

Home Help Individual Provider Revalidation Instructions

Step 13: Complete Modification Checklist



“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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Provider Enrollment Revalidation Process

All providers are required to revalidate their Medicaid enrollment information a minimum of once every five years, or more often if requested by MDHHS. MDHHS will notify providers when revalidation is required.

Provider Enrollment Revalidation Process

- This presentation covers the provider enrollment steps that are required during revalidation. Additional provider enrollment steps may need to be updated or reviewed by providers but are listed as optional and are not covered in this presentation.
 - For complete Home Help Individual Provider enrollment instruction: www.Michigan.gov/HomeHelp >> New Enrollment >> [New Individual Provider CHAMPS Registration and Enrollment Instructions](#)
- Providers should review information within each enrollment step to ensure it's up to date and accurate.
- When providers update their enrollment information, a new record is created for Provider Enrollment to review. Providers can change the updated information through the new record until the enrollment is submitted to the State for review.

Provider Enrollment Revalidation Process

- Providers have a **90-day period** to complete their revalidation in CHAMPS.
 - **Note:** The 90-day period to complete a revalidation **ONLY** applies to Home Help providers on their original revalidation attempt. If MDHHS re-opens a closed enrollment, providers will be told of the new timeframe to complete the re-opened revalidation.
 - The first day of the revalidation period, providers will be mailed a letter addressed to their CHAMPS correspondence address located within the Provider Enrollment information.
 - 30 days prior to the revalidation period end date a second letter is mailed if the revalidation has not been completed.
 - If the revalidation has not been completed by the end of the last day of the revalidation period, a termination letter will be generated.
 - For example: 2/24/20 is the revalidation cycle end date, the termination letter will be generated the night of 2/24/20.

If revalidation is not completed during the revalidation period, the provider will have their enrollment closed and payments will stop immediately.

- Once an enrollment is closed due to not completing revalidation providers must contact MDHHS Provider Enrollment to have the enrollment re-opened.
 - **Note:** If MDHHS opens the enrollment manually the changes cannot be made by the provider until the following day.

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.

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.
- 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?"

The screenshot displays the MiLogin for Business website. At the top left is the Michigan state logo and the text "MiLogin for Business". At the top right are links for "Help" and "Contact Us". The main content area is split into two panels. The left panel has a dark blue background with the text "Michigan's one-stop login solution for business" and a teal arrow pointing right. Below this is a paragraph: "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." At the bottom of this panel is "Copyright 2023 State of Michigan". The right panel has a white background with the text "Welcome to MiLogin for Business". Below this are two input fields: "User ID" and "Password". The "User ID" field has a red arrow pointing to it from the right, and a link "Lookup your user ID" below it. The "Password" field has a red arrow pointing to it from the right, and a link "Forgot your password?" below it. Below the input fields are two buttons: a teal "Log In" button with a red border, and a white "Create an Account" button with a teal border. At the bottom right of the page is a "Policies" link.

Register for MiLogin and CHAMPS

- You will be directed to your MiLogin Welcome Page.
- Click the CHAMPS hyperlink.

The screenshot shows 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 dark blue header with the text 'Welcome [blurred name]' and the subtext 'Access your requested online services and search for more.' Below this, there are two white boxes. The left box contains the MDHHS logo, the text 'Michigan Department of Health & Human Services (MDHHS)', and a 'CHAMPS' link with a right-pointing arrow icon. This arrow icon is highlighted with a red rectangular box. The right box is titled 'Discover Online Services' and contains text explaining that MiLogin is used to secure many online services at the State of Michigan, along with a 'Find Services >' link. The footer of the page includes 'Copyright 2023 State of Michigan' on the left and 'Policies' on the right.

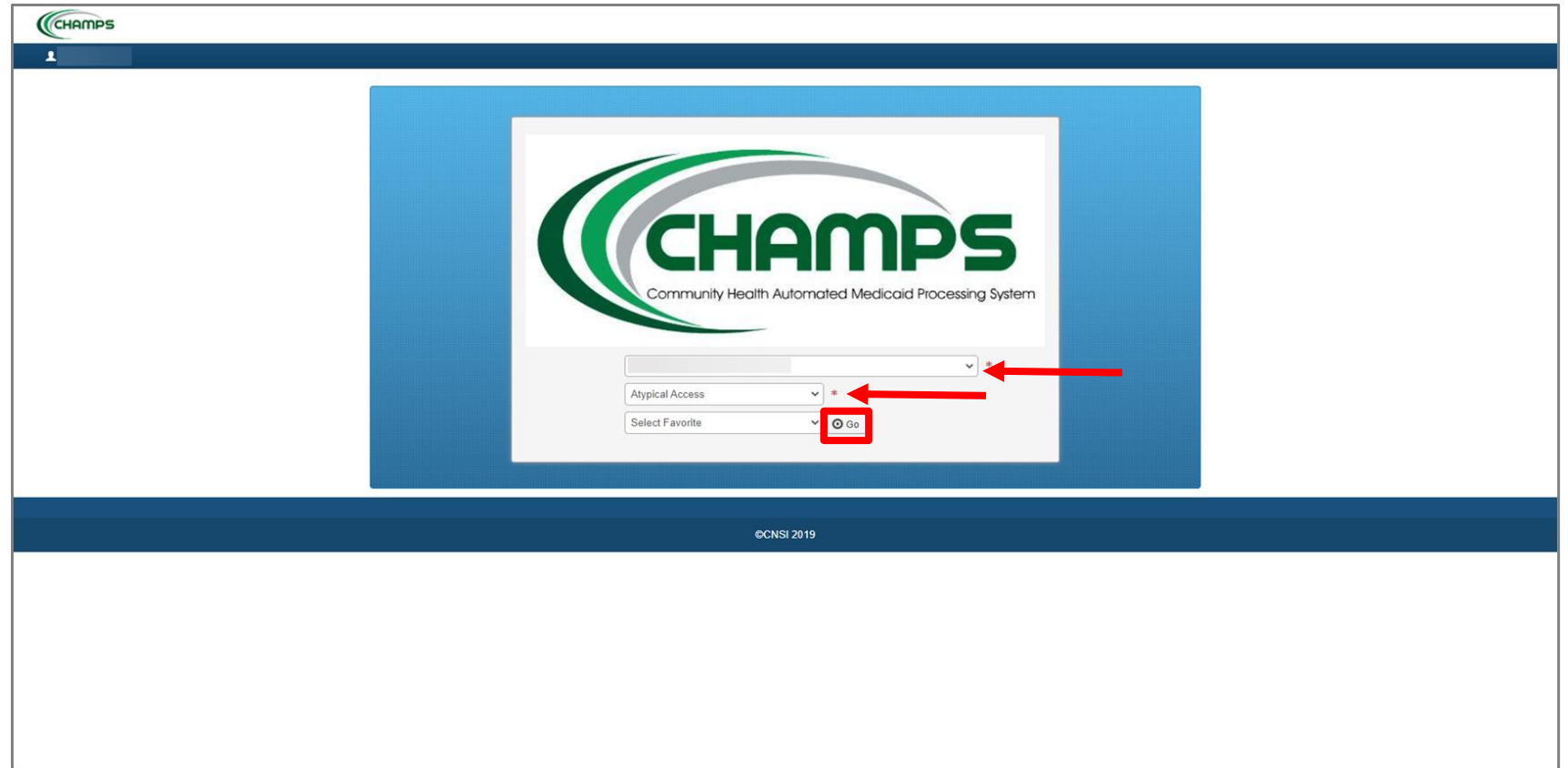
MiLogin and CHAMPS

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

The screenshot shows the 'MiLogin for Business' web portal. At the top, there is a navigation bar with links for 'Home', 'Discover Online Services', 'Help', and 'Contact Us'. Below the navigation bar is a large background image of a rocky coastline with waves. A 'Back to Home' button is visible in the top left of the main content area. The central focus is a white box containing the MDHHS logo and the heading 'CHAMPS'. Below the heading is a paragraph describing the system. A section titled 'Please accept the Terms and Conditions to continue:' contains a scrollable 'Terms & Conditions' box. Below this box is a checked checkbox labeled 'I agree to the Terms & Conditions', with a red arrow pointing to it. At the bottom of the white box is a 'Launch service' button, which is highlighted with a red border. The footer of the page includes 'Copyright 2023 State of Michigan' and a 'Policies' link.

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



The screenshot shows the CHAMPS login interface. At the top left is the CHAMPS logo. Below it is a user profile icon. The main content area features a large CHAMPS logo with the text "Community Health Automated Medicaid Processing System". Below the logo is a login form with three dropdown menus: a top dropdown for user selection, "Atypical Access" with a red asterisk, and "Select Favorite". A red box highlights the "Go" button, with red arrows pointing to the top dropdown, the "Atypical Access" dropdown, and the "Go" button. The footer contains the copyright notice "©CNSI 2019".

Step 13: Complete Modification Checklist

The Complete Modification Checklist is the 13th step in the revalidation process. All previous required steps should be completed prior to completing this step.

Step 13: Complete Modification Checklist

- Click the Provider drop-down menu
- Select Manage Provider Information

The screenshot displays the CHAMPS Provider Portal interface. At the top, the 'Provider' drop-down menu is highlighted with a red box. The menu is open, showing three main sections: 'PROVIDER ENROLLMENT' (with 'New Enrollment' and 'Track Application'), 'MANAGE PROVIDER' (with 'Manage Provider Information' selected and indicated by a red arrow), and 'ELECTRONIC SERVICE VERIFICATION (ESV)' (with 'ESV Member List'). The background shows a search area with 'Provider ID:' and 'Name:' fields, a 'My Reminders' section, and a table with columns for 'Due Date', 'Read', and 'Tickler Modified Date'. A 'No Records Found!' message is visible below the table. On the right side, there is a 'Calendar' widget showing the date 5 January 2023 (Thursday) and a calendar grid for January 2023.

Step 13: Complete Modification Checklist

- Click on Step 13: Complete Modification Checklist

CHAMPS < My Inbox > Provider >

Provider ID: < > Name: < >

Close Undo Update

Please update all steps to complete your revalidation process

View/Update Provider Data - Atypical Individual

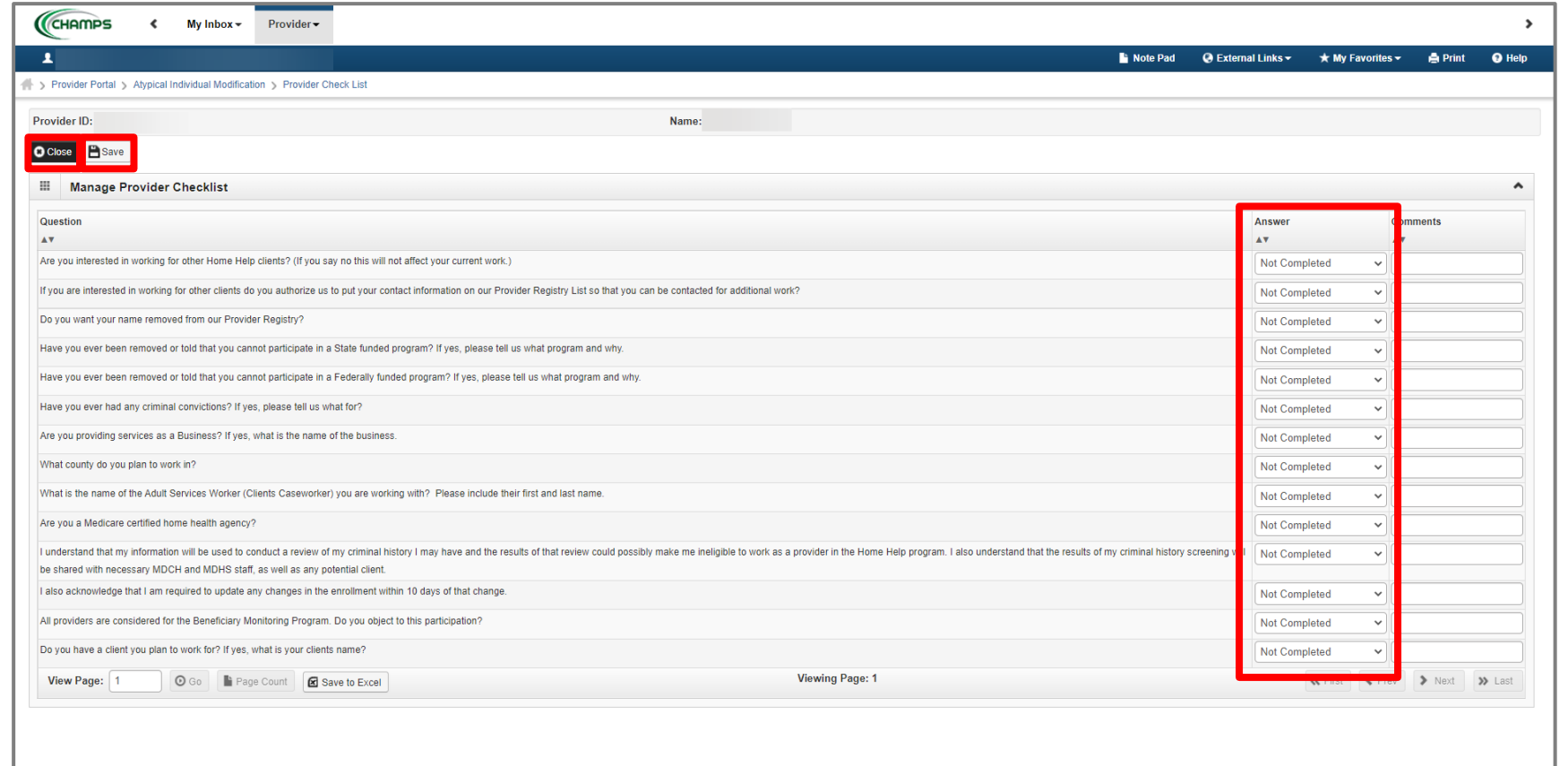
Business Process Wizard - Provider Data Modification (Atypical Individual).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	01/05/2023	10/03/2019	Complete	Updated	
<input type="checkbox"/> Step 2: Locations	Required	01/05/2023	10/03/2019	Complete	Updated	
<input type="checkbox"/> Step 3: Specialties	Required	10/03/2019	10/03/2019	Complete		
<input type="checkbox"/> Step 4: Associate Billing Provider/Other Associations	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 5: License/Certification/Other	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 6: Mode of Claim Submission/EDI Exchange	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 7: Associate Billing Agent	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 8: Taxonomy Details	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 9: View Servicing Provider Details	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 10: Associate MCO Plan	Optional	10/03/2019	10/03/2019	Complete		
<input type="checkbox"/> Step 11: 835/ERA Enrollment Form	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 12: Upload Documents	Optional	10/03/2019	10/03/2019	Complete		
<input type="checkbox"/> Step 13: Complete Modification Checklist	Required	11/13/2019	11/21/2019	Incomplete		
<input type="checkbox"/> Step 14: Submit Modification Request for Review	Required	01/05/2023	11/21/2019	Incomplete		Modification Request has not been Submitted.

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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



The screenshot shows the CHAMPS web application interface. At the top, there is a navigation bar with the CHAMPS logo, a 'My Inbox' dropdown, and a 'Provider' dropdown. Below this is a breadcrumb trail: 'Provider Portal > Atypical Individual Modification > Provider Check List'. The main content area is titled 'Manage Provider Checklist'. It features a form with several questions and a table for responses. The 'Close' and 'Save' buttons are highlighted with a red box. The 'Answer' column of the table is also highlighted with a red box, showing a list of 'Not Completed' dropdown menus. The 'Comments' column is empty. At the bottom, there are navigation controls including 'View Page: 1', 'Go', 'Page Count', 'Save to Excel', and 'Viewing Page: 1'.

Question	Answer	Comments
Are you interested in working for other Home Help clients? (If you say no this will not affect your current work.)	Not Completed	
If you are interested in working for other clients do you authorize us to put your contact information on our Provider Registry List so that you can be contacted for additional work?	Not Completed	
Do you want your name removed from our Provider Registry?	Not Completed	
Have you ever been removed or told that you cannot participate in a State funded program? If yes, please tell us what program and why.	Not Completed	
Have you ever been removed or told that you cannot participate in a Federally funded program? If yes, please tell us what program and why.	Not Completed	
Have you ever had any criminal convictions? If yes, please tell us what for?	Not Completed	
Are you providing services as a Business? If yes, what is the name of the business.	Not Completed	
What county do you plan to work in?	Not Completed	
What is the name of the Adult Services Worker (Clients Caseworker) you are working with? Please include their first and last name.	Not Completed	
Are you a Medicare certified home health agency?	Not Completed	
I understand that my information will be used to conduct a review of my criminal history I may have and the results of that review could possibly make me ineligible to work as a provider in the Home Help program. I also understand that the results of my criminal history screening will be shared with necessary MDCH and MDHS staff, as well as any potential client.	Not Completed	
I also acknowledge that I am required to update any changes in the enrollment within 10 days of that change.	Not Completed	
All providers are considered for the Beneficiary Monitoring Program. Do you object to this participation?	Not Completed	
Do you have a client you plan to work for? If yes, what is your clients name?	Not Completed	

Step 13: Complete Modification Checklist

- Please note: Step 13 Status has now changed from Incomplete to Complete with a Modification Status of Updated.

CHAMPS My Inbox Provider

Provider Portal > Atypical Individual Modification

Provider ID: Name:

Close Undo Update

Please update all steps to complete your revalidation process

View/Update Provider Data - Atypical Individual

Business Process Wizard - Provider Data Modification (Atypical Individual).

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<input type="checkbox"/> Step 12: Upload Documents	Optional	10/03/2019	10/03/2019	Complete		
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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