

Provider Toolbox

Visit our website at www.nemcsa.org to learn more about our agency and programs. The following links are provided to assist with quick access to forms, documents, policies, and resources related to the MI Choice Waiver Program.

CONTRACT DOCUMENTS:

[Application Packet](#) – for anyone wishing to be a MI Choice Waiver provider

[A-19 False Claims Act Policy for Providers](#) – policy and attestation statement for provider owner or manager to sign

[Business Associate Agreement FY 2023-2025](#) – part of the MI Choice Waiver contract

[Contract Requirement Listing](#) – list of required provider contract items and documents

[Contract Supplement – Minimum Standards and Definitions](#)

[Direct Deposit Form](#) – optional for providers

[FY 2023 HCPCS/CPT List](#)

[FY 2023 Maximum Rates](#)

[FY 2023-2025 POS Subcontract](#)

[Vendor View and Vendor Billing Enrollment](#)

FORMS:

[Anonymous Reporting of Information](#) – to share feedback or report concerns and complaints anonymously. This is not monitored by the MI Choice Waiver compliance officer.

[Employee Attestation for False Claims Act Policy](#) – sample attestation for provider's employees to sign; refer to A-19 False Claims Act Policy for Providers.

[Grievance Form](#) – for participants or providers to report a grievance to Region 9 AAA.

[In-Home Journal Participant](#) – example

[In-Home Journal Residential Services](#) – example

[Overpayment Reporting Form](#) – to report overpayments to the Region 9 AAA.

[Provider Feedback Report](#) – used whenever a contracted provider identifies a problem.



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To Open Links:

1. Place your mouse over the underlined word(s).
2. Hold down the Ctrl button
3. Left click your mouse

[Provider Incident Report](#) – used when a problem is identified with a provider

[Waiver Billing](#) – paper bill in excel format

POLICIES:

[ACLS Operating Standard Assistive Devices and Technologies B-9](#)

[ACLS Operating Standard Medication Management B-7](#)

[ACLS Operating Standard Respite Care B-10](#)

[Appeals Policy for Providers](#) – covers appeal rights and process for network providers.

[Provider Compliance and Disenrollment Policy](#) – covers provider monitoring visit process, overpayment and recoupment process, termination of provider contract for cause, and referrals to the Michigan Office of Inspector General (OIG).

[Medicaid Provider Manual](#) – MDHHS manual contains coverage, operating standards, billing and reimbursement policies for Medicaid programs. The 89-page MI Choice Waiver section begins on page 1290 of the online document.

[Training Requirements for MI Choice Providers](#) – new hire, annual, and bi-annual training requirements for MI Choice Waiver provider employees.

RESOURCES:

[Administrative Procedures Act of 1969](#) – Chapters 4 & 6 apply to network providers if appealing actions by the Officer of Inspector General (OIG)

[Doing Business with Us](#) – link to MI Choice Waiver information, requests for proposal documents, notice of availability of funds, pre-bidder's conference, and policies/procedures

[Critical Incidents PowerPoint](#) – state resource that covers critical incidents.

[Invoice Requirements](#) – requirements for submitting bills

[Legislature serving Region 9](#)

[MDHHS – MI Choice Waiver Program](#) – MDHHS resource page

[MDHHS LARA Joint Guidance](#) – requirements specific to AFC/HFA

[MDHHS Minimum Operating Standards – Attachment H](#) – for FY 2022

[NEMCSA – MI Choice Waiver Program](#) – NEMCSA overview of program

[Public Act 28 of 2021](#) – covers criminal background requirements for working with AAA

MANDATORY EMPLOYEE / VOLUNTEER SCREENING:

[Internet Criminal History Access Tool \(ICHAT\)](#) - background checks

[List of Excluded Individuals/Entities \(LEIE\) or OIG Exclusions Database](#)

[Michigan Department of Licensing and Regulatory Affairs \(LARA\)](#) – professional license verification

[Michigan Public Sex Offender Registry](#)

[Monthly Exclusionary Reports](#) – to access LEIE downloadable database reports to compare against.

[National Sex Offender Registry](#)

[System of Award Management \(SAM\)](#) - to identify exclusions or suspensions and debarments.

REGION 9 AAA CONTACT INFORMATION:

[Office Staff Listing](#)

Please report broken links to:
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