

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	8/1/25	
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

A. HSW Disenrollment Dis-enrollment from the HSW Program shall occur when:

- A beneficiary dies;
- A beneficiary no longer meets eligibility criteria – Involuntary or Voluntary Disenrollment;
- Moves out of state;
- Rejects HSW services – Voluntary Disenrollment;
- 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 CMHSP's assigned Supports Coordinator (SC) is responsible for notifying the CMHSP'S HSW Coordinator of the desire for a Voluntary Termination and must forward a copy of the current Person-Centered Plan (PCP) and all supporting assessments for review/approval.
- b) The CMHSP HSW Coordinator will review documents for appropriateness of termination.
  - (1) If supported, then the NABD will be sent. A copy of the NABD should be forwarded to the PIHP HSW Coordinator.

- (2) Prior to disenrollment the case should be reviewed for iSPA eligibility and entered into the WSA if appropriate.
- c. The CMHSP's HSW Designee is responsible for obtaining the individual/guardian's signature reflecting the "rejection" of the HSW services and forwards the signed/completed form to their supervisor, the CMHSP's designated HSW database manager, and the LRE HSW Coordinator for processing.
- d. When a beneficiary dies, 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 PIHP must to complete the disenrollment in the HSW WSA as outlined in the MDHHS HSW Training Manual that is available on the HSW WSA Portal.
- f. For disenrollment due to entering nursing facility, an OBRA assessment must be completed, and a copy of the OBRA assessment must be provided to MDHHS prior to disenrollment.

#### B. 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.

**CHANGE LOG**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
9.2021	New	HSW Coordinator
8/1/25	Language updates; removed definitions and related documents	COO, Clinical Manager, HSW Coordinator