

September 28, 2016

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

Dear Provider,

**RE:** Review of Prior Authorization Requests for Private Duty Nursing (PDN) for Beneficiaries Enrolled in the Children's Waiver Program (CWP) and Beneficiaries Under the Age of 21 Enrolled in the Habilitation Supports Waiver (HSW)

The purpose of this letter is to inform you of a change regarding the review of prior authorization requests for PDN. Currently two entities within the Michigan Department of Health and Human Services (MDHHS) review requests for PDN for beneficiaries under age 21. This current process can produce confusion for families, Prepaid Inpatient Health Plans (PIHPs)/Community Mental Health Services Programs (CMHSPs), medical providers, and PDN agencies.

Effective October 1, 2016, the Program Review Division (PRD) in the Medical Services Administration within MDHHS will be responsible for the review of all requests for PDN services for beneficiaries enrolled in the CWP, those under 21 enrolled in the HSW, and will continue for those under 21 with the Medicaid non-waiver benefit. The reviews will continue to follow the Medicaid State Plan, Private Duty Nursing Policy, as PDN is a Medicaid benefit.

This change was implemented to improve and support an integrated and coordinated approach to services, and to avoid duplication of procedures within MDHHS. There will be no change in the review of requests for PDN for beneficiaries over the age of 21.

Policy regarding the medical criteria for those beneficiaries under 21 requesting prior authorization for PDN services is available in the Private Duty Nursing chapter of the Medicaid Provider Manual, section 2.3 – Medical Criteria. The Medicaid Provider Manual can be accessed on the MDHHS website at [www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders) >> Policy and Forms.

A technical assistance webinar will be provided on Tuesday, October 4, 2016 from 1-2 p.m.

- You may register for the October 4, 2016 webinar at: <https://attendee.gotowebinar.com/register/7604952870748438530>

The webinar will address the changes in the MDHHS PDN prior authorization request process for children enrolled in the CWP and those who are under 21 years of age and enrolled in the HSW. It is important that representatives attend from the PIHPs, CMHSPs, and Private Duty Nursing Agencies. After registering, you will receive a confirmation email containing information about joining the webinar.

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