Individual Home Help Provider

New Enrollment Instructions

MDHHS

Michigan Department OF Health & Human Services

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

Checklist

You must complete the application within 30 days of starting it

For anyone who wants to become a *new* Home Help Provider:

❑ Have paper and a writing utensil nearby

❑ Create a MiLogin user ID and password

❑ Gain access to CHAMPS

❑ Fill out the Provider Enrollment Application

❑ Track your Application

❑ Application Approved

Contact the Provider Support Helpline if you need assistance:

1-800-979-4662

MDHHS
Michigan Department of Health & Human Services

Register for MiLogin and CHAMPS

MiLogin is the State of Michigan Identity, Credential, and Access Management (MICAM) solution. All users who need access to the information within CHAMPS must obtain a MiLogin User ID and Password.

CHAMPS (Community Health Automated Medicaid Processing System) is the MDHS application where providers enroll, update provider enrollment information, and report services performed.

As of October 28, 2023, MiLogin Third Party has been rebranded to MiLogin for Business.

MDHHS
Michigan Department of Health & Human Services

Register for MiLogin and CHAMPS

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.).
- Enter https://milogintp.Michigan.gov into the search bar.

- Click create an account.

Register for MiLogin and CHAMPS

- Enter an email address.

- Check the 'I'm not a robot' checkmark.

- Click Next Step.

Don't have an email address? There are several email providers who offer an email address and services at no cost. A few popular email providers are listed below.

- Gmail: https://www.google.com/gmail/about/#

- Yahoo Mail: https://login.yahoo.com/account/create

- Microsoft Live Hotmail: https://outlook.live.com/owa/

These commercial provider organizations are **not affiliated with the State of Michigan.** Your email messages will not be stored on the State of Michigan systems.

Register for MiLogin and CHAMPS

- Enter the Passcode that was sent to the email address.

- Click Next Step.

- If the passcode was not sent select the Resend Passcode link.

Register for MiLogin and CHAMPS

- Enter the Work Phone number.

- Click Next Step.

Register for MiLogin and CHAMPS

- Enter the User's First, optional Middle Initial, and Last name.

- Review the terms and conditions and click the 'I agree' checkbox.

- Click Next Step.

Register for MiLogin and CHAMPS

- A phone call will be made to the work phone number.

- Enter the Passcode.

- Click Confirm Passcode.

- If the call was missed, click the Resend Passcode to receive another phone call.

9

Register for MiLogin and CHAMPS

- Enter the mobile phone number.
  - This is an optional step and can be completed later by clicking the 'Skip this for now' link.

- Click Next Step.

MiLogin for Business

Help   Contact Us

< Previous Step

Step 6 of 10

Mobile phone verification

→

Enter your mobile phone number

Your **mobile phone** number is optional but can help us identify you and recover your account if you get locked out. We recommending adding it for account security.

Mobile Phone

ⓘ If your work phone can receive text messages, enter the phone number again to enable text message verification option.

Next Step

Skip this for now

Copyright 2023 State of Michigan   Policies

10

Register for MiLogin and CHAMPS

- Select either the Text Message or Voice Call verification method.

Register for MiLogin and CHAMPS

- Enter the Passcode sent to the mobile phone number on file.

- Click Confirm Passcode.

Register for MiLogin and CHAMPS

- Enter the User ID following the guidelines provided.

- Click Next Step.

MiLogin for Business

Help   Contact Us

‹ Previous Step

Step 9 of 10

User ID →

○ ○ ○ ○ ○ ○ ○ ○ ● ○

Create your user ID

The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.

ID Guidelines

⚠ Must start with your last name and first initial
✓ Must end with 4 numbers
✓ Must not contain special characters or spaces

User ID

ⓘ Your user ID should be ▮▮▮▮▮▮▮ where XXXX is four numbers of your choosing.

Next Step

Copyright 2023 State of Michigan

Policies

Register for MiLogin and CHAMPS

- Create a Password following the guidelines.

- Enter the same password in the Confirm Password field.

- Click Create Account.

Register for MiLogin and CHAMPS

- Your MiLogin account has now been created successfully.

- Your MiLogin Welcome Page will not display any online services.

- Click Request Access.

Additional MiLogin resources are available by clicking the Help link at the top of the page.

MiLogin for Business

Home   Discover Online Services   Help   Contact Us

Welcome

Access your requested online services and search for more.

🔍 **Discover Online Services**

MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.

Find Services >

Copyright 2023 State of Michigan   Policies

Register for MiLogin and CHAMPS

- Filter by Departments and select for Michigan Department of Health and Human Services

    OR

- Enter CHAMPS in the search for services box and click Search.

- Click on CHAMPS.

Register for MiLogin and CHAMPS

- Select the CHAMPS user type as 'Provider/Other' option.

- Click Next Step.

Register for MiLogin and CHAMPS

- You will be given confirmation that your request has been submitted successfully and is being processed.

- Click the continue to return to the MiLogin Welcome Page.

Register for MiLogin and CHAMPS

- You will be directed back to your MiLogin Welcome Page.

- Click the CHAMPS hyperlink.

Register for MiLogin and CHAMPS

- Review the terms and conditions and check the 'I agree to the Terms & Conditions'.

- Click Launch service.

Register for MiLogin and CHAMPS

- Your Name and Provider ID number will show in the top section

- In the 'Select Profile' drop-down menu, select Atypical Access

- Click go
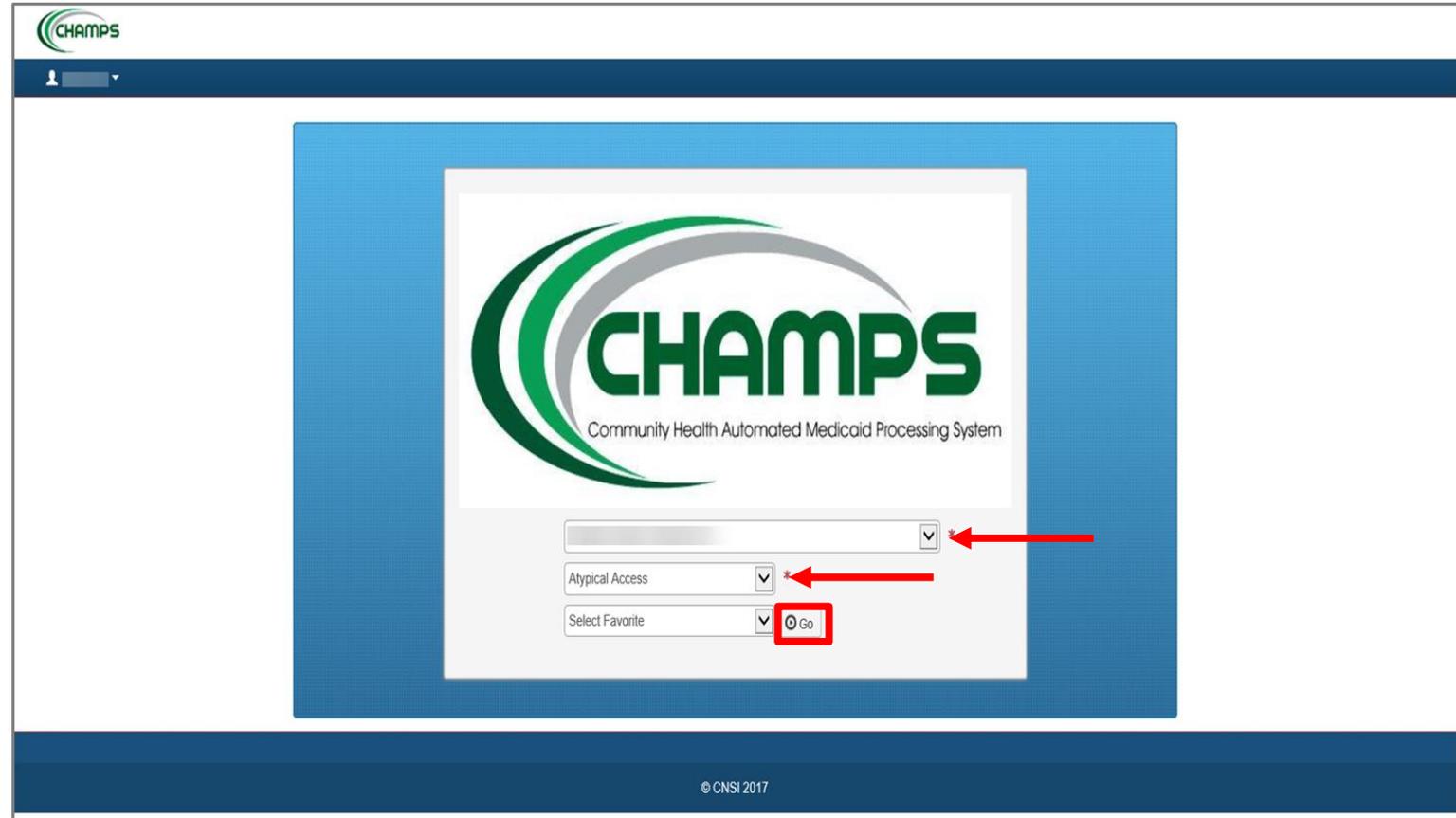
New Provider Enrollment

Steps on how to complete a new CHAMPS enrollment for an Individual Home Help Provider Type

MDHHS
Michigan Department of Health & Human Services

New Enrollment

- Click on **New Enrollment**

New Enrollment

- Click **Atypical (non-medical) provider**

- Individual will automatically be chosen

- Click **Submit**

New Provider Enrollment

- Enter the required information: First Name, Last Name, SSN, Date of Birth, Email, Address, and Zip Code

- Click Validate Address

- Confirm Atypical Individual/Sole Proprietor is listed for Applicant Type

- Click Finish

New Provider Enrollment

- Write down the Application ID number for future reference
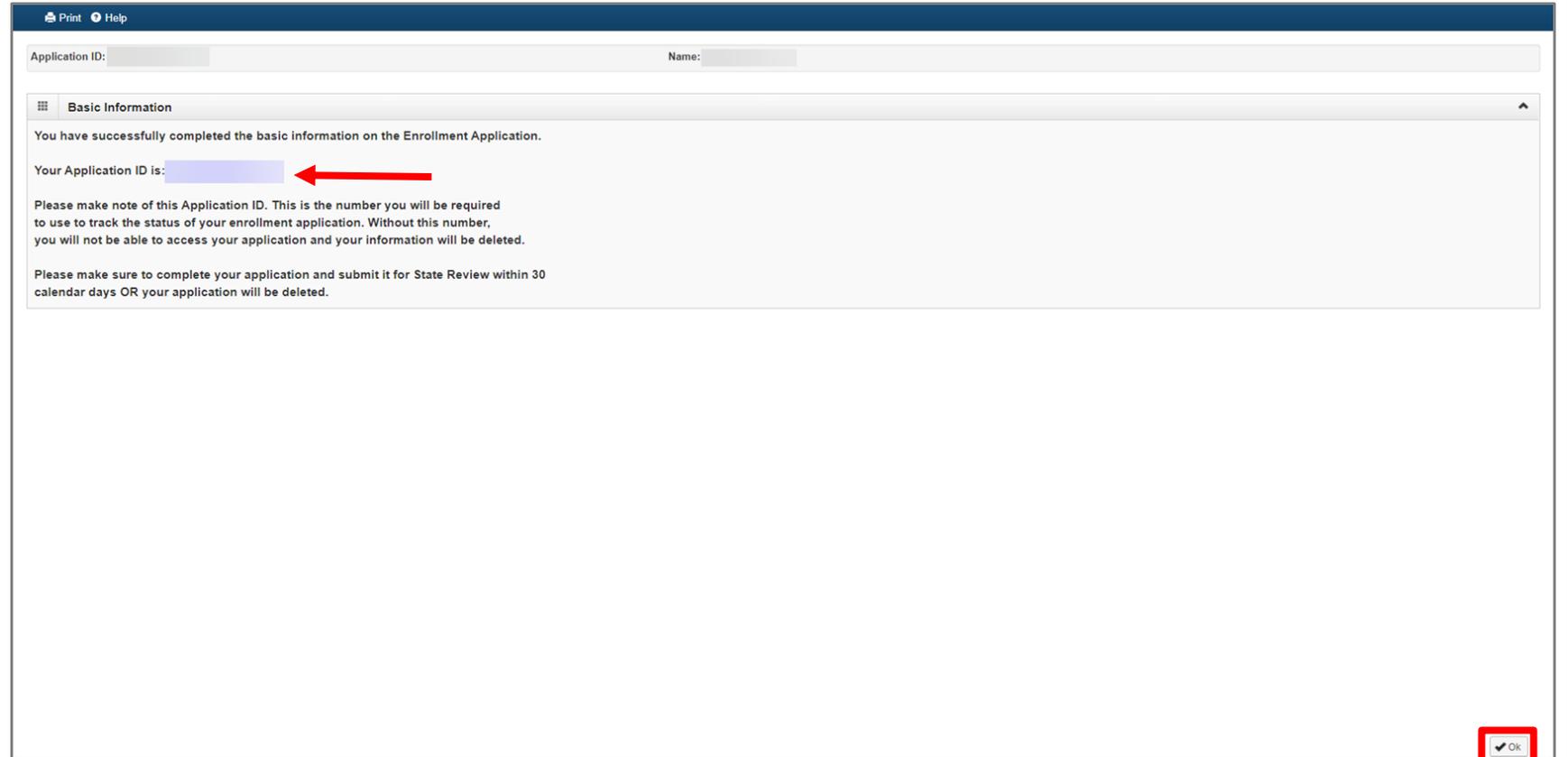
- Click **OK**

Step 2: Locations

- Click **Step 2: Add Locations**

Step 2: Locations

- Click **Add**

Step 2: Locations

- Enter the required information, indicated by an asterisk (*): Address, Zip Code, Phone Number, and Office Hours

- Click Validate Address

- For Office Hours - use the drop-down arrow to choose the correct times. Make sure to select the hours you are open or choose "Closed"

- Click OK
  - Please Note: Location Type will always be Primary Practice Location.
  - Use your personal residential address for Primary Practice Location.
  - When the Zip Code is added, and Validate Address is selected, the State, City/Town, and County will automatically fill in.

Step 2: Locations

- Click **Primary Practice Location**

  - Please Note: You are still in Step 2: Add Locations.

Step 2: Locations

- Click Add Address

Step 2: Locations

- In the Type of Address drop-down menu, select Correspondence

  - Please note: Fill in the address where you would like to receive your Home Help mail.

- If the address is the same as the one entered previously, select Copy This Location Address next to Location Address

- Click OK

Step 2: Locations

- Notice the Correspondence and Location now have addresses

- Click **Add Address** one more time to add a **Pay To** address

Step 2: Locations

- From the Type of Address drop-down menu, select Pay To

- If the address is the same as the one entered previously, select Copy This Location Address next to the Location Address

- Click OK

Step 2: Locations

- Notice the Correspondence, Location, and Pay To address types all have addresses

- Click Save

- Click Close on the next two screens to go back to the list of steps (not shown)

Step 3: Add Specialties

- Click **Step 3: Add Specialties**

Step 3: Add Specialties

- Click Add

Step 3: Add Specialties

- In the **Provider Type** drop-down menu, select **Atypical Individual**

- In the **Specialty** drop-down menu, select **Home Help Individual**

- Click **OK**

Step 3: Add Specialties

- Click Close

Step 12: Complete Enrollment Checklist

- Click Step 12: Complete Enrollment Checklist

Step 12: Complete Enrollment Checklist

- Answer all the Provider Checklist questions by choosing Yes or No from each drop-down menu in the Answer column. If an answer is required, choose Yes and put the answer in the Comments.

- Click Save.

- Click Close.

  - Please Note: The County Name, Worker Name, and Clients Name will need to be included in the comments box on the appropriate question

Step 13: Submit Enrollment Application for Approval

- Click Step 13: Submit Enrollment Application for Approval

Step 13: Submit Enrollment Application for Approval

- Click Next. By clicking the Next button, you "agree that the information submitted as part of the application is correct (Private and Confidential)"

Step 13: Submit Enrollment Application for Approval

- Read the Terms and Conditions Atypical Enrollment statement

- Check the box at the bottom of the page indicating you have read and agree to the terms

- Click Submit Application

Step 13: Submit Enrollment Application for Approval

- If you have not taken note of your Application Number, please do so for tracking purposes

- Click Close and close out of the application

Tracking Your Application

How to track the status of your application

MDHHS
Michigan Department of Health & Human Services

MILogin and CHAMPS

- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)

- Enter https://milogintp.Michigan.gov into the search bar

- Enter your User ID and Password and click **Login**

MILogin and CHAMPS

- You will be directed to the MILogin Home Page

- Click the CHAMPS hyperlink

MILogin and CHAMPS

- Click the 'Acknowledge/Agree' button to accept the Terms & Conditions to get into CHAMPS

MILogin and CHAMPS

- The Provider ID and Name will show in the top drop-down menu

- In the Select Profile drop-down menu, select Atypical Access
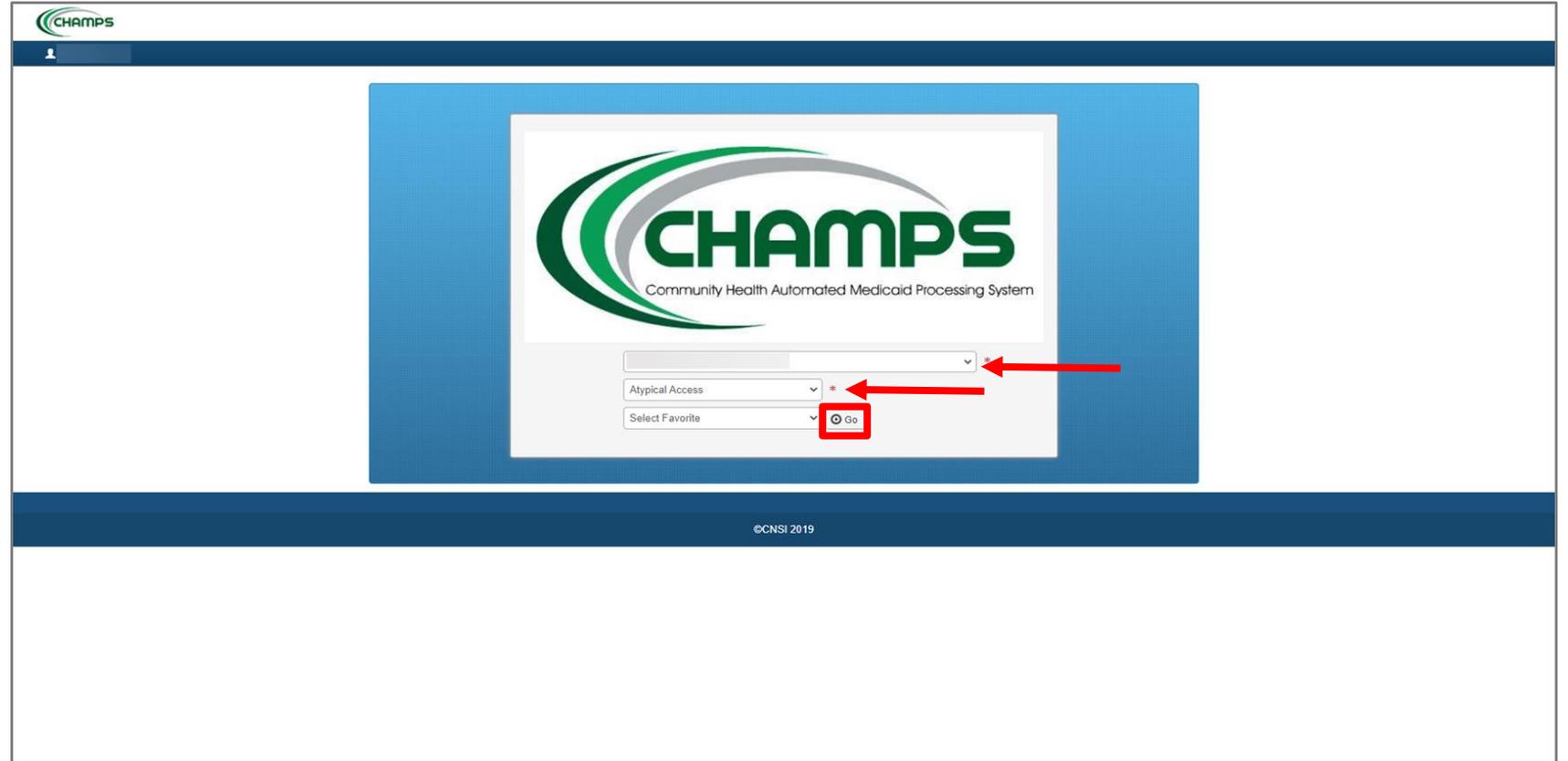
- Click Go

Tracking Your Application

- To check the status of your application, from the CHAMPS Homepage click the **Track Application** hyperlink

Tracking Your Application

- Enter your Application ID

- Click Next

Tracking Your Application

- Enter your **Social Security Number, Date of Birth** and **Home Zip Code**

- Click **Submit**

Tracking Your Application

- A text box at the top will confirm the status of your application. If you do not see this statement, you have not completed and submitted the application to the state for review. Please complete all required steps to submit.

Application Approved

Once the Application is Approved:

- Providers will receive an approval letter. The approval letter will go to the Correspondence Address you provided.

- You will be able to access CHAMPS to submit your Electronic Service Verification (ESV) Log.

- To learn how to record your services, see the Electronic Service Verification (ESV) Log Instructions at: https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Folder1/Folder2/Folder1/ESV_Instructions_04012022.pdf

MDHHS
Michigan Department of Health & Human Services

Provider Resources

MDHHS Home Help Provider website:
www.Michigan.gov/HomeHelp

Provider Support:

ProviderSupport@Michigan.gov

1-800-979-4662

Thank you for participating in the Michigan Medicaid Program