

November 20, 2014

<Provider Name>
<Provider Address1>
<Provider Address2>
<Provider City> <state> <zipcode5-zip4>

Dear Provider:

RE: Criminal History Checks of Michigan Medicaid Home Help Providers

You are receiving this letter because you provide home care services for someone in the Home Help program. This is to let you know that the Michigan Department of Community Health (MDCH) is now entering information for all Home Help providers into the Community Health Automated Medicaid Processing System (CHAMPS), the online Medicaid provider system. This will allow us to improve the payment process for Home Help workers.

CHAMPS also allows us to conduct a history check on all providers that is required by federal law. The history check will look for certain criminal convictions that might make you unable to be a Home Help provider. There is nothing that you need to do to start the criminal history check, and there is no cost to you.

Providers with certain criminal convictions may be unable to work in the Home Help program. Not all history checks will happen at the same time. MDCH will check providers as quickly as possible and will let you know if there is a possible problem. If the information used for a history check is wrong, you will need to contact Provider Support with your correct information. We have already started these history checks for new providers and are aiming to complete checks for all providers by early 2015.

As a provider, you will have to update your information in CHAMPS occasionally. Further instructions as to when and how often to do this will be provided to you at a later date.

Sincerely,



Stephen Fitton, Director
Medical Services Administration