

MEDICAID POLICY INFORMATION SHEET

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Initial

Public Comment

Final

Brief description of policy:

This policy initiates the following changes to Home Help authorizations and payments: a) moving from a monthly to a bi-weekly authorization and payment schedule; b) basing payments on recorded time instead of recorded tasks; c) allowing the Home Help client greater flexibility to choose how often they receive help with authorized tasks, how much time the provider spends on an authorized task and how to divide authorized time between the weeks in a two-week cycle; and d) recalculating the maximum amount of time an MDHHS adult services worker can authorize for Home Help services and the maximum amount of time that can be authorized for Instrumental Activities of Daily Living (IADLs) to fit a two-week cycle.

Reason for policy (problem being addressed):

The policy addresses a repeat audit finding, mitigates longstanding challenges with a one-month authorization and pay cycle, helps better meet the client's day-to-day care needs, and prepares Home Help providers for the shift to recording time worked in the Electronic Visit Verification (EVV) system.

Budget implication:

budget neutral

will cost MDHHS \$ _____, and (select one) budgeted in current appropriation

will save MDHHS \$ _____

Is this policy change mandated per federal requirements?

No.

Does policy have operational implications on other parts of MDHHS?

Yes, Atypical Provider Support will need to develop and facilitate provider trainings on the proposed changes and manage increased email and call volume. Adult Services staff will need to participate in training and acclimate to changes in Home Help procedures. Local MDHHS offices anticipate increased lobby traffic and increased use of publicly-available computers for EVV. The front office staff will need to be equipped with information to share with Home Help clients and providers. Adult services workers may need to allocate some of the time they would typically spend in the community to work in the office to assist and answer questions. The change in payroll frequency will impact the Accounts Payable Section. Finally, the Office of Inspector General and MDHHS auditors will need to acclimate to changes in Home Help policy and may need to revise some of their procedures to accommodate those changes.

Does policy have operational implications on other departments?

Yes, this policy will increase the number of checks the Department of Technology, Management and Budget Printing and Mailing Services will need to process.

Summary of input:

controversial (Explain)

acceptable to most/all groups

limited public interest/comment

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Supporting Documentation:

State Plan Amendment Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Public Notice Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide status: <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Denied	If yes,
Date: Approval Date:	Submission Date:

DRAFT FOR PUBLIC COMMENT Michigan Department of Health and Human Services		
	Project Number: 2355-HH	Date: January 30, 2024

Comments Due: March 5, 2024
Proposed Effective Date: July 1, 2024
Direct Comments To: Lori Brown
E-Mail Address: Brownl35@michigan.gov
Phone: 517-241-1852 **Fax:**

<p>Policy Subject: Changes to Home Help Authorizations and Payments</p> <p>Affected Programs: Medicaid, Healthy Michigan Plan</p> <p>Distribution: Home Help Providers</p> <p>Summary: This policy initiates the following changes to Home Help authorizations and payments: a) moving from a monthly to a bi-weekly authorization and payment schedule; b) basing payments on recorded time instead of recorded tasks; c) allowing the Home Help client greater flexibility to choose how often they receive help with authorized tasks, how much time the provider spends on an authorized task and how to divide authorized time between the weeks in a two-week cycle; and d) recalculating the maximum amount of time an MDHHS adult services worker can authorize for Home Help services and the maximum amount of time that can be authorized for Instrumental Activities of Daily Living (IADLs) to fit a two-week cycle.</p> <p>Purpose: The policy addresses a repeat audit finding, mitigates longstanding challenges with a one-month authorization and pay cycle, helps better meet the client's day-to-day care needs, and prepares Home Help providers for the shift to recording time worked in the Electronic Visit Verification (EVV) system.</p> <p>Cost Implications: Budget neutral</p> <p>Potential Hearings & Appeal Issues: None anticipated</p>

State Plan Amendment Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, date submitted:	Public Notice Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Submitted date:
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Tribal Notification: Yes No - Date:

THIS SECTION COMPLETED BY RECEIVER

<input type="checkbox"/> Approved	<input type="checkbox"/> No Comments
<input type="checkbox"/> Disapproved	<input type="checkbox"/> See Comments Below
	<input type="checkbox"/> See Comments in Text

Signature:	Phone Number
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Signature Printed:

Bureau/Administration <i>(please print)</i>	Date
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Proposed Policy Draft

Michigan Department of Health and Human Services
Behavioral & Physical Health and Aging Services Administration

Distribution: Home Help Providers

Issued: June 1, 2024 (Proposed)

Subject: Changes to Home Help Authorizations and Payments

Effective: July 1, 2024 (Proposed)

Programs Affected: Medicaid, Healthy Michigan Plan

The purpose of this policy is to modify the way the Michigan Department of Health and Human Services (MDHHS) authorizes and pays for Home Help services. The changes outlined in this bulletin will go into effect on July 1, 2024. Home Help clients and Home Help providers will receive a copy of the new client Functional Assessment Summary and provider Time and Task before the effective date of this policy. These documents will reflect the changes to Home Help policy outlined below.

Bi-Weekly Schedule

The client's Functional Assessment Summary and the provider's Time and Task will be based on a two-week (14-day) cycle. Each two-week cycle will begin on a Sunday at 12:00 a.m. and end on a Saturday at 11:59 p.m. The Home Help Payment Schedule (DHS-1356) will be changed to include the start and end dates of each two-week cycle.

Option of Bi-Weekly Payments

Home Help individual caregivers and Home Help agency providers may choose to bill and be paid every two weeks. Home Help agency caregivers will continue to be paid according to their employing Home Help agency provider's payroll schedule.

Home Help Payments Based on Recorded and Authorized Time

Home Help payments will be based on time authorized by the Home Help client and recorded by the Home Help provider. For each day of services, the Home Help provider must record the time they began providing services and the time they stopped providing services.

Flexible Time and Task

The Home Help client or their guardian can choose:

- How often the Home Help client receives help with a task on the Home Help provider's Time and Task.
- How much time the Home Help provider spends on a task.
- How to divide the total time on the client's Functional Assessment Summary between the weeks in each two-week cycle.
 - **NOTE:** During a two-week cycle with a pay rate change or a Federal Insurance Contributions Act (FICA) tax change, hours will be assigned for the days before the change and the days after the change. This will impact the Home Help client's ability to flex their hours over the two-week cycle.

This new flexibility supports Home Help client choice while ensuring their care needs are met. Additional flexibilities include the following:

- Home Help policy currently prohibits payment for services provided while the Home Help client is an inpatient or resident of a(n) hospital, nursing facility, institution for mental diseases, Adult Foster Care, Home for the Aged, or correctional institution. Effective with this policy, any authorized time the Home Help client is unable to use during a facility stay can be used in the remainder of the two-week cycle.
- Once a Home Help client with a Medicaid spenddown meets their deductible, they will be able to use all authorized hours for the two-week cycle.

Time can only be used on tasks listed on the Time and Task. A Home Help provider will not be eligible for payment for any logged time that exceeds the time listed on their Time and Task.

The Home Help client can only use the time allocated for a two-week cycle within that two-week cycle. Unused hours from one two-week cycle cannot be used in a future two-week cycle. Hours cannot be borrowed from a future two-week cycle.

Changes to Home Help Service Limits

The reduction in the pay cycle from one month to two weeks will have the following impacts:

- The maximum number of hours an MDHHS adult services worker (ASW) can authorize for Home Help services will change from 179.9 hours per month to 83 hours and 59 minutes per two-week cycle.
- The maximum number of hours MDHHS can authorize for instrumental activities of daily living (IADLs) will change as follows:

IADL	Current IADL Maximums per Month	IADL Maximums per Two-Week Cycle Effective July 1, 2024
Laundry	7 hours	3 hours 15 minutes
Light housework	6 hours	2 hours 45 minutes
Meal preparation	25 hours	11 hours 30 minutes
Shopping	5 hours	2 hours 18 minutes

These changes are due only to the change from a one-month to a two-week cycle. They do not result in a reduction in the maximum amounts of Home Help services that may be authorized.

Changes to Home Help Service Verifications

MDHHS plans for the changes in this bulletin to roll out with Electronic Visit Verification (EVV) for Home Help providers. MDHHS anticipates that Home Help providers will no longer use the Electronic Service Verification, Paper Service Verification and the MSA-1904 Home Help Agency Invoice to verify Home Help services provided. Instead, they will record services in EVV. More information will be provided in future bulletins. For information about EVV, go to www.michigan.gov/evv.