

## Request for Waiver of Provider Qualification

Home-based Services for Infants and Young Children, Prevention-Direct Services Models (Infant Mental Health, Child Care Expulsion)

### Fiscal Year 2020

All Community Mental Health Services Program (CMHSP) staff, or contract provider staff, delivering Home-Based Services for infants and young children, birth to 47 months and staff providing Prevention-Direct Services Models (Infant Mental Health, Child Care Expulsion Prevention) must have, as a minimum, the Michigan Association for Infant Mental Health (MI-AIMH) Endorsement®, Infant Family Specialist (previously Level II), with Infant Mental Health Specialist (previously Level III) preferred. Information about MI-AIMH Endorsement can be found at <http://mi-aimh.org/endorsement>.

It is understood that staff assigned to Home-based Services or the Prevention-Direct Services Models listed on the attached form or new staff may not meet the MI-AIMH Endorsement® requirements. To facilitate completion of the MI-AIMH endorsement, the Michigan Department of Health and Human Services (MDHHS) will consider requests from a CMHSP for waiver of provider qualifications for staff providing Home-based Services (pregnancy through 3 years) and Prevention-Direct Services Models (Infant Mental Health Services or Child Care Expulsion Prevention).

For FY20, the CMHSP must submit a request for waiver of provider qualifications for each staff person who does not currently have the Infant Family Specialist (previously Level II) MI-AIMH Endorsement® by September 18, 2019.

To request a waiver of provider qualifications, the CMHSP must do the following:

- For current staff requesting a **renewal** of their current waiver of provider qualifications, please complete the attached **Request for Waiver of Provider Qualification**, provide a copy of the **email from MI-AIMH confirming successful registration on Endorsement Application System (EASy)** and attach a summary of the training or reflective supervision that is needed to complete the endorsement requirements including what date the requirements will be completed. The Department anticipates that a staff person will complete their requirements for endorsement within two years.
- For newly hired staff (hired at any time during the fiscal year), submit the **Request for Waiver of Provider Qualification** and provide a copy of the **email from MI-AIMH confirming successful registration on EASy to begin the application for endorsement**. With the Request for Waiver, provide a **detailed** plan for the completion of the endorsement requirements (training, reflective supervision, etc.) with the date each phase of the plan will be completed.

**Please submit the completed (1) Request with the (2) training plan and (3) copy of the email confirming successful completion of the EASy System registration to Mary Ludtke at [ludtkem@michigan.gov](mailto:ludtkem@michigan.gov) by September 18, 2018 for current staff.**

Please note that the waiver will be for the fiscal year (October 1, 2019 to September 30, 2020). Those staff not completing the requirements for MI-AIMH Endorsement® within the year will need to re-apply and provide documentation regarding what portion of their plan they need to complete to achieve endorsement.

Please direct any questions to Mary Ludtke at [Ludtkem@michigan.gov](mailto:Ludtkem@michigan.gov) or 517.241.5769.

**REQUEST FOR WAIVER OF PROVIDER QUALIFICATION  
Michigan Medicaid Specialty Supports and Services Program**

Instructions: Please complete the following information for each staff person for whom the CMHSP is requesting a waiver and, when submitting the request, attach the email from MI-AIMH confirming the successful registration in EASy along with the plan for completion of the endorsement requirements. When deciding on whether to waive provider qualifications, the Michigan Department of Health and Human Services (MDHHS) will observe Michigan licensure, certification and registration laws and administrative rules relative to permitted scope of practice and supervision.

- New Request for Waiver of Provider Qualifications for FY20
- Renewal for Waiver of Provider Qualifications for FY20

Date:

PIHP:

CMHSP Contact Name:

CMHSP:

Contact Telephone Number:

Contact Email:

Requests a waiver of the qualifications for \_\_\_\_\_ to provide the following Medicaid covered service:

<u>Service name</u>	<u>HCPCS Code</u>
<input type="checkbox"/> Home Based Services (0-3 years)	H0036
<input type="checkbox"/> Prevention-Direct Services Model - Infant Mental Health Services	S9482
<input type="checkbox"/> Prevention Direct Services Model - Child Care Expulsion Prevention	H0025

Credentials of individual for whom a waiver is being requested (include university, degree, licensure and license number, etc.):

Supervision: Who will provide Reflective Supervision to fulfill MI-AIMH Endorsement requirement?

Endorsement Application System (EASy) registration completed? What date?

Please attach the *email from MI-AIMH* confirming the successful registration in EASy to begin endorsement application (see attached example). *The EASy can be found at <https://easy.mi-aimh.org>.*

Plan for Completion of Endorsement Requirements:

For a person requesting a new Waiver of Provider Qualifications, please attach a *detailed* plan specifying training to be completed and what date each part of the plan will be completed prior to receiving the MI-AIMH Endorsement®.

If this is a request for a renewal, please attach a *detailed plan* of the training or reflective supervision that is needed to complete the endorsement requirements including what date the requirements will be completed.

**MDHHS, Division of Mental Health Services to Children and Families:**

Approved until September 30, 2020

\_\_\_\_\_  
Signature of MDHHS

Date \_\_\_\_\_

**Please retain a copy of any MDHHS-signed approval in your records.**

**From:** MI-AIMH Endorsement Coordinator [<mailto:miaimh.easy.imhe@gmail.com>]

**Sent:**

**To:**

**Subject:** Your registration on EASy for MI-AIMH Endorsement is complete!

**\*\*READ THIS ENTIRE EMAIL CLOSELY - TIME SENSITIVE INFORMATION & DOCUMENTS INCLUDED.\*\***

Dear .....

**PLEASE SAVE AND PRINT THIS EMAIL!**

**IF YOUR EMPLOYER WILL BE APPLYING FOR A WAIVER OF PROVIDER QUALIFICATIONS FROM MDHHS (PER MEDICAID REGULATIONS) A COPY OF THIS EMAIL MUST BE ATTACHED TO YOUR WAIVER APPLICATION.**

*Please note: This email is the only component of the waiver application process that MI-AIMH provides. After you submit a copy of [this email](#) to your supervisor, there isn't anything else you need to do on our end until you're ready to submit your Endorsement® Application (after you meet all the requirements; which can take a minimum of two years depending on your work and RS/C experience). If you want a get a head start on your applications, feel free to enter trainings into your EASy application as you attend them. Please do not request references as they are only good for one year before they expire.*

Your application for Endorsement® as an Infant Family Specialist (IFS) has now been accepted! Below you should have received your login information to access your application on EASy (if you do not see your message, please check your SPAM/Junk. If for some reason you did *not* receive a message from us with this information, please let me know right away so I can resend it.

The EASy System is where you will fill out a complete application. Please note that the login information is different than your MI-AIMH login. The EASy system for IFS is outlined in the *Competency Guidelines®* book that is attached and labeled "MI-AIMH Competency Details." You will also receive a copy of the MI-AIMH Code of Ethics when you enter into your EASy application; we have also attached a hard copy of the *MI-AIMH Code of Ethics* for your records.

#### Next Steps?

I encourage you to look at your application requirements to get a feel for what it will take to complete it. There are detailed instructions to help you, each of which you can refer to at any time. You can also leave comments on the right-hand side of each page to e-mail me with questions. Additionally, I encourage you to:

- Print all attached documents (*Requirements, EASy Applicant Instructions, EASy Application Checklist & Getting Started Guide*) and have them handy throughout the entirety of the Endorsement® process
- Review our significant "how-to" webinars
- If you have questions as you complete your application, use the Help button or Comments section within EASy (see webinar #4) and refer to the *EASy Applicant Instructions*

#### Ready to Submit?

- Review the *EASy Application Checklist* to ensure all components of your application are complete and uploaded
- When checking to ensure that you have covered a majority of the competency areas with your in-service training experiences, keep in mind that application reviewers will be focusing mostly on .....
- Your application is considered incomplete without the reference ratings completed, an up-to-date IMH association membership, all official transcripts uploaded, and payment of Endorsement® Processing Fee

#### Resources

I'm also attaching the *Getting Started Guide*. This is a tool that I encourage new applicants to use to consider how their specialized work, education, and in-service training experiences have led to competency and where there might be gaps in areas of knowledge or skills. If gaps are identified, you are encouraged to seek in-service training ([MI-AIMH Events calendar](#)) that will help you develop that skill or knowledge set before submitting your application for review. Please check the [Frequently Asked Questions](#) section of our website for additional information.

We're glad you are pursuing this esteemed credential and wish you the best as you work on the application. Please be in touch with any questions or concerns.

MI-AIMH Endorsement Support  
Joni Zieldorff, LMSW, IMH-E®

Request for Waiver of Provider Qualifications—FY20  
August 2019