

PROCEDURE TITLE: HABILITATION SUPPORTS WAIVER INITIAL APPLICATION AND ELIGIBILITY					
Topic Area: Service Delivery Related Policy: 13.1 HSW Applies to: LRE Staff, Member CMHSPs, LRE Provider Network Review Cycle: Annually Developed and Maintained by: LRE CEO or Designee Supersedes: N/A		REVIEW DATES			
	ISSUED BY: Chief Executive Officer APPROVED BY:				
	Effective Date: 5/19/22	Revised Date: May 19, 2022			

I. PURPOSE

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

II. PROCEDURES

Habilitation Supports Waiver (HSW) Application Process

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; recommendation section may be filled out and signed by the CMHSPs designee or deferred to the LRE HSW Coordinator.
- The MDHHS HSW Eligibility Certification;
- 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 – 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.

All documents shall be submitted to the HSW Coordinator in a secure format to assure protection of PHI (either by encrypted e-mail, fax, or US mail), with encrypted e-mail being the preferred method of submission).

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 PIHP designee for final determination of priority HSW slot submission.

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.

- 1) 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.
 - a. The PIHP HSW Coordinator will notify the responsible CMHSP about the approval via email.
 - b. Annually the CMHSP will complete re-certification in accordance with LRE’s HSW recertification procedure.
- 2) 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.
- 3) 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 to obtain and provide information required by MDHHS.

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 LRE CEO or Designee on an annual basis.

V. DEFINITIONS

HSW: Habilitation Supports Waiver

IEP: Individualized Education Program

LOC: Level of Care

PCP: Person Centered Plan

PHI: Protected Health Information

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

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
9.2021	New	CEO or Designee