“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.”

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Revalidation Overview

- 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.

- This presentation will cover 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.
Log in to MILogin and CHAMPS

MILogin is a website that allows a user to enter one ID and password in order to access multiple applications.

CHAMPS (Community Health Automated Medicaid Processing System) is the program where providers enroll, update enrollment information, and report services performed.

If you are already logged into CHAMPS and have just completed Step 3, click to begin Step 4.
Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
Enter https://milogintp.Michigan.gov into the search bar
Enter your User ID and Password and click Login
  • If you don’t remember your User ID or Password, you can select “Forgot your User ID” or “Forgot your password?”
You will be directed to the MILogin Home Page
Click the CHAMPS hyperlink
Click ‘Acknowledge/Agree’ button to accept the Terms & Conditions to get into 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
- Click the Provider drop-down menu
- Select Manage Provider Information
Step 4: Associate Billing Provider/Other Associations

- This step should be completed by Providers who are currently associated to an Agency or who are trying to associate to a new Agency. All other providers should skip this step.

- Review Current Agency Association (Slides 12-15)
- End Dating the Association to an Agency (Slides 16-21)
- Associating to an Agency (Slides 22-27)
Review Current Agency Association

Providers currently associated to an Agency will need to review Step 4 to ensure the information is correct.
### View/Update Provider Data - Atypical Individual

Please update all steps to complete your revalidation process.

<table>
<thead>
<tr>
<th>Step</th>
<th>Required</th>
<th>Last Modification Date</th>
<th>Last Review Date</th>
<th>Status</th>
<th>Modification Status</th>
<th>Step Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provider Basic Information</td>
<td>Required</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Locations</td>
<td>Required</td>
<td>05/30/2018</td>
<td>12/15/2015</td>
<td>Complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Associate Billing Provider/Other Associations</td>
<td>Optional</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. License/Certification/Other</td>
<td>Optional</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Associate Billing Agent</td>
<td>Required</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Controlling Interest/Ownership Details</td>
<td>Required</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Incomplete</td>
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<td></td>
</tr>
<tr>
<td>10. View Servicing Provider Details</td>
<td>Optional</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Associate MCO Plan</td>
<td>Optional</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. 837/ERA Enrollment Form</td>
<td>Optional</td>
<td>12/15/2015</td>
<td>12/15/2015</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Submit Modification Request for Review</td>
<td>Required</td>
<td>05/30/2018</td>
<td>12/15/2015</td>
<td>Incomplete</td>
<td>Modification Request has not been Submitted.</td>
<td></td>
</tr>
</tbody>
</table>

- Click on Step 4: Associate Billing Provider/Other Associations
• Review the Agency information.
  • To end date the Association to the Agency, see Slides 42-47
  • To Associate to a new Agency, see Slides 48-53
• If no change is necessary, click Close.
- Please note: Step 4 status has now changed from Incomplete to Complete.
  - If you made any changes, Modification Status will also show Updated.
- Please click to return to **Step 8**
End Dating the Association to an Agency

Instructions for an Individual Home Help Provider who wants to End Date their Association to an Agency.
- Click on Step 4: Associate Billing Provider/Other Associations
Click on the NPI/Provider ID hyperlink.
Enter the End Date you want to end your association to the Agency.
Click Save
Click Close
- Click Close
- Please Note: The End Date is now listed and In Review until the entire modification is submitted.
- Please note: Step 4 status has now changed from Incomplete to Complete.
  - If you made any changes, Modification Status will also show Updated.
  - To Associate to a new Agency, see Slides 48-53
- Please click to return to Step 8.
Associating to an Agency

Instructions for an Individual Home Help Provider that wants to Associate to an Agency.
Click on Step 4: Associate Billing Provider/Other Associations
- Click Add
In the Type drop-down menu, click Provider ID.
Enter the Provider ID of the Agency.
Enter today’s date as the Start Date.
Click Confirm Provider.
Click OK.
- Click Close
Please note: Step 4 status has now changed from Incomplete to Complete.

- If you made any changes, Modification Status will also show Updated.
Provider Resources

- Home Help Provider Support Hotline
  1-800-979-4662

- Home Help Provider Support Email:
  ProviderSupport@Michigan.gov

- Home Help Website
  www.Michigan.gov/HomeHelp