

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

**IN THE MATTER OF:**

██████████

**Docket No.** 2012-58608 HHS  
**Case No.** ██████████  
**Hearing Date:** ██████████

**ADMINISTRATIVE LAW JUDGE: Jennifer Isiogu**

**HEARING DECISION**

This matter is before the undersigned Administrative Law Judge pursuant to MCL 400.9 and MCL 400.37 following Appellant's request for a hearing. After due notice a telephone hearing was held on the above referenced date. The Appellant appeared and testified. ██████████ from ██████████ (agency) was present on behalf of the Appellant. Participants on behalf of the Department of Community Health (Department) included ██████████, Appeals and Review Officer and ██████████, Adult Services Supervisor.

**ISSUE**

Did the Department properly deny the Appellants' application for Home Help Services?

**FINDINGS OF FACT**

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

1. The Appellant is an applicant of Home Help Services (HHS).
2. On ██████████, the Appellant's Adult Services Worker received the Appellant's application for HHS.
3. On ██████████, the Department sent the Appellant notice that the Appellant's application for HHS was denied because the Appellant had submitted a DHS 54A (medical needs form) that appeared to be altered and was therefore unacceptable.

4. On [REDACTED] the Appellant submitted a new DHS 54A (medical needs form) which was accepted and her HHS case was opened effective May 1, 2012.
5. On [REDACTED], the Michigan Administrative Hearing System received the Appellant's Request for Hearing.

### **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 Social Welfare Act, 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.

The Department of Community Health HHS Medicaid policy is found in the Department of Human Services Adult Services Manual (ASM) at ASM 100- 170. ASM 110, pp. 1-2 provides that HHS policy for the HHS referral intake and registration. ASM 110 provides in pertinent part:

### **REFERRAL INTAKE**

A referral may be received by phone, mail or in person and must be entered on ASCAP upon receipt. The referral source does not have to be the individual in need of the services.

### **Registration and Case Disposition**

<b>Action</b>	Complete a thorough clearance of the individual in the ASCAP client search and Bridges search. Complete the <b>Basic Client</b> and <b>Referral Details</b> tabs of the <b>Client</b> module in <b>ASCAP</b> . Supervisor or designee assigns case to the adult services specialist in the <b>Disposition</b> module of <b>ASCAP</b> .
Documentation	Print introduction letter, the DHS-390, Adult Services Application and the DHS-54A, Medical Needs form and mail to the client. The introduction letter allows the client 21 calendars days to return the documentation to the local office.

**Note:** The introduction letter does **not** serve as adequate notification if home help services are denied. The specialist must send the client a DHS-1212A, Adequate Negative Action Notice; see ASM 150, Notification of Eligibility Determination.

Standard of Promptness (SOP)

The adult services specialist must determine eligibility within the 45 day standard of promptness which begins from the time the referral is received and entered on ASCAP. The referral date entered on ASCAP must be the date the referral was received into the local office. The computer system calculates the 45 days beginning the day after the referral date and counting 45 calendar days. If the due date falls on a weekend or holiday, the due date is the next business day.

When a signed DHS-390 serves as the initial request for services, the referral date must be the date the application was received in the local office.

**Note:** A medical need form does not serve as an application for services. If the local office receives the DHS-54A, a referral must be entered on ASCAP for the date the form was received in the local office and an application sent to the individual requesting services.

After receiving the assigned case, the adult services specialist gathers information through an assessment, contacts, etc. to make a determination to open, deny or withdraw the referral; see ASM 115, Adult Services Requirements.

ASM 110, pp. 1-2.

ASM 105, pp. 1-3 provides that HHS policy for the HHS eligibility. ASM 105 provides in pertinent part:

**GENERAL**

Home help services are available if the client meets all eligibility requirements. An independent living services case may be opened to supportive services to assist the client in applying for Medicaid. Home help services payments cannot be authorized prior to establishing Medicaid eligibility and a face-to-face assessment completed with the client. Once MA eligibility has been established, the case service methodology **must** be changed to case management.

- Requirements** Home help eligibility requirements include **all** of the following:
- Medicaid eligibility.
  - Certification of medical need.
  - Need for service, based on a complete comprehensive assessment (DHS-324) indicating a functional limitation of level 3 or greater for activities of daily living (ADL).
  - Appropriate Level of Care (LOC) status.

**Medicaid/Medical Aid (MA)** The client may be eligible for MA under one of the following:

- All requirements for Medicaid have been met.
- MA deductible obligation has been met.

The client must have a scope of coverage of either:

- 1F or 2F.
- 1D or 1K (Freedom to Work).
- 1T (Healthy Kids Expansion).

Clients with a scope of coverage 20, 2C or 2B are **not** eligible for Medicaid until they have met their MA deductible obligation.

**Note:** A change in the scope of coverage in Bridges will generate a system tickler in ASCAP for active services cases.

**Medicaid Personal Care Option**

Clients in need of home help personal care service may become **eligible** for MA under the Medicaid personal care option.

Discuss this option with the client and coordinate implementation with the eligibility specialist.

Conditions of eligibility:

- The client meets all Medicaid eligibility factors except income.
- An independent living services case is open.
- The client is eligible for home help services.
- The cost of personal care services is **more** than the MA excess income amount.

If **all** the above conditions have been satisfied, the client has met MA deductible requirements. The adult services specialist can apply the personal care option in ASCAP. The deductible amount is

entered on the **MA History** tab of the Bridges **Eligibility** module in ASCAP.

Use the DHS-1210, Services Approval Notice to notify the client of home help services approval when MA eligibility is met through this option. The notice must inform the client that the home help payment will be affected by the deductible amount, and that the client is responsible for paying the provider the MA deductible amount each month.

Do **not** close a case eligible for MA based on this policy option if the client does not pay the provider. It has already been ensured that MA funds will not be used to pay the client's deductible liability. The payment for these expenses is the responsibility of the client.

Changes in the client's deductible amount will generate a system tickler from Bridges.

MA eligibility under this option **cannot** continue if the cost of personal care becomes **equal to or less than** the MA excess income amount.

**Note:** See Bridges Eligibility Manual (BEM) 545, Exhibit II, regarding the Medicaid Personal Care Option.

**Medical Need  
Certification**

Medical needs are certified utilizing the DHS-54A, Medical Needs form and must be completed by a Medicaid enrolled medical professional. A completed DHS-54A or veterans administration medical form are acceptable for individual treated by a VA physician; see ASM 115, Adult Services Requirements.

ASM 105, pp. 1-2.

On ██████████, the Appellant's Adult Services Worker denied the Appellant's HHS application because the Appellant's application did not meet ASM 105 HHS eligibility criteria. Specifically, the Appellant's application was denied because the Appellant failed to submit a DHS 54-A that certified a need for medical services. The form appeared to have been altered in that it contained different colors of ink and while virtually all boxes completed were completely colored in, the box certifying a need for medical services had a check in it. The check mark was deemed inconsistent by the

Department's worker. As a result of determining the DHS 54-A was not reliable, the DHS worker sent the negative action notice informing the Appellant her application was denied. She also sent a new DHS 54-A, which was completed and submitted. The case was ultimately opened after the Appellant requested this hearing. The only action at issue in this hearing is the denial of the ██████████ application. The Appellant had submitted her HHS application ██████████ and no action was taken until ██████████. This is outside the standard of promptness for disposition of services cases. However, the Department was within its right to find the DHS 54-A unacceptable, thus deny the case, even if it did not do so timely.

The Appellant testified she had been told by the previous worker her case would be opened effective in ██████████. She denied having altered the DHS 54-A and said she does not know what happened to it after she turned it in. She brought a copy of the form she said she turned in to hearing. The Department supervisor said it was identical to the one on file, with the addition of a checked box. The Appellant did not bring any services approval notice or submit it into the record.

The Department was within its rights to deny the services application due to a reasonable belief the DHS 54-A had been altered. The fact it did not make timely determination of the case, however, does not entitle the Appellant to a remedy. She has no evidence to corroborate her claim here that her case had been approved by the previous worker. If she had been approved, she would have been sent a services approval notice she could have submitted into the evidentiary record. While the Adult Services Manual does require the Department to make disposition of the application within 45 days, it does not offer or set forth any remedy for applicants who do not get their disposition, nor are any penalties against the Department set forth in the manual. This ALJ is without authority to fashion an equitable remedy for the untimely disposition.

### **DECISION AND ORDER**

The Administrative Law Judge, based upon the above Findings of Fact and Conclusions of Law, finds that the Department did act properly.

Accordingly, the Department's Home Help Services decision is AFFIRMED

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Jennifer Isiogu  
Administrative Law Judge  
For James K. Haveman, Director  
Michigan Department of Community Health

Date Mailed: 9/20/12

**NOTICE**: The Michigan Administrative Hearing System (MAHS) may order a rehearing or reconsideration on either its own motion or at the request of a party within 30 days of the mailing date of this Decision and Order. MAHS will not order a rehearing or reconsideration on the Department's motion where the final decision 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 date of the rehearing decision.

Appellant may request a rehearing or reconsideration for the following reasons:

- A rehearing **MAY** be granted if there is newly discovered evidence that could affect the outcome of the original hearing decision.
- A reconsideration **MAY** be granted for any of the following reasons:
  - misapplication of manual policy or law in the hearing decision,
  - typographical errors, mathematical error, or other obvious errors in the hearing decision that effect the substantial rights of the Appellant:
  - the failure of the ALJ to address other relevant issues in the hearing decision.

Request must be submitted through the local DHS office or directly to MAHS by mail at  
Michigan Administrative Hearing System  
Reconsideration/Rehearing Request  
P. O. Box 30763  
Lansing, Michigan 48909

cc:

