Home Help Individual Provider Revalidation Instructions

Step 1: Provider Basic Information

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

Table of Contents

Provider Enrollment Revalidation Process

MiLogin and CHAMPS

Step 1: Provider Basic Information

Provider Resources

MDHHS
Michigan Department of Health & Human Services

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.

MDHHS
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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.

MDHHS
Michigan Department of Health & Human Services

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.
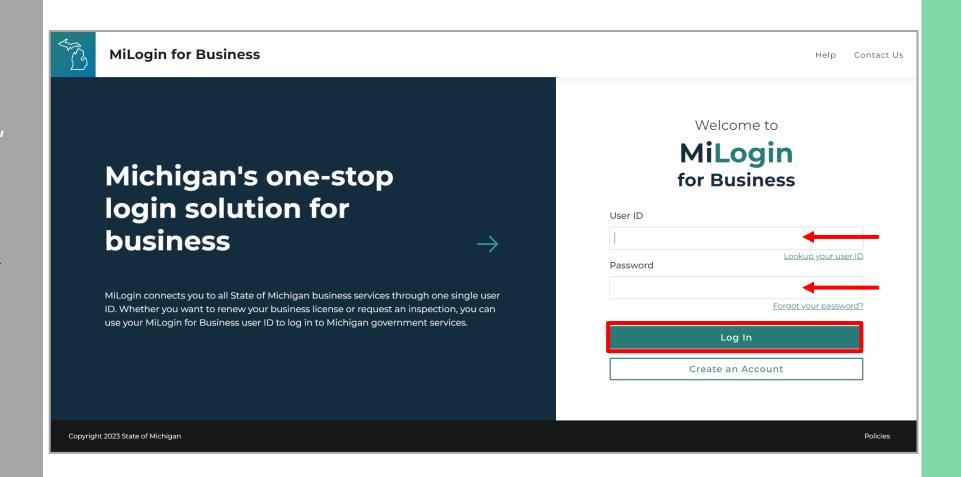
MiLogin and CHAMPS

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.
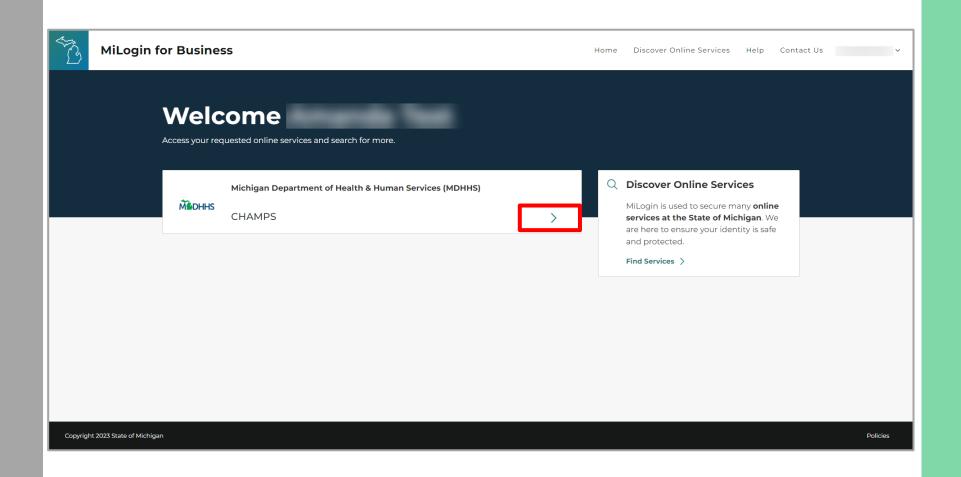
MDHHS
Michigan Department of Health & Human Services

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?**"
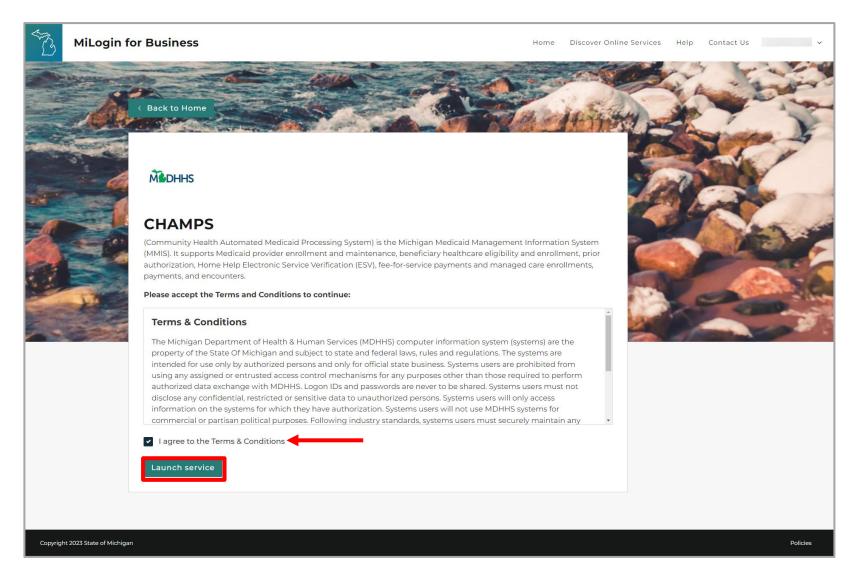
MiLogin and CHAMPS

- 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

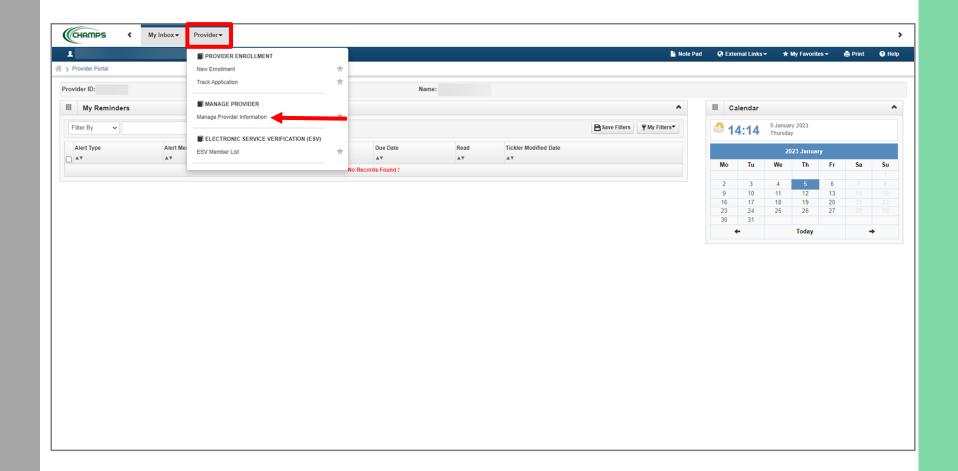- In the Select Profile drop-down menu, select Atypical Access

- Click Go

Step 1: Provider Basic Information

Provider Basic Information is the first step that must be completed in the revalidation process.

MDHHS

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Step 1: Provider Basic Information

- Click the Provider drop-down menu

- Select Manage Provider Information
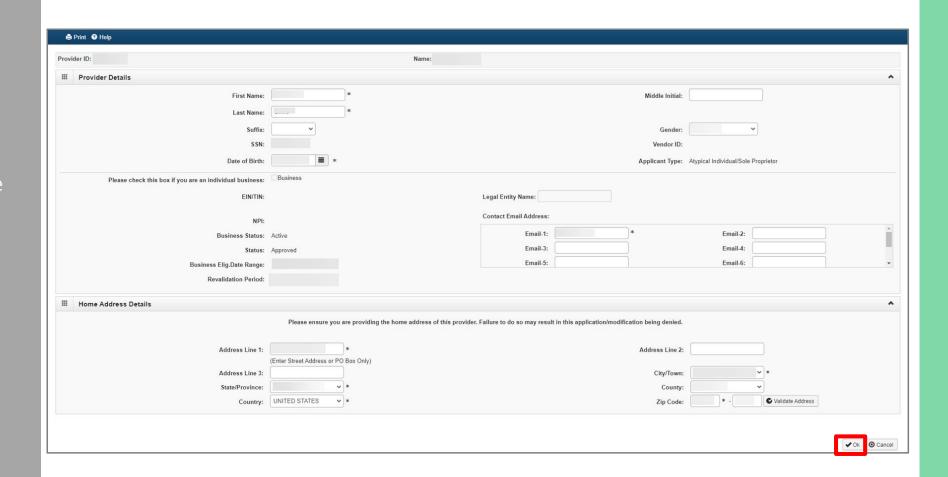
Step 1: Provider Basic Information

- The required column displays which steps are Required versus Optional for the completion of revalidation.

  - During revalidation, each step should be reviewed to ensure the information's accuracy.

- Each required step will need to be clicked into, even if the step information doesn't need to be updated, to allow the step status to change from Incomplete to Complete.
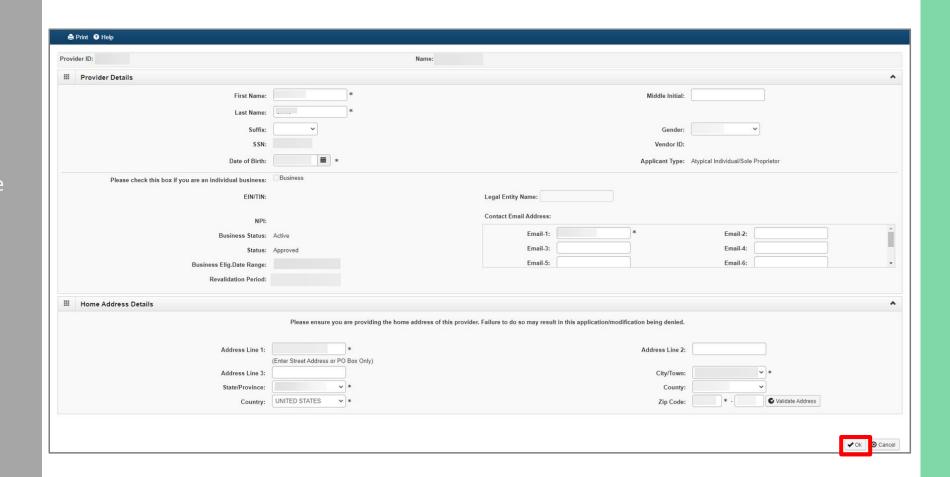
- Click Step 1: Provider Basic Information

Step 1: Provider Basic Information

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

- Make any necessary updates

- If the address has been updated, click Validate Address.

  - A blue message will appear after the validate address button is clicked saying address validation is successful.
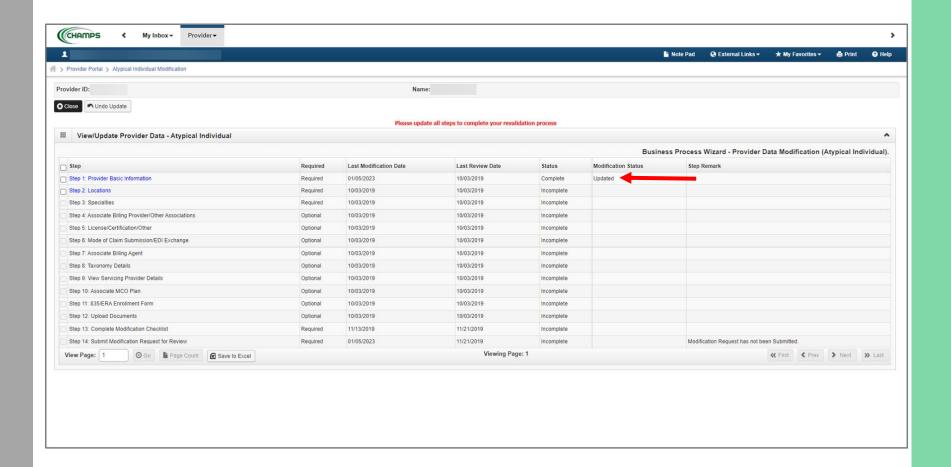
- Click OK

Step 1: Provider Basic Information

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

- Make any necessary updates

- If the address has been updated, click Validate Address.

  - A blue message will appear after the validate address button is clicked saying address validation successful.

- Click OK

Step 1: Provider Basic Information

- Step 1 is Complete
  - If changes were made an additional status of Updated would be listed in the Modification Status column.

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