SIX-MONTH REVIEWS

All Home Help cases must be reviewed every six months and recorded in MiAIMS.

Requirements for case review must include:

- An in-person face-to-face contact is required with the client in the home.
  - Review of client satisfaction with the delivery of planned services and care provided by the caregiver or agency.
  - Follow up on any upcoming or recent absences or hospitalizations since the last home visit.
  - A full review of the current functional assessment and Plan of Care.
- A face-to-face or phone contact must be made with the client's guardian at each review to ensure the needs of the client are met.

  Note: The guardian must be notified of any changes impacting the client's eligibility or Time and Task.
- A face-to-face or phone contact must be made with the caregiver or agency caregiver at each review to verify services are being furnished.
- If contact is made by phone, the caregiver or agency caregiver must offer identifying information such as date of birth and the last four digits of their social security number.

  Note: A face-to-face interview in the client's home or local Michigan Department of Health and Human Services (MDHHS) office must take place at the next review.
- Verification of the client's Medicaid eligibility, when Home Help services are being paid.
- Follow-up collateral contacts with significant others such as family and friends to assess their role in the plan of care, if applicable.

Documentation

Case documentation for **all** reviews must include:

- A new in-person face-to-face contact should be logged as an SOP event type “six-month review” in MiAIMS contact module. The contact should include that the client was in the home and a brief statement of the requirements of the home visit, the nature of the contact and who was present during the home visit.
- Entering the "six-month review" SOP event type face to face contact with the client automatically updates the disposition details on the 360-overview tab.
- A review of **all** MiAIMS modules and tabs with information updated as needed.
- Documented contact details with the Home Help caregiver or agency provider in the contact module on MiAIMS.
- Update new information obtained in the MDHHS-5534, Comprehensive Assessment, modules in MiAIMS.
- Review and update the MDHHS-5537, Plan of Care. See ASM 130, Plan of Care.
- Change in caregivers or agency providers if required.
- Add new authorization for services continuing.
- Send notification if services have been increased or decreased; see: ASM 150 Notification of Eligibility Determination.

Mid-Review Increase

If there is a request for an increase in services between the six-month reviews, a phone interview may be conducted in place of a new face-to-face assessment.

- When a request for an increase is made, the adult services worker has 15 business days to complete the comprehensive assessment.

- If the client is non-verbal or requests the visit to be in the home, the ASW must complete a face-to-face.
- Send notification if services have been increased, see: ASM 150 Notification of Eligibility Determination.

Out of County Case Transfer

Upon notification of an out-of-county move the assigned ASW should verify and document the following:

- Client's new address.
- Whether or not there is a change in provider.
- If the client is living alone or in a shared household.

The ASW must stop authorization prior to the out-of-county transfer if:

- The client's functional assessment changes due to household composition change.
- There is a provider change.

Following the out-of-county case transfer, the newly assigned ASW should complete a full review of the MiAIMS case records and follow up accordingly.

- If payments have been stopped, schedule a phone interview with the client within 15 business days to complete a review.
- An in-person face-to-face home visit is required no later than the next 6-month review period.

REFERENCES

See ASM 120, Home Help Comprehensive Assessment.

See ASM 150, Notification of Eligibility Determination.

See ASM 130, Plan of Care.

CONTACT

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