agencies must update their CHAMPS records *and* employees and contract workers must enroll in CHAMPS and associate to their agency by October 1, 2016. Agencies are responsible for ensuring that their employees or contract workers comply by the deadline. Failure to comply may result in the agency's disenrollment from the Home Help program and recoupment of payments for services provided by an employee or contract worker who was not registered in CHAMPS at the time of service delivery.

VERIFICATION OF SERVICES PROVIDED

Agency providers will continue to submit their agency invoices or the DHS 721, Personal Care Services Provider Log. Agencies must submit logs or invoices only for services provided by employees and contract workers that are registered in CHAMPS and associated to the agency. Agency providers are not required to submit an Electronic Service Verifications (ESV) or Paper Services Verifications (PSV). This functionality is utilized by individual providers only. Agency providers will continue to submit their agency invoices or the DHS 721, Personal Care Services Provider Log until further notice.

CRIMINAL HISTORY SCREENING

CHAMPS conducts criminal history screening. For agencies, criminal history screening will be conducted for the following personnel:

- Any individual with an ownership interest in the agency.
- Any individual providing Home Help services on behalf of the agency.
- Individuals who have direct access to a beneficiary and/or the beneficiary's property, financial information, medical records, treatment information or any other identifying information.

A criminal conviction, whether mandatory or permissive, for any of the personnel cited above disqualifies an agency from participating in the Home Help program. The Acknowledgement of Personal Selection option described in bulletin MSA 14-40, which allows the beneficiary to select a provider with a criminal conviction, is only applicable for individual Home Help providers.

AGENCY APPROVAL PROCESS

Agencies seeking to provide services in the Home Help program must complete two steps:

- Enroll in CHAMPS and pass the criminal history screening
- Submit the required documentation to MDHHS; these requirements can be found at the Home Help website under “Agency Information”

If you have questions, you may contact Provider Support at 1 (800) 979-4662 or by email at ProviderSupport@michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Chris Priest". The signature is written in a cursive style with a large initial "C" and a long, sweeping underline.

Chris Priest, Director
Medical Services Administration