

**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.** 14-012809 HHS  
**Case No.** ██████████

**DECISION AND ORDER**

This matter is before the undersigned Administrative Law Judge 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 requested that the record be held open to submit new and additional documentation Appellant brought to the administrative hearing-Appellant Exhibits I-VI. On ██████████ the Department faxed the Exhibits to MAHS. On ██████████ the record closed.

Appellant appeared. Appellant was represented by ██████████ who also testified. ██████████, caregiver, appeared as a witness.

██████████, Appeals Review Officer, represented the Department. ██████████ ██████████ Adult Services Worker, and ██████████, Adult Services Supervisor, appeared as witnesses for the Department.

**ISSUE**

Did the Department properly propose to reduce the Appellant's Home Help Services ("HHS") hours?

**FINDINGS OF FACT**

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

1. At all relevant times, Appellant has been a Medicaid SSI beneficiary of the Social Security program and a recipient of the HHS program. Appellant is a ██████████ year old male.
2. Appellant has been diagnosed with diabetes mellitus, dementia, back pain, neuropathy, prostate cancer. (Exhibit A.9).
3. On ██████████ the Department conducted a yearly review by assessing

Appellant at his home. Appellant's caregiver was present. Relevant to the reduction, progress notes state in part: 'Worker observed client removing socks and shoes independently, therefore no longer requires assistance with dressing; client informed worker that his leg catheter was removed about 4 months ago; client informed worker that he checks his stool independently for blood based on most recent assessment and 54A medical needs form client does not require complex care at this time, therefore complex care and dressing removed. (Exhibit A.7).

4. On ██████████ the ASW conducted follow-up phone call to client's physician ██████████ regarding client's request for catheter care. The physician informed worker that client does not require catheter care or any complex care at this time. Also informed worker that the physician made several requests from client over past year to provide medical records from oncologist but has not received the medical records. (Exhibit A.6).
5. On ██████████ the Department issued an Advanced Negative Action Notice informing Appellant that his HHS will be reduced from \$ ██████████ to \$ ██████████ per month due to the removal of complex care: bowel program, catheter care, wound care and dressing. (Exhibits A).
6. On ██████████, Appellant filed a 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.

Adult Services Manual (ASM) 105, 11-1-11, addresses HHS eligibility requirements:

#### **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.\*\*

### **Necessity For Service**

The adult services specialist is responsible for determining the necessity and level of need for home help services based on:

- Client choice.
- A completed DHS-324, Adult Services Comprehensive Assessment. An individual must be assessed with at least one activity of daily living (ADL) in order to be eligible to receive home help services.

**Note:** If the assessment determines a need for an ADL at a level 3 or greater but these services are not paid for by the department, the individual would be eligible to receive IADL services.

**Example:** Ms. Smith is assessed at a level 4 for bathing however she refuses to receive assistance. Ms. Smith would be eligible to receive assistance with IADL's if the assessment determines a need at a level 3 or greater.

- Verification of the client's medical need by a Medicaid enrolled medical professional via the DHS-54A. The client is responsible for obtaining the medical certification of need; see ASM 115, Adult Services Requirements.

*Adult Services Manual (ASM) 105,  
11-1-2011, Pages 1-3 of 3*

Adult Services Manual (ASM) 115, 11-1-11, addresses the DHS-54A Medical Needs form:

### **MEDICAL NEEDS FORM (DHS-54A)**

The DHS-54A, Medical Needs form must be 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 (M.D. or D.O.).
- Nurse practitioner.
- Occupational therapist.
- Physical therapist.

**Note:** A physician assistant (PA) is not an enrolled Medicaid provider and **cannot** sign the DHS-54A.

The medical needs form is only required at the initial opening for SSI recipients and disabled adult children (DAC). All other Medicaid recipients must have a DHS-54A completed at the initial opening and annually thereafter.

The client is responsible for obtaining the medical certification of need but the medical professional and not the client must complete the form. The National Provider Identifier (NPI) number must be entered on the form by the medical provider and the medical professional must indicate whether they are a Medicaid enrolled provider.

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.** Needed services are determined by the comprehensive assessment conducted by the adult services specialist.

*Adult Services Manual (ASM) 115,  
11-1-2011, Pages 1-2 of 3*

Adult Services Manual (ASM) 120, 5-1-12, addresses the comprehensive assessment:

## **INTRODUCTION**

The DHS-324, Adult Services Comprehensive Assessment is the primary tool for determining need for services. The comprehensive assessment must be completed on **all open independent living services cases.** ASCAP, the automated workload management system, provides the

format for the comprehensive assessment and all information must be entered on the computer program.

### **Requirements**

Requirements for the comprehensive assessment include, but are not limited to:

- A comprehensive assessment will be completed on all new cases.
- A face-to-face contact is required with the client in his/her place of residence.
- The assessment may also include an interview with the individual who will be providing home help services.
- A new face-to-face assessment is required if there is a request for an increase in services before payment is authorized.
- A face-to-face assessment is required on all transfer-in cases before a payment is authorized.
- The assessment must be updated as often as necessary, but minimally at the six-month review and annual redetermination.
- A release of information must be obtained when requesting documentation from confidential sources and/or sharing information from the department record.
  - Use the DHS-27, Authorization to Release Information, when requesting client information from another agency.
  - Use the DHS-1555, Authorization to Release Protected Health Information, if requesting additional medical documentation; see RFF 1555. The form is primarily used for APS cases.
- Follow rules of confidentiality when home help cases have companion APS cases, see SRM 131 Confidentiality.

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### **Functional Assessment**

The **Functional Assessment** module of the **ASCAP** comprehensive assessment is the basis for service planning and for the home help services payment.

Conduct a functional assessment to determine the client's ability to perform the following activities:

Activities of Daily Living (ADL)

- Eating.
- Toileting.
- Bathing.
- Grooming.
- Dressing.
- Transferring.
- Mobility.

Instrumental Activities of Daily Living (IADL)

- Taking Medication.
- Meal Preparation and Cleanup.
- Shopping.
- Laundry.
- Light Housework.

Functional Scale

ADLs and IADLs are assessed according to the following five-point scale:

1. Independent.  
Performs the activity safely with no human assistance.
2. Verbal Assistance.  
Performs the activity with verbal assistance such as reminding, guiding or encouraging.
3. Some Human Assistance.  
Performs the activity with some direct physical assistance and/or assistive technology.
4. Much Human Assistance.  
Performs the activity with a great deal of human assistance and/or assistive technology.
5. Dependent.  
Does not perform the activity even with human assistance and/or assistive technology.

Home help payments may only be authorized for needs assessed at the 3 level ranking or greater.

An individual must be assessed with at least one activity of daily living in order to be eligible to receive home help services.

**Note:** If the assessment determines a need for an ADL at a level 3 or greater but these services are not paid for by the department, the individual would be eligible to receive IADL services.

**Example:** Ms. Smith is assessed at a level 4 for bathing however she refuses to receive assistance. Ms. Smith would be eligible to receive assistance with IADL's if the assessment determined a need at a level 3 or greater.

See ASM 121, Functional Assessment Definitions and Ranks for a description of the rankings for activities of daily living and instrumental activities of daily living.

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### **Time and Task**

The specialist will allocate time for each task assessed a rank of 3 or higher, based on interviews with the client and provider, observation of the client's abilities and use of the reasonable time schedule (RTS) as a **guide**. The RTS can be found in ASCAP under the Payment module, Time and Task screen. When hours exceed the RTS rationale **must** be provided.

An assessment of need, at a ranking of 3 or higher, does not automatically guarantee the maximum allotted time allowed by the reasonable time schedule (RTS). **The specialist must assess each task according to the actual time required for its completion.**

**Example:** A client needs assistance with cutting up food. The specialist would only pay for the time required to cut the food and not the full amount of time allotted under the RTS for eating.

#### **IADL Maximum Allowable Hours**

There are monthly maximum hour limits on all instrumental activities of daily living except medication. The limits are as follows:

- Five hours/month for shopping
- Six hours/month for light housework
- Seven hours/month for laundry
- 25 hours/month for meal preparation

### Proration of IADLs

If the client does not require the maximum allowable hours for IADLs, authorize only the amount of time needed for each task. Assessed hours for IADLs (except medications) must be prorated by **one half** in shared living arrangements where other adults reside in the home, as home help services are **only** for the benefit of the client.

**Note:** This does not include situations where others live in adjoining apartments/flats or in a separate home on shared property and there is no shared, common living area.

In shared living arrangements, where it can be **clearly** documented that IADLs for the eligible client are completed separately from others in the home, hours for IADLs do not need to be prorated.

**Example:** Client has special dietary needs and meals are prepared separately; client is incontinent of bowel and/or bladder and laundry is completed separately; client's shopping is completed separately due to special dietary needs and food is purchased from specialty stores; etc.

*Adult Services Manual (ASM) 120, 5-1-2012,  
Pages 1-5 of 5*

Adult Services Manual (ASM) 101, 11-1-11, addresses services not covered by HHS:

### **Services not Covered by Home Help**

Home help services must **not** be approved for the following:

- Supervising, monitoring, reminding, guiding, teaching or encouraging (functional assessment rank 2).
- Services provided for the benefit of others.
- Services for which a responsible relative is **able** and **available** to provide (such as house cleaning, laundry or shopping).
- Services provided by another resource at the same time (for example, hospitalization, MI-Choice Waiver).
- Transportation - See Bridges Administrative Manual (BAM) 825 for medical transportation policy and procedures.



- Money management such as power of attorney or representative payee.
- Home delivered meals.
- Adult or child day care.
  - Recreational activities. (For example, accompanying and/or transporting to the movies, sporting events )

**Note:** The above list is not all inclusive.

*Adult Services Manual (ASM) 101, 11-1-2011,*  
Pages 3-4 of 4.

### ***Complex Care Needs***

Complex care refers to conditions requiring intervention with special techniques and/or knowledge. These complex care tasks are performed on client's whose diagnoses or conditions require more management. The conditions may also require special treatment and equipment for which specific instructions by a health professional or client may be required in order to perform.

- Eating and feeding.
- Catheters or legs bags.
- Colostomy care.
- Bowel program.
- Suctioning.
- Specialized skin care.
- Range of motion exercises.
- Peritoneal dialysis.
- Wound care.
- Respiratory treatment.
- Ventilators.
- Injections.

When assessing a client with complex care needs, refer to the complex care guidelines on the adult services home page.

*Adult Services Manual (ASM) 120, 12-1-2013*

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The purview of an administrative law judge (ALJ) is to review the Department's action and to make a determination if those actions are in compliance with Department policy, and not contrary to law. The ALJ at an administrative hearing must base a decision upon the evidence of record that was available to the Department at the time of the assessment. The Department cannot be held accountable for evidence it was unaware of at the time of its determination.

In this case, at redetermination, the reduction was due primarily on the grounds of the removal of the removal of complex care needs of catheters at 7 days per week, 15:03 per day; bowel program at 1 day per week at 1:04; and wound care for 7 days per week at 15:03 per day. This totaled \$██████████ per month. The Department also removed dressing that was previously at 5 days per week at 5:01 per day, totaling \$██████████. In support of its reduction, the Department referred to its documentation of the prior assessment and current assessment. The Department notes indicate that Appellant informed the ASW that the leg catheter was removed about 4 months prior to the assessment; Appellant was treated with over the counter medications for his inner thigh area; Appellant removed his sock and shoe without any assistance or any physical limitations; Appellant checks his stool independently for blood; and based on the most recent 54-A of record, no complex care required. The Department noted that dressing was previously approved due to Appellant's inability to bend over and put on shoes and socks. (Exhibit A.7; Testimony).

Appellant's representative made a number of arguments: that Appellant does need complex care and the ASW failed to make the correct inquiries at the assessment to gather information to show complex care needs; that the new Exhibits will support Appellant's request for complex care and dressing; that the policy giving the ASW discretion is not appropriate; that the ASW reduced the case for "personal reasons."

As to the complex care issue, as noted above, the Department's evidence shows that the most recent DHS-54A did not contain information from Appellant's physician that there was a need for complex care. Additionally, as noted in the Findings of Fact, on ██████████ the Department contacted Appellant's physician regarding the need for complex care as a follow up and was informed that "client does not require catheter care or any complex care at this time." (Exhibit A.6).

As to the new Exhibits submitted at hearing, forwarded by the Department on ██████████, this ALJ has reviewed the relevancy and dates. A review of all 6 Exhibits shows that 3 are DHS-54As completed in ██████████. Thus, they are dated and not relevant under the evidentiary standard this ALJ must apply. (Exhibits I, II, and III). Exhibit IV is a DHS-54A dated ██████████. This Exhibit was not in existence at the time of the assessment and thus cannot be given any evidentiary weight. Exhibit V appears to be a statement completed by Appellant and his caregiver regarding the need for skin care and other medical needs. However, Exhibit V is dated ██████████, and is also dated. Exhibit VI appears to be a physician's Rx dated ██████████-thus, it was not created until after the negative action herein and thus, cannot be given substantial weight under general evidentiary considerations at an administrative hearing.

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Appellant's next argument is that policy giving an ASW the authority to make determinations that may be different from a client's physician is not appropriate. This ALJ has no authority to overrule policy or to reverse the Department when policy may appear objectionable. This ALJ is required to follow policy, and to apply the facts to the policy, unless it is contrary to law. Appellant has offered no authority that would indicate that this policy is contrary to law.

Appellant's last argument is to file a complaint regarding the conduct of state employee. ALJs have no authority to review such complaints; Appellant may file such complaints with the local DHS office, and/or, with the central office in Lansing, Michigan.

The purview of an Administrative Law Judge is to make a determination if the Department acted correctly under its policy and procedure, and to ensure that the determination is not contrary to law.

After a careful review of the credible and substantial evidence on the whole record, the undersigned ALJ finds that the action is supported by credible and substantial evidence based on the evidence available at the time the Department made its determination. Thus, the Department is upheld.

**DECISION AND ORDER**

The Administrative Law Judge, based on the above findings of fact and conclusions of law, finds that the Department correctly reduced Appellant's HHS hours pursuant to the January, 2014 redetermination based on the information available.

**Accordingly, IT IS THEREFORE ORDERED THAT:**

The Department's reduction of Appellant's HHS is hereby AFFIRMED.

/s/   
Janice Spodarek

Administrative Law Judge  
for Nick Lyon, Director  
Michigan Department of Community Health

JS/ [REDACTED]

cc: [REDACTED]

Date Signed: [REDACTED]

Date Mailed: [REDACTED]

**\*\*\* 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.