

**STATE OF MICHIGAN  
MICHIGAN ADMINISTRATIVE HEARING SYSTEM  
FOR THE DEPARTMENT OF COMMUNITY HEALTH**

P.O. Box 30763, Lansing, MI 48909  
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IN THE MATTER OF:

██████████,

Appellant.

Docket No. 2011-33987 HHS

Case No. ██████████

**DECISION AND ORDER**

This matter is before the undersigned Administrative Law Judge (ALJ) pursuant to MCL 400.9 and 42 CFR 431.200 *et seq.*, upon the Appellant's request for a hearing.

After due notice, a hearing was held on ██████████. Appellant appeared on her own behalf. ██████████ represented the Department of Community Health. ██████████, Adult Services Worker (ASW) from the ██████████ DHS Office, appeared as a witness for the Department.

**ISSUE**

Did the Department properly deny the Appellant's Home Help Services (HHS) application?

**FINDINGS OF FACT**

The Administrative Law Judge, based upon the competent, material and substantial evidence on the whole record, finds as material fact:

1. Appellant is a ██████ year-old Medicaid beneficiary.
2. In ██████████, Appellant applied for HHS. (Testimony of ASW ██████████ Exhibit 1, page 8).
3. On ██████████, ASW ██████████ printed out a DHS 54-A Medical Needs Form for Appellant's physician to fill out. The paperwork was to be returned by ██████████. (Exhibit 1, pages 5-7; Testimony of ASW Fox).
4. Appellant failed to return a completed DHS 54-A form by ██████████. (Testimony of Appellant; Testimony of ASW ██████████).

5. On ██████████, the Department issued an Adequate Negative Action Notice denying HHS due to the failure to return the required paperwork. (Exhibit 1, pages 5-7).
6. On ██████████, the Department received Appellant's Request for Hearing. (Exhibit 1, page 4).

## **CONCLUSIONS OF LAW**

The Medical Assistance Program is established pursuant to Title XIX of the Social Security Act and is implemented by Title 42 of the Code of Federal Regulations (CFR). It is administered in accordance with state statute, the Administrative Code, and the State Plan under Title XIX of the Social Security Act Medical Assistance Program.

Home Help Services (HHS) are provided to enable functionally limited individuals to live independently and receive care in the least restrictive, preferred settings. These activities must be certified by a physician and may be provided by individuals or by private or public agencies.

Both Adult Services Manual 362 (12-1-07) (hereinafter "ASM 362") and Adult Services Manual 363 (9-1-08) (hereinafter "ASM 363") address the need for a Medical Needs Form certifying a medical need for the specified personal services prior to authorizing HHS:

### **Home Help Services (HHS)**

Payment related independent living services are available if the client meets HHS eligibility requirements. Clients who may have a need for HHS should be assisted in applying for Medicaid (MA). Refer the client to an eligibility specialist. Cases pending MA determination may be opened to program 9 (ILS). HHS eligibility requirements include all of the following:

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- Medical Needs (DHS-54-A) form signed and dated by a medical professional certifying a medical need for personal care services. The medical professional must be an enrolled Medicaid provider and hold one of the following professional licenses:
  - Physician.
  - Nurse practitioner.

- Occupational therapist.
- Physical therapist.

(ASM 362, page 2 of 5)

### **Necessity For Service**

The adult service worker is responsible for determining the necessity and level of need for HHS based on:

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- Verification of the client's medical need by a Medicaid enrolled medical professional. The client is responsible for obtaining the medical certification of need. The Medicaid provider identification number must be entered on the form by the medical provider. The Medical Needs form must be signed and dated by one of the following medical professionals:
  - Physician.
  - Nurse practitioner.
  - Occupational therapist.
  - Physical therapist.

**Exception:** DCH will accept a DHS-54A completed by a VA physician or the VA medical form in lieu of the medical needs form.

The medical professional certifies that the client's need for service is related to an existing medical condition. The medical professional does not prescribe or authorize personal care services.

If the medical needs form has not been returned, the adult services worker should follow-up with the client and/or medical professional.

If the case is closed and reopened within 90 days with no changes in the client's condition, a new DHS-54A is not necessary.

Do **not** authorize HHS prior to the date of the medical professional signature on the DHS-54A.

(ASM 363, page 9 of 24)

As described above, ASM 362 and ASM 363 expressly provide the ASW must have verification of medical need from a medical professional in order to authorize HHS. In this case, it is undisputed that no medical needs form was ever timely returned.<sup>1</sup> Appellant instead argues that circumstances beyond her control, such as her daughter's illness and her inability to travel back to Michigan for a period of time, prevented her from timely returning the medical needs form.

Nevertheless, the above policies are clear in this case and the Department properly denied the HHS application based on the information available at that time of the decision as no medical provider had certified that the Appellant had a medical need for personal assistance services. As indicated at the hearing, Appellant can reapply for HHS. However, the previous denial is affirmed based on the information available to the Department at the time of the decision.

### **DECISION AND ORDER**

The Administrative Law Judge, based on the above findings of fact and conclusions of law, finds the Department properly denied Appellant's application for HHS.

**IT IS THEREFORE ORDERED** that:

The Department's decision is **AFFIRMED**.

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Steven Kibit  
Administrative Law Judge  
for Olga Dazzo, Director  
Michigan Department of Community Health

cc: ██████████  
██████████  
██████████

Date Mailed: 7/15/2011

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<sup>1</sup> ASW ██████ did testify that Appellant eventually returned a medical needs form, but that the medical provider failed to certify that Appellant had a medical need for personal assistance services and Appellant would have been denied HHS regardless. (Testimony of ASW ██████). The completed form is not part of the record and was not used by the Department in denying Appellant's application. Therefore, it will not be considered here.

**Docket No. 2011-33987 HHS**  
**Decision and Order**

**\*\*\* NOTICE \*\*\***

The Michigan Administrative Hearing System may order a rehearing on either its own motion or at the request of a party within 30 days of the mailing date of this Decision and Order. The Michigan Administrative Hearing System will not order a rehearing on the Department's motion where the final decision or rehearing cannot be implemented within 90 days of the filing of the original request. The Appellant may appeal the Decision and Order to Circuit Court within 30 days of the receipt of the Decision and Order or, if a timely request for rehearing was made, within 30 days of the receipt of the rehearing decision.