Individual Home Help Provider

Address Modification

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

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MDHHS
Michigan Department of Health & Human Services

MiLogin and CHAMPS

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

CHAMPS (Community Health Automated Medicaid Processing System) is the MDHHS 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.

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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.

Don't have an email address? Several email providers 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.

- Enter the User ID and Password and click Login
  - If you don't remember your User ID or Password, you can select "**Lookup your User ID**" or "**Forgot your password?**"

MiLogin for Business

Help   Contact Us

Michigan's one-stop login solution for business

→

MiLogin connects you to all State of Michigan business services through one single user ID. Whether you want to renew your business license or request an inspection, you can use your MiLogin for Business user ID to log in to Michigan government services.

Welcome to
MiLogin
for Business

User ID

Lookup your user ID

Password

Forgot your password?

Log In

Create an Account

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MiLogin and CHAMPS

- You will be directed to your MiLogin Welcome Page.

- Click the CHAMPS hyperlink.

MiLogin and CHAMPS

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

- Click Launch service.

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

Step 1: Provider Basic Information

This step should be updated or modified as the provider's contact information changes.

MDHHS utilizes the provider's email address and contact information entered in the CHAMPS provider enrollment information to communicate with providers.

Providers are responsible for maintaining accurate and valid contact information within their CHAMPS provider enrollment information. If the contact information is out of date or incorrect, enrolled providers will want to modify their enrollment information and submit it for approval. The following slides will walk through this process.

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Step 1: Provider Basic Information

- Click the Provider drop-down menu.

- Select Manage Provider Information.

Step 1: Provider Basic Information

- Click Step 1: Provider Basic Information.

Step 1: Provider Basic Information

- Review all required information, as indicated with an asterisk (*), to ensure accuracy.

- To update the Home Address
  - Review the Address Line 1 information.
  - Enter a valid zip code.
  - Click Validate Address.
    - A blue message will display stating "Address Validation Successful".

- Click OK.

Step 2: Locations

- Note that Step 1 Modification Status has changed to updated.

- Click Step 2: Locations.

Step 2: Locations

- Click on Primary Practice Location.

Step 2: Locations

- Click the Correspondence hyperlink from the address type column.

- Note: Primary Pay To Address cannot be changed in CHAMPS. For instructions on how to update your Primary Pay To address, please [click here](#).

Step 2: Locations

- Update the Address Line 1 and Zip Code.

- Click Validate Address
  - A blue message will display stating "Address Validation Successful".

- Click Save.

- Click Close.

Step 2: Locations

- Notice there are now two rows for the correspondence address, one that is approved and one that is in review.

- Follow the same steps to change the Location Address.

- After both addresses have been updated, click Save, then click Close.

Step 2: Locations

- Notice there are now two Primary Practice Location types listed, one with a status of Approved and one with a status of In Review.

- Click Close.

Step 13: Complete Modification Checklist

- Note that Step 2 Modification Status has changed to updated.

- Click Step 13: Complete Modification Checklist.

Step 13: Complete Modification Checklist

- Answer all the Provider Checklist questions by choosing Yes or No from each drop-down menu in the Answer column. Enter comments in the Comments box as needed.

- Click Save.

- Click Close.

Step 14: Submit Modification Request for Review

- Note: Step 13 Modification Status has changed to Updated.

- Click Step 14: Submit Modification Request for Review.

Step 14: Submit Modification Request for Review

- Click Next.

Step 14: Submit Modification Request for Review

- Read the Terms and Conditions Atypical Enrollment statement.

- Click the box at the bottom of the page to acknowledge and agree to the Terms and Conditions.

- Click Submit for Modification agreeing that all the information in the application is correct.

  - Once submitted to the State for review, changes cannot be made to the information.

Step 14: Submit Modification Request for Review

Your request has been submitted. Notice the Modification Status has changed to "In Review".

- Click Close and Logout.

- The modification is approved when the Modification Status column shows blank again.

Note:
- An address change is considered a Modification.
- Last Review Date will be the date approved in steps that showed "In Review" status.
- Optional steps may be displayed as Incomplete, this is ok.

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