

Provider Toolbox

Revised 9/25/2024

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

[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 provider contract requirements

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

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

[FY 2024 HCPCS/CPT List](#) – MI Choice Service Codes

[FY 2025 Maximum Rates](#)

[FY 2023-2025 POS Subcontract](#)

[FY 2025 Subcontract Addendum A&B](#)

[Vendor View and Vendor Billing Enrollment Form](#)

FORMS/FLYERS:

[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 False Claims Act Policy for Providers.

[EVV Provider Onboarding Form](#) – HHAeXchange onboarding form for EVV providers.

[Fraud Flyer](#) – disperse or display in an area where employees can see it.

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

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



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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

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

[Live In Caregiver Attestation](#) – form live-in caregivers complete to request exemption from using Electronic Visit Verification (EVV).

[Medicaid Fraud and Abuse Online Complaint Form](#) – link to report fraud and abuse to MDHHS. If questions/concerns, call toll free, 1-855-MI-FRAUD.

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

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

[Summary of Resident's Rights: Discharge and Complaints](#) – supplemental document to resident care agreements for AFCs and HFAs. This was created by MDHHS and LARA to fulfill the state and federal HCBS Final Rule requirement regarding discharge and complaint processes.

[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.

[Electronic Visit Verification Policy Draft](#) – policy draft

[False Claims Act Policy for Providers](#) – covers the requirements of the Deficit Reduction Act of 2005 which contains provisions to combat fraud and abuse in government health care programs.

[Medicaid Provider Manual](#) – MDHHS manual contains coverage, operating standards, billing and reimbursement policies for Medicaid programs. The 95-page MI Choice Waiver section begins on page 1317 of the online document.

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

[Provider Enrollment and Qualifications Policy](#) - Outlines provider enrollment process from expressed interest to signing of the contract.

[Provider Qualifications Policy](#) - Outlines procedural requirements for hiring, criminal backgrounds checks, and minimum staff qualifications based on service type.

[Provider Requirements Policy](#) – Outlines operating standards and compliance requirements set forth by the MDHHS, ACLS Bureau, NEMCSA – Region 9 AAA, and other federal or state laws as applicable. Also covers billing procedures for providers.

[Provider Support, Training, and Supervision Policy](#) - Outlines procedural requirements for the support, training, and supervision of service providers.

[Service Need Levels](#) – how participants are classified to ensure participant’s needs are met in the event of an emergency.

[Training Requirements for NEMCSA-Region 9 AAA Providers](#) – new hire, annual, and bi-annual training requirements for 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

[CHAMPS Provider Enrollment Instructions](#) – how to instructions for new providers required to use EVV. Applicable to all CLS, Respite, and Fiscal Intermediary providers.

[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

[MI Login and CHAMPS Registration Instructions](#) – how to instructions for new providers

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

[MI Public Act 28 of 2021](#) – covers AAA criminal background check requirements.

[Screening & Testing for Tuberculosis \(TB\)](#) – link to MDHHS website, includes TB forms

[Trualta](#) – training platform for providers, caregivers, and families; free complimentary service provided by Region 9 AAA. Contact Brooke Mainville at (989) 358-4616 or mainvilleb@nemcsa.org for additional information.

SAMPLE RESOURCES:

[Have a Complaint or Grievance Flyer](#) – residential setting providers can meet the final setting ruling

[Health, Safety, and Welfare Policy Sample](#) – sample policy covering the identification, investigation, and resolution of incidents jeopardizing a program participant's health, safety, and welfare.

[In-Home Supervisory Visit](#) – sample supervisory visit form.

[Rights and Responsibilities Policy Sample](#) – Sample policy covering expectations of program participants and agency providers.

MANDATORY EMPLOYEE / VOLUNTEER SCREENING:

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

[List of Excluded Individuals/Entities \(LEIE\) or OIG Exclusions Database](#) – to identify individuals/entities excluded from participating in federally funded health care programs.

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

[Michigan Public Sex Offender Registry](#) – to identify convicted sex offenders on a state level.

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

[National Sex Offender Registry](#) – to identify convicted sex offenders on a national level.

[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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