




## Individual Home Help Provider Revalidation Instructions

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### Quick Reference Guide

**Please Note:** You must complete these steps **DURING** your Revalidation Period.

1. Open your internet browser (Microsoft Edge , Google Chrome , or Mozilla Firefox ).
2. Type <https://milogintp.Michigan.gov> into the search bar at the top of the internet browser.
3. Enter your MILogin **User ID** and **Password**.
  - a. Click **Login**.
4. Click the **CHAMPS** application.
  - a. Click **Acknowledge/Agree**.
5. Your *Name* and *Provider ID* number will show in the top section.
  - a. In the **Select Profile** drop-down menu, select **Atypical Access**.
  - b. Click **Go**.
6. In the **Provider** drop-down menu, select **Manage Provider Information**.
7. Click **Step 1 - Provider Basic Information**.
  - a. Verify and change any information that needs to be updated.
  - b. Click **OK**.

Please Note: The Status Column will say Incomplete until step is completed for all required steps.

8. Click **Step 2 - Locations**.
  - a. Click the **Primary Practice Location** hyperlink.
  - b. Verify and change any information that needs to be updated.
  - c. Under **Address Type** column click on the hyperlinked address type if updates are needed.
  - d. Click **Save** and **Close** on the next two screens.

9. Click **Step 3 - Specialties.**
  - a. Nothing may need to be updated here, but you must still click in this step then **Close** for the step status to show complete.
  - b. Click **Close.**
  
10. Home Help Individual Providers not associated with an agency do not need to complete steps 4-12.
  - a. Home Help Individual Providers associated with an agency will need to complete Step 4. For additional information regarding completing Step 4: Associate Billing Provider/Other Associations, [click here](#).
  
11. Click **Step 13 - Complete Modification Checklist.**
  - a. Answer all the **Provider Checklist** questions by choosing **Yes** or **No** from each drop-down menu in the **Answer** column.
  - b. Click **Save.**
  - c. Click **Close.**
  
12. Click **Step 14 - Submit Modification Request for Review.**
  - a. Click **Next.**
  - b. Read the **Terms and Conditions Atypical Enrollment.**
  - c. Click the checkbox at the bottom of the page if you acknowledge and agree.
  - d. Click **Submit for Modification.**
  
13. Your request has been submitted.
  - a. Review is complete once the **Modification Status** column shows all fields blank.
  - b. Click **Close.**
  - c. **Logout.**

### Provider Resources

- Home Help Hotline: 1-800-979-4662
- Home Help Email: [ProviderSupport@Michigan.gov](mailto:ProviderSupport@Michigan.gov)
- Home Help Website: [www.Michigan.gov/HomeHelp](http://www.Michigan.gov/HomeHelp)