



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

March 2009

Dear MI Choice Waiver Agency and Long-Term Care Connections Directors:

The Michigan legislature is requiring the Michigan Department of Community Health (MDCH) to develop a system to monitor and report information on the community supports available to and received by those persons on MI Choice Waiver waiting lists. These supports include, but are not limited to, adult home help, food stamps, and housing assistance services. The purpose of reporting this data is to determine the extent to which these community services help individuals remain in their homes and avoid entry into nursing facilities. The development of such a tracking system necessitates a redesign of the way agencies report waiting list data to the department.

Since the establishment of MI Choice waiting lists in 2005, agencies have been required to submit a quarterly report to the department that summarizes the number of persons on their waiting lists by priority categories and length of time on the waiting list, as well as information regarding persons removed from the list. While much of this data will continue to be collected, the quarterly reports will not be summarized by waiver agents or Long Term Care Connections (LTCC). Instead, agencies are asked to submit spreadsheets with individual participant identification and information. (LTCCs have been submitting waiting list information in this fashion since their inception.) Reporting schedules will remain the same, with files due to MDCH within 15 days following the conclusion of the fiscal quarter. Files are required to be transmitted in a Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliant manner.

Medical Services Administration staff will be forwarding instructions regarding the data fields to report and will provide a template to submit waiting list information. This information will be provided before the next quarterly report due on April 15, 2009. Achieving a common format and universal field definitions are critical to the department's ability to construct a monitoring system. Your assistance in helping achieve that objective is greatly appreciated.

Any questions regarding the procedures to report waiting list data can be sent to Brian Barrie at Barrie@Michigan.gov or by calling (517) 335-5131.

Sincerely,

Stephen Fitton, Acting Director
Medical Services Administration

Peggy Brey, Interim Director
Office of Long Term Care Supports & Services