

October 2, 2003

TO: HSW Coordinators for the Prepaid Inpatient Health Plans

FROM: Deb Ziegler
Bureau of Community Mental Health Services

SUBJECT: New Procedure for Enrollments for Habilitation Supports Waiver

As we discussed at our meeting in September, we need to take a closer look at who is enrolled in the HSW to assure that we are serving those people who meet the eligibility criteria. Effective immediately, we are asking that all requests for new enrollments into vacant certificates be sent to Lansing for a review. This does not impact re-certifications for those waiver participants currently enrolled in the HSW.

The information we will need from you to review includes:

- Signed DCH 1183 Authorization to Disclose Protected Health Information form. A sample is enclosed. To obtain copies of DCH 1183, to www.michigan.gov/mdch and click on "Health Insurance Portability and Accountability Act" in the center section titled "What's New". Click on "here" in either the 'Providers' or 'Consumers' section. The form is available in pdf and Word format for downloading.
- Copy of the completed HSW Certification Form
- Copy of a face sheet or other documentation with diagnosis, place of residence, and Medicaid Beneficiary ID # identified
- Copies of any professional assessment information that supports the need for HSW services, including the person's functional abilities, needs and objectives developed through the person-centered planning process to be implemented using c-waiver services.
- The name and telephone number of a contact person for questions.

To assist you, we will put together a sample packet as an example of the type of information to send in. You can expect to receive that within a week.

Information may be faxed or mailed to:

Deb Ziegler
MDCH-Bureau of CMH Services
320 S Walnut Street
Lansing, MI 48913
FAX: 517/241-7283

Memo to PIHP HSW Coordinators

Page 2

October 2, 2003

Based upon our review, we will provide feedback to you within 45 days indicating our support or concerns about the proposed enrollment. While this DCH review is being processed, please assure that the individual waiting for enrollment received any needed services through a combination of state plan and alternative services.

We also need your help completing the HSW certificate allocations list so we can plan for how many requests we might expect. Please complete the columns, "Vacant Certificates on 10/1/03" and the "# of Current Requests to Enroll" and e-mail those numbers to zieglerd@michigan.gov.

Thank you for continued assistance and support as we work together to improve the Habilitation Supports Waiver. If you have any questions, please call me at 517/241-3044 or e-mail me.

2 Enclosures

c: Irene Kazieczko
Jill Kemp

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