



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN ADMINISTRATIVE HEARING SYSTEM  
Christopher Seppanen  
Executive Director

SHELLY EDGERTON  
DIRECTOR

[REDACTED]

Date Mailed: June 29, 2016  
MAHS Docket No.: 16-006100  
Agency No.: [REDACTED]  
Petitioner: [REDACTED]

**ADMINISTRATIVE LAW JUDGE:** Corey Arendt

### **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 Petitioner's request for a hearing.

After due notice, a hearing was held on June 22, 2016. [REDACTED], Petitioner's son appeared on behalf of the Petitioner. Allison Pool, Appeals Review Officer, represented the Department of Health and Human Services (Department). Susan Campbell, Adult Services Worker (ASW), appeared as a witness for the Department.

### **ISSUE**

Did the Department properly determine the start date of the Petitioner's Home Help Services (HHS) payments?

### **FINDINGS OF FACT**

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

1. On March 24, 2016, the Petitioner requested HHS. (Exhibit A, p. 9; Testimony).
2. On April 14, 2016, the Department received a completed Medical Needs Form (54A). (Exhibit A, p. 19; Testimony).
3. On April 18, 2016, the ASW attempted to contact the Petitioner to set up a face-to-face assessment. (Exhibit A, p. 16; Testimony).
4. On April 22, 2016 a face-to-face assessment took place. Exhibit A, pp. 15, 16; Testimony).

5. On April 26, 2016, the Department sent the Petitioner a Services and Payment Approval Notice. The notice indicated the Petitioner was approved for HHS with a payment begin date of April 22, 2016 with monthly payments in the amount of \$1,058.73. (Exhibit A, p. 7; Testimony).
6. On May 17, 2016, the Michigan Administrative Hearing's System (MAHS) received from the Petitioner a request for hearing. (Exhibit A, p. 6; Testimony).

### **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) 101, 11-1-11, addresses HHS payments:

#### **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.

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

AASM 105, 4-1-15, addresses Eligibility Criteria:

#### **General**

Home help services are available if the client meets all eligibility requirements. An independent living services case

may be opened for supportive services to assist the client in applying for Medicaid (MA).

Home help services payments cannot be authorized prior to establishing Medicaid eligibility and completing a face-to-face assessment with the client. Once MA eligibility has been established, the case services methodology must be changed to case management.

Adult Services Manual (ASM) 115, 5-1-13, addresses HHS adult services requirements:

The client must complete and sign a DHS 390, Adult Services Application to receive independent living services. An authorized representative or other person acting for the client may sign the DHS-390 if the client either:

- Is incapacitated.
- Has a court-appointed guardian.

A client unable to write may sign with an X, witnessed by one other person (for example, relative or department staff). The adult services specialist must not sign the DHS-390 on behalf of the client.

The DHS-390 remains valid unless the case record is closed for more than 90 days.

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 form must be completed by the medical professional and not the client. 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.

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

Do not authorize home help services prior to the date of the medical professional signature on the DHS-54A.

The medical needs form does not serve as the application for services. If the signature date on the DHS-54 is before the date on the DHS-390, payment for home help services must begin on the date of the application.

*ASM 115, 5-1-2013, Page 1,2.*

Adult Services Manual (ASM) 101, 11-1-11, addresses HHS payments:

### **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.

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

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.

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ASM 110, 5-1-13, addresses the referral process.

The adult service specialist must determine eligibility within the 45 day standard of promptness which begins from the time the referral is received and entered on ASCAP.

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In this case, there was no dispute as to the sequence of events. Rather, the dispute appeared to be about the length of time it took for the ASW to contact the Petitioner to schedule the face-to-face assessment.

The policy found above indicates the Department has 45 days from the date of referral to determine eligibility. In this case the decision made fell within that time frame. Additionally, there is nothing in the record that indicates the face-to-face assessment needed to be scheduled prior to the receipt of the 54A nor is there any evidence that indicates the Department failed to schedule the face-to-face in a timely manner.

Consequently, I find the Department acted accordingly in determining the Petitioner's start date of payment.


**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 Petitioner's HHS payment start date.

**IT IS THEREFORE ORDERED THAT:**

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

CA/sb

  
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Corey Arendt  
Administrative Law Judge  
for Nick Lyon, Director  
Department of Health and Human Services

**NOTICE OF APPEAL:** A party may appeal this Order in circuit court within 30 days of the receipt date. A copy of the circuit court appeal must be filed with the Michigan Administrative Hearing System (MAHS).

A party may request a rehearing or reconsideration of this Order if the request is received by MAHS within 30 days of the date the Order was issued. The party requesting a rehearing or reconsideration must provide the specific reasons for the request. MAHS will not review any response to a request for rehearing/reconsideration.

A written request may be mailed or faxed to MAHS. If submitted by fax, the written request must be faxed to (517) 335-6088; Attention: MAHS Rehearing/Reconsideration Request.

If submitted by mail, the written request must be addressed as follows:

Michigan Administrative Hearings  
Reconsideration/Rehearing Request  
P.O. Box 30763  
Lansing, Michigan 48909-8139

**DHHS**

[REDACTED]  
41227 Mound Rd.  
Sterling Heights, MI  
48314

**Agency Representative**

[REDACTED]  
320 South Walnut Street 1st Floor  
Lewis Cass Building  
Lansing , MI  
48933

**Authorized Hearing Rep.**

[REDACTED]

**DHHS Department Rep.**

[REDACTED]  
320 S. Walnut Street  
Lansing, MI  
48909

**DHHS -Dept Contact**

[REDACTED]  
Capitol Commons  
6th Floor  
Lansing, MI  
48909

**Petitioner**

[REDACTED]