

General Information about the Survey

- What is the Home and Community-Based Services Program Transition Project?

The Michigan Department of Health and Human Services (MDHHS) (formerly the Michigan Department of Community Health) offers services and supports to improve the health and well-being of Michigan residents. Some of these services and supports are offered under programs which are known as “waiver programs”. MDHHS created several waiver programs to provide services to Michigan residents who have aging-related needs, disabilities, or other health issues. Individuals in these programs can receive services in their own homes and/or communities rather than in an institutional setting.

Waiver programs are funded under the Medicaid program. The Michigan Medicaid program is administered through a partnership between the federal government and MDHHS. The federal government released a new rule in 2014 for home and community-based services waivers. The new rule affects 1915 (c) waiver programs, which includes Habilitation Supports Waiver. MDHHS has since developed a statewide transition plan to bring its waiver programs into compliance with the rule.

- What is the Home and Community-Based Settings Survey?

As part of the transition process, MDHHS must determine whether settings under these waivers have “home and community-based” characteristics. For this purpose, MDHHS has developed a set of “survey tools” to assess individual settings for home and community-based characteristics. The Department developed a specific set of survey tools for the Habilitation Supports Waiver.

- What will the Department do with the results of the survey?

MDHHS will use the results of the survey to determine the level of compliance of each setting with the rule. Settings under 1915 (c) waiver programs must meet all requirements that are outlined in the rule. If a setting is not in compliance with the rule, the setting can work with its Prepaid Inpatient Health Plan to address issues and come into compliance.

- What settings will be surveyed under this rule?

Under the federal rule, MDHHS must survey all settings under waiver programs for “home and community-based” characteristics. The survey must include residential settings and non-residential settings. For the Habilitation Supports Waiver, the following settings will be surveyed:

- Residential Settings: Private Home or Apartment*, Family Home*, Adult Foster Care Home, Specialized Residential Adult Foster Care Home
- Non-Residential Settings: Adult Day Care, Pre-Vocational, and Supported Employment

**Settings that are marked by an asterisk are presumed compliant with the rule.*

- Who can I contact to get more information or ask questions?

For more information about the project in general, please visit the Department’s webpage, which can be found at www.michigan.gov/mdch >> Health Care Coverage >> Home and Community-Based Services Program Transition. You may also send questions by email to HCBSTransition@michigan.gov.

Instructions for the Sampling Process

- What is the survey process for the Habilitation Supports Waiver?

The survey process involves two phases: a sampling phase and an ongoing monitoring phase. The Michigan Department of Health and Human Services (MDHHS) will use the sampling process to get a better understanding of how the final rule will affect settings under the Habilitation Supports Waiver. The Department will only survey a small sample of settings through the sampling process as opposed to all settings under the Habilitation Supports Waiver. After the sampling process is completed, MDHHS will work with Michigan's Prepaid Inpatient Health Plans to survey all settings on an ongoing basis.

- How are participants, providers, and Prepaid Inpatient Health Plans involved in this process?

During the sampling process, a group of participants and providers will be asked to complete the survey process. All 10 Prepaid Inpatient Health Plans will also be asked to complete the survey process. Participants, providers, and representatives of the Prepaid Inpatient Health Plans will receive an email invitation from the Developmental Disabilities Institute to complete the survey. **During the sampling process, the Department will only accept surveys that were completed by individuals who received the email invitation.** The Prepaid Inpatient Health Plans are also expected to assist participants and providers with completing the survey process.

- What is the Developmental Disabilities Institute?

The Developmental Disabilities Institute is Michigan's University Center for Excellence in Developmental Disabilities and is located at Wayne State University. The Developmental Disabilities Institute is MDHHS's contractor for the survey process.

- If I am a participant, can someone help me with the survey?

Yes, a participant may ask family, friends, his or her provider, an advocate, Habilitation Supports Waiver coordinator, or other individual to assist with completion of the assessment. Individuals who do not have a conflict of interest may assist the participant with completing the assessment if the individual has difficulty expressing his or her desires or wishes.

- When is the survey for the sampling process due?

For the sampling process, the Department asks that all survey respondents complete the survey by May 11, 2015. The Department and the Developmental Disabilities Institute will work with participants, providers, and Prepaid Inpatient Health Plans to make accommodations as necessary. The Developmental Disabilities Institute will also make multiple efforts to contact participants and providers in the sample about completing the survey.

- Who can I contact to get more information or ask questions?

Questions about the sampling process in general can be sent by email to ZhangY1@michigan.gov. If you need assistance with the online survey, please contact the Developmental Disabilities Institute toll-free at (888) 978-4334 or via email at ddi@wayne.edu.