

ORGANIZATIONAL PROCEDURE

PROCEDURE # 13.1c	EFFECTIVE DATE	REVISED DATE
TITLE: HABILITATION SUPPORTS WAIVER DISENROLLEMENT AND TRANSFER PROCEDURE	5/19/2022	
ATTACHMENT TO	REVIEW DATES	
POLICY #: 13.1		
POLICY TITLE: HABILITATION SUPPORTS WAIVER ADMINISTRATION		
CHAPTER: SERVICE DELIVERY		

I. PURPOSE

To establish a process for disenrollment and transfer of Habilitation Supports Waiver (HSW) beneficiaries.

II. PROCEDURES

HSW Disenrollment

Disenrollment from the HSW Program shall occur when:

1. A beneficiary dies;
2. A beneficiary no longer meets eligibility criteria – Involuntary or Voluntary Disenrollment;
3. Moves out of state;
4. Rejects HSW services – Voluntary Disenrollment;
5. Becomes enrolled in another waiver – CWP, SED, MI Choice, i-SPA- as there cannot be concurrent enrollment with two waivers.

Each CMHSP must perform eligibility recertification on an annual basis. During this recertification process the CMHSP must determine whether or not the beneficiary meets HSW eligibility criteria. Once it has been determined that the beneficiary no longer meets HSW eligibility criteria then the CMHSP must clearly document such reason(s) and advance notice must be given to the beneficiary at least 12 days prior to the disenrollment date. The beneficiary has the right to appeal the disenrollment. If the beneficiary no longer wishes to receive HSW services this is a Voluntary Termination.

- a) The affiliate's assigned supports coordinator (SC) is responsible for notifying the PIHP HSW Coordinator of the desire for the voluntary termination as well as forwarding a copy of the current PCP and supporting assessments for review/approval. The PIHP HSW Coordinator will review documents for appropriateness of termination.
- b) If appropriate, the PIHP HSW Coordinator will notify the affiliate's assigned HSW Designee.
- c) The affiliate's assigned HSW Designee is responsible for obtaining the individual/guardian's signature reflect the "rejection" of the HSW services and

forwards the signed/completed form to supervisor, CMHSP's designated HSW database manager and HSW coordinator for processing.

- d) If the beneficiary dies, then all benefits stop. The CMHSP must ensure the completion of the MDHHS HSW Eligibility Certification Form that documents the reason for disenrollment as death. No advance notice is required.
- e) The CMHSP must also ensure to complete the disenrollment in the HSW WSA as outlined in the MDHHS HSW Training Manual that is available on the HSW WSA Portal.

HSW Case and Slot Transfer

1. Intra-regional Transfer
 - a. Both affiliate CMHSPs' HSW Designees are responsible for collaborating to ensure all parties are aware of the move and the needs of the individuals. Both affiliate CMHSPs' HSW Designees are responsible for contacting the PIHP HSW Coordinator with regards to the move to report when the move will take place and what services the beneficiary is utilizing as noted in the current PCP.
 - b. The assigned CMHSP is responsible for contacting the receiving CMHSP prior to any move made by the beneficiary in order to promote a smooth transition and prevent gaps in service. Both affiliate CMHSPs are to collaborate to facilitate a smooth transition and prevent gaps in service.
 - c. The PIHP HSW Coordinator is responsible for coordinating between each CMHSP and MDHHS with regards to confirmation from each CMHSP of the agreement to provide HSW services to the beneficiary. The PIHP HSW Coordinator is responsible for the entry of the change of enrollment from the releasing CMHSP to the receiving CMHSP within the HSW WSA Portal.
2. Inter-Prepaid Inpatient Health Plan (PIHP) Transfer
 - a. The CMHSP that will be providing services for an HSW enrollee from another PIHP must contact the HSW Coordinator to begin the HSW slot transfer. (The HSW Coordinator from the other PIHP should also be contacting the HSW Coordinator but there are times when this does not happen.)
 - b. The PIHP HSW Coordinator will then coordinate the HSW slot transfer only between each PIHP and MDHHS. COFR agreements are separate from the HSW slot transfer.
 - c. The HSW Coordinator will contact each PIHP to determine the official move date and will collaborate with the receiving CMHSP within the LRE PIHP.
 - d. The PIHP HSW Coordinator will confirm the acceptance of the HSW transfer with the CEOs of each PIHP/CEOs of the CMHSPs. The acceptance of voluntary transfer of the HSW slot will be provided to MDHHS via a letter from each PIHP.

- e. The accepting PIHP will then have final responsibility for the completion/maintenance of the HSW annual paperwork and maintenance of the HSW WSA Portal which will be delegated to the affiliate CMHSP.

III. APPLICABILITY AND RESPONSIBILITY

This procedure applies to LRE Staff, member CMHSPs, and the LRE Provider Network.

IV. MONITORING AND REVIEW

This procedure will be reviewed by the CEO or Designee on an annual basis.

V. DEFINITIONS

- CEO:** Chief Executive Officer
- COFR:** County of Financial Responsibility
- CWP:** Children’s Waiver Program
- HSW:** Habilitation Supports Waiver
- MI Choice:** Michigan’s MI Choice Waiver Program
- PCP:** Person Centered Plan
- PIHP:** Prepaid Inpatient Health Plan
- SED:** Severe Emotional Disturbance
- SC:** Supports Coordinator
- WSA:** Waiver Supports Application

VI. RELATED POLICIES AND PROCEDURES

- A. LRE Service Delivery Policies and Procedures

VII. REFERENCES/LEGAL AUTHORITY

- A. MDHHS Medicaid Specialty Supports and Services Contract
- B. Michigan Medicaid Provider Manual
- C. Michigan Mental Health Code MCL 330.1100 (20)

VIII. 42 CFR 435.1009

CHANGE LOG

Date of Change	Description of Change	Responsible Party
9.2021	New	HSW Coordinator