

# Beneficiary Eligibility Bulletin

**Distribution:** Health Care Eligibility Policy 04-01  
(Family Independence Agency)

**Issued:** January 15, 2004

**Subject:** Home Help Policy

**Effective Date:** March 1, 2004

**Programs Affected:** Medicaid

Effective March 1, 2004, the Michigan Department of Community Health (MDCH) is implementing the following changes for the Medicaid Home Help Services program. All of the policy changes in this bulletin must be applied to any new case openings on or after March 1, 2004, and to any ongoing cases as of June 1, 2004.

## **Background**

FIA is the administrative agent for the MDCH Home Help Services program. The policies and procedures related to the program are contained in the FIA Adult Services Manual. (The Adult Services Manual is available online at <http://www.mfia.state.mi.us/olmweb/ex/asm/asm.pdf>.)

## **Eligibility Criteria**

Home Help services are only available to beneficiaries who are identified as medically and/or physically disabled, or cognitively impaired by a Medicaid enrolled physician, occupational therapist, physical therapist and/or nurse practitioner.

To determine continued eligibility for the Home Help program, a Medical Needs form (FIA 54A) must be completed annually, by any of the provider types listed in the paragraph above. The updated FIA 54A must be submitted to the Family Independence Agency (FIA) as part of the next redetermination process. Copies of the FIA 54A can be obtained from the Adult Services Worker at the local FIA office.

To qualify for Home Help services, the beneficiary must require assistance with at least one Activity of Daily Living (ADL) and this ADL need must be assessed at a Level 3 or greater. ADL's are:

- Eating
- Bathing
- Dressing
- Transferring
- Toileting
- Grooming
- Mobility

An ADL need may be established in any of the following ways:

- Have an ADL functional need authorized by an FIA Adult Services Worker; or
- Have a functional need for an ADL performed by relatives, friends etc. with no reimbursement required; or
- Require equipment or assistive technology to accomplish an ADL. This requirement must be documented by an FIA Adult Services Worker; or
- When necessary, have a request authorized through an exception made by the Department of Community Health, Long Term Care Systems Development Section.

Once the need for assistance with an ADL has been determined, or an exception request has been granted, a qualifying beneficiary is then eligible for any authorized home help service.

## **Coverage Limitations for Instrumental Activities of Daily Living (IADL's)**

Monthly hours for specific IADL's are limited to a maximum of:

- 5 hours for shopping,
- 7 hours for laundry,
- 6 hours for housework, and
- 25 hours for meal preparation.

The IADL of *shopping and errands* has been redefined as *shopping for food and other necessities of daily living*. These new limitations will take effect for an individual beneficiary at the earlier of the next FIA reassessment of the beneficiary's needs or June 1, 2004.

**NOTE:** The reasonable time schedule for all ADL's, and for the IADL *medication*, remain the same.

### **Home Help Agencies**

A Home Help Service Provider is considered an agency when all of the following criteria are met:

- Is a Medicaid enrolled Home Health agency OR;
- Has incorporated status in the State of Michigan AND;
- Has or have applied for a tax identification number AND;
- Employs or contracts with two (2) or more persons to provide home help services

### **Rates**

Home Help individual provider rates and agency rates that were in effect as of June 1, 2003, remain in effect.

### **Policy Exceptions**

Exceptions to the policies may only be made by the Michigan Department of Community Health, Medical Services Administration (MDCH/MSA). In addition, exceptions to the individual provider hourly rates and agency rates may be considered by MDCH/MSA for complex care cases.

The following information must be included when submitting a rate exception request:

- A description of the beneficiary's prescribed complex care needs
- The specialized training the provider has received from a clinical practitioner in order to meet the beneficiary's prescribed needs
- Current ASCAP assessment
- Current Reasonable Time and Task Schedule

The exception request with supporting documentation must be submitted by the FIA Adult Services Worker to MDCH, Long Term Care Systems Development Section at the address noted below for approval/denial of the exception.

Long Term Care Systems Development Section  
MDCH/Bureau of Medicaid Financial Management  
P.O. Box 30479  
Lansing, Michigan 48909-7979  
Fax: (517) 335-7959

### **Manual Maintenance**

Retain this bulletin for future reference.

### **Questions**

Any questions regarding this bulletin should be directed to Provider Inquiry, Department of Community Health, P.O. Box 30731, Lansing, Michigan 48909-8231 or e-mail [ProviderSupport@michigan.gov](mailto:ProviderSupport@michigan.gov). When you submit an e-mail, be sure to include your name, affiliation, and phone number so you may be contacted if necessary. Providers may phone toll free 1-800-292-2550.

### **Approval**



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Medical Services Administration