

**STATE OF MICHIGAN  
MICHIGAN ADMINISTRATIVE HEARING SYSTEM  
FOR THE DEPARTMENT OF HEALTH AND HUMAN SERVICES**

P.O. Box 30763, Lansing, MI 48909  
(517) 335-3997; Fax: (517) 373-4147

IN THE MATTER OF:

**Docket No. 15-005483 HHS**

██████████

██████████

Appellant.

\_\_\_\_\_ /

**DECISION AND ORDER**

This matter is before the undersigned Administrative Law Judge pursuant to MCL 400.9 and 42 C.F.R. § 431.200 *et seq.*, upon the Appellant's request for a hearing.

After due notice, a hearing was held on ██████████. Appellant's daughter ██████████ appeared and testified on the Appellant's behalf. The Appellant was not present for the hearing. ██████████, Appeals Review Officer, appeared on behalf of the Department of Health and Human Services (DHHS). ██████████, Adult Services Worker (ASW), from the ██████████ County DHHS appeared as a witness for the Department. ██████████, Adult Services Supervisor was also present but did not testify.

A brief pre-hearing conference was held prior to the hearing and it was determined that the proper Appellant was ██████████ and the nature of the matter was a challenge to Appellant's current HHS authorization, and that the case should be re-coded to an HHS. The undersigned found no jurisdiction for a provider appeal.

**ISSUE**

Did the Department properly assess Appellant's need for Home Help Services (HHS)?

**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 (DOB ██████████) who has been authorized to receive HHS. (Exhibit A, p. 21 and testimony).
2. Appellant has been diagnosed with type 2 diabetes, high blood pressure, chronic back pain, and diarrhea. (Exhibit A, p. 25, 31).

3. On ██████████, ASW ██████████ did a face-to-face home visit with the Appellant (her provider was not present) and completed a comprehensive assessment of the Appellant's need for services. The ASW determined the tasks to be authorized for Appellant's HHS. The ASW determined that the Appellant had functional needs for transferring and mobility, ranking them at a 4 and 3 respectively, but since she was able to transfer and move about with the use of a cane, no payment was authorized for mobility and transferring. However, the ASW did determine that the Appellant needed assistance with housework, shopping, laundry and meal preparation and payment was authorized for hands on assistance with these activities. (Exhibit A, pp. 26, 27, 31 and testimony).
4. On ██████████, the Department issued a Services and Payment Approval Notice for a total monthly care cost of ██████████ effective ██████████. (Exhibit A, pp. 2, 18 and testimony).
5. On ██████████, MAHS received Appellant's Request for Hearing. (Exhibit A, pp. 4-17).

### **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 101 (12-1-2013) (hereinafter "ASM 101") and Adult Services Manual 120 (12-1-2013) (hereinafter "ASM 120") address the issues of what services are included in Home Help Services and how such services are assessed. ASM 101 states in part:

#### **Payment Services Home Help**

Home help services are non-specialized personal care service activities provided under the independent living services program to persons who meet eligibility requirements.

Home help services are provided to enable individuals with functional limitation(s), resulting from a medical or physical disability or cognitive impairment to live independently and receive care in the least restrictive, preferred settings.

Home help services are defined as those tasks which the department is paying for through Title XIX (Medicaid) funds. These services are furnished to individuals who are **not** currently residing in a hospital, nursing facility, licensed foster care home/home for the aged, intermediate care facility (ICF) for persons with developmental disabilities or institution for mental illness.

These activities **must** be certified by a Medicaid enrolled medical professional and may be provided by individuals or by private or public agencies. **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.

Personal care services which are eligible for Title XIX funding are limited to:

#### Activities of Daily Living (ADL)

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

#### Instrumental Activities of Daily Living (IADL)

- Taking medication.
- Meal preparation/cleanup.
- Shopping for food and other necessities of daily living.
- Laundry.
- Light housecleaning.

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 or her daughter agrees to assist her at no charge. Ms. Smith would be eligible to receive assistance with IADL's if the assessment determines a need at a level 3 or greater. [ASM 101, pp. 1-2 of 5, emphasis added].

ASM 120 states in part:

## **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. This form is primarily used for APS cases.

- Follow rules of confidentiality when home help cases have companion adult protective services cases; see SRM 131, Confidentiality.

\* \* \*

## 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 level 3 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 if assessed 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.

\* \* \*

### **Time and Task**

The specialist will allocate time for each task assessed a rank of 3 or greater, 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 adjoined 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. [ASM 120, pp. 1-5 of 7, emphasis added].

The testimony and evidence presented at the hearing demonstrated that the ASW properly determined the Appellant's needs for home help services based on the information she was provided by the Appellant during the comprehensive assessment, along with her own personal observations of the Appellant. ██████████ stated that on ██████████ she did a face-to-face home visit with the Appellant and completed a comprehensive assessment of the Appellant's need for services. The ASW determined the tasks to be authorized for Appellant's HHS.

The ASW determined that the Appellant had functional needs for transferring and mobility, ranking them at a 4 and 3 respectively, but since she was able to transfer and move about with the use of a cane, no payment was authorized for mobility and transferring. However, the ASW did determine that the Appellant needed assistance with housework, shopping, laundry, and meal preparation, based on her comprehensive

assessment, and utilizing the reasonable time schedule (RTS) payment was authorized for hands on assistance with these activities. The ASW stated that on [REDACTED] she issued a Services and Payment Approval Notice for a total monthly care cost of [REDACTED], effective [REDACTED].

The Appellant's daughter testified that she was not present for the face-to-face assessment conducted by the ASW on [REDACTED]. Nevertheless, she claimed that some of the information contained in the ASW's notes from the face-to-face assessment was false. The daughter said her mother could not lift her arms up to do her hair, and claimed the Appellant's chronic back pain and undiagnosed shoulder pain was what caused her not to be able to lift up her arms. The daughter said her mother can sometimes warm up her meals, but cannot stand up to cook meals and she has to cook for her mother. The daughter alleged that the ASW wrote as if her mother's condition was improving, but she said her mother was getting worse. The daughter said she did not understand why the services were authorized at a lower level than the prior authorization. The daughter alleged that the reduction was based in part on ongoing issues with the ASW having given them the run around in the past.

The Department presented credible evidence to show that at the time the Appellant's need for HHS was assessed, the information provided by the Appellant and the personal observations by the ASW supported the authorization made for the Appellant's HHS. The policy quoted above dictates that the needed services are determined by the comprehensive assessment conducted by the adult services specialist and utilization of the reasonable time schedule. The preponderance of the evidence shows that the ASW properly determined the needed services based upon the information she was given at the time of the assessment, including her own observations of the Appellant's mobility and transfers, and the Appellant's stated need for the assistance of a cane with transfers and mobility. Accordingly, the Department's decision must be sustained.

**DECISION AND ORDER**

The Administrative Law Judge, based on the above findings of fact and conclusions of law, finds that the Department properly determined the Appellant's needs for HHS based on the [REDACTED] assessment.

**IT IS THEREFORE ORDERED THAT:**

The Department's decision is AFFIRMED.



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William D. Bond  
Administrative Law Judge  
for Nick Lyon, Director

Michigan Department of Health and Human Services

Date Signed: [REDACTED]  
Date Mailed: [REDACTED]



[REDACTED]  
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cc:

[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.