Completing the Healthy Michigan Plan
Health Risk Assessment (HRA) within CHAMPS

“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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CHAMPS: HRA Profile Requirement

- Domain Administrators will need to assign the profile, Provider HRA, to the appropriate person within their office or organization in order to complete the Health Risk Assessment.
  - Instructions on how to assign or add a new user ([PPT/Quick Reference])
  - CHAMPS Profile requirement: Provider HRA
  - The Provider HRA profile can only be viewed and assigned to a Type 1 (Individual) NPI.

- Providers wishing to elect another person to have Domain Administrator rights are required to submit:
  - Form: Electronic Signature Agreement Cover Sheet ([MDHHS-5405])
  - Form: Electronic Signature Agreement ([DCH-1401])
HRA Overview

- A Healthy Michigan Plan HRA needs to be completed **annually** for Healthy Michigan Plan members in managed care plans.

- If a beneficiary has completed the first three sections of an HRA within the myHealth Button/Portal, they must select “Share with doctor” in order for their provider to see the started HRA.
  - If a beneficiary selected the “Do not share” option and then submits, the beneficiary can go back and select “Share with doctor” at any time.

- The beneficiary can also click on Preview/Print to print a paper form and take it to the doctor’s office from the myHealth Button/Portal.

- A provider can also start and complete either an electronic HRA within CHAMPS or a paper HRA at the beneficiaries' appointment.
  - Paper HRA forms will need to be faxed to (517) 763-0200.
Completing a New Health Risk Assessment (HRA)

Within CHAMPS under Profile, Provider HRA
Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
Enter your User ID and Password
Click Login
You will be directed to your MILogin home page
Click the CHAMPS hyperlink

*MILogin resource links are listed at the bottom of the page*
Click Acknowledge/Agree to accept the Terms & Conditions to get into CHAMPS.
- Select the Billing NPI from the Domain dropdown
- Select the Profile, Provider HRA
- Click Go
• Once logged in you will be directed to the Provider Portal page
• Click on Member tab
• Select Health Risk Assessment
The Health Risk Assessment (HRA) List page will display a beneficiary's partially completed electronic HRA record or any other completed HRA.

Confirm whether or not an HRA has been started for the beneficiary:
- Click on Member ID from the Filter By drop-down
- Enter in Member ID number
- Click Go
- If a HRA record is displayed please skip to section, Health Risk Assessment Record Displayed
- If a HRA has not been started or the beneficiary has not shared their started HRA then, No Records Found! will be displayed

Please Note: A beneficiary can log into their myHealth Button / Portal and select, “Share with doctor” at anytime or a provider can start a new HRA.

- Click Add HRA, to start a new Health Risk Assessment
- Enter Member ID in the mihealth Card Number field
- Click Next or [Tab] for the beneficiary’s demographic information to populate
By clicking Next or [Tab] the First Name, Last Name, Date of Birth, Address, and Phone number will populate (Middle Name and Other Phone Number are optional)

Click Next to continue to Section 1 - Initial Assessment
- **Section 1 – Initial assessment**
- Go through the questions with the beneficiary or the beneficiary can complete on their own
- Click Next
Section 2 – Annual appointment
Click on the calendar icon and choose the date of the appointment (can be the same day)
Fill in any comments the beneficiary would like to talk about
Click Next
Section 3 – Readiness to change

Go through questions with beneficiary or beneficiary can complete on their own

Click Next
Section 4 – Healthy Behaviors Goals

Provider is **required** to complete and go through Section 4 with beneficiary

- Complete questions
- Click Next
Primary Care Provider Attestation – Provider is certifying they have examined the patient and the information provided in the HRA is complete and accurate to the best of their knowledge.
- Check the box
- Confirm National Provider Identifier (NPI), Name, and Telephone Number
- Fill in Date of Appointment, Signature, and Attestation Date
- Click Print, if beneficiary would like a paper copy of the HRA; otherwise, beneficiary can receive an electronic copy through their myHealth Button / Portal
- Click Submit
- **Summary page** -
- Review information for accuracy
- Click Ok
- Click Cancel to correct inaccurate information
The HRA for the beneficiary is now complete

The Status column shows, Completed – Waiting for Health Plan Review

At this point the beneficiary should see their electronic HRA in their myHealth Button / Portal

The HRA has been sent to the beneficiary’s health plan for review
Health Risk Assessment Record Displayed

Record Status shows:

• **Completed**
• **Completed – Waiting for Health Plan Review**
• **Completed – Waiting for Provider Review**
Completed HRA’s will have a status of Completed

Verify the Survey and Attestation Date to confirm if a New HRA needs to be completed

- HRA’s should be completed annually (every 11 to 15 months) to allow for continuation of incentives
If a beneficiary has completed an electronic HRA and a provider has attested, the status of the HRA will display, Completed – Waiting for Health Plan Review.

The electronic HRA is sent to the beneficiary’s health plan for review.

Please Note: If a beneficiary changes their mind about choosing a healthy behavior, providers are not able to go back and edit at this point. A new HRA can be completed at any time.
- If a beneficiary has started an electronic HRA and a provider needs to attest the HRA, the status will display, Completed – Waiting for Provider Review
  - Verify the survey date is within 12 months
  - Select **Add Attestation** from the Actions drop-down; follow **slides 18 – 20**

Please Note: If the HRA information needs to be updated, please select Edit Details, to edit the HRA as well as adding the Attestation.
Summary

- Domain Administrators will need to assign the Health Risk Assessment profile to the appropriate person within their office or organization for HRA access.
- An HRA needs to be completed annually (every 11 to 15 months).
- A beneficiary will need to make sure they select the “Share with doctor” option and then submit within the myHealth Button / Portal in order for the provider to see their started HRA in CHAMPS.
- A provider will need to attest an HRA with a status of, Completed – Waiting for Provider Review. This can be done by selecting, Add Attestation, from the Actions drop-down.
Provider Resources

- **MDHHS website:** [www.michigan.gov/medicaidproviders](http://www.michigan.gov/medicaidproviders)

- **We continue to update our Provider Resources, just click on the links below:**
  - MI Marketplace Option
  - Healthy Michigan Plan
  - Listserv Instructions
  - Medicaid Alerts and Biller “B” Aware
  - Update Other Insurance NOW!
  - Medicaid Provider Training Sessions

- **Provider Support:**
  - [ProviderSupport@michigan.gov](mailto:ProviderSupport@michigan.gov) or 1-800-292-2550

Thank you for participating in the Michigan Medicaid Program