

October 30, 2017

<Provider Name>
<Provider Address 1>
<Provider Address 2>
<Provider City> <State> <zipcode5-zipcode4>

Dear Agency Provider:

RE: Change in Agency Invoices

The Michigan Department of Health and Human Services (MDHHS) is implementing a new computer system called the Michigan Adult Integrated Management System (MiAIMS). MiAIMS will be used to record Home Help case management activities and process payment authorizations. MiAIMS began in pilot status on August 7, 2017, in Ingham and Eaton Counties, and is now statewide, effective October 23, 2017.

No change is needed at this time for Home Help agencies that are currently submitting a DHS-721 (i.e. Personal Care Services Provider Log), to verify services. For Home Help agencies that are currently submitting monthly invoices to the local MDHHS office, this letter is being sent to notify you that in order to authorize a payment in MiAIMS, the Adult Services Worker must enter the hours and minutes that were worked in the month. Please make sure that all invoices calculate hours and minutes, not hours and fractions or decimals. In addition, there is no longer a need to calculate a dollar amount. With MiAIMS, Adult Services Workers will only be entering the total time worked for the month. MiAIMS will then calculate the dollar amount based on the approved county rate for Home Help agency providers.

A job aid for time conversion has been attached to this letter to assist you in submitting the correct total time worked to ensure that the correct payments are authorized.

If you need further assistance with this change, please email MDHHS-Home-Help-Policy@michigan.gov with a copy of the invoice to be submitted attached.

Sincerely,



Chris Priest, Director
Medical Services Administration

Attachment

Conversion Table - Decimal Hours to Minutes							
Hour/100	Minutes	Hour/100	Minutes	Hour/100	Minutes	Hour/100	Minutes
0.01	1	0.26	16	0.51	31	0.76	46
0.02	1	0.27	16	0.52	31	0.77	46
0.03	2	0.28	17	0.53	32	0.78	47
0.04	2	0.29	17	0.54	32	0.79	47
0.05	3	0.30	18	0.55	33	0.80	48
0.06	4	0.31	19	0.56	34	0.81	49
0.07	4	0.32	19	0.57	34	0.82	49
0.08	5	0.33	20	0.58	35	0.83	50
0.09	5	0.34	20	0.59	35	0.84	50
0.10	6	0.35	21	0.60	36	0.85	51
0.11	7	0.36	22	0.61	37	0.86	52
0.12	7	0.37	22	0.62	37	0.87	52
0.13	8	0.38	23	0.63	38	0.88	53
0.14	8	0.39	23	0.64	38	0.89	53
0.15	9	0.40	24	0.65	39	0.90	54
0.16	10	0.41	25	0.66	40	0.91	55
0.17	10	0.42	25	0.67	40	0.92	55
0.18	11	0.43	26	0.68	41	0.93	56
0.19	11	0.44	26	0.69	41	0.94	56
0.20	12	0.45	27	0.70	42	0.95	57
0.21	13	0.46	28	0.71	43	0.96	58
0.22	13	0.47	28	0.72	43	0.97	58
0.23	14	0.48	29	0.73	44	0.98	59
0.24	14	0.49	29	0.74	44	0.99	59
0.25	15	0.50	30	0.75	45	1.00	60

Example: If you are trying to submit an invoice for 3.95 hours, you would instead submit an invoice for 3 hours and 57 minutes.

Example: If you are trying to submit an invoice for 25 1/3 hours, you would instead submit an invoice for 25 hours and 20 minutes.