

EFFECTIVE

October 1, 2011.

SUBJECT

Changes to Special Adult Protective Services (APS) home help services component.

**Available
Services**

Special APS home help services component.

Home help services (HHS) are provided to assist adults in need of protection with routine activities of daily living. These are activities they are unable to perform and are necessary to prevent injury or harm. There are no eligibility requirements related to income or assets for APS clients. Payments may be authorized for, but are not limited to, the following:

- Heavy house cleaning, including rentals of necessary equipment such as dumpsters, exterminator services, and carpet cleaners.
- Household equipment such as refrigerators or air conditioners.
- Activities of daily living such as eating, toileting, bathing, grooming, dressing, transferring and mobility.
- Instrumental activities of daily living such as medication, laundry, housework, meal preparation and shopping.
- Emergency housing.

Note: Home help payments for adults in need of protection cannot exceed \$1,000 within a fiscal year. **There are no exceptions to the \$1,000 amount.** However, exceptions may be approved for services not listed above when deemed necessary to provide for the protection and safety of the client. ***Services that can be covered under another program, such as SER, Medicaid or private insurance, or are free will not be authorized.***

**Exception
Request**

Exception requests must be submitted by email to the Adult Services Policy mailbox at Policy-Adult-Services-DHS@michigan.gov. The subject headline must read **APS exception request**. Within the body of the email include the following:

- Case name and number.
- The problem and need to be addressed.
- The service(s) that are being requested **and** how the service(s) will alleviate or reduce harm or risk of harm to the client.
- Who will be providing the requested service(s).
- The expected cost of the service(s) being requested.
- Other funding sources that were considered but were not available to provide the needed service(s).
- Specialist contact information.

Payments for APS/HHS may be processed **locally** through the payment module on ASCAP, after the following requirements are met:

- The APS case is open on the Adult Services Comprehensive Assessment Program (ASCAP).
- The service provider is enrolled on Bridges as a home help provider (eligibility 01).

Note: Providers that are a business must also be registered on MAIN as a state vendor. Providers may complete this process online at www.mi.gov/cpexpress or by calling the payee registration helpline at (888) 734-9749. This registration must be complete for payments to process.

- Documentation in ASCAP supports the need for APS/HHS as a part of the adult protective services plan.
- Documentation in ASCAP supports that there are no other available resources or funding sources for the needed service(s).

- The exception approval must be in the case file and documented in ASCAP.
- The provider must be assigned to the client as a provider through the payment module of ASCAP.

**MANUAL
MAINTENANCE
INSTRUCTIONS**