"WHO TO CALL" FREQUENTLY CALLED NUMBERS

Family Center / CSHCS Family Phone Line	800-359-3722	Michigan Enrolls Medicaid (MA) Health Plan Choices	800-975-7630 888-367-6557
Program Review Division (PRD) Prior Authorization Inquiry Dental/Special Services Medical Supplier	800-622-0276 FAX# 517-335-0075	Medicaid Health Plan Choices for persons with MA and CSHCS	877-274-2737
Out of State Medical Care Practitioner Services Special In Home Services: OT, PT, ST		MIChild (premium payments)	888-988-6300
Beneficiary Helpline	800-642-3195	Magellan (DCH Pharmacy Benefits Manager)	
Provider Inquiry Helpline Email: providersupport@michigan.gov	800-292-2550	Beneficiary Helpline (family only)	877-681-7540
		Pharmacy Claim Help (pharmacy only)	877-624-5204
DTMB Client Service Center (HelpDesk)	800-968-2644	Clinical Call Center for PA (prescribing Dr)	877-864-9014
J & B Medical	800-737-0045	Pharmacy Provider Enrollment & Inquiries	888-868-9219

Lonnie Barnett, Director Children's Special Health Care Services Division

Children with Special Needs Fund (CSN) Marcia Franks, Specialist

Grants funding for equipment and supports, which no other resource provides, to children with special health care needs.

Policy & Program Development Section (PPD)

Theresa Christner, Manager

Initiates, implements and interprets CSHCS policy; Interprets Medicaid policy; Staffs appeals/hearings; Supports LHDs and families re transition; Collects and analyzes data; Trouble-shoots for extraordinary billing problems; CSHCS contract management; Determines Insurance Premium Payment benefit eligibility.

Family Center for Children and Youth with Special Health Care Needs (FC)

Candi Bush, Director

Offers emotional support, information and connections to community-based resources for families of children and youth with special health care needs, including those who have or are at an increased risk for: physical; developmental; behavioral or emotional conditions;

Helps families navigate medical, educational, behavioral and social service systems. A few other programs include: Parent Mentor Trainings; Conference Scholarships for parents and youth; Camp Scholarships for youth; and a quarterly newsletter.

Children are not required to be enrolled in CSHCS to receive services from the Family Center.

Customer Support Section (CSS)

Kristie Ferris, Manager

Initial medical eligibility process; Application and enrollment process: Income Review / Payment Agreement, authorize providers, address changes; Medical and financial renewal process; Transplant prior authorization, in or out of state, T5 only and T5/19.

Quality & Program Services Section (QPS)

Craig Boyce, Manager

Quality Improvement planning, training, and monitoring; Communication Plan implementation; LHD Accreditation; consumer satisfaction surveys; CSHCS care coordination/case management, respite, hospice and transportation benefits; medical eligibility for Medicaid's Home Care Children's Program (TEFRA).

ISSUE/TOPIC	CONTACT PERSON & PHONE NUMBER	INFORMATION TO HAVE IN FRONT OF YOU	COMMENTS
Accreditation	Amanda Larraga (QPS) 517-241-7189		
Annual Narrative Reports - LHD	Amanda Larraga (QPS) 517-241-7189		
Appeals/Departmental Reviews/ Administrative Hearings	Family Phone Line 800-359-3722	Details of specific situation and why decision should be reviewed.	Note type of eligibility: V only, XIX only, dually eligible (V/XIX), in the process of applying; type of coverage-FFS, MHP.
Billing Problems/Providers	PROVIDER INQUIRY 800-292-2550 Email: providersupport@michigan.gov	Provider name and address, NPI number, provider type, and DOS. Client name, ID number, remittance advice.	Before contacting anyone determine if: 1) Provider needs to be authorized. 2) If so have them rebill after completed. 3)
Billing Problems/Client Billing problems (after LHD	Beneficiary Helpline 800-642-3195	Same as above.	Make sure insurance is correct. If provider wants to be added to a client file but cannot
research and Provider Inquiry have been used and problem still not resolved).	Micki Smith 517-241-8202 FAX: 517-241-0796		reach LHD, provider may call CSS Main PH# 517-335-8986 to reach an Analyst
Care Coordination/Case Management Logs in CHASS	Sherry Kertesz (QPS) 517-335-9408		
Care Coordination/Case Management – <i>guidance</i>	Matt Richardson, R.N. QPS 517-335-8994		
CHASS (technical assistance)	Sherry Kertesz (QPS) 517-335-9408		
Children's Multidisciplinary Specialty (CMDS) Clinics	Bruce Turnbull PPD 517-241-5183		Questions about what clinics are approved, application process, re-approval of clinics, CMDS policy
Children with Special Needs Fund (CSN Fund)	CSN Fund 517-241-7420 FAX: 517-335-8055 Web page: Michigan.gov/csnfund	Client name, ID number, information on requested item, date request was submitted, other information related to request.	Questions concerning CSN Fund requests, status inquiries or other comments or concerns should be directed to this office.
Cochlear Implants	Program Review Division PRD 800-622-0276	Client name, ID number, provider number, and procedure code(s)	
Complaints, Concerns with Program	Lonnie Barnett, Director CSHCS Division 517-241-7186	Client and family demographic information, phone numbers, particular people to contact regarding the issues.	Be prepared to discuss what you have done to resolve the problem, who you have talked to, and the current status of the situation.
Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement (LHDs)	Kelly Gram PPD 517-335-8630		
CSHCS database reports	CSS Analyst for the Appropriate County		

ISSUE/TOPIC	CONTACT PERSON & PHONE NUMBER	INFORMATION TO HAVE IN FRONT OF YOU	COMMENTS
Dental Care & Orthodontia	Upload request/question via DMP	In DMP Document Name field enter 'DENTAL.' Include information on care needed, eligible CSHCS diagnosis, suggested provider, and date of service.	Note orthodontia is not covered for all diagnoses, only those where orthognathic surgery is required, or for limited diagnoses.
Diagnostic Referral: <i>clinical</i> guidance	Matt Richardson, R.N. QPS 517-335-8994	Specific questions and issues to be discussed.	
Diagnostic Referral: billing	See Manual Payments		
Duplicate Client ID Numbers	CSS Tech for the Appropriate County	Client name, ID numbers, Client birth date.	
Expenditure Reports (Client Specific)	Amy Chapko PPD 517-241-8998	Client name, ID numbers, Client birth date.	LHD runs expenditure report in CSHCS database. Call Amy if questions.
Family Center for CYSHCN	Family Phone Line (FPL) 800-359-3722		Family Phone Line is for families only, do not refer providers to this number.
Forms- Appendix D in Guidance Manual	FAX REQUEST FOR HARD COPIES TO: 517-241-1164 or mail: MDHHS Forms Request 320 S. Walnut St. Lansing, MI 48913	Using LHD letterhead, include a contact name and phone number, the delivery address for order, list the form name and number (i.e., MSA-4114) and amount needed.	DOWNLOADABLE ELECTRONIC FORMS are AVAILABLE ON THE CSHCS WEBSITE (electronic forms without the word 'SAMPLE' are available in the CSHCS database under LHD Forms Download)
Formula, Dietary Prior Authorization	Michigan Peer Review Organization (MPRO) 800-727-7223 22670 Haggerty Rd., Ste. 100 Farmington Hills, MI 48335-2611	Client name, ID number, diagnosis, procedure code(s), provider name and phone number. Current ht/wt., alternatives tried.	Prior authorization of dietary formula (applies to applicable procedure codes requiring prior authorization noted on the MDHHS Medical Supplier / DME / Prosthetics and Orthotics Database on web: michigan.gov/medicaidproviders
Genetics: Evaluation of birth defects, genetic syndromes, genetic counseling	Joan Ehrhardt MDCH Community Living, Children and Families; Hereditary Diseases 517-335-6498	Indications for referral to genetic centers for counseling or other testing.	Have you discussed the situation with the genetics counselor at the center? Note: Genetic Centers are not a part of CSHCS nor Medicaid. E-mail birth defect questions to: BDRfollowup@michigan.gov
Health Savings Accounts/Health Reimbursement Accounts/Flexible Spending Accounts	Amy Chapko, PPD 517-241-8998		

ISSUE/TOPIC	CONTACT PERSON & PHONE NUMBER	INFORMATION TO HAVE IN FRONT OF YOU	COMMENTS
Hearing Eligibility/Covered Services	Program Review Division (PRD) 800-622-0276 FAX# 517-335-0075 or refer to Medicaid Manual	In DMP Document Name field, enter 'AUDIOLOGY'	Questions about covered diagnosis are typically directed to medical consultants.
Hospice (CSHCS-only)	Matt Richardson, R.N. QPS 517-335-8994	What is needed and how does it reflect the need for a nurse to provide the care.	
Insurance Premium Payment Benefit	Amy Chapko, PPD 517-241-8998 FAX: 517-335-8055	Client name, ID number, and information on client/family service needs.	Premium payment benefit includes COBRA, private insurance, Medicare Part B, and Medicare Part D.
Manual payments - field clinic, diagnostic evaluation if client not enrolled, respite.	MSA Manual Payments Debbie Blaine 517-335-5503	Date bill was submitted to MDHHS.	Note: providers are advised it will take 6-8 weeks to process manual payments.
Medical Eligibility Clinical Questions	Upload via DMP If not client-specific, contact OMA Colleen Barry, M.D. 517-335-8995 BarryC@michigan.gov	Questions about covered diagnoses are typically directed to medical consultants.	Office of Medical Affairs OMA 517-335-5181
Medical Eligibility Policy & Procedure	CSS Analyst for the Appropriate County	General clarification on policy & procedure of eligibility enrollment process.	Direct client-specific questions to Analyst
Out-of-State Care – status of request (except Transplants)	CSS Analyst for the Appropriate County		Program Review Division (PRD) 800-622-0276 FAX# 517-335-0075
Out-of-State Care – transportation assistance	Sherry Kertesz QPS 517-335-9408		MHP Members must contact the MHP; MA ffs clients must contact their local DHHS specialist
Payment Agreements General Information & Client Specific Information	CSS Analyst for the Appropriate County	General clarification and financial information used to make decisions.	Questions concerning existing payment agreement.
		Client Name and ID number, coverage year(s) and relevant information	Refer to Guidance Manual
Payment Agreements: Payments, Refunds, Unapplied payments, Coupons, Pay Place, Missing Payments, Collections	Deb Catey Accounting 517-241-5580	Client Name and ID	Direct questions or concerns
Pharmacy Medicare Part D Problems and co-pay reimbursement	Micki Smith PPD 517-241-8202 FAX: 517-241-0796	Standard client info and Medicare Part D information available.	
Policy Questions	Jen Baumann PPD Call 517-241-8862		

ISSUE/TOPIC	CONTACT PERSON & PHONE NUMBER	INFORMATION TO HAVE IN FRONT OF YOU	COMMENTS
Private Duty Nursing (PDN) Not a CSHCS benefit	Debbie Long, Analyst PRD 517-335-5227	Beneficiary name, ID number, information on nursing care needs.	Important to distinguish what are the nursing services being requested.
Prior Authorization: DME/supplies, hearing aids, dental, any service or equipment that needs PA; status check on the PA.	Program Review Division (PRD) 800-622-0276 FAX# 517-335-0075	Provider name and address, date of service, procedure code(s) or other identifying information.	Note: PRD has 15 business days to respond to a PA. Time may increase when additional information from provider is necessary.
Prior Authorization: Emergent or Urgent; PA 'verbal' approval request; Provider Complaints	Program Review Division (PRD) 800-622-0276	As above, plus description of provider complaint or request.	Urgent is when there may be a detrimental effect if not provided soon. Emergent is when death or extreme detrimental effect if not provided immediately.
Prior Authorization: Transplant initial request, (in or out-of-state; T5 and T5/19)	Caleb Nelson CSS 517-241-6198 FAX# 517-335-9491	Client name, ID number, information on care needs, location, and procedure recommended. Referring physician may fax information.	All out of state care must be prior approved. Emergency care situations should contact the Prior Authorization as soon as possible. 800-622-0276
Prior Authorization: Out of State Care, Practitioner Services, Genetics testing out- of-state lab.	Program Review Division 800-622-0276 FAX# 517-335-0075	Client name, ID number, information on care needs, location, and procedure recommended. Referring physician may fax information with complete PA form MSA-6544-B.	Planned out of state care must be prior approved. Emergency care situations should contact Prior Authorization as soon as possible.
Prior Authorization: All other calls and consumer inquiries.	Program Review Division (PRD) 800-622-0276	As above, with specific concerns regarding situation.	
MILoginTP Password Reset	Michigan DTMB Client Service Center (Help Desk) 800-968-2644	Your MILogin User ID and e-mail address	To re-set your password, contact the DTMB Client Service Center at 800-968-2644 (press 0, 1, 1). Request a password re-set for the MILogin Third Party portal. You will need your User ID and e-mail address.
TEFRA Medical Eligibility (BEM 170 Home Care Children Program)	Matt Richardson, R.N. QPS 517-335-8994		
Transition Policy and Resources	Terra Depew PPD Call 517-241-8385	Transition materials.	
Transportation Assistance (Non-Emergent) NEMT Invoice receipt & status of payment	Sherry Kertesz QPS 517-335-9408 FAX: 517-335-8055	Date invoice submitted, date of service, client name, ID number, LHD authorization and information regarding trip	Advise parents it may take 6 to 8 weeks to process payments for travel.
Transportation: Emergent Ambulance	Submit NOA from Emergency Department with reference to emergency transportation	Ambulance NPI for date of service must be authorized on client file. Medical documentation may be required.	No prior authorization required in emergency or life-threatening situations. Non-emergent fixed wing and helicopter services need PA through PRD.

ISSUE/TOPIC	CONTACT PERSON & PHONE NUMBER	INFORMATION TO HAVE IN FRONT OF YOU	COMMENTS
Transportation (NEMT) – policy clarification and CSHCS out of state travel assistance	Sherry Kertesz QPS 517-335-9408 FAX: 517-335-8055		MHP Members must contact the MHP; MA ffs clients must contact their local DHHS specialist (Wayne, Oakland, Macomb contact Logisticare)
TPL Insurance – Urgent Changes	Amy Chapko PPD 517-241-8998	Client name & ID; insurance carrier name & policy info; date insurance was added or terminated.	For access to care issues only.

Children's Special Health Care Services (CSHCS) Lonnie Barnett, Director	517-335-5008	BarnettL@michigan.gov
Executive Secretary: Danielle Pitchford	517-241-7186	PitchfordD@michigan.gov
Children with Special Needs Fund (CSN Fund) Marcia Franks, Specialist Kelsey Morinaga, Departmental Technician	517-241-7420 517-241-7420	FranksM2@michigan.gov MorinagaK@michigan.gov
Customer Support Section (CSS) Kristie Ferris, Section Manager	517-335-8986 517-241-9702	FerrisK1@michigan.gov
Region 1 Monica Sparks, Unit Manager	517-335-9302	SparksM@michigan.gov
Region 2 Martha McGraw, Unit Manager	517-335-8990	McgrawM2@michigan.gov
Family Center (FC) Candi Bush, Director Secretary: Dawn Adkins	517-241-7197 517-241-3126	BushC9@michigan.gov AdkinsD@michigan.gov
Insurance Specialist (PPD) Amy Chapko	517-241-8998	ChapkoA@michigan.gov
Nurse Consultant (QPS) Matt Richardson, R.N., CPNA	517-335-8994	RichardsonM@michigan.gov
Policy & Program Development Section (PPD) Theresa Christner, Section Manager Secretary: Anita Wilson	517-241-7511 517-241-8207	ChristnerT@michigan.gov
Quality & Program Services Section (QPS) Craig Boyce, Section Manager Secretary: Anita Wilson	517-241-7198 517-241-8996	BoyceC@michigan.gov WilsonA@michigan.gov
Reimbursement (extraordinary situation) Specialist (PPD) Micki Smith	517-241-8202	SmithM1@michigan.gov
Transportation (QPS) Sherry Kertesz, Analyst	517-335-9408	KerteszS@michigan.gov
Appeals (FC & PPD) Family Phone Line	800-359-3722	

Medical Services Administration, Office of Medical Affairs (available as medical consultants to CSHCS)

Colleen Barry, M.D. 517-335-8995
Joyce Blazejwski, M.D. 517-335-8995
Tim Conroy, M.D. 517-335-8995
Ashweena Gouguntla, M.D. 517-335-8995

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Address and FAX Numbers

CSHCS Division
Lewis Cass Building- 6th Floor
320 S. Walnut Street
Lansing, MI 48913

CSHCS Customer Support Section (CSS)
Lewis Cass Building – 6th Floor
320 S. Walnut Street
PO Box 30734
Lansing, MI 48909

FAX NUMBERS:

517-335-9491 CSS for Medical Reports, Applications/IRPAs, Transplant Prior Authorization (PA)

517-241-8970 CSHCS Director, PPD, QPS and Family Center for CYSHCN

517-335-8055 CSN Fund 517-241-0796 Micki Smith, PPD

517-335-0075 Program Review Division, Prior Authorization Requests, In/Out of State (except transplant)

CHILDREN'S MULTIDISCIPLINARY SPECIALTY (CMDS) CLINICS - CONTACT GRID

WMed Jerrie Springer, Clinic Coordinator 1000 Oakland Drive Kalamazoo, MI 49008 (269) 337-4608 Fax: (269) 337-6434 Jerrie.Springer@med.wmich.edu Cleft Lip/Palate/Facial, Cystic Fibrosis, Diabetes/Endocrinology, Multiple Handicap/Disability (includes Myelodysplasia), and Pulmonary/Severe Asthma	E.W. Sparrow Hospital Layna, Korcal, RN - Clinic Coordinator 1200 E. Michigan Avenue Lansing, MI 48909 517-364-5415 Layna.Korcal@Sparrow.Org Cleft Lip/Palate/Facial, Myelodysplasia/Spina Bifida	Michigan State University Pediatrics and Human Development Erin Crowe, LMSW – Social Worker 1355 Bogue Street B240 Life Sciences East Lansing, MI 48824-1317 tripperi@msu.edu 517-884-8619 Hematology/Oncology, Pulmonary/Severe Asthma/Cystic Fibrosis, Center for Bleeding and Clotting Disorders (Hemophilia)
Michigan Medicine Matt Stephens Chief Department Administrator – Pediatrics 1504 East Hospital Drive Ann Arbor, MI 48109-4204 (734) 232-4260 gmatt@med.umich.edu Biochemical Genetics, Cleft Lip/Palate/Facial, Cystic Fibrosis, Diabetes, Gastroenterology/Nutritional Deficiencies (CHIRP and Liver Txp Clinics), Hemophilia, Pulmonary/Severe Asthma (Bronchopulmonary Dysplasia and Vent Clinics), Systemic Inflammation Clinic (Nephrology/Immunology/Rheumatology)	UP Health System – Marquette – A Duke LifePoint Hospital Elaine Taylor, RN – Specialty Clinic 850 W. Baraga Ave. Marquette, MI 49855 (906) 449-3954 Fax: (906)-225-4830 Elaine.Taylor@mghs.org Cardiology, Diabetes, Hematology/Oncology, Hemophilia, Multiple Handicap/Chronic Disease, Neurology, Neuromuscular/Spina Bifida	Beaumont Center for Exceptional Families Susan Young, M.D., Medical Director Marni Hickey, Supervisor of Pediatric Rehabilitation 18501 Rotunda Drive Dearborn, MI 48124 (313) 996–1956 Fax: (313) 996–1965 Marni.Hickey@beaumont.org Multiple Handicap/Chronic Disease
Hurley Children's Clinic Annett Napier, Service Line Administrator 1 Hurley Plaza Flint, MI 48503 (810) 262-6113 Laura Chase, RN Clinical Coordinator LChase1@hurleymc.com 810-262-7228 Karen Zelley, RN Nurse Coordinator KZelley1@hurleymc.com 810-262-9344 Jennifer Urssing, Billing Supervisor JUrssin1@hurleymc.com 810-262-6107 Cleft Lip/Palate/Facial		

CSHCS Local Advisory Council (CLAC)

This committee was formed in 2003 by the CSHCS Director to receive input from CSHCS staff in the Local Health Departments (LHDs). LHD professional staff members are appointed to work with CSHCS to develop, implement, evaluate and revise components of the CSHCS program. It is comprised solely of staff members from local health departments. The members represent various geographic areas of the state, as well as rural, urban, small and large. This committee meets every other month via teleconference.

Chris Buczek (Region 4) Kent County Health Department 616-632-7055 Chris.buczek@kentcountymi.gov Michelle Burgher (Region 5) Midland County Health Department 989-832-6629 mburgher@co.midland.mi.us Melanie Dunsmore (Region 6) St. Clair County Health Department	Katelyn Nellis (Regions 2 & 3) Northwest Michigan Community Health 231-587-3998 k.nellis@nwhealth.org Sandy Nicholas (Region 8) Van Buren/Cass Dist. Health Department 269-621-3143 ext.1347 sandyn@vbcassdhd.org (Region 7) Barry-Eaton District Health Department
810-987-6102 mdunsmore@hd.stclaircounty.org Crystal Hepburn, RN (Region 10) Detroit Health Department 55 W. 7 Mile Road Detroit, MI 48203 313-570-4983	269-945-9516 ext. 2635 kreeser-smith@bedhd.org Tawyna Ebels (Regions 2, 3 & 4) District Health Department #10 231-316-8573 kvansickle@dhd10.org
hepburnc@detroitmi.gov Bridget Huss (Region 9) Monroe County Health Department 734-240-7831 Bridget Huss@monroemi.org	Leslie Ver Duin (Region 4) Ottawa County Health Department 616-393-4444 Iverduin@miottawa.org
Region 1 Vacant	

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