

PROCEDURE # 13.1a	EFFECTIVE DATE	REVISED DATE
TITLE: HSW INITIAL APPLICATION AND ELIGIBILITY	5/19/22	8/1/25
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 13.1		
POLICY TITLE: HABILITATION SUPPORTS WAIVER ADMINISTRATION		
CHAPTER: SERVICE DELIVERY		

I. PURPOSE

To establish a process for initial application and eligibility of Habilitation Supports Waiver (HSW) beneficiaries.

II. PROCEDURES

A. Habilitation Supports Waiver (HSW) Application Process

1. The responsible Community Mental Health Service Program (CMHSP) completes the initial screening for HSW eligibility and sends the completed application packet to the Lakeshore Regional Entity (LRE) HSW Coordinator for review. The complete HSW packet shall include:
 - The HSW New Applicant Worksheet – completely filled out
 - The MDHHS HSW Eligibility Certification; completed by QIDP at the CMHSP and signed by the guardian.
 - The MDHHS HSW Level of Care (LOC) assessment of need (Performance on Areas of Major Life Activity Form).
 - A copy of the Person-Centered Plan (PCP) signed by the individual and/or guardian
 - A copy of each applicable and current supporting assessments – Individualized Education Program (IEP) (if age 26 or younger and in school. If not in school, this should be noted), bio-psychosocial assessment, psychiatric, psychological, behavioral, nursing, occupational therapy, physical therapy, speech and language, and nutritional, and any other assessments/documentation which may be beneficial for MDHHS review.
2. All documents shall be submitted to the HSW Coordinator in a secure format to assure security of Protected Health Information (PHI) (either by encrypted e-mail, fax, or US mail), with encrypted e-mail being the preferred method of submission).
3. The LRE HSW Coordinator shall review the HSW application packet prior to submission to confirm scoring and prioritization. If necessary, the HSW

Coordinator will collaborate with the responsible CMHSP to clarify the need for HSW services in the PCP and supporting documents/services. If there is continuing dispute on HSW eligibility, the level of care, or the screening priority rank the case shall be referred to the Prepaid Inpatient Health Plan (PIHP) designee for final determination of priority HSW slot submission.

4. Once the application packet is complete the HSW Coordinator shall add the beneficiary to the MDHHS HSW Waiver Support Application (WSA) and upload required documents to the WSA. Following WSA submission, MDHHS reviews the packet to determine eligibility.
 - a. If approved, MDHHS will “approve” the beneficiary in the WSA and will sign, date, and upload the MDHHS HSW Eligibility Certification form to the WSA.
 - i. The PIHP HSW Coordinator will notify the responsible CMHSP about the approval via email.
 - ii. The CMHSP is responsible for sending the signed certification letter at the time of certification and annually thereafter.
 - iii. Annually the CMHSP will complete re-certification in accordance with LRE’s HSW recertification procedure.
 - b. If denied, MDHHS will “deny” the beneficiary in the database and will sign, date, and upload the MDHHS HSW Eligibility Certification form to the WSA. The PIHP HSW Coordinator will notify the CMHSP about the denial via email.
 - c. If pended, MDHHS will “pend” the beneficiary’s application in the MDHHS HSW Waiver Support Application (WSA) and note in the “comments” section of the beneficiary’s WSA record what information/clarification MDHHS is seeking. The HSW Coordinator will routinely check the WSA and follow up with the responsible CMHSP HSW Coordinator regarding any required information or documents. The CMHSP Waiver Coordinator is responsible for obtaining and providing information required by MDHHS.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
9/2021	NEW Procedure	CEO or Designee
8/1/2025	Language Revisions; removed definitions	COO, Clinical Manager, HSW Coordinator