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**ADULT SERVICES  
AUTHORIZED  
PAYMENTS  
(ASAP)**

The Adult Services Authorized Payments (ASAP) is the Michigan Department of Health and Human Services payment system that processes adult services authorizations. The adult services specialist enters the payment authorizations using the **Payments** module of the **ASCAP** system.

**Payment  
Authorizations**

No payment can be authorized unless the individual provider has been enrolled and screened for criminal history in the Community Health Automated Medicaid Processing System (CHAMPS).

Agency providers must also be enrolled in CHAMPS. In addition to enrolling in CHAMPS, a home help agency provider must be registered as a vendor with the State of Michigan by registering and updating their information online using Contract & Payment express (C&PE) at [www.michigan.gov/CPExpress](http://www.michigan.gov/CPExpress).

If an agency provider is not registered with the State of Michigan, payments will not process.

**Note:** The adult services home page provides a link to the provider enrollment instructions located on the Office of Workforce & Training Development. For additional questions regarding provider enrollment in CHAMPS, refer providers to Provider Support at 800-979-4662.

Home help services payments to providers must be:

- Authorized for a specific period of time and payment amount. The task is determined by the comprehensive assessment in ASCAP and will automatically include tasks that are ranked a level three or higher.

**Note:** The adult services specialist can authorize an ongoing home help payment for up to six months, not to exceed the next review.

- Authorized **only** to the person or agency actually providing the hands-on services.

**Note:** An entity acting in the capacity of the client's fiscal intermediary is not considered the provider of home help and **must not** be enrolled as a home help provider; see ASM 135, Home Help Providers.

- Made payable jointly to the client and the provider.

**Exception:** Authorizations to home help agency providers are payable to the provider only. In addition, there are circumstances where authorizations payable only to the individual provider are appropriate, for example, client is physically or mentally unable to endorse the warrant. All single party authorizations must be approved by the adult services supervisor.

- Prorate the authorization if the MA eligibility period is less than the full month.

**Example:** A client meets his/her MA deductible on the third of every month. ASCAP will process prorated month (s) automatically. To prorate manually, divide the monthly care cost by the number of days in the month. Multiple the daily rate by the number of eligible days. Refer to the ASCAP User Guide for additional instructions on steps for prorating in ASCAP.

- Do **not** authorize payments to a **responsible relative**. A responsible relative is defined as a spouse caring for a spouse or a parent caring for a minor child.

Any payment authorization that does **not** meet the above criteria must have the reason fully documented in the **Payments** module, exception rationale box, in **ASCAP**. The supervisor will approve or deny the authorization and provide comments in the rationale box as needed.

## MAXIMUM PAYMENT LEVELS

Home help payments **cannot** exceed established maximum levels. **All** payments for the client are included within the maximum level, even if the client has more than one provider. The service code for home help services is **0301**.

### **Home Help**

The adult services specialist is allowed to approve a maximum of \$799.99 a month.

***Expanded Home Help***

Payment levels of \$800 - \$1599.99 a month must be approved by the supervisor.

Payment levels of \$1600 a month and over require prior approval from the MDHHS Long Term Care Policy Section. The specialist **must** receive a copy of the Policy Decision (DCH-1785) from the Long Term Care Policy Section before submitting the authorization.

***Home Help Services for Adults in Need of Protection***

The special adult protective services (APS) home help services component may be authorized to support the adult protective service plan of a vulnerable adult who is at risk of harm, abuse, neglect or exploitation; see ASM 125, Coordination with Other Services.

The maximum payment level is \$1000 within a 12 month fiscal year. These authorizations are payable to the provider only and FICA is not withheld. The service code for adult protective services is **0302**.

***Service Animal***

The payment for service animals is fixed at \$20 a month. These authorizations have a service code of 0501 and payable to the client.

**Payments on  
Closed Cases**

Authorizations on a closed case for a time period when the case was open can be made with supervisor approval as long as the provider was assigned to the case.

**Note:** If the provider was not assigned prior to the case closure, contact the Adult Services Program Office for assistance via the policy mailbox at: MDHHS-Adult-Services-Policy@michigan.gov.

**Adult Services  
Program Office  
Payment  
Exceptions**

The following payment authorizations will be forwarded via ASCAP to the Adult Services Program Office for processing:

- Authorization period is more than six months prior to the current date.
  - Payments within six months must be approved locally and cannot be approved as a program office exception.
  - Future authorizations **must** be approved locally and cannot be approved as a program office exception.
- Retroactive adjustments more than six months. Payments within six months **must** be approved locally.
- Authorizations that occur during the same time period as another adult services program (for example, adult protective services and home help services). The authorization submitted to program office **must only** be for the time period the programs overlap.
- Cases where an administrative error occurred.

Adequate justification must be entered in the rationale box in ASCAP for the authorization to be approved.

Payment authorizations approved by the Adult Services Program Office will indicate the program service code preceded by the number **9**.