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**DEPARTMENT  
POLICY****MA Only**

This waiver is called the MI Choice Waiver Program. This waiver program provides home and community-based services for aged and disabled persons who, if they did not receive such services, would require care in a nursing home.

Services provided under this waiver program must be less costly for MA than the cost of nursing home services for the total number of waiver participants, not per person.

The MI Choice waiver is **not an MA category**, but there are special eligibility rules for people approved for the waiver. See “DHS Local Office Responsibilities” below.

**TARGETED GROUP**

Waiver services are covered for MA recipients who:

- Are age 65 or over, or
- at least age 18 years and disabled
- Medically qualify, and
- Have needs that cannot be met by the Home Help program and may be addressed with MI Choice services.
- Seek or have an expanded Home Help Program exception grant of \$1000 or more per month.

**WAIVER  
ADMINISTRATION**

The Department of Community Health (DCH) administers the waiver through contracts with Pre-paid Ambulatory Health Plans. See “Exhibit I” in this item for a list of these waiver agencies. The agency's functions are described below.

**Assisting Patients**

The agent will assist prospective waiver participants in applying for MA and for initial asset assessments. The agent will also help the person obtain requested information and verification.

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## WAIVER PROCESS

The waiver process includes:

### Assessment

The agent completes an assessment to verify medical eligibility for the waiver.

### Plan of Service

A written plan of services is developed by the agency and the waiver participant if the assessment confirms medical eligibility for the waiver. The participant may choose to receive home and community-based services from the waiver agency.

At a minimum, the plan includes:

- Types of services to be furnished; and
- The amount, frequency and duration of each service; and
- The type of provider to furnish each service and
- Participant goals, preferences, and outcomes; and
- Participant approval of the plan; and
- The signature of the supports coordinator assisting with developing the plan.

### Supports Coordination

The agent is responsible for arranging for planned services to be provided.

## APPROVED FOR THE WAIVER

Approved for the waiver means:

- The agent conducted the assessment, **and**
- The participant received, or expects to receive, supports coordination services from the agent with appropriate waiver services for at least 30 consecutive days.

### Approval and Termination Dates

The agent determines the waiver approval date and termination date. The agent is responsible for advising the appropriate local DHS office of these dates using the MI Choice Waiver Enrollment

Notification form (MSA-0814) or MI Choice Waiver Disenrollment Notification (MSA-0815) form.

The waiver automatically terminates when the participant enters an LTC facility. See BEM 547 for instructions.

## DHS LOCAL OFFICE RESPONSIBILITIES

Local offices' primary responsibilities are doing initial asset assessments and determining MA eligibility for waiver participants.

### Waiver Participant Defined

A waiver participant is a person whose month being tested is a waiver month.

### Waiver Month Defined

A waiver month is a calendar month containing at least one day that the participant is (was) approved for the waiver. The agent determines the waiver approval date.

**Note:** For purposes of MA eligibility, a month remains a waiver month even if the waiver participant enters a LTC facility and/or hospital in the same calendar month. A waiver month does not become an L/H month (See BPG).

## Eligibility

Special MA policies to use in the eligibility determination are:

- A waiver participant is a group of one even when he lives with his spouse (BEM 211).
- The Special MA Asset Rules in BEM 402 apply.
- MA divestment policy in BEM 405 applies to waiver participants.
- The extended-care category is available to waiver participants (BEM 164).
- Income must be at or below 300% of the SSI Federal Benefit Rate.

A waiver client may no longer qualify for waiver services; however, they may still qualify for MA.

**Note:** An ex parte review (see glossary) is required before Medicaid closures when there is an actual or anticipated change, unless the change would result in closure due to ineligibility for all Medicaid. When possible, an ex parte review should begin at least 90 days before the anticipated change is expected to result in case closure. The review includes consideration of all MA categories. See BAM 115 and 220.

## Notices

Waiver activities are performed by agents who meet the federal definition of administering the MA program. Therefore, you can share the following information with the agents without a signed release from the participant:

- A copy of the DHS-3503, Verification Checklist.
- A copy of the DHS-4598, Medical Program Eligibility Notice.
- A copy of the DHS-1175, MA Determination Notice.
- A copy of the DHS-4588, Initial Asset Assessment Notice.

The original DHS-3503, DHS-4598, DHS-1175 and DHS-4588 must be sent to the participant or the guardian, court or agency that is legally responsible for the participant.

Do not enter waiver service agents in Bridges as a third party type. Only the participant's legal guardian, court or agency legally responsible for the participant can be entered as a third party type.

## HOSPICE SERVICES

Waiver participants may receive hospice services and waiver services simultaneously.

The waiver agency and the hospice coordinate their plans of care to avoid overlapping services. DCH is responsible for assuring correct payments are made.

## MANAGED CARE PLANS

MA recipients must choose either waiver services or enrollment in a health maintenance organization (HMO). They cannot receive both waiver services and be enrolled in an HMO.



**EXHIBIT I - DCH  
WAIVER SERVICE  
AGENTS**

<b>WAIVER AGENCIES</b>	<b>COUNTIES SERVED</b>
Detroit Area Agency on Aging 1333 Brewery Park Blvd, Suite 200 Detroit, MI 48207 Phone: 313-446-4444 Fax: 313-446-4446 Web: www.daaa1a.org	Cities of: Detroit, Hamtramck, Highland Park, Grosse Pointe, Grosse Pointe Park, Grosse Pointe Shores, Grosse Pointe Woods, Grosse Pointe Farms, Harper Woods
The Senior Alliance 3850 Second Street, Suite 201 Wayne, MI 48184-1755 Phone: 734-722-2830 1-800-815-1112 Fax: 734-722-2836 Web: www.aaa1c.org	All of Wayne County excluding those areas served by the Detroit Area Agency on Aging
The Information Center, Inc. 20500 Eureka Road, Suite 110 Taylor, MI 48180 Phone: 734-282-7171 Fax: 734-282-7105 Web: www.theinfocenter.info	All of Wayne County excluding those areas served by the Detroit Area Agency on Aging
Area Agency on Aging 1B 29100 Northwestern Hwy, Suite 400 Southfield, MI 48034 Phone: 248-357-2255 1-800-852-7795 Fax: 248-948-9691 Web: www.aaa1b.org	Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw
Macomb-Oakland Regional Center, Inc. 16200 Nineteen Mile Road PO Box 380710 Clinton Township, MI 48038-0070 Phone: 586-263-8700 Fax: 586-228-7029 Web: www.MORChomecare.org	Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw

WAIVER AGENCIES	COUNTIES SERVED
Region 2 Area Agency on Aging 102 North Main Street PO Box 189 Brooklyn, MI 49230 Phone: 517-592-1974 Fax: 517-592-1975 Web: www.r2aaa.net	Jackson Hillsdale Lenawee
Senior Services, Inc. 918 Jasper Street Kalamazoo, MI 49001 Phone: 269-382-0515 Fax: 269-382-3189 Web:www.seniorservices1.org	Barry, Branch, Calhoun, Kalamazoo, St. Joseph
Region 3B Area Agency on Aging 200 West Michigan Avenue Suite 102 Battle Creek, MI 49017 Phone: 269-966-2450 1-800-626-6719 Fax: 269-966-2493 Web: www.region3b.org	Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
Region IV Area Agency on Aging 2900 Lakeview Avenue St. Joseph, MI 49085 Phone: 269-983-0177 1-800-442-2803 Fax: 269-983-5218 Web: www.areaagencyonaging.org	Berrien Cass Van Buren
Valley Area Agency on Aging 225 E. Fifth Street, Flint, MI 48502 Phone: 810-239-7671 1-800-978-6275 Fax: 810-239-8869 Web: www.valleyaaa.org	Genesee Lapeer Shiawassee
Tri-County Office on Aging 5303 South Cedar Street Lansing, MI 48911-3800 Phone: 517-887-1440 1-800-405-9141 Fax: 517-887-8071 Web: www.tcoa.org	Clinton Eaton Ingham

WAIVER AGENCIES	COUNTIES SERVED
<p>Area Agency on Aging of Western Michigan, Inc.            3215 Eaglecrest Dr. NE            Grand Rapids, MI 49525            Phone: 616-456-5664 1-888-456-5664            Fax: 616-456-5692            Web: www.aaawm.org</p>	<p>Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Newaygo, Osceola</p>
<p>HHS, Health Options            2100 Raybrook SE            Grand Rapids, MI 49546            Phone: 616-956-9440 1-800-447-3007            Fax: 616-954-1520            Web: www.hhshealthoptions.org</p>	<p>Allegan, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa</p>
<p>Region VII Area Agency on Aging            1615 S. Euclid Ave.            Bay City, MI 48706            Phone: 989-893-4506 1-800-858-1637            Fax: 989-893-3770            Web: www.region7aaa.org</p>	<p>Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, Tuscola</p>
<p>A&amp;D Home Health Care, Inc.            3150 Enterprise, Suite 200            Saginaw, MI 48603            Phone: 989-249-0929 1-800-884-3335            Fax: 989-249-1147            Web: www.a-dhomecare.com</p>	<p>Bay, Clare, Gladwin, Gratiot, Huron, Isabella, Midland, Saginaw, Sanilac, Tuscola</p>
<p>Northeast Mich Comm. Service Agency, Inc.            Region IX Area Agency on Aging            2375 Gordon Road            Alpena, MI 49707            Phone: 989-356-3474 1-800-219-2273            Fax: 517-354-5909            Web: www.nemcsa.org</p>	<p>Alcona, Alpena, Arenac, Cheboygan, Crawford, Iosco, Montmorency, Ogemaw, Otsego, Presque Isle, Roscommon</p>

WAIVER AGENCIES	COUNTIES SERVED
Area Agency on Aging of Northwest Michigan 1609 Park Drive PO Box 5946 Traverse City, MI 49696-5946 Phone: 231-947-8920 1-800-442-1713 Fax: 231-947-6401 Web: www.aaanm.org	Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford
Northern Lakes Community Mental Health 105 Hall Street, Suite D Traverse City, MI 49684 Phone: 231-933-4917 or 800-640-7478 Fax: 231-995-7900 Web: www.northernlakescmh.org	Antrim, Benzie, Charlevoix, Emmet, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford
Senior Resources 560 Seminole Rd. Muskegon, MI 49444 Phone: 231-739-5858 1-800-442-0054 Fax: 231-739-4452 Web: www.seniorresourceswmi.org	Muskegon Oceana Ottawa
U.P. Area Agency on Aging (UPCAP) 2501 14th Avenue South PO Box 606 Escanaba, MI 49829 Phone: 906-786-4701 1-800-338-7227 Fax: 906-786-5853 Web: www.upcap.org	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft

## LEGAL BASE

### MA

Social Security Act, Section 1915  
 42 CFR Part 435.217, 441.350,.400