OVERVIEW

Home Help payment authorizations are processed in the Michigan Adult Integrated Management System (MiAIMS). Payments are made to eligible providers who are enrolled in the Community Health Automated Medicaid Processing System (CHAMPS).

MICHIGAN ADULT INTEGRATED MANAGEMENT SYSTEM (MIAMS)

Michigan Adult Integrated Management System (MiAIMS) is the Michigan Department of Health and Human Services (MDHHS) payment system that processes adult services authorizations. The adult services worker enters the payment authorizations using the *Payment* module within MiAIMS.

Payment Authorizations

No payment can be authorized unless the individual caregiver has been enrolled and screened for criminal history in the Community Health Automated Medicaid Processing System (CHAMPS).

Agency caregivers must also be enrolled in CHAMPS. In addition to enrolling in CHAMPS, a Home Help agency provider must be registered as a vendor with the State of Michigan by registering and updating their information online using the Statewide Integrated Governmental Management Application (SIGMA) at www.michigan.gov/SIGMAVSS. If an agency provider is not registered with the State of Michigan, payments will not be processed.

Note: The caregiver enrollment instructions can be located on the Home Help website, www.michigan.gov/homehelp. For additional questions regarding caregiver enrollment in CHAMPS, refer caregivers to Provider Support Services at 1-800-979-4662.

Home Help services payments to individual caregivers/agency providers must be:

- Authorized for a specific period of time and payment amount. The authorized tasks are determined by the comprehensive assessment in MiAIMS and will automatically include tasks that are ranked a level 3 or higher.

Note: The adult services worker can authorize an ongoing Home Help payment for up to six months, not to exceed the next review month, for individual caregivers. Effective 10/1/19, payments to agency providers can only be made after the MSA-1904, Home Help Agency Invoice, is received.

- Authorized **only** to the person or agency providing the hands-on services.

  Note: An entity acting in the capacity of the client's fiscal intermediary is not considered the caregiver of Home Help and **must not** be enrolled as a Home Help agency; see ASM 135, Home Help Caregivers.

- Made payable as dual-party checks to clients and individual caregivers and single-party checks to agency providers.

Exception: There are circumstances where authorizations payable only to the individual caregiver are appropriate, for example, the client is physically or cognitively unable to endorse the warrant. All single-party authorizations paid directly to individual caregivers must be approved by the adult services supervisor. Supervisor approval for single-party checks paid to agency providers is not required.

- Prorate the authorization if the Medicaid (MA) eligibility period is less than the full month.

Example: A client meets their MA deductible on the third of every month. MiAIMS will process a prorated month payment automatically.

- Do **not** authorize payments to a **responsible relative**. A responsible relative is defined as a spouse caring for a spouse or a parent caring for a minor child.

Any payment authorization that does **not** meet the above criteria must have the reason fully documented in the *Payment* module, exception rationale box, in MiAIMS. The supervisor will approve or deny the authorization and provide comments in the rationale box as needed.

MAXIMUM PAYMENT LEVELS

The MDHHS Home Help Policy Section must approve payment levels that equal 180 hours per month or more, before travel time.

The ASW **must** receive a copy of the DCH-1785, Policy Decision memo, from the Home Help Policy Section before submitting the authorization; see ASM 120, Adult Services Comprehensive Assessment. The service code for Home Help is **0301.**

Note: Travel time to complete shopping and laundry is not counted towards the 180 hours when payments pend to central office for approval.

Home Help Services for Adults in Need of Protection

The special Adult Protective Services (APS) Home Help services component may be authorized to support the APS Service plan of a vulnerable adult who is at risk of harm, abuse, neglect, or exploitation; see ASM 125, Coordination with Other Services.

The maximum payment level is $1000.00 within a 12-month fiscal year. These authorizations are payable to the provider only and FICA is not withheld. The service code for Adult Protective Services is **0302**.

Service Animals

The payment for service animals is fixed at $20.00 per month. These authorizations have a service code of **0501** and are payable to the client only.

Payments on Closed Cases

Authorizations on a closed case for a time period when the case was open can be made with supervisor approval as long as the individual caregiver/agency provider was associated to the case.

Note: If the individual caregiver/agency provider was not associated prior to the case closure, contact the Home Help Policy Section for assistance via the policy mailbox, MDHHS-Home-Help-Policy@michigan.gov.

Home Help Policy Section Payment Exceptions

The following payment authorizations will be forwarded via MiAIMS to the Home Help Policy Section for processing:

- Authorization period is more than six months prior to the current date.
- Retroactive adjustments more than six months prior to the current date. Payments within six months can be approved locally.
- Authorizations that occur during the same time period as another adult services program (for example, Adult Protective Services and Home Help services). The authorization submitted to the Home Help Policy Section should **only** be for the time period the programs overlap.
- Cases where an administrative error occurred.

Adequate justification must be entered in the rationale box in MiAIMS for the authorization to be approved.

Facility Stays

When the client is unavailable due to hospitalization, placement in a nursing home, institution for mental disease, home for the aged (HFA), adult foster care (AFC), or incarceration, payment for Home Help services cannot be made to the caregiver.

Date of Admission

- Payment for Home Help services **cannot** be made on the day a client was admitted to a nursing home, institution for mental disease, HFA, AFC, or when they are incarcerated.
- An individual caregiver or agency provider may be eligible for payment of Home Help services provided on the date of admission to a hospital (effective 02/01/2023):
    - If the caregiver/provider completed services before the time the client was admitted into the hospital,
    - And completes the BPHASA-2207, Home Help Billing for Hospital Admission Date form. See ASM 144, Verification of Services Provided, for additional instructions on the form.

Date of Discharge

- Home Help services **can** be paid on the date of discharge from a hospital (effective 02/25/2020).

- Home Help services **can** be paid on the date of discharge from a nursing home, institution for mental disease, HFA, AFC placement, or incarceration (effective 09/01/2021).

REFERENCES

For more information see:

ASM 135, Home Help Caregivers

ASM 136, Agency Providers

ASM 144, Verification of Services Provided

LEGAL

Title XIX of the Social Security Act, 42 USC 1346 et seq. 42 CFR

Social Welfare Act, 1939 PA 280, as amended, MCL 400.14(1) (p)

CONTACT

For questions contact MDHHS-Home-Help-Policy@michigan.gov.