

<b>SUBJECT: Habilitation Supports Waiver Process</b>		Page 1 of 5
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<b>RELATES TO POLICY:</b>	none	

### I. AFFECTED DEPARTMENTS

Utilization Management and all Supports Coordination programs

### II. PURPOSE

Habilitation Supports Waiver (HSW) process

### III. PROCEDURE

**HSW eligibility criteria:** (Please see the Medicaid Manual, Behavioral Health and Intellectual and Developmental Disability Supports and Services chapter, Section 15)

- Has a Developmental Disability
- Has Active Medicaid or is Medicaid eligible (must have Medicaid to be enrolled)
- Residing in a community setting
- Would need ICF/IID without HSW services
- ICF/IID Criteria (Intermediate Care Facility for Individuals with Intellectual Disabilities):
  - Continuous active treatment which includes aggressive, consistent implementation of a program of specialized and generic training, treatment, health services and related services that are directed toward acquisition of the behaviors necessary for the client to function with as much self-determination and independence as possible
  - The prevention or deceleration of regression or loss of current optimal functional status
  - Training targeted toward amelioration of the most basic skill deficits in the areas of ADLs
- Chooses to participate in HSW in lieu of ICF/IID
- HSW is a Community Based Waiver: The HSW focus is to assist the individual to DEVELOP skills to function more fully as a member of the community at large.
- A typical candidate would have some or all of the following characteristics:
  - Problematic/Challenging behaviors that interfere with integration into the community
  - Communication challenges that would interfere with integration into the community
  - ADL challenges that would interfere with integration into the community
  - Receives services from multi disciplines

#### **Region 10 Requirements for HSW management:**

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We have received directives from the Region 10 HSW regarding submission of enrollment packets and recertification forms. The following is effective immediately:

- Region 10 will manage all applications for new enrollment. GHS needs to have at least three application packets submitted to Region 10 at all times so that when a vacancy occurs one is available from Genesee for submission.
- Region 10 requires all Recertification Forms to be submitted to them two weeks prior to the expiration date. Please have all Recertification Forms to GHS UM Medical Clerk three weeks prior to their expiration dates.
- Region 10 requires guardian signatures on all recertification forms every year.
- Region 10 requires the Major Life Activity Form to be completed and submitted annually with the HSW recertification form.
- Region 10 requires every box on the Recertification Form to be completed with accurate information.
  - Residential Code
  - Spell the individual's name correctly.
  - The Medicaid number must be properly entered. The Medicaid number is always 10 digits long and generally starts with two zeroes. Please be sure this is correct on the form.
  - The WSA number, which can be found in the CHIP consumer record under insurance record under Insurance Policies/Funding Sources and is located on the HAB Waiver Insurance line. The WSA number can be identified via web-based report by entering the CHIP case number (report is located on GHS Intranet under web based reports>Insurance Reports>WSA Client Look-up). If the WSA number is missing, GHS-UM will enter the WSA number on the form.
  - Address is self-explanatory
  - The Prepaid Inpatient Health Plan and County of Financial Responsibility (COFR); if Genesee County is the COFR, then the Prepaid Inpatient Health Plan is Region 10.
  - The AFC license number must be included on all forms when the individual lives in an AFC. If you have a question about this number it can be found through the following link <http://w1.lara.state.mi.us/AdultFosterCare> Please be sure to fill in the number of beds in the AFC.
  - The date that the Medicaid is verified must be included on the form. Supports Coordinators are expected to verify Medicaid when the form is completed.
  - Section 2 will still be completed by the Supervisor who is a QIDP (Qualified Intellectual Disability Professional) The QIDP should not sign Section 2 until Section 3 is signed by the guardian. The QIDP signature should be the latest date on the Recertification Form.
  - Section 3 should have the date that the consent expires and be signed and dated by the guardian.

**GHS Responsibilities:****• New Application Packets:**

- Must contain a Habilitation Supports Waiver Eligibility Certification form filled out completely and correctly, signed by the Supports Coordinator in Section 1; signed by a

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- QIDP in Section 2; signed by the guardian in Section 3; do not complete Section 4, that is to be completed by Region 10
- Must contain a Consent to Exchange Behavioral Health Information between GHS, Region 10 PIHP, and Michigan Department of Health and Human Services (MDHHS) signed by the guardian
  - Must contain a completed Performance Measures on Areas of Major Life Activity Form
  - Must contain all pertinent assessments as applicable and available (Psychosocial, LLP, OT, PT, RD, RN, Psychiatric)
  - Must contain a current IPOS with a guardian signature
  - If the individual being enrolled is still in school the application must contain a copy of the IEP.
  - As mentioned above, Region 10 would like to have three application packets available at all times so that when a vacancy occurs there is a packet to send in immediately to fill that vacancy.
  - The GHS HSW Supports Coordinator Supervisor will review all new packets for completeness and send to GHS UM Medical Clerk
  - The GHS UM Medical Clerk will send the complete packet to Region 10 PIHP clerical support via secure email.
  - The GHS UM Medical Clerk will inform the GHS HSW Supports Coordinator Supervisor of the HSW approval/denial. If the consumer is approved, GHS UM Medical Clerk will inform GHS designated UM Coordinator to change the authorizations from T1017 Targeted Case Management to T1016 Supports Coordination
- **Recertification:**
    - Recertifications are due and MUST be completed within 365 days from the previous recertification date. If they are not done on time MDHHS may withhold funding.
    - As mentioned above, Region 10 requires recertifications to be two weeks early, GHS UM requires recertification submitted three weeks early.
    - GHS UM Medical Clerk will run weekly report from MDHHS Waiver Support Application (WSA) of all recertifications due in 90 days.
    - GHS UM Medical Clerk will distribute the report via email to the GHS HSW Supports Coordinator Supervisor for internal GHS HSW cases and will notify the supervisors of any external supports coordination programs with HSW cases due for recertification.
    - Supervisors will notify Supports Coordinators of due dates for recertifications.
    - Supports Coordinators are responsible for completely and correctly filling out recertification forms and having them signed by the guardian with every recertification (every year). This is a Region 10 expectation.
    - Supports Coordinators will submit completed recertification forms to the designated QIDP/Supervisor who will sign and date Section 2.
    - Once signed in Section 2, the QIDP will submit completed recertification forms to GHS Medical Clerk for entry into MDHHS WSA and forward to Region 10
  - **Managing MDHHS Waiver Support Application HSW database**

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- GHS UM Medical Clerk enters recertifications into the MDHHS WSA database and approves them to the PIHP queue
  - GHS UM Medical Clerk adds WSA number to the recertification form, if not already present
  - After being entered into the database, recertification forms are scanned and emailed to clerical support at Region 10 via encrypted email.
  - Region 10 HSW Coordinator enters the recertification date and signs the forms in Section 4
  - Region 10 clerical support completes the recertification process in the PIHP queue in MDHHS WSA and returns signed forms via an encrypted email.
  - GHS Medical Clerk scans the signed forms into CHIP.
- **Monitoring Region10/Genesee Slots:**
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    - GHS UM Coordinator is responsible to monitor Genesee slot occupancy and submit applications to region 10 to fill slots as they vacate
    - GHS UM Coordinator reviews quarterly for potential HSW enrollees by using the CLS and Respite Services for DD Clients not on HabW that is available on the intranet
    - GHS UM Coordinator sends a list of potential candidates to the HSW group for input and to request applications
    - GHS Supervisors have Supports Coordinators/Case Managers complete the application paperwork and obtain guardian signatures
    - GHS UM Medical Clerk will be informed to print all other paperwork from CHIP (all available assessments, Biopsychosocial Assessment, Psychiatric Evaluation (if available), LLP Assessment, OT Assessment, RN Assessment, RD Assessment, PT Assessment and signed IPOS) and assembles packets and scans and emails them to Region 10 clerical support and HSW Coordinator.
    - Region 10 clerical support will enter the application information into the MDHHS WSA database and send it to Region 10 queue.
    - Region 10 clerical support will notify GHS when an applicant has been enrolled and will forward the Habilitation Supports Waiver Eligibility Certification form when it is signed and received from Region 10.
    - The signed Habilitation Supports Waiver Eligibility Certification form is scanned into CHIP
- **Monthly HSW Audit Reports**
    - Using the HabW Monthly Summary Report available on the Intranet, the designated GHS UM Coordinator monitors T1016 and payment information
    - GHS UM Coordinator prepares a monthly report which is forwarded to the UM Manager and stored in the UM/HSW Audits folder
    - GHS UM Coordinator notifies supervisors of missing T1016 and/or other HSW services, and any Medicaid lapses which may impact payment

**IV. TRAINING AND DISSEMINATION**

Staff will be trained in the procedure prior to implementation

**V. DEFINITIONS**

Habilitation Supports Waiver are for Medicaid beneficiaries with developmental disabilities that offer additional services with goals assist the individual to develop skills to function more fully as a member of the community at large.