

## Michigan Home and Community Based Services (HCBS) Transition Plan – Habilitation Supports Waiver

<b>Section 1: Assessment</b>					
Action Item	Description	Start Date	End Date	Sources	Key Stakeholders
Align all policies, standards, and requirements with HCBS settings requirements	Evaluate program policies, standards, and requirements to identify any needed changes for full alignment with HCBS settings requirements and identify target dates for necessary revisions.	9/1/14	3/1/15	Licensing standards of AFC's, Provider contract, site review protocols	DHS, LARA, ORR
Obtain active list of residential settings	State of Michigan conducts preliminary assessment of the types of HSW residential settings that DCH-BHDDA can assume complies with CMS HCBS settings requirements and those settings which are provider owned or controlled.	8/1/14	8/8/14	WSA and Data warehouse RLA codes	DCH Federal Compliance Section, BHDDA
Obtain active list of nonresidential service types	State of Michigan conducts preliminary assessment of the types of HSW nonresidential services and the characteristics of the settings.	8/1/14	8/8/14	HCPC codes of out of home non vocational, pre vocational, and supported employment services billed to HSW	DCH Federal Compliance Section, BHDDA
Submit HSW Waiver Amendment	Submit Waiver amendment to CMS following public comment period on transition plan.	9/15/14	9/30/14	CMS Waiver document	DCH Federal Compliance Section, BHDDA, MSA
Develop provider self-assessment tool	State of Michigan develops tool, as guided by the CMS Exploratory Questions Tool and vetted by key stakeholders, for providers to evaluate conformity to HCBS rules. An independent organization will be used to validate the results of this survey by on site assessments conducted by trained reviewers. Sampling Methodology: a random proportionate sample of residential and nonresidential services providers, that is statistically significant to the 95% confidence interval. Incorporate assessment tool into provider enrollment policy and contracts.	10/1/14	2/28/15	CMS exploratory tool, state developed assessment tools	DCH Federal Compliance and contracts Section, BHDDA, MSA, Provider network, QIC

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Develop beneficiary survey tool	State of Michigan develops tool, as guided by the CMS Exploratory Questions Tool and vetted by key stakeholders, for HSW beneficiaries to evaluate conformity to and compliance with HCBS rules. Incorporate assessment tool into provider enrollment policy and contracts.	10/1/14	2/28/15	CMS exploratory tool, state developed assessment tools	DCH Federal Compliance and contracts Section, BHDDA, MSA, HSW beneficiary
Develop CMH/PIHP survey tool	State of Michigan develops tool, as guided by the CMS Exploratory Questions Tool and vetted by key stakeholders, for HSW PIHP coordinators to evaluate conformity to and compliance with HCBS rules. An independent organization will be used to validate the results of this survey by on site assessments conducted by trained reviewers. Sampling Methodology: a random proportionate sample of residential and nonresidential services providers, that is statistically significant to the 95% confidence interval. Incorporate assessment tool into provider enrollment policy and contracts.	10/1/15	2/28/15	CMS exploratory tool, state developed assessment tools	DCH Federal Compliance and contracts Section, BHDDA, MSA, HSW PIHP coordinators
Survey tools will be administered and completed.	Provider, beneficiary, and CMH/PIHP survey tools will be administered and completed.	3/1/15	3/31/15	State developed survey tools	DCH Federal Compliance and Performance Measurement Section

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Survey results are submitted to DCH	All active enrolled HCBS provider and HSW PIHP coordinators will submit the assessment tool to DCH. HSW enrollees will be given the opportunity to submit the assessment tool, with assistance from their family and other natural supports, to DCH however will not be required to do so. Survey will include a prompt to indicate the relationship of the person assisting, as appropriate.	4/1/15	4/30/15	Assessment tool, Provider Network, PIHP HSW coordinators, beneficiary.	DCH Federal Compliance and contracts Section, BHDDA, MSA, Provider network, QIC
Assessment data is compiled and analyzed	DCH compiles the data from providers, beneficiary, and PIHP HSW coordinators to determine those HCBS services providers who meet, do not meet, and could come into compliance with HCBS guidance.	5/1/15	5/30/15	Self-Assessment tool, SharePoint, data analysis	DCH Federal Compliance and contracts Section, BHDDA, MSA, Provider network, QIC
Assessment results and report	DCH will present the results of the assessment data to stakeholders and post results.	6/1/15	6/30/15	Self-Assessment tool, SharePoint, data analysis	DCH Federal Compliance and contracts Section, BHDDA, MSA, Provider network, QIC
HSW Transition Plan	Develop a modified Transition Plan informed by the assessment and site survey data which establish a plan for addressing all components of compliance with the HCBS rule.	6/1/15	6/30/15	Assessment results, key stakeholder input results	DCH Federal Compliance and contracts Section, BHDDA, MSA, Provider network, QIC, advocacy groups.

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<b>Section 2: Remediation</b>					
Action Item	Description	Start Date	End Date	Sources	Key Stakeholders
Submit Waiver Plan Amendment to CMS	State will submit a waiver amendment that outlines settings which meet HCBS characteristics and settings which currently do not meet HCBS characteristics but may. The state will design remediation strategies for those HCBS providers not in compliance (but may) with HCBS rules. This amendment will include assessment results and will indicate significant milestones on remediation and a timeline. Settings presumed not to meet HCBS requirements will be identified however the state does not intend to submit a plan to provide evidence that these settings comport to the rule.	6/1/15	6/30/15	CMS HCBS guidelines	BHDDA, MSA, PIHP, CMH, Advocates, DHS, LARA, ORR
Design Remedial Strategy	State will design a remedial strategy for settings found to be noncompliant. The strategy will include the remediation process to include education and outreach in the form of site surveys, technical assistance and consultation, and corrective action plans. The state will include in this process, modifications of relevant policies, laws, or regulations or assisting transfers to acceptable settings.	10/1/15	3/1/19	CMS HCBS guidelines	BHDDA, MSA, Providers, beneficiaries, PIHP, CMH, Advocates, DHS, LARA, ORR
Policy Development	State will revise policies and procedures as needed to address ongoing monitoring and compliance including the self-assessment and survey tools as well as the site review protocols.	10/1/15	3/1/15	DCH and DHS	DCH Federal Compliance and contracts Section, BHDDA, MSA, Provider network, QIC, advocacy groups.
DCH site review team will assess for ongoing compliance of HCBS settings in residential and non-residential settings	Amend DCH site review team protocols to include a review of HCBS characteristics in HSW residential and non-residential settings.	10/1/15	3/1/19	Site Review protocols	DCH Federal Compliance and contracts Section, BHDDA, MSA, Provider, QIC

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<b>Section 3: Outreach and Engagement</b>					
Action Item	Description	Start Date	End Date	Sources	Key Stakeholders
Initial Transition Plan Developed	Immediate Stakeholder input gathered	8/1/14	9/30/14	Advocates, General stakeholder meeting	DCH, PIHP, CMH, Advocates, enrollees
Public Notice-Assessment Plan Review	DCH makes public notice calling for comment on the HSW transition plan	8/25/14	9/25/14	HCBS Transition Plan	DCH, PIHP, CMH, Advocates, enrollees
Incorporate Public comments-Transition Plan	DCH will collect public comment through dedicated email address, in person, or via fax.	8/25/14	9/25/14	Dedicated HSW email box	DCH
Public Comment-collection and plan revisions	DCH incorporates appropriate changes to Transition Plan based on public comments.	9/26/14	9/28/14	Transition Plan, Public Comments	DCH
Public Comment-Ongoing Input	DCH will utilize various stakeholder groups to periodically present and seek feedback to comprehensive Transition Plan development in preparation for Waiver Amendment/Renewal to incorporate plan.	10/1/14	6/30/15	Transition Plan, Public Comments	DCH, PIHP, CMH, Advocates, enrollees
Stakeholder education	Conduct a training for individual enrollees of HSW, their circle of support on HCBS rule and impact on their services	11/1/14	6/30/15	DCH	HSW enrollees and circle of support
Provider Education	Design and implement training and education on HCBS rule	11/1/14	6/30/15	DCH	Provider entities