

# Adult Foster Care/ Homes for the Aged Personal Care Supplement Payment New Claim Instructions in MiAIMS



“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

# Table of Contents



Checklist



Log in to MiLogin



Access MiAIMS



Submit Claims in MiAIMS



Provider Resources

# Checklist

- For Adult Foster Care (AFC) or Homes for the Aged (HFA) providers who would like to view or submit claims in Michigan Adult Integrated Management System (MiAIMS).
  - Login to MiLogin with your previously created user ID and Password
  - Access Adult Integrated Management System (MiAIMS)
  - View or Submit Claims

Contact the Provider Support Helpline if you need assistance:

**1-800-979-4662**

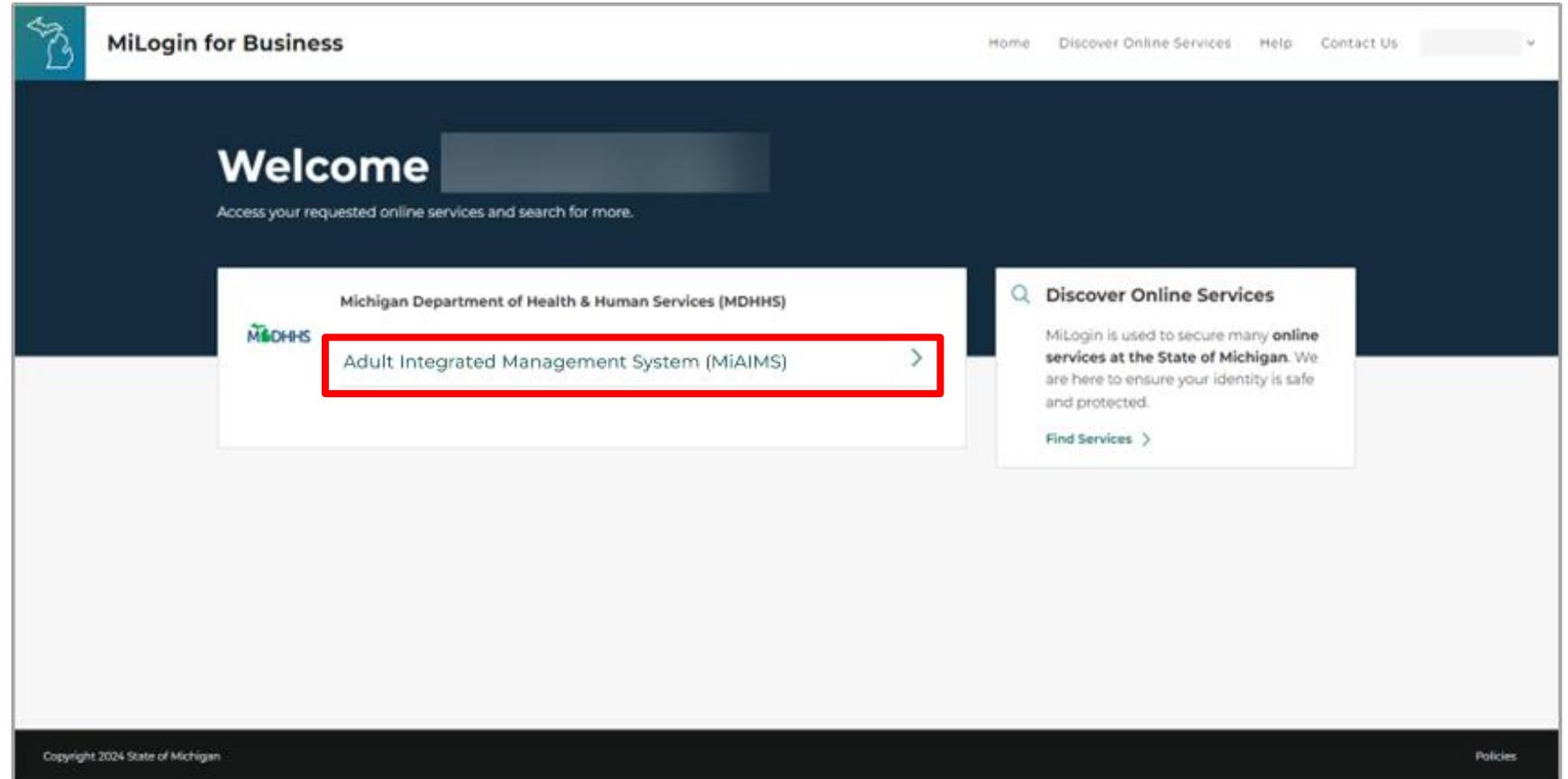
# Log in to MiLogin for Business

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://MiLogintp.Michigan.gov> into the search bar
- Enter the User ID and Password
- Click Log In

The screenshot displays the MiLogin for Business website interface. At the top left, there is a Michigan state logo and the text "MiLogin for Business". On the top right, there are links for "Help" and "Contact Us". The main content area is split into two columns. The left column has a dark blue background with the heading "Michigan's one-stop login solution for business" and a teal arrow pointing right. Below this, a paragraph explains that MiLogin connects users to all State of Michigan business services through a single user ID. The right column has a white background with the heading "Welcome to MiLogin for Business". It features two input fields: "User ID" and "Password". A red arrow points to the User ID field, and another red arrow points to the Password field. Below the User ID field is a link "Lookup your user ID", and below the Password field is a link "Forgot your password?". At the bottom of the right column, there are two buttons: "Log In" (highlighted with a red border) and "Create an Account". The footer contains "Copyright 2023 State of Michigan" on the left and "Policies" on the right.

## Access MiAIMS

- Click the Adult Integrated Management System (MiAIMS) hyperlink



The screenshot displays the 'MiLogin for Business' website. The header includes a Michigan state icon, the title 'MiLogin for Business', and navigation links for 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. The main content area features a 'Welcome' message with a placeholder for a user name and the instruction 'Access your requested online services and search for more.' Below this, there are two white boxes. The left box is titled 'Michigan Department of Health & Human Services (MDHHS)' and contains a list of services, with 'Adult Integrated Management System (MiAIMS)' highlighted by a red rectangular border and a right-pointing arrow. The right box is titled 'Discover Online Services' and contains text about MiLogin security and a 'Find Services' link with a right-pointing arrow. The footer includes 'Copyright 2024 State of Michigan' and a 'Policies' link.

## Access MiAIMS

- Review the Terms & Conditions and check the “I agree to the Terms & Conditions” checkbox
- Click Launch Service

**MiLogin for Business** Home Discover Online Services Help Contact Us

[← Back to Home](#)

**MDHHS**

### Adult Integrated Management System (MiAIMS)

Michigan Adult Integrated Management System (MiAIMS) is the MDHHS electronic web-based tool/system used to manage the ACP, APS, and ILS programs.

**Please accept the Terms and Conditions to continue:**

**Terms & Conditions**

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any

I agree to the Terms & Conditions

**Launch service**

Copyright 2024 State of Michigan [Policies](#)

Provider View

Provider Id  
Source  
Enroll Type  
Name  
SSN/Tax Id  
Tax Type  
Vendor Id  
Primary Address

Mailing Address

More Info

Payments Authorizations Claims

Filter Print

Sort By Warrant # Show 100 entries Previous Next

Warrant #	Warrant Date	Gross Amt	Offset Amt	Treasury Offset	Net Amt	Status	
		\$600.22	\$0.00	\$0.00	\$611.76	P	More
		\$600.22	\$0.00	\$0.00	\$611.76	P	More
		\$600.22	\$0.00	\$0.00	\$611.76	P	More
		\$588.68	\$0.00	\$0.00	\$611.76	P	More
		\$588.68	\$0.00	\$0.00	\$611.76	P	More
		\$384.76	\$0.00	\$0.00	\$611.76	P	More
		\$384.76	\$0.00	\$0.00	\$611.76	P	More
		\$384.76	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$192.38	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$558.51	P	More
		\$192.38	\$0.00	\$0.00	\$18.63	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$192.38	P	More

# Access MiAIMS

- The Payment Portal will display the Payments tab as a default

Provider View

Provider Id  
Source  
Enroll Type  
Name  
SSN/Tax Id  
Tax Type  
Vendor Id  
Primary Address

Mailing Address

[More Info](#)

Payments Authorizations **Claims**

Filter [Print](#)

Sort By Warrant # Show 100 entries [Previous](#) [Next](#)

Warrant #	Warrant Date	Gross Amt	Offset Amt	Treasury Offset	Net Amt	Status	
		\$600.22	\$0.00	\$0.00	\$611.76	P	More
		\$600.22	\$0.00	\$0.00	\$611.76	P	More
		\$600.22	\$0.00	\$0.00	\$611.76	P	More
		\$588.68	\$0.00	\$0.00	\$611.76	P	More
		\$588.68	\$0.00	\$0.00	\$611.76	P	More
		\$384.76	\$0.00	\$0.00	\$611.76	P	More
		\$384.76	\$0.00	\$0.00	\$611.76	P	More
		\$384.76	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$192.38	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$558.51	P	More
		\$192.38	\$0.00	\$0.00	\$18.63	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$577.14	P	More
		\$192.38	\$0.00	\$0.00	\$192.38	P	More

# Submit Claims in MiAIMS

- Click Claims

# Submit Claims in MiAIMS

- Confirm the highlighted tab shows Claims
- To submit a new claim, click the + New Claim button
- To view additional pages click Next

PAYMENT PORTAL More info - Contact Us MDHHS Home MI.gov

**MDHHS** ADULT INTEGRATED MANAGEMENT SYSTEM  
Department of Health and Human Services

Provider View

Provider Id  
Source  
Enroll Type  
Name  
SSN/Tax Id  
Tax Type  
Vendor Id  
Primary Address  
Mailing Address

[More Info](#)

Payments Authorizations **Claims**

Filter Print **+ New Claim**

Sort By Claim Id Show 100 entries < Previous Next >

Claim Id	Claim Ref #	Recipient Id	Recipient Name	Service Begin Date	Service End Date	Warrant #	Status
				04/01/2015	04/30/2015		<span>P</span> Processed <a href="#">More</a>
				04/01/2015	04/30/2015		<span>P</span> Processed <a href="#">More</a>
				04/01/2015	04/30/2015		<span>P</span> Processed <a href="#">More</a>
				03/01/2015	03/31/2015		<span>P</span> Processed <a href="#">More</a>
				03/01/2015	03/31/2015		<span>P</span> Processed <a href="#">More</a>
				03/01/2015	03/31/2015		<span>P</span> Processed <a href="#">More</a>
				02/01/2015	02/28/2015		<span>P</span> Processed <a href="#">More</a>
				02/01/2015	02/28/2015		<span>P</span> Processed <a href="#">More</a>

# Submit Claims in MiAIMS

- Enter the Service Start Date
- Enter the Service End Date
- Click Apply

**NOTE:** Dates must be entered as MM/DD/YYYY. Claims must be submitted one month at a time based on the month and year being billed for.

The screenshot shows the 'Add New Claims' form in the MiAIMS system. The form is titled 'Add New Claims' and has a search bar that says 'Please Search For the Service Dates'. Below the search bar, there are three tabs: 'Payments', 'Authorizations', and 'Claims'. The 'Claims' tab is selected. The form contains several input fields: 'Provider Id', 'Service Start Date', and 'Service End Date'. The 'Service Start Date' and 'Service End Date' fields are highlighted with red boxes. Below these fields are 'Clear' and 'Apply' buttons. The 'Apply' button is also highlighted with a red box. The form is part of a 'Provider View' section. The top navigation bar includes 'PAYMENT PORTAL', 'More info -', 'Contact Us', 'MDHHS Home', and 'MI.gov'. The footer includes 'Michigan.gov Home', 'Application Home', 'Contacts', 'State Web Sites', and 'Copyright © 2024 State of Michigan'.

Provider View

Provider Id  
Source  
Enroll Type  
Name  
SSN/Tax Id  
Tax Type  
Vendor Id  
Primary Address  
Mailing Address

More Info

Payments

Authorizations

Claims

Add New Claims

1 Search

2 Review

3 Confirmation

Provider Id

Service Start Date

Service End Date

Clear Apply

Sort By Recipient Id

Show 100 entries

Previous Next

Recipient Id	Recipient Name	Service Begin Date	Service End Date	Auth Begin Date	Auth End Date	Select
		05/01/2015	05/31/2015	09/01/2014	08/31/2015	Click to add
		05/01/2015	05/31/2015	12/01/2014	11/30/2015	Click to add
		05/01/2015	05/31/2015	02/01/2015	01/31/2016	Click to add

Select All Review

# Submit Claims in MiAIMS

- Confirm the information listed is correct
- Select Click to add

# Submit Claims in MiAIMS

- Included claims will display as x Remove
- Click Review

PAYMENT PORTAL More info Contact Us MDHHS Home MI.gov

**MDHHS** ADULT INTEGRATED MANAGEMENT SYSTEM  
Department of Health and Human Services

Provider View

Provider Id  
Source  
Enroll Type  
Name  
SSN/Tax Id  
Tax Type  
Vendor Id  
Primary Address  
Mailing Address

[More Info](#)

Payments Authorizations **Claims**

### Add New Claims

1 Search 2 Review 3 Confirmation

Provider Id  Service Start Date  Service End Date

Sort By  Show  entries

Recipient Id	Recipient Name	Service Begin Date	Service End Date	Auth Begin Date	Auth End Date	Select
		05/01/2015	05/31/2015	09/01/2014	08/31/2015	<b>x Remove</b>
		05/01/2015	05/31/2015	12/01/2014	11/30/2015	Click to add
		05/01/2015	05/31/2015	02/01/2015	01/31/2016	Click to add

# Submit Claims in MiAIMS

- Confirm the information displayed is correct
- Click Submit

**NOTE:** Click x Remove to unselect claims

PAYMENT PORTAL [More info](#) [Contact Us](#) [MDHHS Home](#) [MI.gov](#)

**MDHHS** ADULT INTEGRATED MANAGEMENT SYSTEM  
Department of Health and Human Services

Provider View

Provider Id  
Source  
Enroll Type  
Name  
SSN/Tax Id  
Tax Type  
Vendor Id  
Primary Address  
Mailing Address

[More Info](#)

Payments Authorizations **Claims**

### Add New Claims ✕

1 Search 2 Review 3 Confirmation

Provider Id: [.....] Service Start Date: 05/01/2015 Service End Date: 05/31/2015

[Clear](#) [Apply](#)

Sort By: Recipient Id [↓](#) Show 100 entries [Previous](#) [Next](#)

Recipient Id	Recipient Name	Service Begin Date	Service End Date	Auth Begin Date	Auth End Date	Status	Remove
[.....]	[.....]	05/01/2015	05/31/2015	09/01/2014	08/31/2015	Success	<span>✕ Remove</span>

[Previous](#) [Submit](#)

[Michigan.gov Home](#) [Application Home](#) [Contacts](#) [State Web Sites](#)

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# Submit Claims in MiAIMS

- The claim has been successfully submitted with a reference number
- To submit additional claims, return to claims home by clicking the X or the Claims tab

**NOTE:** The current phone/landline [Interactive Voice Response \(IVR\) process](#) will remain the same.

The screenshot displays the MiAIMS Payment Portal interface. At the top, there is a navigation bar with 'PAYMENT PORTAL' on the left and 'More info - Contact Us MDHHS Home MI.gov' on the right. Below this is the MDHHS logo and the text 'ADULT INTEGRATED MANAGEMENT SYSTEM Department of Health and Human Services'. The main content area is titled 'Provider View' and features a sidebar on the left with fields for 'Provider Id', 'Source', 'Enroll Type', 'Name', 'SSN/Tax Id', 'Tax Type', 'Vendor Id', 'Primary Address', and 'Mailing Address'. A 'More Info' button is located at the bottom of the sidebar. The main content area has three tabs: 'Payments', 'Authorizations', and 'Claims'. The 'Claims' tab is active and highlighted in dark blue. Below the tabs, there is a section titled 'Add New Claims' with a red 'X' icon in a box. A progress bar shows three steps: '1 Search', '2 Review', and '3 Confirmation'. A green notification banner at the bottom of the progress bar reads 'Claim Submitted Successfully! Claim Reference No: [redacted]' with a red arrow pointing to the reference number and a close 'X' icon. At the bottom of the page, there are links for 'Michigan.gov Home', 'Application Home', 'Contacts', and 'State Web Sites', along with the copyright notice 'Copyright © 2024 State of Michigan'.

# Provider Resources



MDHHS website: [www.Michigan.gov/MedicaidProviders](http://www.Michigan.gov/MedicaidProviders)  
AFC/HFA website: [www.Michigan.gov/AFCprovider](http://www.Michigan.gov/AFCprovider)



**We continue to update our  
Provider Resources:**

[Listserv Instructions](#)

[Provider Alerts](#)

[Medicaid Provider Training Sessions](#)



**Provider Support:**

[ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov)

1-800-979-4662



Thank you for participating in the Michigan Medicaid Program