

Home Help Individual Provider Checklist

The following checklist will guide you through the process of applying as an Individual Provider for the Home Help program in CHAMPS, as well as submitting the provided services through an Electronic Service Verification (ESV):

- Register for MILogin and Community Health Automated Processing System (CHAMPS) and complete the online provider application.
 - See [New Individual Home Help Provider Enrollment Instructions](#).
 - Completion of the application will initiate a criminal history background check in CHAMPS.
 - MILogin allows a user to enter one name and password to access multiple programs.
- Notify your beneficiary's Adult Services Worker (ASW) upon completion of the application if you already have a beneficiary. If not, proceed to the next step.
 - The ASW will schedule a face-to-face meeting with you and your beneficiary. **You MUST attend this meeting.**
- The ASW may schedule this meeting before your application is complete. If this is the case, notify the ASW once the application is complete.
- Wait to receive letter approving or denying application.
 - If you receive a denial letter, contact Provider Support at 1-800-979-4662.
 - If you receive an approval letter, continue to next step.
- Submit your services within CHAMPS under Electronic Service Verification (ESV).
 - Click [here](#) for instructions on submitting your ESV.

Update any changes to your contact information within 10 business days of the change.