Request for Waiver of Provider Qualification

Home-based Services for Infants and Young Children, Prevention-Direct Services Models (Infant Mental Health, Child Care Expulsion)

Fiscal Year 2018

All Community Mental Health Services Program (CMHSP) staff, or contract provider staff, delivering Home-based Services for infants and young children, birth to 47 months and staff providing Prevention-Direct Services Models (Infant Mental Health, Child Care Expulsion Prevention) must have, as a minimum, the Michigan Association for Infant Mental Health (MI-AIMH) Endorsement®, Level II (Infant Family Specialist), with Level III (Infant Mental Health Specialist) preferred. Information about MI-AIMH Endorsement can be found at http://mi-aimh.org/endorsement.

It is understood that staff assigned to Home-based Services or the Prevention-Direct Services Models listed or new staff may not meet the MI-AIMH Endorsement® requirements. In order to facilitate completion of the MI-AIMH endorsement, the Michigan Department of Health and Human Services (MDHHS) will consider requests from a CMHSP for waiver of provider qualifications for staff providing Home-based Services (pregnancy through 3) and Prevention-Direct Services Models (Infant Mental Health Services or Child Care Expulsion Prevention).

For FY18, the CMHSP must submit a request for waiver of provider qualifications for each staff person who does not currently have the Level II MI-AIMH Endorsement® by September 15, 2017.

To request a waiver of provider qualifications, the CMHSP must do the following:

- For staff requesting a renewal of their current waiver of provider qualifications, please complete the attached Request for Waiver of Provider Qualification and provide a copy of the email from MI-AIMH confirming successful registration on Endorsement Application System (EASy). Also attach a summary of the training or reflective supervision that is needed to complete the endorsement requirements and what date the requirements will be completed. The Department anticipates that a staff person will complete their requirements for endorsement within two years.

- For newly hired staff, submit the Request for Waiver of Provider Qualification and provide a copy of the email from MI-AIMH confirming successful registration on EASy to begin the application for endorsement. With the Request for Waiver, provide a detailed plan for the completion of the endorsement requirements (training, reflective supervision, etc.) with the date each phase of the plan will be completed.

Please submit the completed (1) Request with the (2) training plan and (3) copy of the email confirming successful completion of the EASy System registration to Mary Ludtke at ludtkem@michigan.gov by September 15, 2017.

Please note that the waiver will be for the fiscal year (October 1, 2017 to September 30, 2018). Those staff not completing the requirements for MI-AIMH Endorsement® within the year will need to re-apply and provide documentation regarding what portion of their plan they need to complete to achieve endorsement.

Please direct any questions to Mary Ludtke at 517.241.5769 or ludtkem@michigan.gov

FY18 Request for Waiver of Provider Qualifications
August 2017
REQUEST FOR WAIVER OF PROVIDER QUALIFICATION
Michigan Medicaid Specialty Supports and Services Program

Instructions: Please complete the following information for each staff person for whom the CMHSP is requesting a waiver and, when submitting the request, attach the email from MI-AIMH confirming the successful registration in EASy along with the plan for completion of the endorsement requirements. When making a decision on whether to waive provider qualifications, the Michigan Department of Health and Human Services (MDHHS) will observe Michigan licensure, certification and registration laws and administrative rules relative to permitted scope of practice and supervision.

☐ New Request for Waiver of Provider Qualifications for FY18
☐ Renewal for Waiver of Provider Qualifications for FY18

Date:
PIHP:        CMHSP:
CMHSP Contact Name:    Contact Telephone Number:
Contact Email:

Requests a waiver of the qualifications for _____________________ to provide the following Medicaid covered service:

<table>
<thead>
<tr>
<th>Service name</th>
<th>HCPCS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Home-based Services (0-3 years)</td>
<td>H0036</td>
</tr>
<tr>
<td>☐ Prevention-Direct Services Model - Infant Mental Health Services</td>
<td>S9482</td>
</tr>
<tr>
<td>☐ Prevention Direct Services Model - Child Care Expulsion Prevention</td>
<td>H0025</td>
</tr>
</tbody>
</table>

Credentials of individual for whom a waiver is being requested (include university, degree, licensure and license number, etc.):

Supervision: Who will provide Reflective Supervision to fulfill MI-AIMH Endorsement requirement?

Endorsement Application System (EASy) registration completed? What date?
Please attach the email from MI-AIMH confirming the successful registration in EASy to begin endorsement application (see attached example). The EASy can be found at https://easy.mi-aimh.org.

Plan for Completion of Endorsement Requirements:
For a person requesting a new Waiver of Provider Qualifications, please attach a detailed plan specifying training to be completed and what date each part of the plan will be completed prior to receiving the MI-AIMH Endorsement®.

If this is a request for a renewal, please attach a detailed plan state what training has been completed and what training still needs to be completed to meet the requirements.

MDHHS, Division of Mental Health Services to Children and Families:
Approved until September 30, 2018

Signature of MDHHS

Please retain a copy of any MDHHS-signed approval in your records.

FY18 Request for Waiver of Provider Qualifications
August 2017
**READ THIS ENTIRE EMAIL CLOSELY - TIME SENSITIVE INFORMATION & DOCUMENTS INCLUDED.**

Dear NAME,

PLEASE SAVE AND PRINT THIS EMAIL. IF YOUR EMPLOYER WILL BE APPLYING FOR A WAIVER OF PROVIDER QUALIFICATIONS FROM MDCH (PER MEDICAID REGULATIONS) A COPY OF THIS EMAIL MUST BE ATTACHED TO YOUR WAIVER APPLICATION.

Thank you for registering on EASy for MI-AIMH Endorsement®! Your application for endorsement as an Infant Family Specialist (IFS) has now been accepted and you should be receiving an e-mail from the EASy system with your username and password to use to login to the system to complete your full application. If you do not receive that e-mail (be sure to check your junk/spam box). Your copy of the Competency Guidelines® booklet will arrive via US Mail. We will also send a hard copy of the MI-AIMH Code of Ethics that you keep.

Next Steps?
- Print all attached documents (EASy Applicant Instructions, EASy Application Checklist & Getting Started Guide) to have on hand throughout the Endorsement® process.
- Review our EASy Applicant "how-to" webinars: http://mi-aimh.org/endorsement/endorsement-training-webinars/applicant/
- Change EASy password & set notification preferences (see webinar #3).
- If you have questions as you complete your application, use the Help button or Comments section within EASy (see webinar #4). You can find the EASy Applicant Instructions.
- Review the requirements for Infant Family Specialist.

Ready to Submit?
- Review the EASy Application Checklist to ensure all components of your application are complete and uploaded, including your references, rating forms, transcripts, etc.
- Your application is considered incomplete without the reference ratings completed, an up-to-date IMH association membership, all official transcripts uploaded, and payment of Endorsement® Processing Fee.

Resources
I'm also attaching the Getting Started Guide. This is a tool that I encourage new applicants to use to consider how their specialized work, education, and in-service training experiences have led to competency and where there might be gaps in areas of knowledge or skills. If gaps are identified, you are encouraged to seek in-service training (MI-AIMH Events calendar) that will help you develop that skill or knowledge set before submitting your application for review. Please check the Frequently Asked Questions section of our website for additional information.

PLEASE NOTE, because you successfully registered on DATE, the earliest you can submit a completed application is DATE. (MI-AIMH requires a 4 week minimum timeframe to create an application on EASy to allow ample time for completion of reference ratings, upload of official transcripts, etc).

All the best, Joni

MI-AIMH Endorsement Support Team
Ashley McCormick & Joni Zieldorff