Community Transition Services (CTS) Atypical Agency Provider

Submitting a Modification

December 2021

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

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Provider Resources

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Provider Enrollment Modification Process

- Providers wishing to perform Community Transition Services (CTS), per policy bulletin MSA 21-11, need to enroll within Michigan's Community Health Automated Medicaid Processing Systems (CHAMPS).
- For help determining what Enrollment Type to complete, reference Determine CHAMPS Enrollment Type.
- For step-by-step instructions on how to enroll as a new provider please see the options below.
  - Atypical Agency >> Locate CTS heading
  - Atypical Individual >> Locate CTS heading

- Existing Atypical Agency Providers that need to add the CTS specialty to their enrollment application and/or associate to a FAO Billing Provider should follow the below steps:
  - ❑ Login to MILogin with your previously created user ID and password
  - ❑ Access CHAMPS
  - ❑ Access Manage Provider Information
  - ❑ Update Steps 3, 4, 15, and 16; including any other required steps that may need to be updated or completed.
- All providers need to have added the CTS specialty to their enrollment.
- Agency providers will need to confirm they are associated to an enrolled FAO Billing Provider i.e., Area Agency on Aging (AAA), Center for Independent Living (CIL) or Community Based Organization (CBO).

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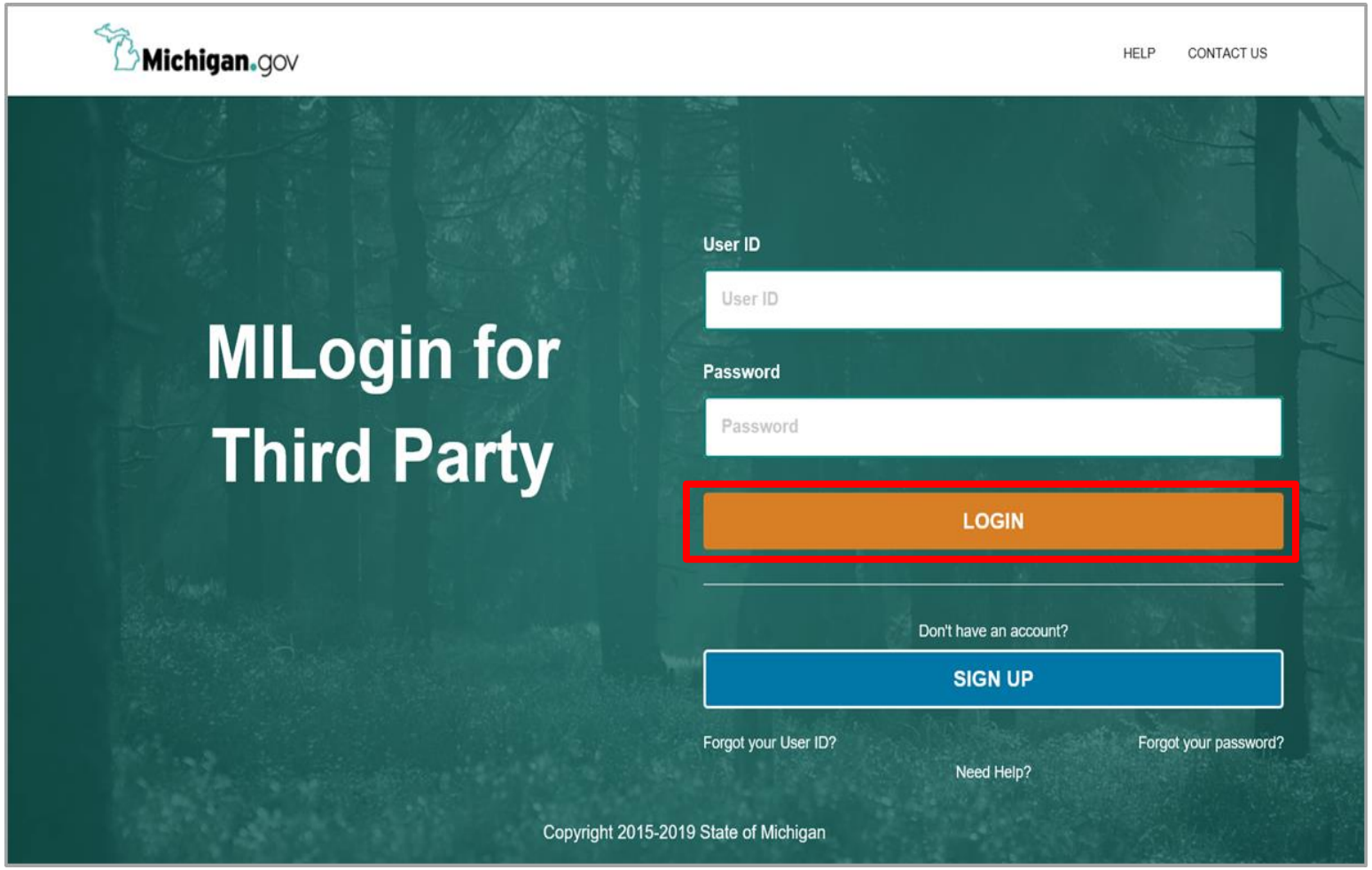
Login to MILogin

- 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
- Click Login

For complete instructions on how to register for MILogin and access CHAMPS reference the below resources:

- MILogin Instructions
- MILogin Help Page
- Access CHAMPS



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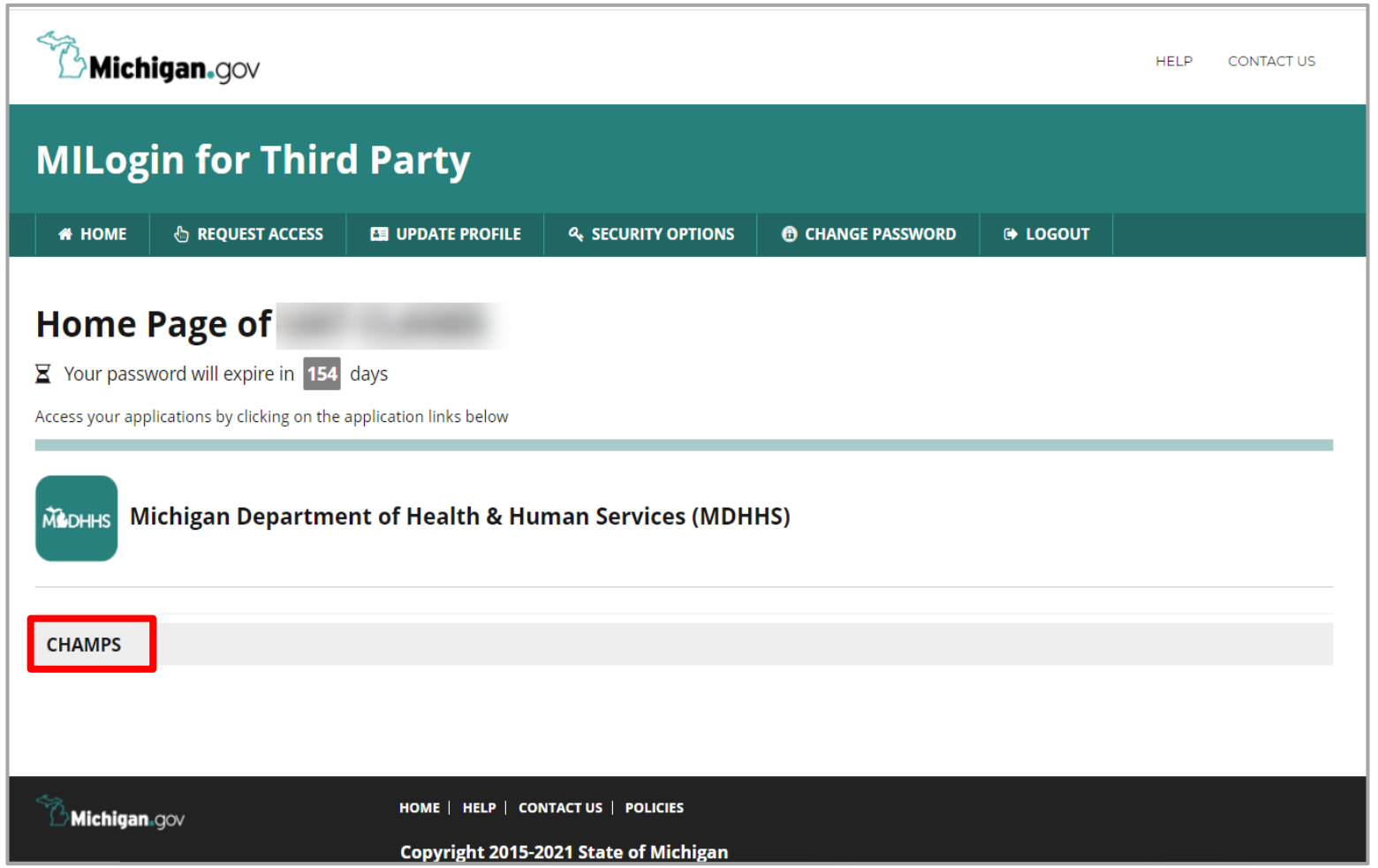
Access CHAMPS

- Click the CHAMPS hyperlink



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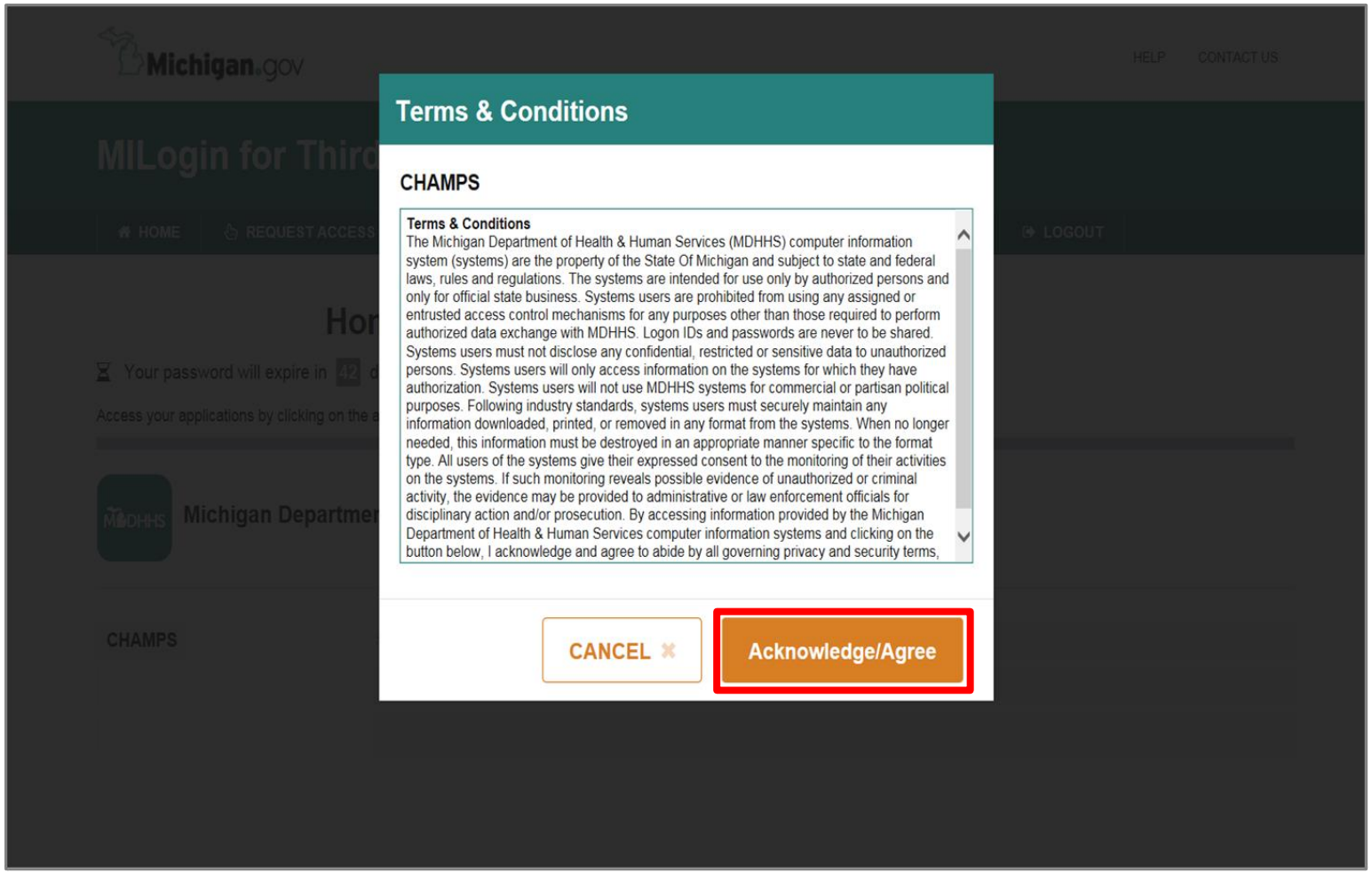
Access CHAMPS

- Click 'Acknowledge/Agree' to accept the Terms & Conditions to get into CHAMPS.



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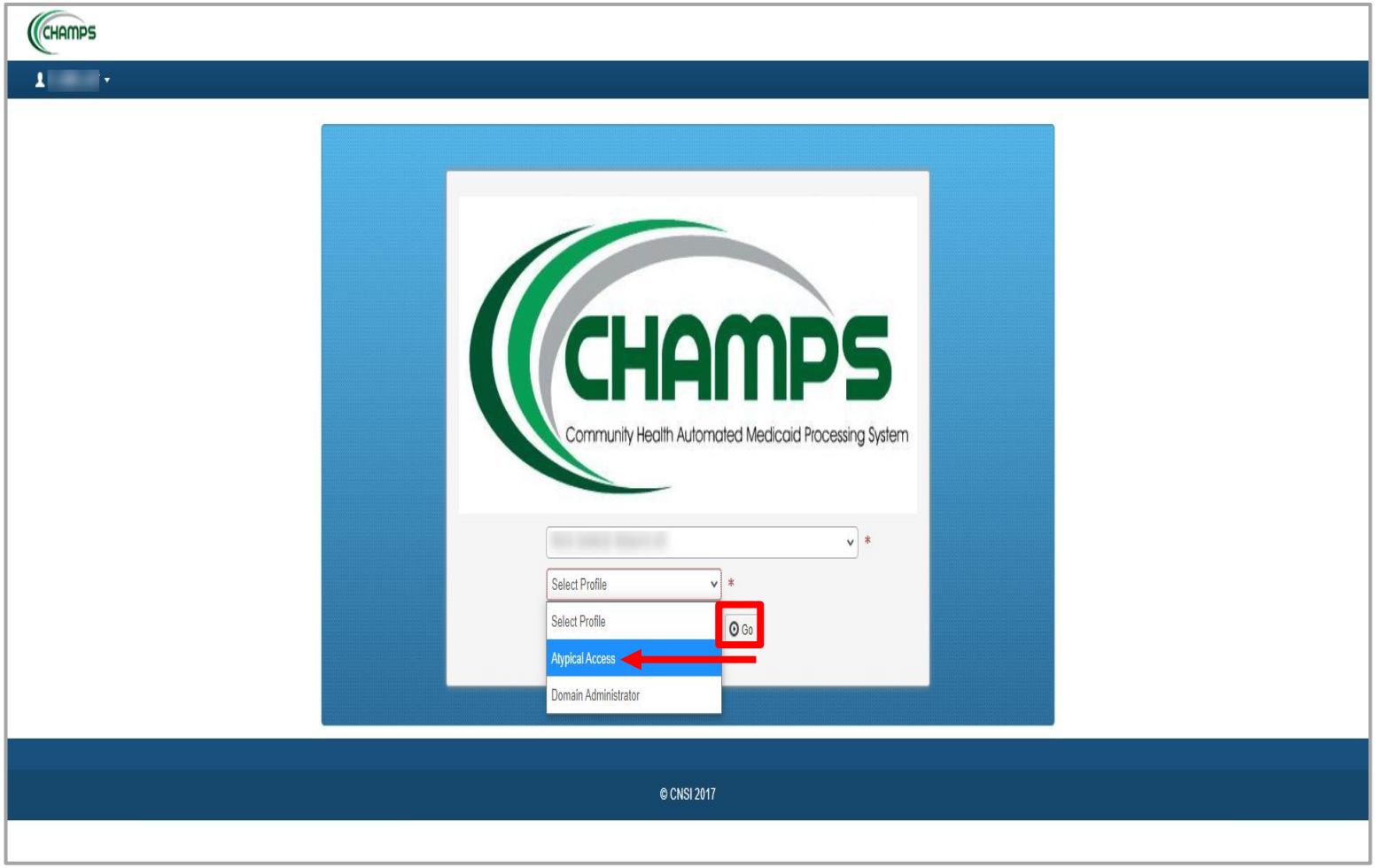
Access CHAMPS

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



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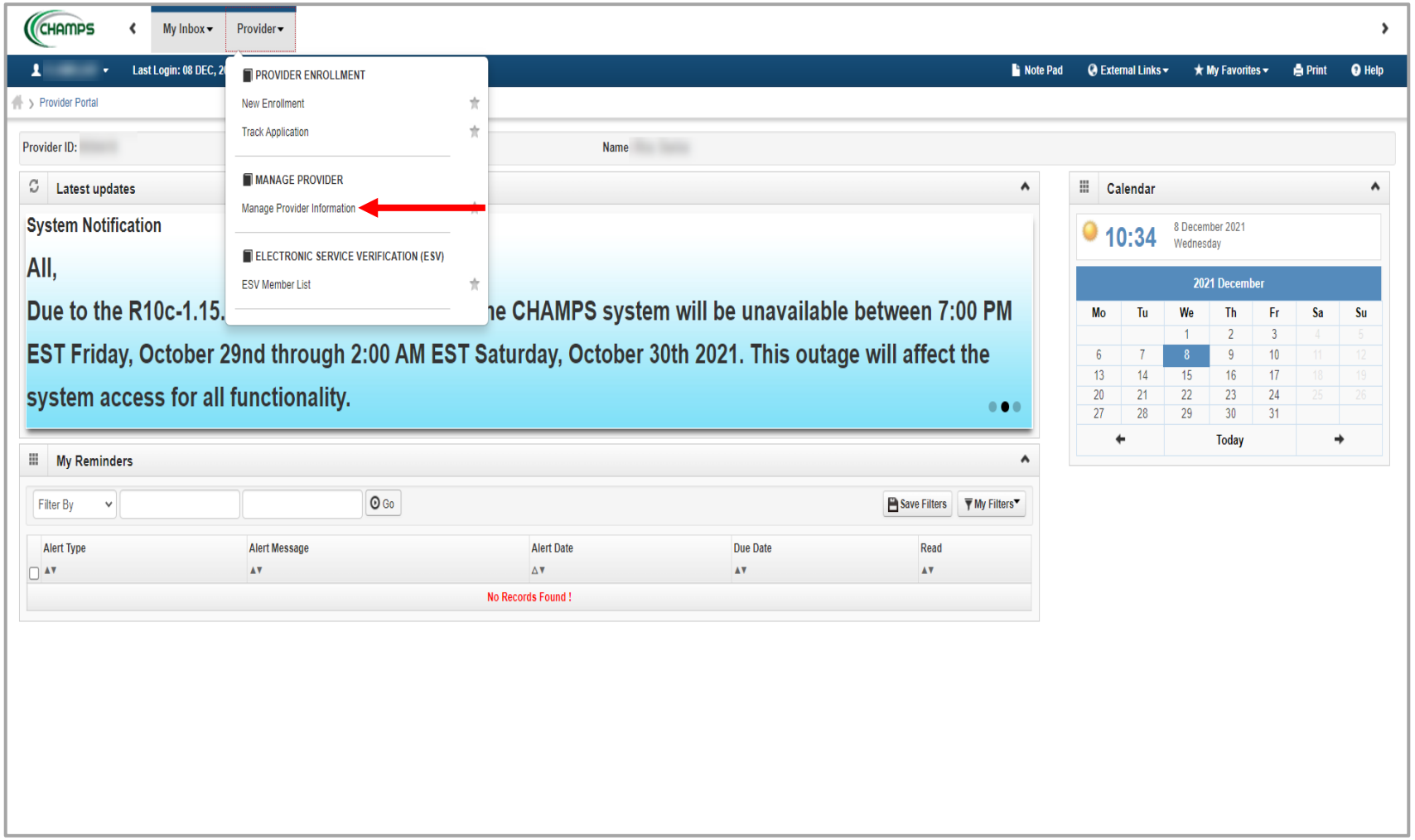
Access Manage Provider Information

- Click the Provider Tab
- In the Provider drop-down menu, click Manage Provider Information.



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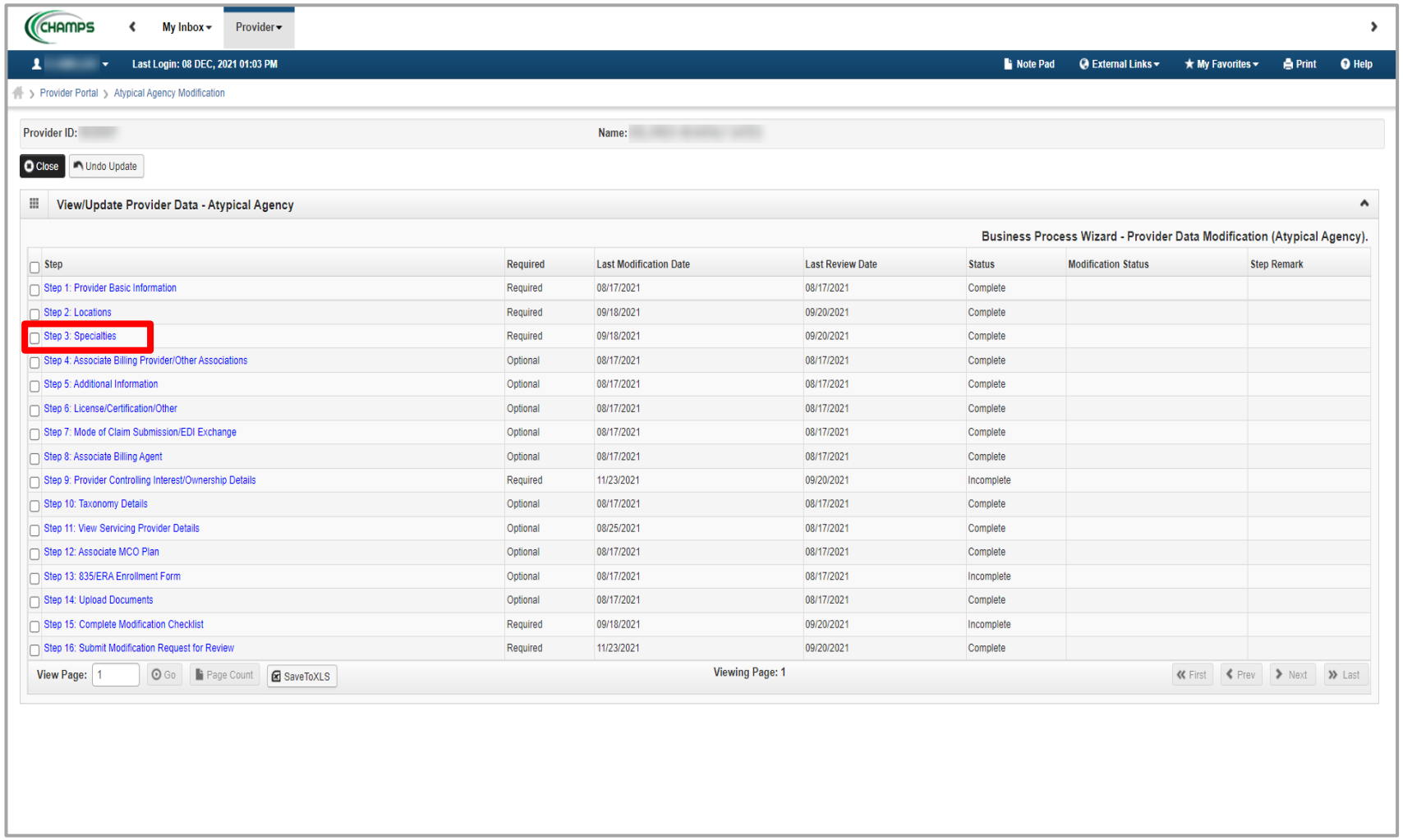
Update
Step 3: Specialties

- Click Step 3: Specialties



Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
Step 1: Provider Basic Information	Required	08/17/2021	08/17/2021	Complete		
Step 2: Locations	Required	09/18/2021	09/20/2021	Complete		
Step 3: Specialties	Required	09/18/2021	09/20/2021	Complete		
Step 4: Associate Billing Provider/Other Associations	Optional	08/17/2021	08/17/2021	Complete		
Step 5: Additional Information	Optional	08/17/2021	08/17/2021	Complete		
Step 6: License/Certification/Other	Optional	08/17/2021	08/17/2021	Complete		
Step 7: Mode of Claim Submission/EDI Exchange	Optional	08/17/2021	08/17/2021	Complete		
Step 8: Associate Billing Agent	Optional	08/17/2021	08/17/2021	Complete		
Step 9: Provider Controlling Interest/Ownership Details	Required	11/23/2021	09/20/2021	Incomplete		
Step 10: Taxonomy Details	Optional	08/17/2021	08/17/2021	Complete		
Step 11: View Servicing Provider Details	Optional	08/25/2021	08/17/2021	Complete		
Step 12: Associate MCO Plan	Optional	08/17/2021	08/17/2021	Complete		
Step 13: 835/ERA Enrollment Form	Optional	08/17/2021	08/17/2021	Incomplete		
Step 14: Upload Documents	Optional	08/17/2021	08/17/2021	Complete		
Step 15: Complete Modification Checklist	Required	09/18/2021	09/20/2021	Incomplete		
Step 16: Submit Modification Request for Review	Required	11/23/2021	09/20/2021	Complete		

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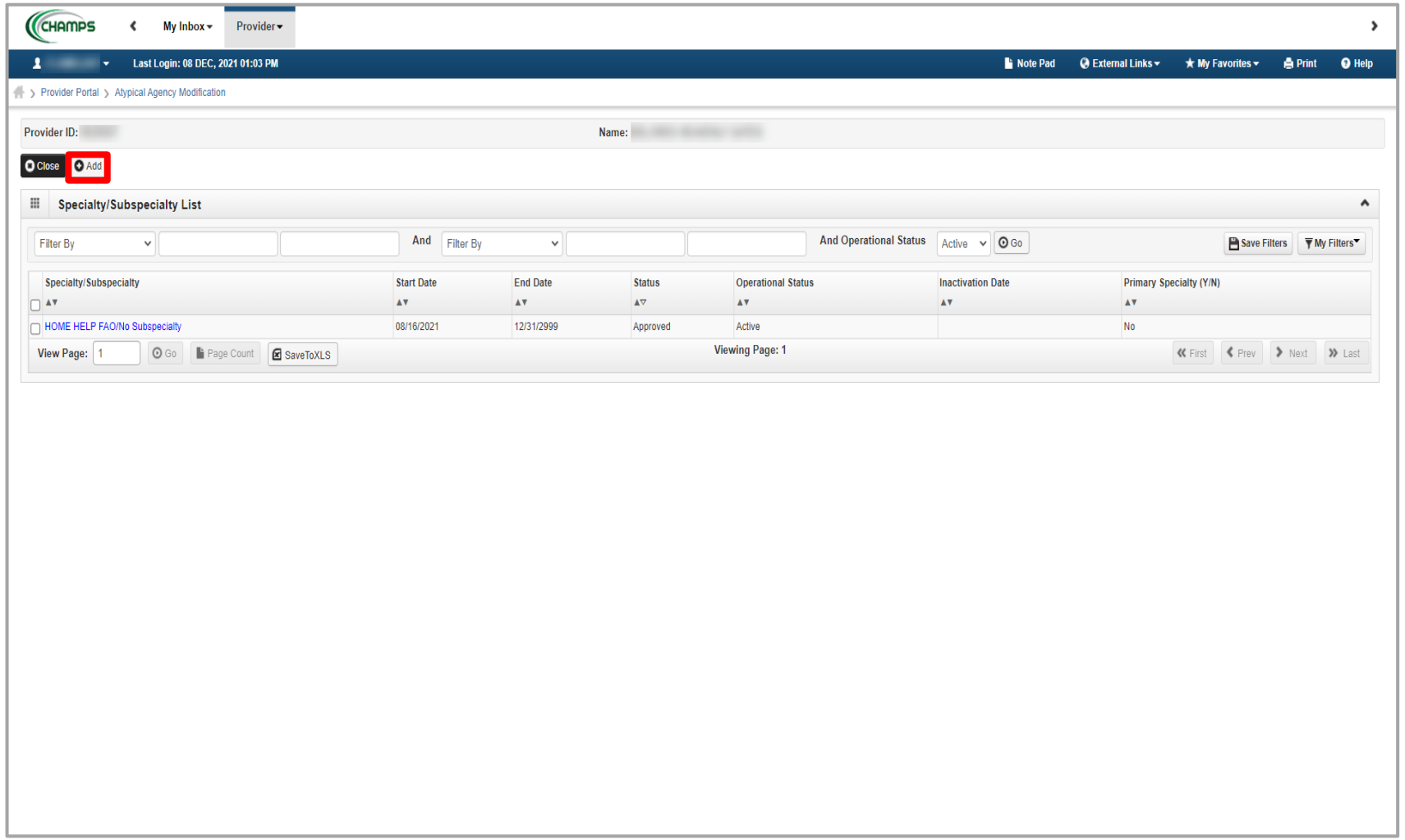
Update
Step 3: Specialties

- Click Add, to enter the CTS specialty



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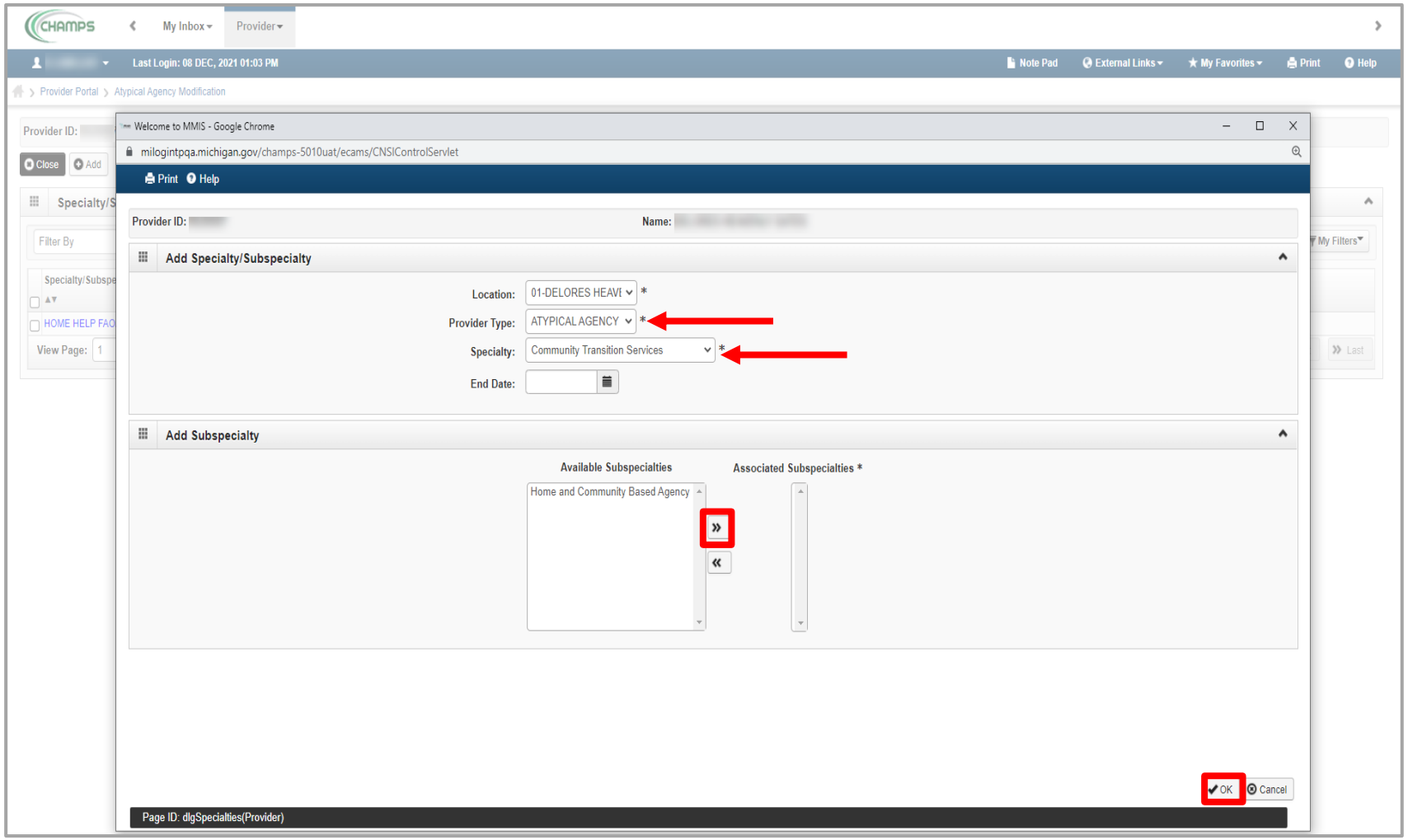
Update
Step 3: Specialties

- From the Provider Type drop-down menu select:
  - Atypical Agency
- From the Specialty drop-down menu select:
  - Community Transition Services
- From the Available Subspecialties select:
  - Home and Community Based Agency
- Click the arrows (>>) to move the subspecialty selected to the Associated Subspecialties box.

(Please Note: There is no need to fill in an End Date)

- Click Ok



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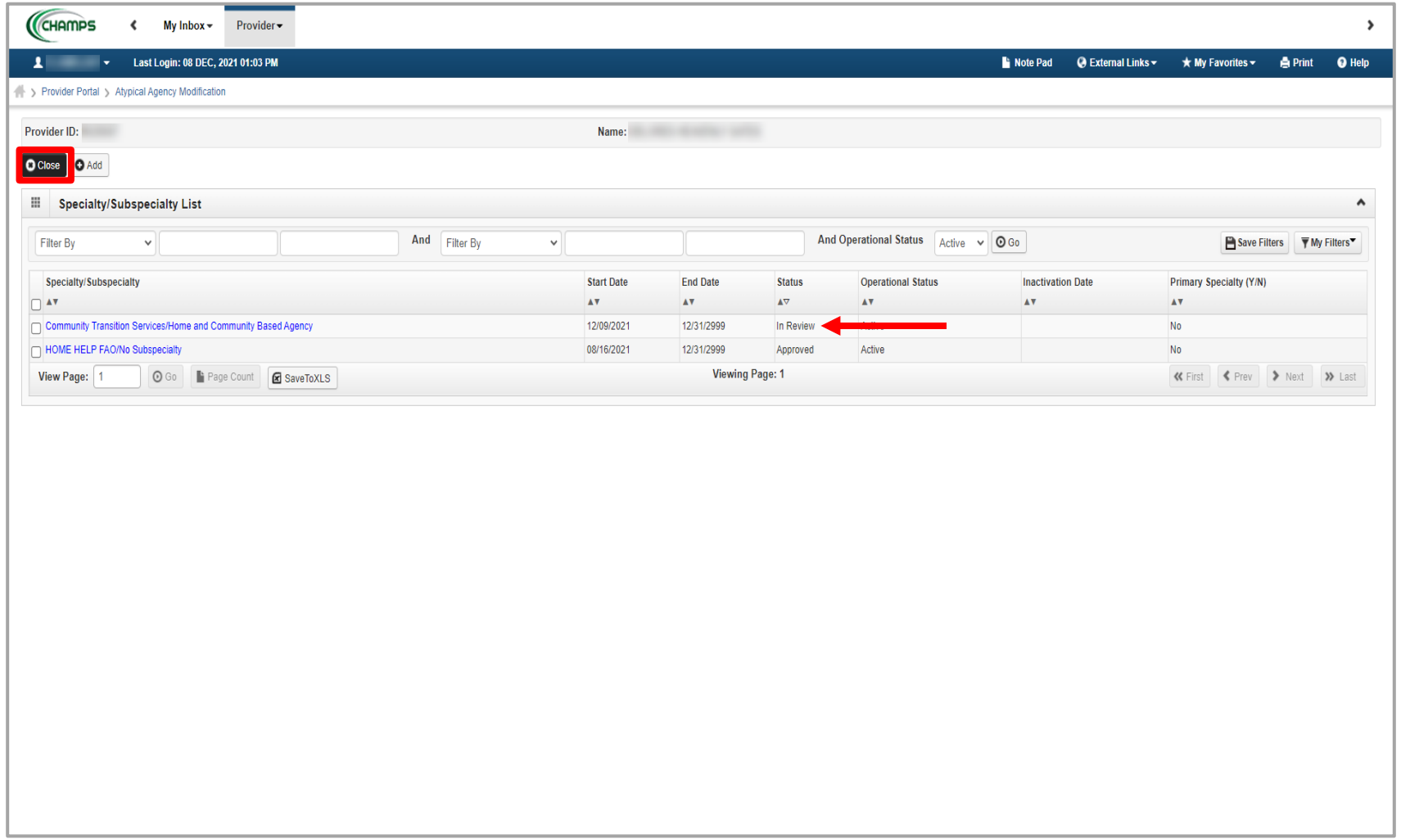
Update
Step 3: Specialties

- The newly added CTS specialty will show with an In Review status.
- Click Close



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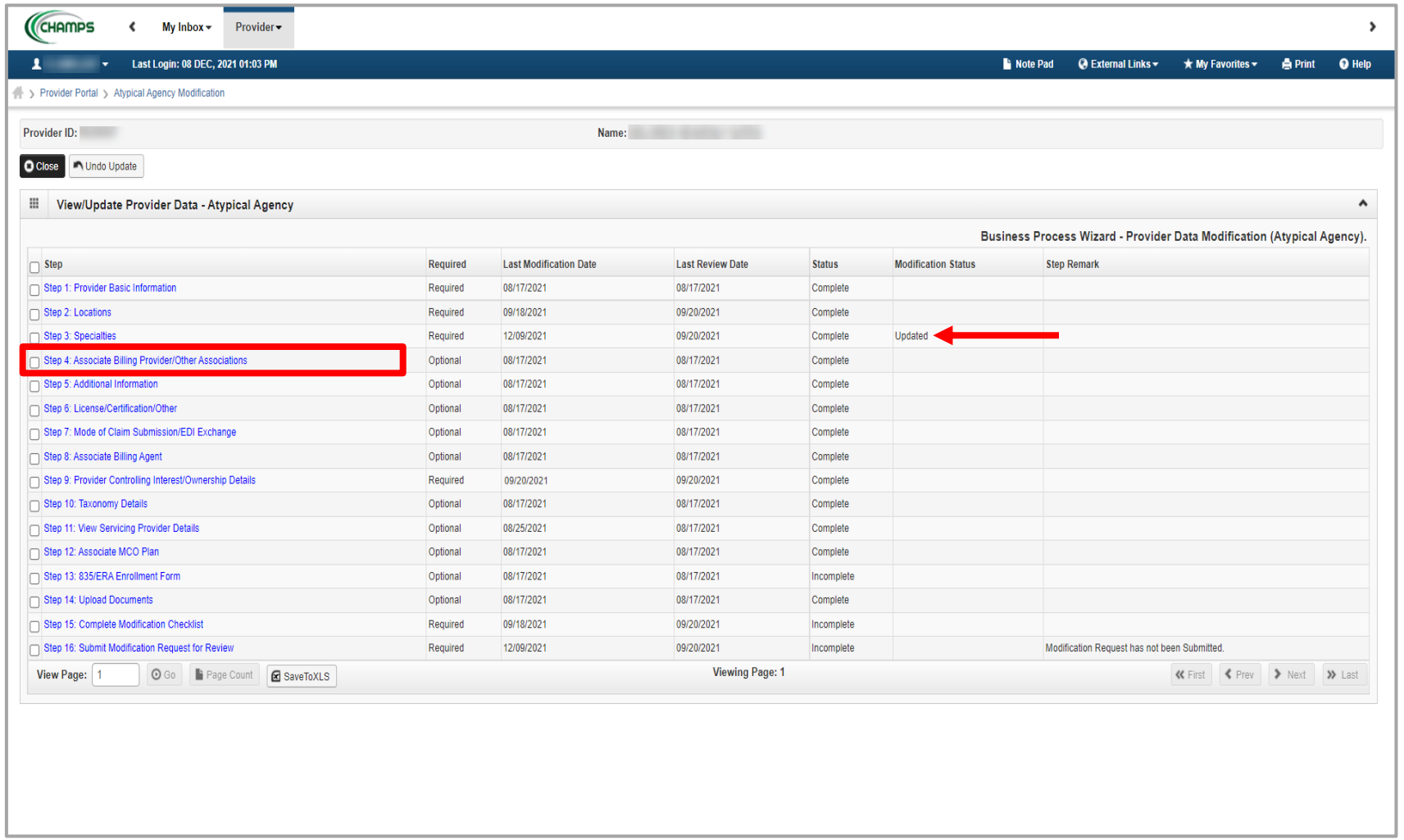
Update
Step 3: Specialties

- Step 3 will show updated in the Modification Status column.
- Click Step 4: Associate Billing Provider/Other Associations



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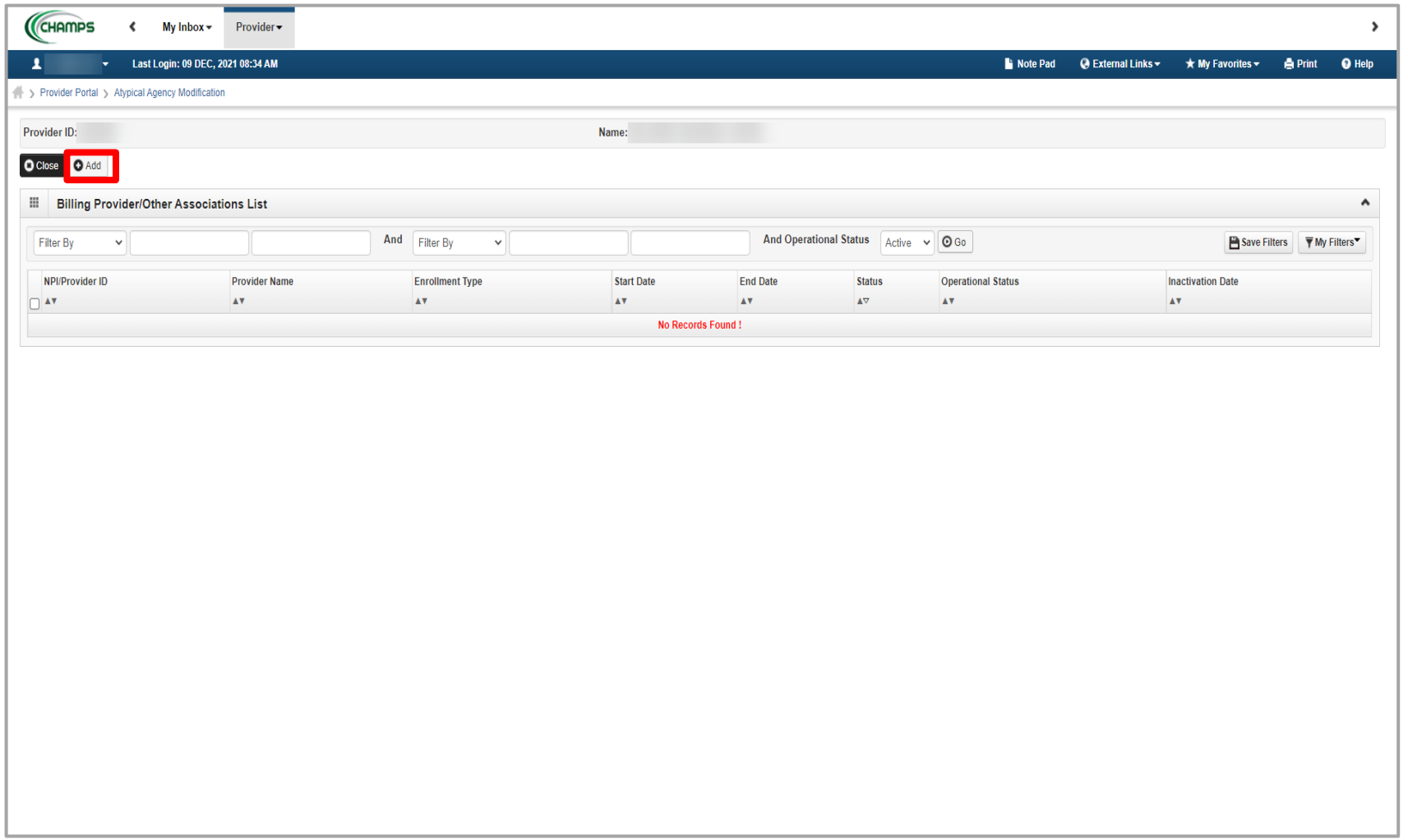
Update
Step 4: Associate Billing Provider/Other Associations

- Click Add



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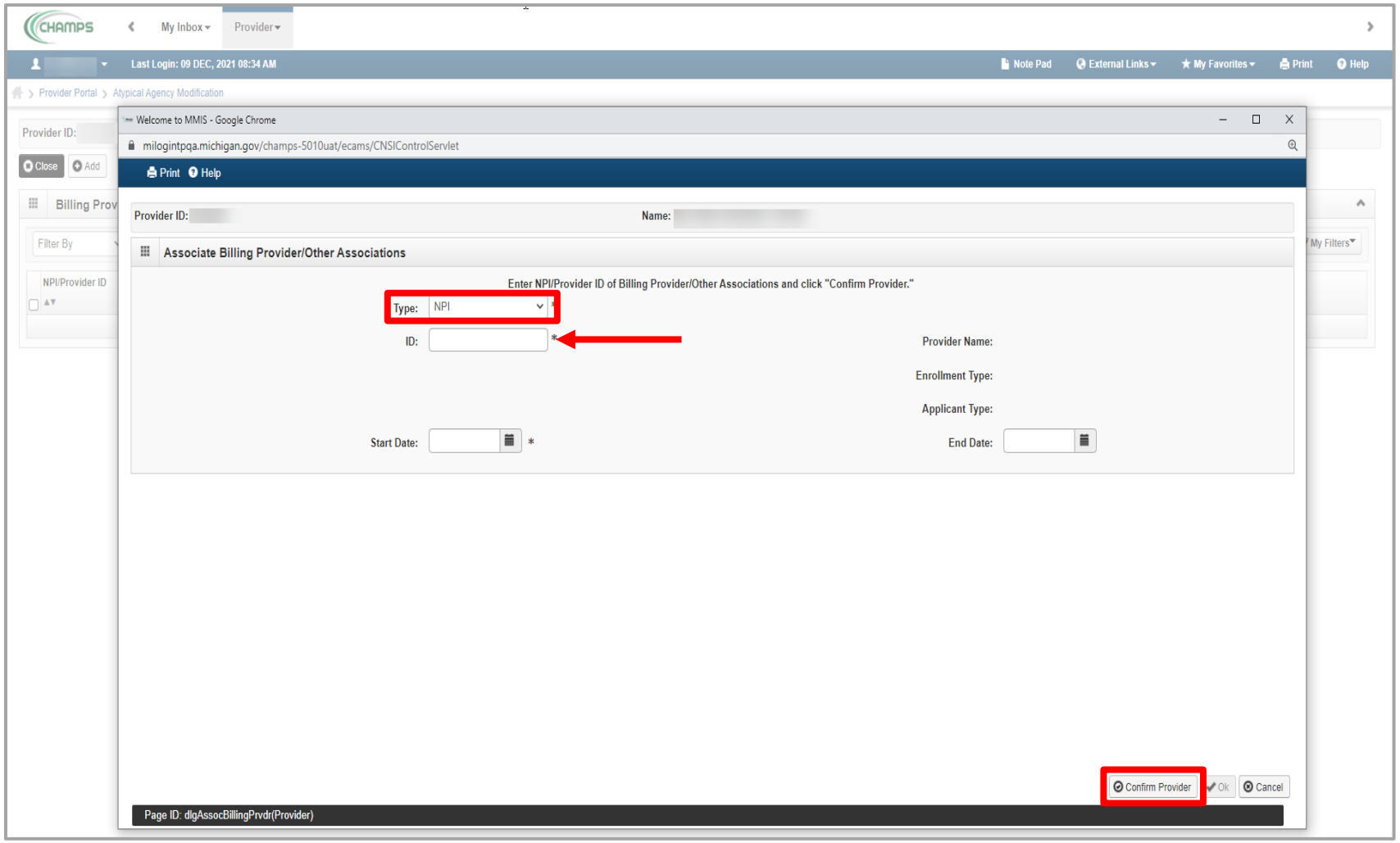
Update
Step 4: Associate Billing Provider/Other Associations

- In the Type drop-down menu, select NPI (i.e., National Provider Identifier)
- Enter the NPI of the FAO Billing Provider any of the following:
  - Area Agency on Aging (AAA)
  - Center for Independent Living (CIL)
  - Community Based Organization (CBO)
- Enter the Start date
- Click Confirm Provider



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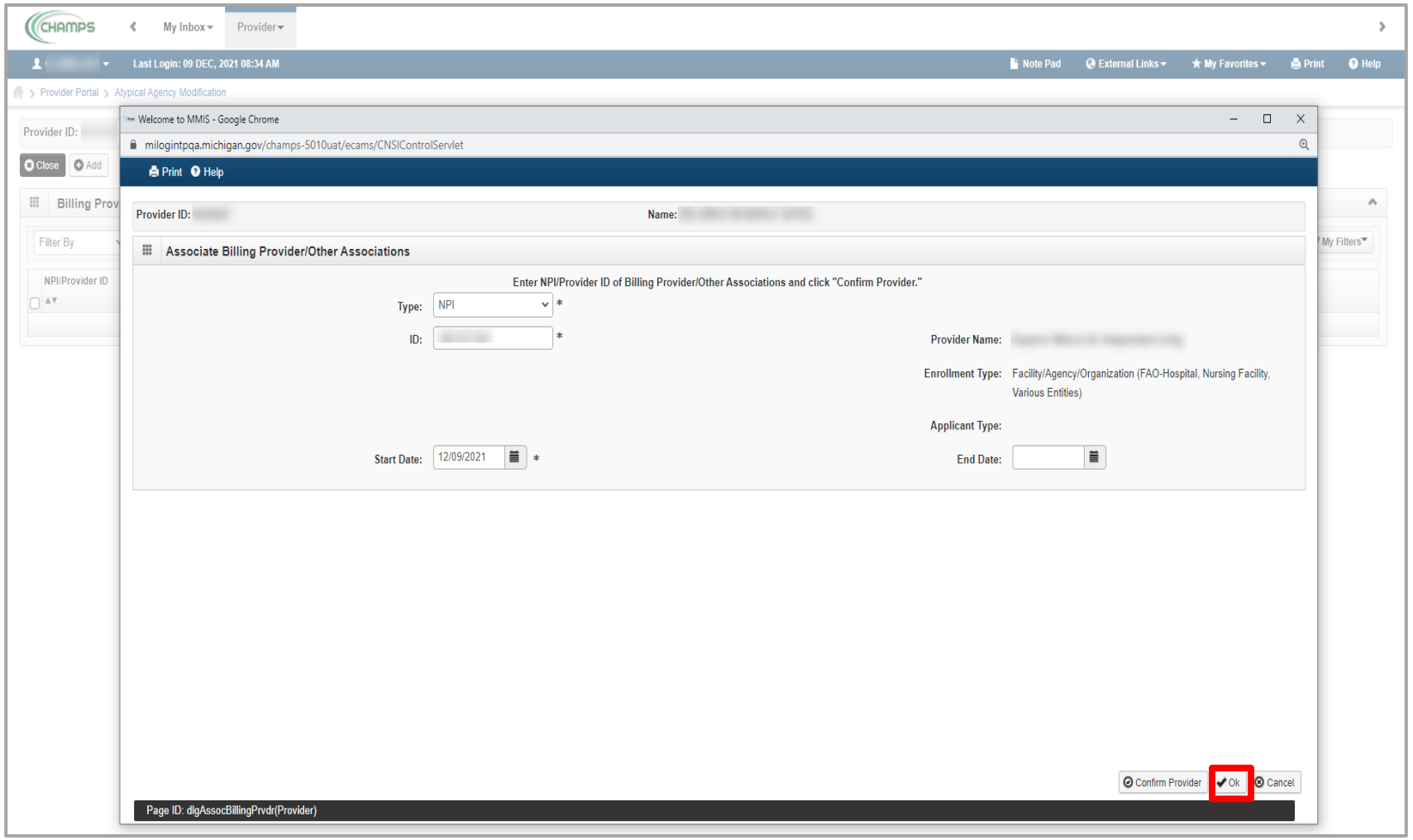
Update
Step 4: Associate Billing Provider/Other Associations

- After clicking the confirm provider button the screen will display the provider's name and enrollment type .
- Click Ok



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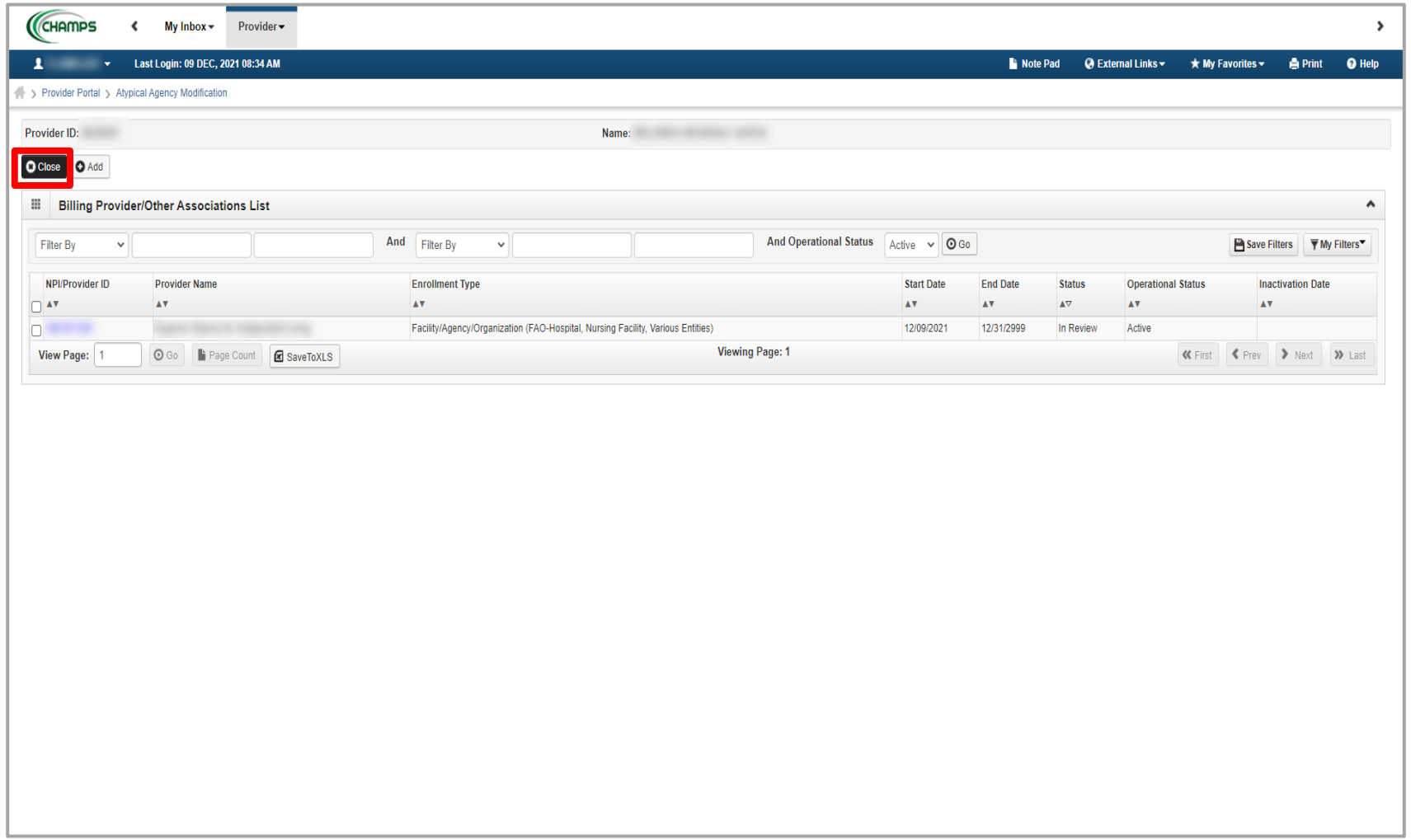
Update
Step 4: Associate Billing Provider/Other Associations

- To add additional Billing Provider or NPI information click Add.
- Click Close to return to the business process wizard.



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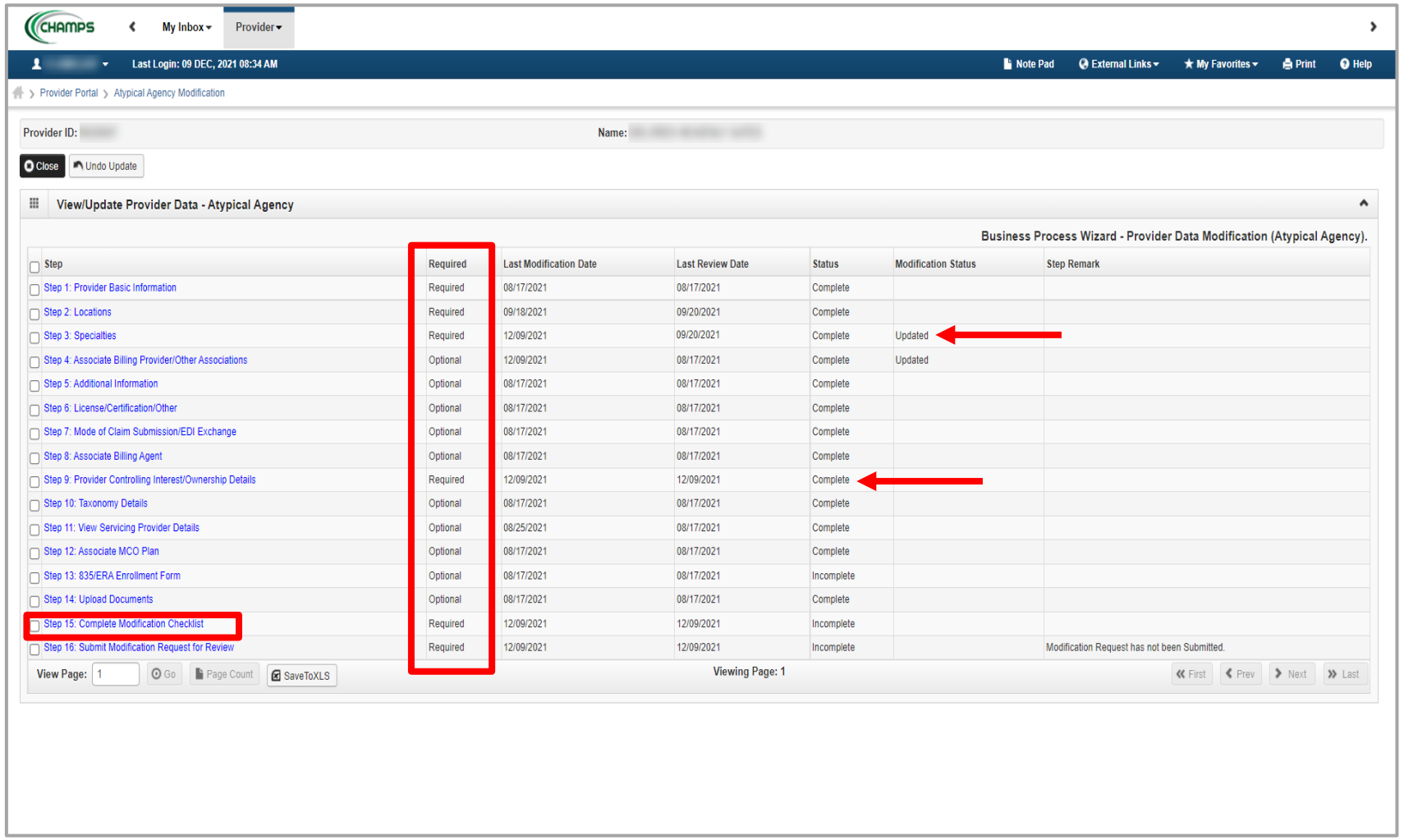
Update
Step 4: Associate Billing Provider/Other Associations

- Step 4 will show updated in the Modification Status column.
- **Important**: Confirm all steps labelled as Required have a Status of Complete prior to moving onto Step 15.

- Click Step 15: Complete Modification Checklist



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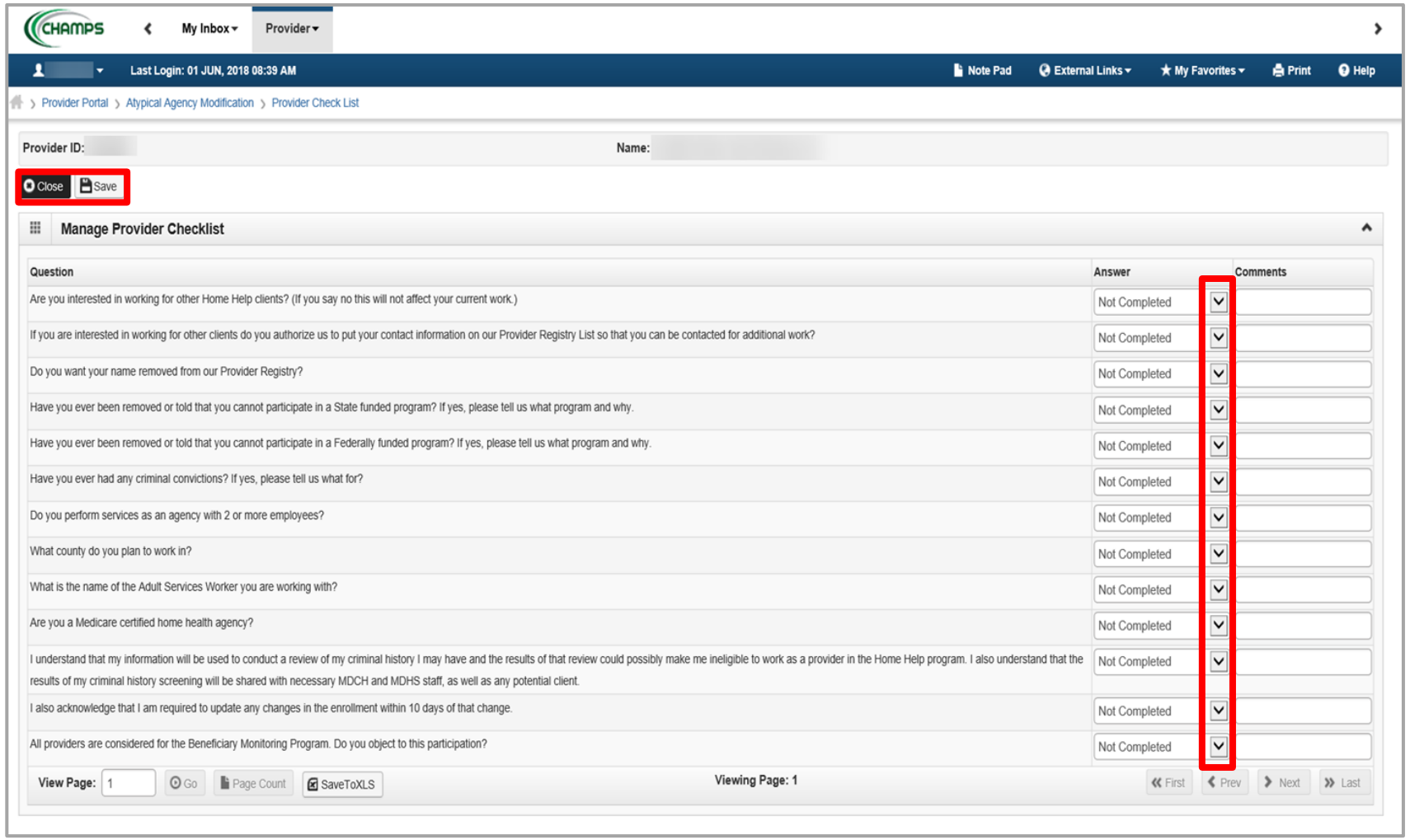
Update
Step 15: Complete Modification Checklist

- Answer all the Provider Checklist questions by choosing Yes or No from each drop-down menu in the Answer column.
  - Add comments if needed in the Comments field.
- Click Save
- Click Close



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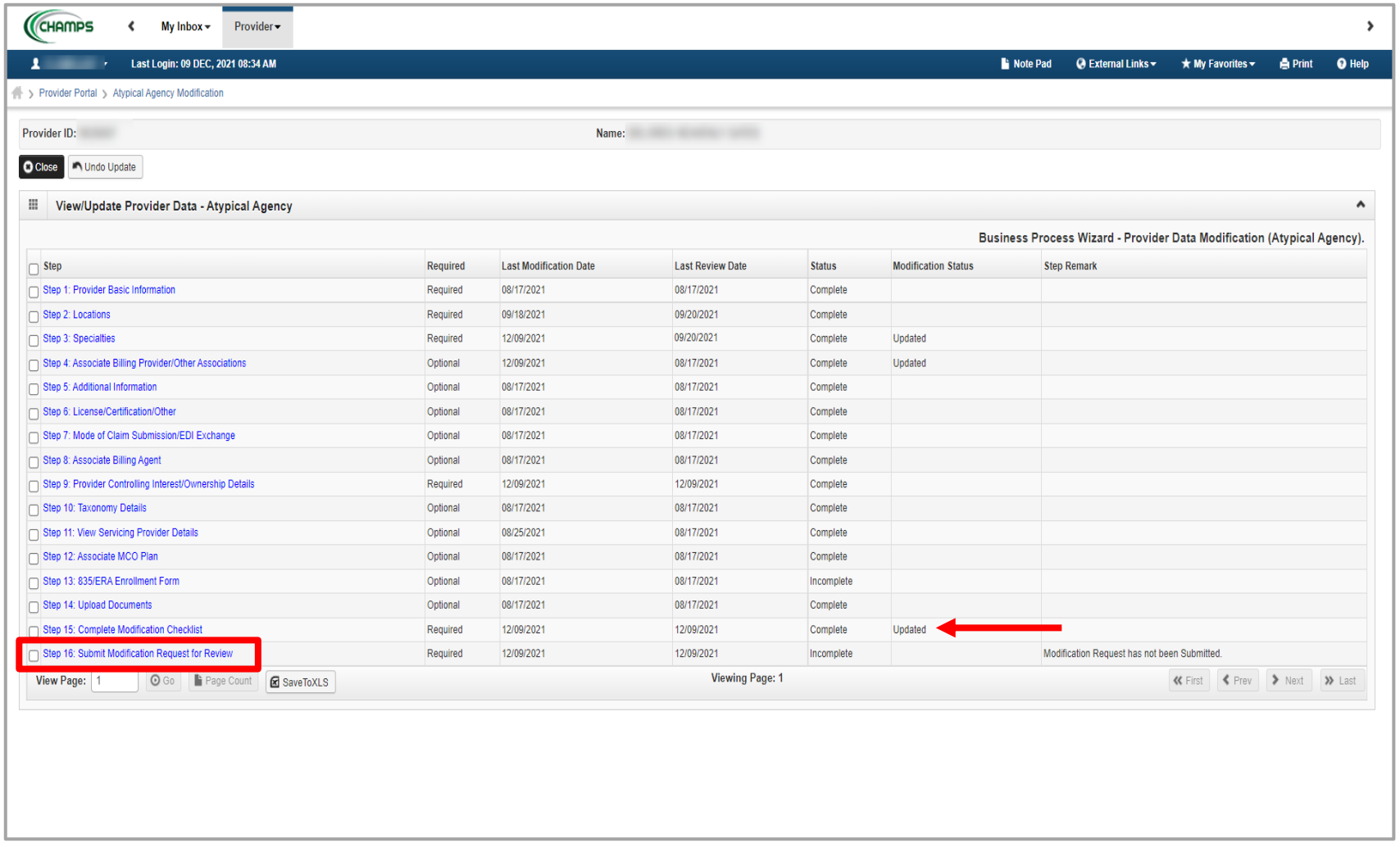
Update
Step 16: Submit Modification Request for Review

- Step 15 will show updated in the Modification Status column.
- Click Step 16: Submit Modification Request for Review



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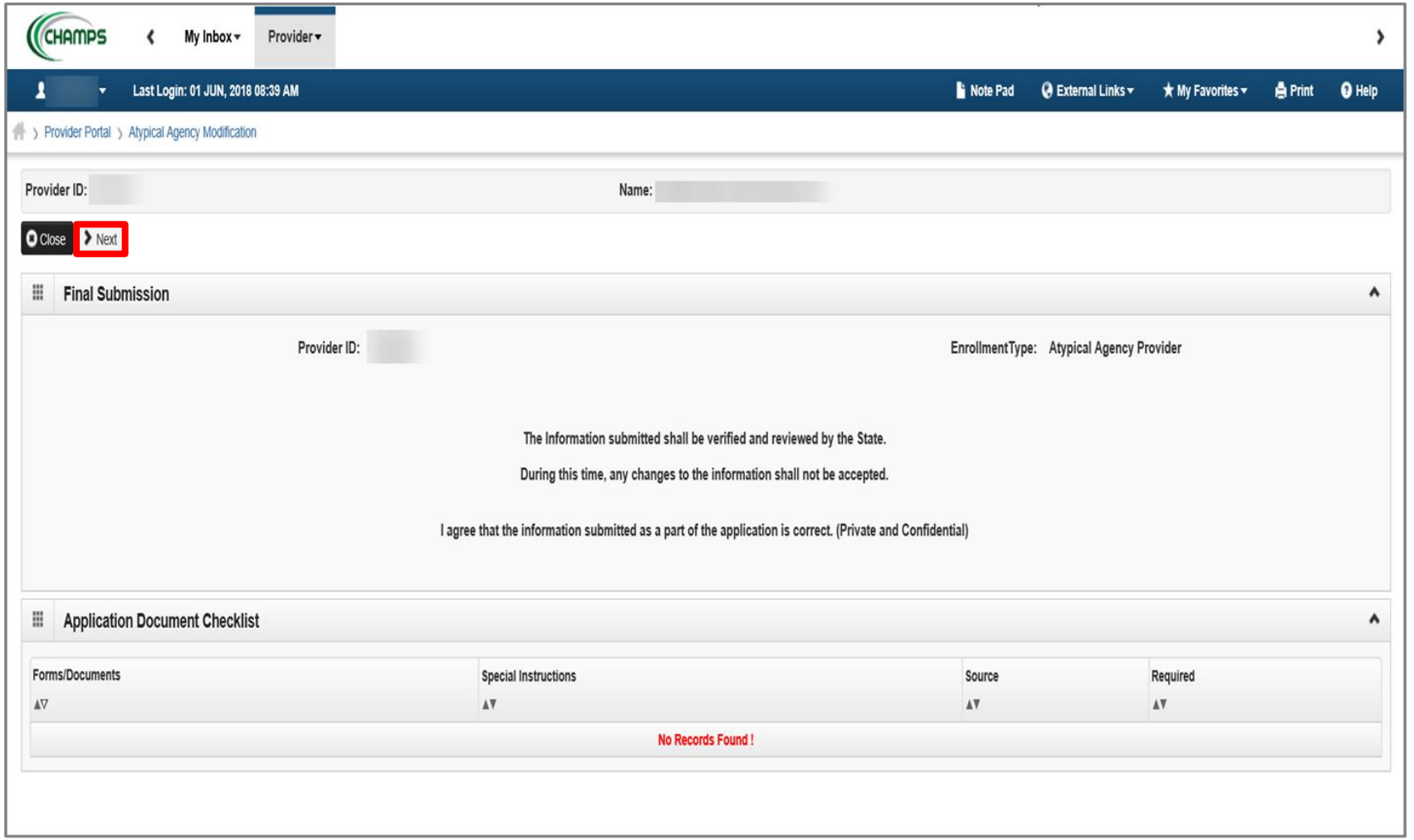
Update
Step 16: Submit Modification Request for Review

- Click Next. By clicking the Next button, you agree that the information submitted is correct (Private and Confidential).



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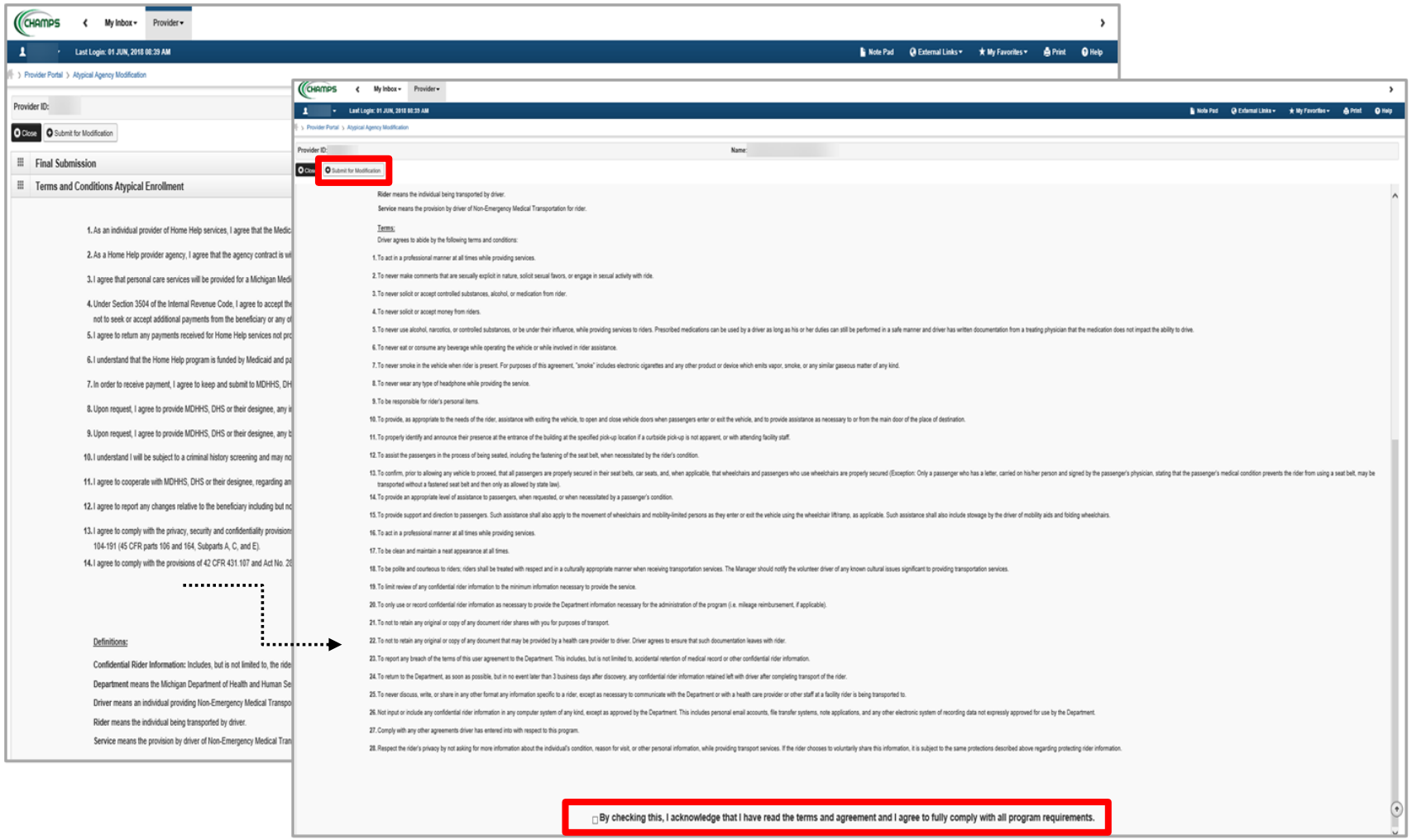
Update
Step 16: Submit Modification Request for Review

- Read the Terms and Conditions Atypical Enrollment statement.
- Click the checkbox at the bottom of the page if you acknowledge and agree.
- Click Submit for Modification agreeing that all the information in the application is correct.



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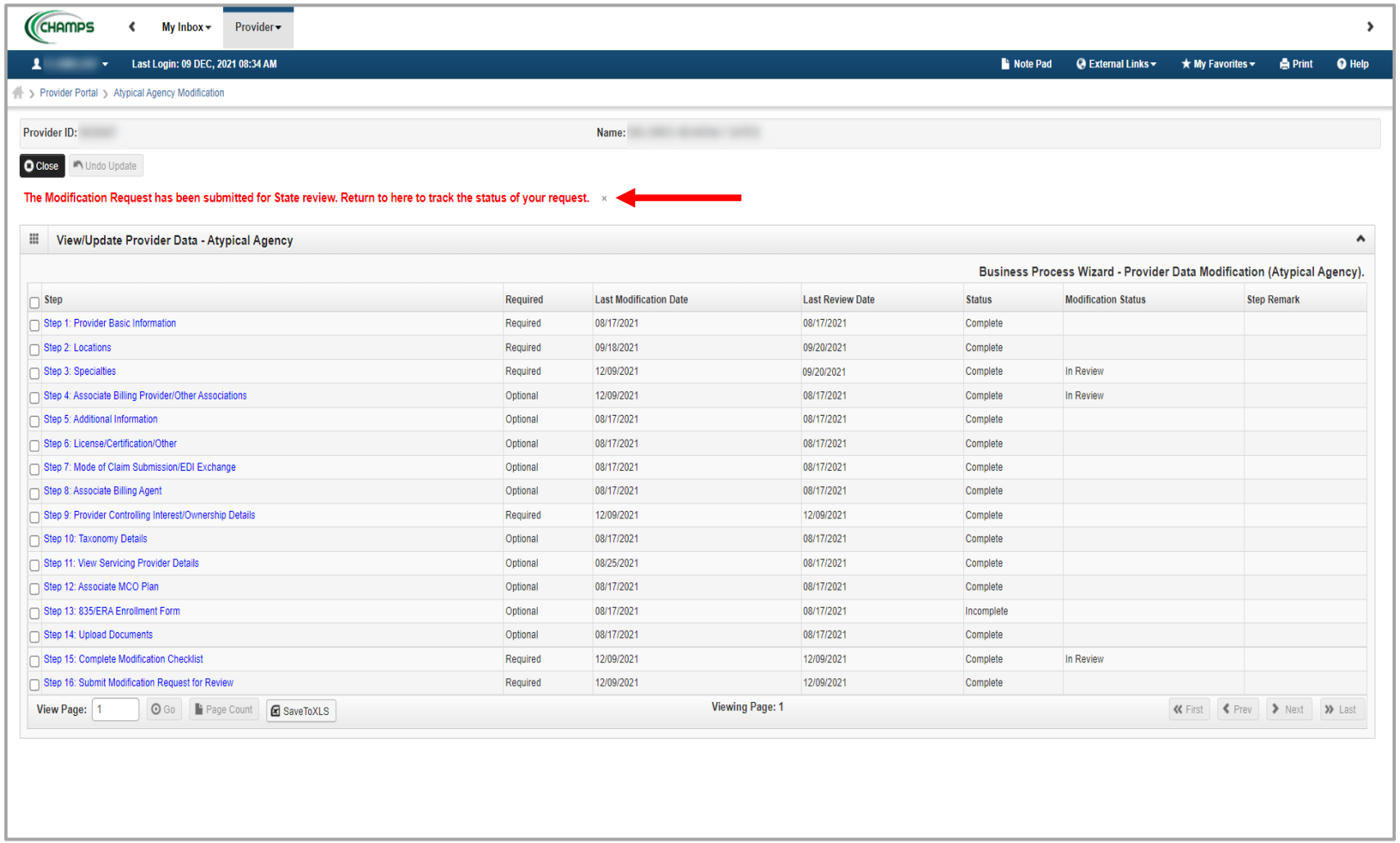
Update
Step 16: Submit Modification Request for Review

- Your Modification Request has been submitted for State review.
- Click Close.
- Logout.



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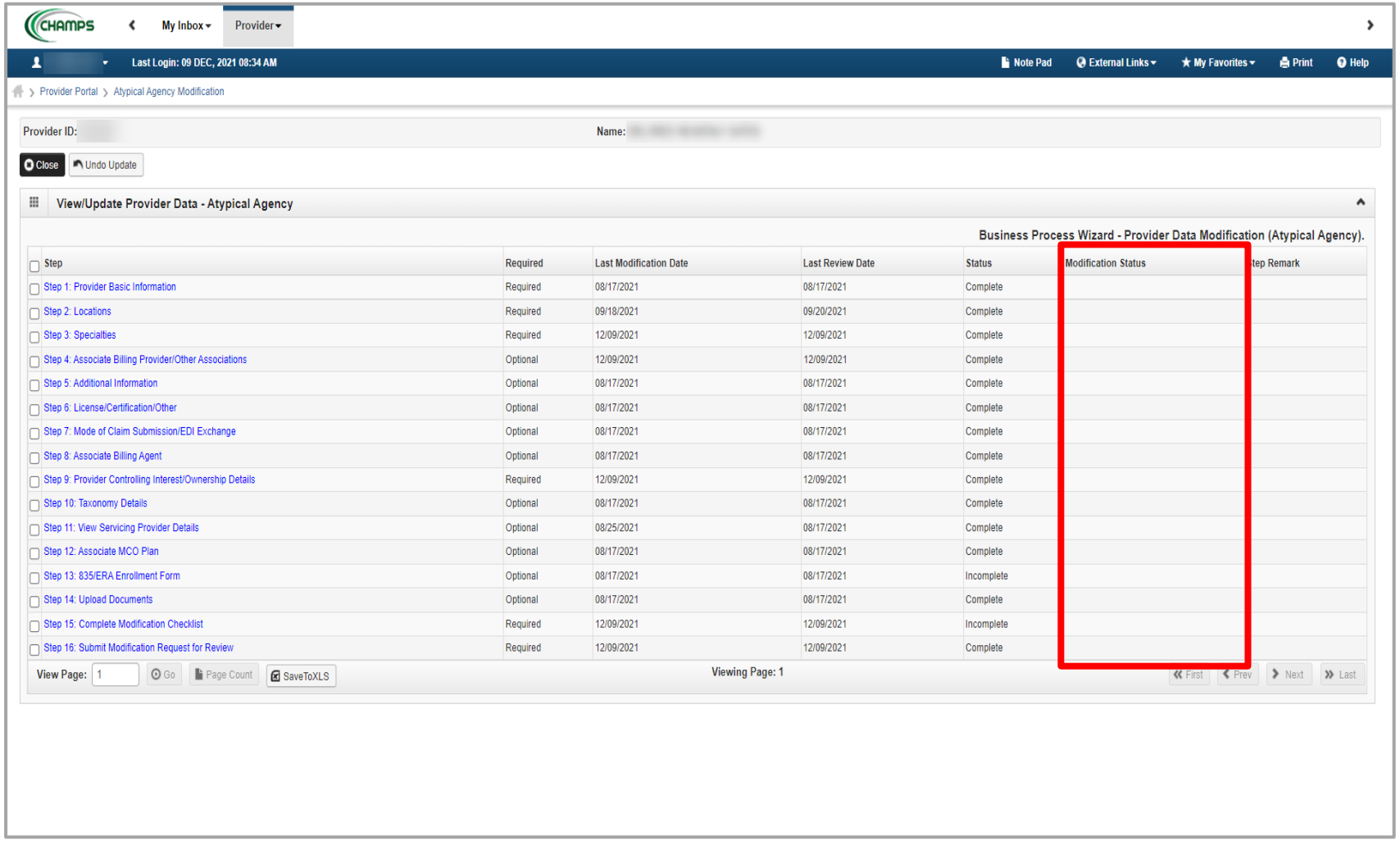
Update
Step 16: Submit Modification Request for Review

- The modification is approved when the Modification Status column shows blank.
- Also, the Last Review Date will be the date the modification was approved for the steps that were updated.



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Provider Resources

CTS website: https://www.michigan.gov/mdhhs/0,5885,7-339-71551_2945_42542_42543_42546_42551-481963--,00.html

We continue to update our Provider Resources:

- CHAMPS Resources
- Listserv Instructions
- Provider Alerts
- Medicaid Provider Training Sessions

Provider Contact:

Provider Support:
1-800-979-4662
ProviderSupport@Michigan.gov
CTS Contact:
mdhhs-msa-nftservices@michigan.gov

Thank you for participating in the Michigan Medicaid Program