

# POLICIES AND PROCEDURE MANUAL

Chapter:	Finance		
Title:	Habilitation Supports Waivers Program – Finance Procedure		
Policy: □	Review Cycle: Biennial	Adopted Date: 04.18.2014	Related Policies:
Procedure: ⊠ Page: 1 of 2	Author: Chief Financial Officer	<b>Review Date:</b> 05.09.2023	Financial Management COFR Policy

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#### **Purpose**

To maximize the use of Habilitation Supports Waiver (HSW) slots and assure HSW slots are used for those most in need, under the Michigan Department of Health and Human Services Contract for 1115 Behavioral Health Demonstration Waiver Program, the Health Michigan Plan and relevant approved Waivers (Children's Waiver Program (CWP), Habilitation Supports Waiver (HSW), Serious Emotional Disturbance (SED))

- A. To define procedures for assuring that the HSW program is in full financial compliance with all applicable federal and state standards.
- B. Define procedures for allocation of HSW slots and funding within MSHN.

#### **Procedures**

- A. Monthly review of payment advice data:
  - 1. Each Community Mental Health Service Provider (CMHSP) will be responsible for reconciling payments received from the MSHN for HSW consumers. Discrepancies will be reported to the MSHN HSW Coordinator within 30 days of receipt of payment to ensure subsequent payments are processed correctly.
  - 2. If reasons for discrepancies are to be determined at the state level, the MSHN Habilitations Supports Waiver Coordinator will follow up with the state for resolution and will relay information back to the CMHSP CFO through the MSHN CFO.

B. Process for transferring Habilitation Supports Waiver slots between CMHSPs:

- 1. Any HSW slot, designated to a consumer of a CMHSP that becomes available will become designated to the HSW eligible consumer in accordance with the process outlined in the clinical Habilitation Supports Waiver procedure. Vacant slots are assigned by the PIHP with input from the CMHSP prioritized based on consumer of highest need.
- 2. COFR please refer to MSHN's COFR Policy
- 3. The CMHSP that has an HSW slot transferred to a consumer of another CMHSP, or that enters into a COFR agreement for a HSW consumer with another CMHSP, will permanently lose claim to the revenue associated with this particular slot.
- 4. Reconciliation of HSW Slots and Revenue:
  - a. Each CMHSP will reconcile their HSW payments throughout the fiscal year and report to the MSHN CFO the Medicaid ID and the months that remain unpaid, and those that should be recouped by the Michigan Department of Health and Human Services (MDHHS).
  - b. The MSHN CFO will then gather the aggregate list and put these on the Year End Medicaid Accrual Form for the region.

#### **Applies to:**

☑ All Mid-State Health Network Staff	
Selected MSHN Staff, as follows:	
☑ MSHN CMHSP Participants: ☐ Policy Only	
Other: Sub-contract Providers	

#### **Definitions:**

HSW: Habilitation Support Waiver (Hab Support)

MDHHS: Michigan Department of Health and Human Services

MSHN: Prepaid Inpatient Health Plan

CMHSP: Community Mental Health Service Program

COFR: County of Financial Responsibility

CMS: Center for Medicare and Medicaid Services

## **Other Related Materials**

N/A

#### Monitoring and Review Completed by:

The MSHN CFO and the MSHN designated Habilitation Supports Coordinator ensure compliance with this procedure across the region. This procedure is reviewed annually by the MSHN CFO. External review will include MDHHS and CMS site visits and annual financial audits.

### **References/Legal Authority:**

Section IV-A, of the Clinical Habilitation Supports Waiver policy

## **Change Log:**

<b>Date of Change</b>	<b>Description of Change</b>	Responsible Party
04.2015	New Procedure	Chief Financial Officer
01.2017	Updated	Chief Financial Officer
03.20.2017	Annual Review	Chief Financial Officer
03.2018	Annual Review	Chief Financial Officer
03.2019	Annual Review	Chief Financial Officer
01.2021	Biennial Review	Chief Financial Officer
01.2023	Procedure Update	Chief Financial Officer