

# Individual Home Help Provider Electronic Service Verification (ESV) Instructions

Effective April 2022



“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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# Electronic Service Verification (ESV) Changes

The ESV allows providers to report daily tasks in CHAMPS that were performed for multiple beneficiaries. Beneficiaries that have been authorized to an Individual Home Help Provider will be listed in the CHAMPS ESV Member List.

## Electronic Service Verification (ESV) Changes

- Policy Bulletin [HASA 22-05](#)
- [Home Help ESV Changes Informational Flyer](#)
- [ESV Instructions for Months Prior to April 2022](#)
- [www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)

## Three Different Changes are Coming to the ESV Payment Process in April 2022:



Providers will now be paid based on each service provided.



Two new Travel Time tasks will appear on the ESV.



Providers will be able to change and resubmit ESV's.

## Electronic Service Verification (ESV) Changes

- Policy Bulletin [HASA 22-05](#)
- [Home Help ESV Changes Informational Flyer](#)
- [ESV Instructions for Months Prior to April 2022](#)
- [www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)

## Payment Based on Each Service Provided

- Effective with Home Help services provided on and after April 1, 2022:
  - Home Help providers who use the Electronic Service Verification (ESV) will only be paid for authorized tasks they have provided services for, checked, and submitted on the ESV.
- Providers who need a new copy of their Time and Task should contact their Adult Services Worker (ASW).

## Electronic Service Verification (ESV) Changes

- Policy Bulletin [HASA 22-05](#)
- [Home Help ESV Changes Informational Flyer](#)
- [ESV Instructions for Months Prior to April 2022](#)
- [www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)

## Travel Time Tasks

- Travel for Laundry
  - Will appear if approved for Laundry task
- Travel for Shopping
  - Will appear if approved for Shopping for Food/Meds task
- To save a checked Travel task, providers must also check the accompanying service.
  - Example: providers can't be paid to travel for shopping if they didn't also shop for food/meds.

## Electronic Service Verification (ESV) Changes

- Policy Bulletin [HASA 22-05](#)
- [Home Help ESV Changes Informational Flyer](#)
- [ESV Instructions for Months Prior to April 2022](#)
- [www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)

## Change and Resubmit ESV's

- Beginning in April 2022, submitted ESV's may now be corrected if provided services were not indicated on the original ESV.

### Current Month:

- Providers will be able to add or remove tasks for an ESV that has already been submitted in the current month and resubmit the ESV

### Prior Month:

- An ESV that was already submitted for a prior month can be modified to add tasks and resubmitted within 365 days of the service date.
- Checking additional tasks in submitted ESV's prior to April 2022 will not result in additional payment.

## Electronic Service Verification (ESV) Changes

- Policy Bulletin [HASA 22-05](#)
- [Home Help ESV Changes Informational Flyer](#)
- [ESV Instructions for Months Prior to April 2022](#)
- [www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)

## Be Prepared:

- To ensure correct payment going forward and to prepare in advance for these changes, MDHHS encourages Individual Providers who submit ESVs to:
  - Confirm all services which have been provided to the beneficiary are checked on each month's ESV.
  - Confirm the daily services checked on each month's ESV are accurate prior to submitting the ESV.
  - Sign up for [Listserv](#), a free e-mail service that sends e-mails directly to your inbox with important updates for your provider type.
  - Bookmark and check the Home Help Provider website ([www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)) regularly for updates.

# MILogin & CHAMPS

- [MILogin Instructions](#)
- [CHAMPS New Provider Instructions](#)

# MILogin & CHAMPS

- Open your web browser (Microsoft Edge, Google Chrome, Mozilla Firefox, etc.)
- Enter <https://milogintp.Michigan.gov> into the search bar.
- Enter your User ID and Password.
- Click Login.

Michigan.gov

HELP CONTACT US

## MILogin for Third Party

User ID

User ID

Password

Password

**LOGIN**

Don't have an account?

**SIGN UP**

Forgot your User ID? Need Help? Forgot your password?

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If you are a new provider and do not have a MILogin User ID or Password, please review the [MILogin Instructions](#) for new Home Help Providers.

# MILogin & CHAMPS

- Click the CHAMPS Hyperlink

Michigan.gov

HELP CONTACT US

## MILogin for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

### Home Page of

Your password will expire in **328** days

Access your applications by clicking on the application links below

**MDHHS** Michigan Department of Health & Human Services (MDHHS)

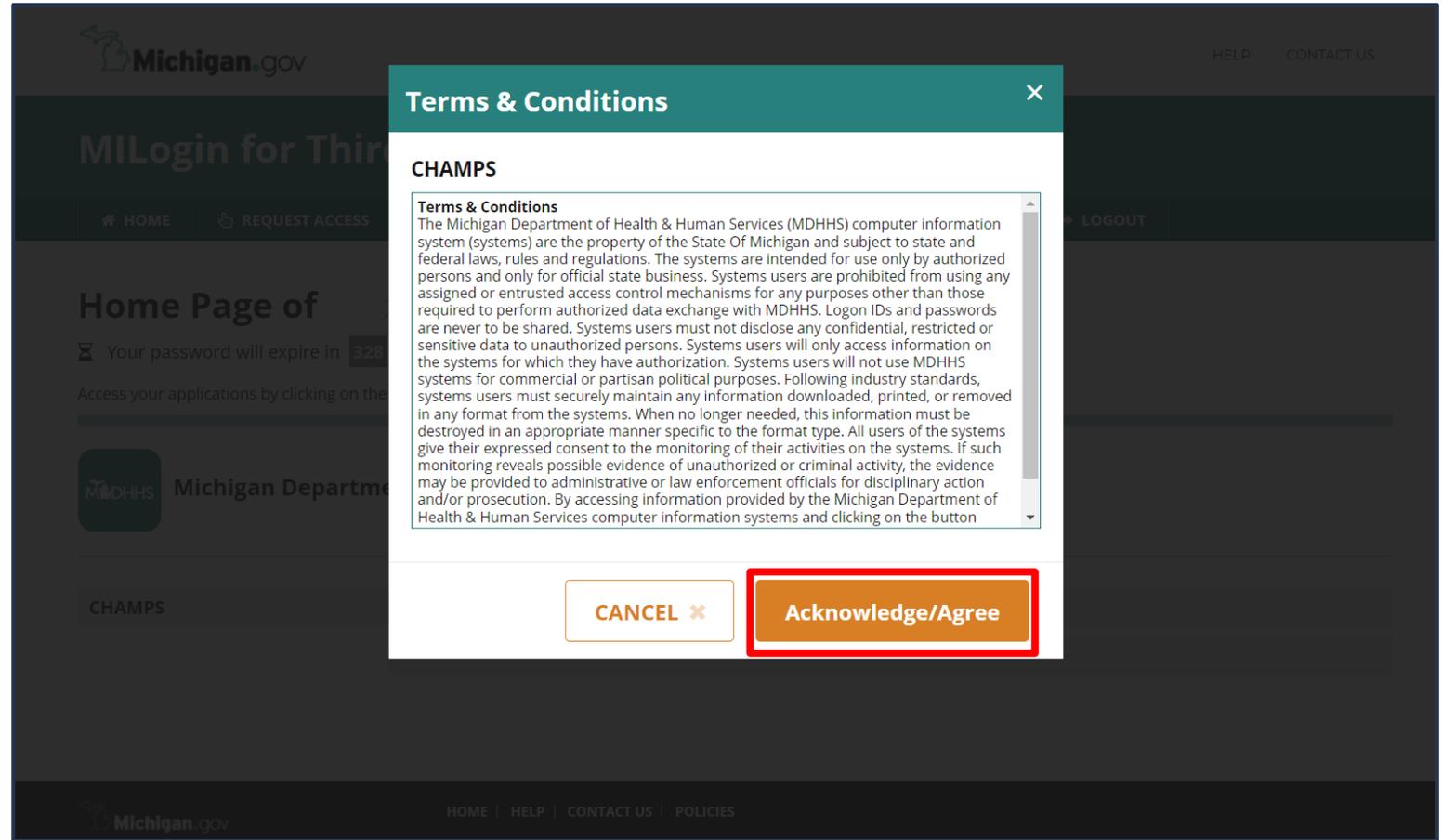
**CHAMPS**

Michigan.gov HOME | HELP | CONTACT US | POLICIES

For additional instructions regarding registering for or using CHAMPS, please review [CHAMPS Instructions & Information](#).

# MILogin & CHAMPS

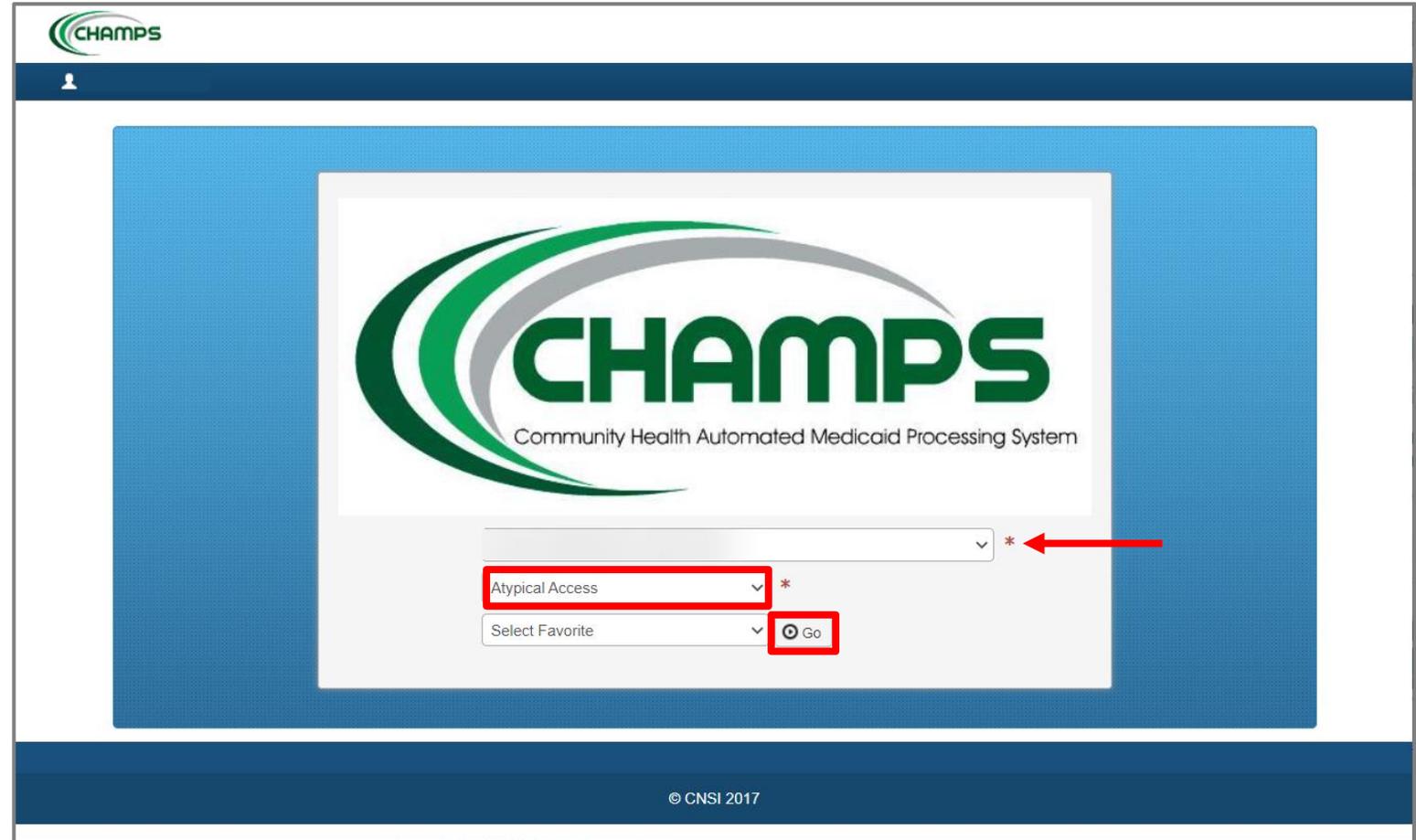
- Click 'Acknowledge/Agree' to accept the terms and conditions to get into CHAMPS



For additional instructions regarding registering for or using CHAMPS, please review [CHAMPS Instructions & Information](#).

# MILogin & CHAMPS

- Your Name and Provider ID number will show in the top section.
- In the Select Profile drop-down menu, select Atypical Access.
- Click Go.



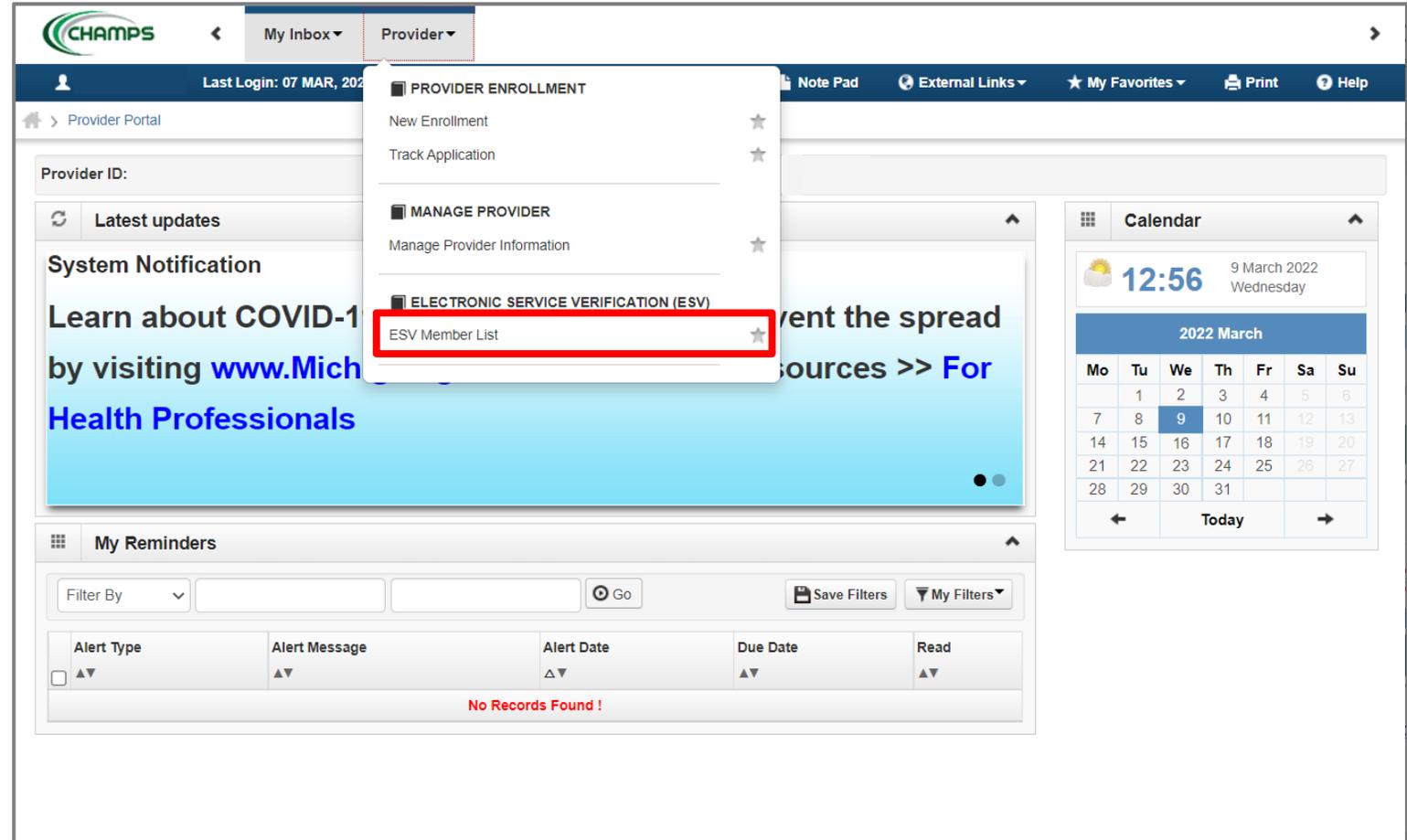
For additional instructions regarding registering for or using CHAMPS, please review [CHAMPS Instructions & Information](#).

# Step-by-Step ESV Instructions

- ESV Member List
- ESV Event Detail: Date of Service
- ESV Event Detail: Selecting Services
- Correcting a Saved ESV
- Travel Time
- Submitting the ESV
- Correcting a Submitted ESV

# ESV Member List

- From the Provider Tab, click ESV Member List



My Inbox Landing Page

# ESV Member List

- Click on the Member Name you provided services for.
- Please Note: Only the members authorized to your provider ID are listed on this screen.
- If there are additional pages, you can click Next to get to the next page.
- If you provide services for multiple members, you can use the Filter By dropdown to filter by Member Name or ID.

CHAMPS

My Inbox Provider

Last Login: 07 MAR, 2022 10:37 AM

Note Pad External Links My Favorites Print Help

Provider Portal ESV Member List

Close

ESV Member List

Filter By And Filter By And Operational Status Active Go Save Filters My Filters

Member ID	Member Name	Start Date	End Date	Operational Status	Case Worker Name
		01/01/2018	02/28/2018	ACTIVE	
		04/01/2022	05/31/2022	ACTIVE	
		10/01/2021	03/31/2022	ACTIVE	
		10/01/2020	12/31/2020	ACTIVE	
		01/01/2021	02/28/2021	ACTIVE	
		04/01/2021	09/30/2021	ACTIVE	
		03/01/2021	03/31/2021	ACTIVE	
		10/01/2017	12/31/2017	ACTIVE	
		09/01/2019	12/31/2019	ACTIVE	
		02/01/2020	02/29/2020	ACTIVE	

View Page: 2 Go Page Count SaveToXLS Viewing Page: 1 First Prev Next Last

ESV Member List Page

# ESV Event Detail: Date of Service

- You will be taken to the ESV for the member you selected to record the date and type of service you provided.
- Click the date on the calendar you provided services.
- Please note: The ESV will always be on the current date when you first log on. To go back to a previous month, click on the < icon located by each month.
- The Task Description field shows the approved tasks and frequency.

The screenshot displays the CHAMPS web application interface for the 'ESV Information' page. At the top, there is a navigation bar with the CHAMPS logo, 'My Inbox', and 'Provider' tabs. Below this, a status bar shows the last login time as '09 MAR, 2022 12:41 PM' and various utility icons like 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'ESV INFORMATION' and includes fields for 'Provider ID', 'Revalidation Period' (03/01/2025-05/31/2025), 'Case Worker ID', and 'Case Worker NAME'. Below these are fields for 'Member ID' and 'Member Name'. The central part of the page features a table for 'Mar 9, 2022' with columns for 'Task Name', 'Task Description', 'Mark Complete', and 'Task Comments'. A red arrow points to the 'Task Description' column. To the right is a 'CALENDAR' for 'March 2022' with a red box around the left navigation arrow and another red box around the date '9'. At the bottom, there are navigation controls for 'Viewing Page: 1' and a 'Submit' button.

Task Name	Task Description	Mark Complete	Task Comments
Dressing	Dressing 6 days per week	<input type="checkbox"/>	
Mobility	Mobility 7 days per week	<input type="checkbox"/>	
Transferring	Transferring 7 days per week	<input type="checkbox"/>	
Housework	Housework 4 days per week	<input type="checkbox"/>	
Laundry	Laundry 2 days per week	<input type="checkbox"/>	
Shopping for Food/Meds	Shopping for Food/Meds 2 days per week	<input type="checkbox"/>	
Eating	Eating 2 days per week	<input type="checkbox"/>	
Bathing	Bathing 7 days per week	<input type="checkbox"/>	
Meal Preparation	Meal Preparation 7 days per week	<input type="checkbox"/>	

ESV Information Page

# ESV Event Detail: Selecting Services

- Click the individual boxes for each service you provided, or click Mark Complete if you provided all services listed on the day you selected.
- Click Save. The date selected on the calendar will turn blue to show that the ESV information for that day has been saved.
- If you mark tasks as complete for more days than they have been authorized, an error will appear alerting that you have reached the limit for the listed services.

The screenshot displays the CHAMPS web application interface for the 'ESV Information' page. At the top, there is a navigation bar with 'CHAMPS' logo, 'My Inbox', and 'Provider' dropdown. Below this is a status bar showing 'Last Login: 09 MAR, 2022 12:41 PM' and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'ESV INFORMATION' and includes fields for 'Provider ID', 'Revalidation Period: 03/01/2025-05/31/2025', 'Case Worker ID', and 'Case Worker NAME'. Below these are fields for 'Member ID' and 'Member Name'. The main section is for 'Mar 9, 2022' and features a 'Save' button (highlighted with a red box), 'Edit', 'Comments', and 'Member Unavailable' options. A table lists tasks with their descriptions and a 'Mark Complete' checkbox (also highlighted with a red box). The tasks include Dressing, Mobility, Transferring, Housework, Laundry, Shopping for Food/Meds, Eating, Bathing, and Meal Preparation. To the right is a 'CALENDAR' for March 2022, with the 9th highlighted in blue. At the bottom right, there is a 'Submit' button and a message: 'Click "Submit" to submit events for the current pay cycle'. The page also shows 'View Page: 1' and 'Viewing Page: 1'.

ESV Information Page

# Correcting a Saved ESV

- If a correction needs to be made, after selecting the member from the ESV Member List click the date that needs correcting on the calendar, then click the Edit button.
- Make any necessary corrections (check or uncheck tasks).
- After corrections have been made, click Save.
- It's usually best to not submit the ESV until you have completed and checked all services required for the entire month.

The screenshot shows the CHAMPS Provider Portal interface. At the top, there's a navigation bar with 'My Inbox' and 'Provider' tabs. Below that, a breadcrumb trail reads 'Provider Portal > ESV Member List > ESV Event Detail'. The main content area is titled 'ESV INFORMATION' and displays fields for 'Provider ID', 'Revalidation Period' (03/01/2025-05/31/2025), 'Case Worker ID', and 'Case Worker NAME'. Below these are fields for 'Member ID' and 'Member Name'. The main section is for 'Mar 7, 2022' and contains a table of tasks with checkboxes for completion and a 'Comments' column. The 'Edit' button is highlighted with a red box. To the right is a 'CALENDAR' for March 2022, with the date '7' highlighted in a red box. At the bottom right, there's a 'Submit' button and a note: 'Click "Submit" to submit events for the current pay cycle'.

If you have not provided services on a day that has been authorized, please [contact your Adult Service Worker](#) to adjust the authorization.

# Travel Time

- Two types of Travel tasks have been added to the ESV:
  - Travel for Laundry
  - Travel for Shopping.
- Each Travel Task will only appear on the ESV if you are approved for the separate Shopping or Laundry tasks.

The screenshot displays the CHAMPS Provider Portal interface. At the top, there is a navigation bar with 'My Inbox' and 'Provider' tabs. Below this, a header shows 'Last Login: 10 MAR, 2022 09:14 AM' and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The breadcrumb trail indicates the user is in the 'Provider Portal > ESV Member List > ESV Event Detail' section.

The main content area is titled 'ESV INFORMATION' and contains several fields for 'Provider ID', 'Revalidation Period' (03/01/2025-05/31/2025), 'Case Worker ID', and 'Case Worker NAME'. Below these are fields for 'Member ID' and 'Member Name'. A 'Close' button is located at the top left of the main content area.

The central part of the page features a table for 'Dec 01, 2021'. The table has four columns: 'Task Name', 'Task Description', 'Mark Complete', and 'Task Comments'. The rows include various tasks such as 'Shopping for Food/Meds', 'Meal Preparation', 'Travel For Laundry', 'Travel For Shopping', 'Bathing', 'Dressing', 'Transferring', 'Eating', 'Mobility', 'Housework', and 'Laundry'. The 'Travel For Laundry' and 'Travel For Shopping' rows are highlighted with a red border. Each row has a checkbox in the 'Mark Complete' column and a grid icon in the 'Task Comments' column.

To the right of the table is a 'CALENDAR' widget for 'December 2021'. The calendar shows the days of the week (Sun to Sat) and the dates. The 1st of December is highlighted. Below the calendar, there are status indicators: '# ESV Information Saved' and '# ESV Information Submitted'. A note at the bottom of the calendar section says 'Click "Submit" to submit events for the current pay cycle' with a 'Submit' button.

At the bottom of the table, there are navigation controls including 'View Page: 1', 'Go', 'Page Count', 'Viewing Page: 1', and buttons for 'First', 'Prev', 'Next', and 'Last'. There is also a 'SaveToXLS' button.

ESV Information Page

# Travel Time

- To save a Travel task, you must also check that you completed the corresponding shopping or laundry task.
- If you click Save with only a Travel task checked, an error will appear saying you must also check the separate shopping or laundry task.
- For example: providers can't be paid to travel for laundry if they didn't also do laundry.

The screenshot shows the CHAMPS Provider Portal interface. At the top, there is a navigation bar with 'My Inbox' and 'Provider' tabs. A message from 'miloginworkerqa.michigan.gov' is displayed, stating: 'Laundry task must be selected for provider to select travel time for laundry.' Below the message is an 'OK' button. The main content area is titled 'ESV INFORMATION' and includes fields for 'Provider ID', 'Revalidation Period' (03/01/2025-05/31/2025), 'Case Worker ID', and 'Case Worker NAME'. There are also fields for 'Member ID' and 'Member Name'. A calendar for 'Dec 01, 2021' is shown with a table of tasks. The 'Travel For Laundry' task is checked. A 'CALENDAR' widget on the right shows the month of December 2021. At the bottom, there is a 'Submit' button and a note: 'Click "Submit" to submit events for the current pay cycle'.

Task Name	Task Description	Mark Complete	Task Comments
Shopping for Food/Meds	Shopping for Food/Meds 2 days per week	<input type="checkbox"/>	
Meal Preparation	Meal Preparation 7 days per week	<input type="checkbox"/>	
Travel For Laundry	Travel For Laundry 2 days per week	<input checked="" type="checkbox"/>	
Travel For Shopping	Travel For Shopping 2 days per week	<input type="checkbox"/>	
Bathing	Bathing 7 days per week	<input type="checkbox"/>	
Dressing	Dressing 6 days per week	<input type="checkbox"/>	
Transferring	Transferring 7 days per week	<input type="checkbox"/>	
Eating	Eating 2 days per week	<input type="checkbox"/>	
Mobility	Mobility 7 days per week	<input type="checkbox"/>	
Housework	Housework 4 days per week	<input type="checkbox"/>	
Laundry	Laundry 2 days per week	<input type="checkbox"/>	

Travel For Laundry  
Travel for Shopping



Laundry  
Shopping for Food/Meds

# Submitting the ESV

- It's usually best to not submit the ESV until you have completed and checked all services required for the entire month.
- Click Submit.

The screenshot shows the CHAMPS Provider Portal interface. At the top, there's a navigation bar with 'My Inbox' and 'Provider' tabs. Below that, a header shows 'Last Login: 10 MAR, 2022 09:14 AM' and utility links like 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'ESV INFORMATION' and displays fields for 'Provider ID', 'Revalidation Period' (03/01/2025-05/31/2025), 'Case Worker ID', and 'Case Worker NAME'. Below these are fields for 'Member ID' and 'Member Name'. The date 'Mar 7, 2022' is selected. A table lists tasks with their descriptions and completion status:

Task Name	Task Description	Mark Complete	Task Comments
Transferring	Transferring 7 days per week	<input checked="" type="checkbox"/>	
Shopping for Food/Meds	Shopping for Food/Meds 2 days per week	<input type="checkbox"/>	
Mobility	Mobility 7 days per week	<input checked="" type="checkbox"/>	
Meal Preparation	Meal Preparation 7 days per week	<input type="checkbox"/>	
Laundry	Laundry 2 days per week	<input type="checkbox"/>	
Housework	Housework 4 days per week	<input type="checkbox"/>	
Eating	Eating 2 days per week	<input type="checkbox"/>	
Dressing	Dressing 6 days per week	<input checked="" type="checkbox"/>	
Bathing	Bathing 7 days per week	<input type="checkbox"/>	

At the bottom right, a 'CALENDAR' widget shows the month of March 2022. A red box highlights the 'Submit' button in the bottom right corner of the interface. A message below the calendar reads: 'Click "Submit" to submit events for the current pay cycle'.

If you have not provided services on a day that has been authorized, please [contact your Adult Service Worker](#) to adjust the authorization.

# Submitting the ESV

- A confirmation pop-up will appear.
- Payment is based on tasks checked. By clicking submit, you are confirming the Electronic Service Verification (ESV) is correct and reflects services provided.
- Click OK to confirm submission.

miloginworkerqa.michigan.gov says

Payment is based on tasks checked. By clicking submit, you are confirming the Electronic Service Verification (ESV) is correct and reflects services provided. You can now make changes to submitted tasks in the current pay period through the last day of the pay period. ESVs with begin dates on or after 4/1/22, can be updated to add additional completed tasks in CHAMPS starting 4/21/22. Tasks from previous months that were already paid cannot be changed.

**OK** Cancel

**CHAMPS** My Inbox Provider  
Last Login: 10 MAR, 2022 09:14 AM  
Provider Portal > ESV Member List > ESV Event Detail

Close

**ESV INFORMATION**

Provider ID: [redacted] Rev [redacted]  
Member ID: [redacted]

Mar 7, 2022

Save Edit Comments Member Unavailable

Task Name	Task Description	Mark Complete	Task Comments
Dressing	Dressing 6 days per week	<input checked="" type="checkbox"/>	[grid icon]
Mobility	Mobility 7 days per week	<input checked="" type="checkbox"/>	[grid icon]
Transferring	Transferring 7 days per week	<input checked="" type="checkbox"/>	[grid icon]
Housework	Housework 4 days per week	<input type="checkbox"/>	[grid icon]
Laundry	Laundry 2 days per week	<input type="checkbox"/>	[grid icon]
Shopping for Food/Meds	Shopping for Food/Meds 2 days per week	<input type="checkbox"/>	[grid icon]
Eating	Eating 2 days per week	<input type="checkbox"/>	[grid icon]
Bathing	Bathing 7 days per week	<input type="checkbox"/>	[grid icon]
Meal Preparation	Meal Preparation 7 days per week	<input type="checkbox"/>	[grid icon]

View Page: 1 Go Page Count Viewing Page: 1 First Prev Next Last SaveToXLS

External Links My Favorites Print Help

Show

Case Worker NAME: [redacted]

**CALENDAR**

March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# ESV Information Saved # ESV Information Submitted

Click "Submit" to submit events for the current pay cycle

Submit

Confirmation Pop-Up

# Submitting the ESV

- Read the Terms and Conditions.
- Click Agree if you acknowledge and agree.

The screenshot shows the CHAMPS Provider Portal 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 dark blue header with 'Last Login: 10 MAR, 2022 09:14 AM' and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The breadcrumb trail reads: 'Provider Portal > ESV Member List > ESV Event Detail > ESV Terms and Conditions'.

The main content area is divided into two sections:

- Terms and Conditions:** A scrollable text box containing four numbered items:
  1. I understand I am an employee of the client and not the Department of Human Services or the Michigan Department Of Health and Human Services.
  2. I agree to report any changes in services to the DHS Adult Services Worker within 10 business days.
  3. I agree that I cannot be paid if the client is unavailable; including but not limited to hospitalizations, nursing home or adult foster care stays.
  4. I agree to repay the state of Michigan for any payment I receive in error or for services I did not provide.Below the list is a statement: 'By clicking on 'Agree', I certify that I have read and that I agree and accept the above terms and conditions.' At the bottom right of this section are two buttons: 'Close' and 'Agree'. The 'Agree' button is highlighted with a red box.
- ESV Submission List:** A table titled 'Tasks selected for submission'. The table has four columns: 'Member ID', 'Member Name', 'Service DATE', and 'Service Status'. The first row shows a redacted Member ID, a redacted Member Name, the date '03/07/2022', and the status 'Saved'. Below the table are navigation controls: 'View Page: 1' with a 'Go' button, 'Page Count', 'SaveToXLS', 'Viewing Page: 1', and navigation buttons for 'First', 'Prev', 'Next', and 'Last'.

Terms and Conditions

# Submitting the ESV

- The ESV has been successfully completed.
- Please note: If you have another client, click ESV Member List. Click [here](#) to return to step-by-step instructions on submitting another client.
- Once you are finished completing tasks performed, log out.

The screenshot shows the CHAMPS Provider Portal interface. At the top, there is a navigation bar with the CHAMPS logo, 'My Inbox', and 'Provider'. Below this, a status bar shows 'Last Login: 10 MAR, 2022 09:14 AM' and utility icons for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The breadcrumb trail includes 'Provider Portal', 'ESV Member List' (highlighted with a red box), 'ESV Event Detail', and 'ESV Terms and Conditions'. A 'Close' button is visible on the left. A red message 'Successfully Completed' is displayed at the top of the main content area. Below this is a window titled 'ESV Submitted List' with a sub-header 'ESV information successfully submitted'. The main content area contains a table with the following data:

Member ID	Member Name	Service Date	Service Status
		03/07/2022	Submitted

Below the table, there are controls for 'View Page: 1', 'Go', 'Page Count', 'SaveToXLS', and 'Viewing Page: 1'. Navigation buttons for 'First', 'Prev', 'Next', and 'Last' are also present.

ESV Information Successfully Submitted

## Correcting a Submitted ESV: Current Month

- If a correction needs to be made to already submitted information in the current month, click the date that needs correcting on the calendar, then click the Edit button.
- After corrections have been made, click Save.
- As a best practice, do not submit the ESV until you have completed all services required for the entire month.

The screenshot displays the CHAMPS Provider Portal interface. At the top, there's a navigation bar with 'My Inbox' and 'Provider' tabs. Below that, a breadcrumb trail shows 'Provider Portal > ESV Member List > ESV Event Detail'. The main content area is titled 'ESV INFORMATION' and contains fields for 'Provider ID', 'Revalidation Period' (03/01/2025-05/31/2025), 'Case Worker ID', and 'Case Worker NAME'. Below these are fields for 'Member ID' and 'Member Name'. The date 'Mar 7, 2022' is selected. A table lists tasks with columns for 'Task Name', 'Task Description', 'Mark Complete', and 'Task Comments'. The 'Save' and 'Edit' buttons are highlighted with red boxes. To the right, a calendar for March 2022 shows the date March 7, 2022, highlighted with a red box. At the bottom, there are navigation controls for 'View Page: 1', 'Page Count', and 'Submit'.

Please note: any date with submitted information will show as green on the calendar.

## Correcting a Submitted ESV: Previous Month

- To return to a previous month, click on the < icon located by each month.
- Click the Edit button. After corrections have been made, click Save, and then Submit.
- Payments for newly submitted tasks from a previous month will be made in the next regularly scheduled payroll (up to the authorized maximum payment for that month).
- If you incorrectly submitted a task that wasn't provided, you must [contact your Adult Services Worker](#).

The screenshot shows the CHAMPS Provider Portal interface. At the top, there's a navigation bar with 'My Inbox' and 'Provider' tabs. Below that, a breadcrumb trail shows 'Provider Portal > ESV Member List > ESV Event Detail'. The main content area is titled 'ESV INFORMATION' and contains fields for 'Provider ID', 'Revalidation Period' (03/01/2025-05/31/2025), 'Case Worker ID', and 'Case Worker NAME'. Below these are fields for 'Member ID' and 'Member Name'. The main section is for 'Dec 01, 2021' and features a table of tasks. The 'Save' and 'Edit' buttons are highlighted with red boxes. To the right is a 'CALENDAR' view for December 2021, with a left arrow also highlighted in red. At the bottom of the calendar, there's a 'Submit' button and a message: 'Click "Submit" to submit events for the current pay cycle'.

Task Name	Task Description	Mark Complete	Task Comments
Dressing	Dressing 6 days per week	<input checked="" type="checkbox"/>	
Mobility	Mobility 7 days per week	<input checked="" type="checkbox"/>	
Transferring	Transferring 7 days per week	<input checked="" type="checkbox"/>	
Housework	Housework 4 days per week	<input checked="" type="checkbox"/>	
Laundry	Laundry 2 days per week	<input type="checkbox"/>	
Shopping for Food/Meds	Shopping for Food/Meds 2 days per week	<input type="checkbox"/>	
Eating	Eating 2 days per week	<input type="checkbox"/>	
Bathing	Bathing 7 days per week	<input checked="" type="checkbox"/>	
Meal Preparation	Meal Preparation 7 days per week	<input checked="" type="checkbox"/>	

Please note: if you were already paid for a month prior to April 2022, checking additional tasks will not result in additional payment.

# Special Situations

- Facility Admission
- Retroactive Authorizations

## Facility Admission

- Policy Bulletin [MSA 21-27](#)



If your client is not in the home, you must contact your ASW and report it. All facility stays should be reported to ensure accurate payment.

Services provided on the date of a facility admission are not eligible for payment.



Services provided on the date of a hospital or nursing facility discharge are eligible for payment.

# Retroactive Authorizations

If your Adult Services Worker informs you additional time or tasks have been approved for a previous month:

## Additional Time:

- If you already marked the task as complete and submitted for the month, no action is necessary.
- You will be paid for the additional time on the next regularly scheduled payroll.

## Additional Task(s):

- You will need to [correct the previous month's ESV](#) to indicate you completed the additional task(s).

# Provider Resources



Home Help Website:  
[www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)



Provider Support: [ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov)  
1-800-979-4662



Thank you for participating in the Michigan Medicaid Program!