

Participant Hospitalization

Participant Admission:

- Contact Hospital and confirm admission date within 1 business day
- Inform Agencies/Service Providers immediately, by phone or email, to Hold Services
 - Complete HOLD work orders or denote HOLD on current service summary and submit to Case Tech for data entry
 - Notify Skilled Agency - if applicable
- Complete Adverse Benefit Determination (ABD)
 - Identify and list each Waiver service, frequency of service, and service provider being placed on HOLD
 - List any services that will remain in place – ex: Supports Coordination; PERS; Snow Removal
 - No abbreviations may be used on ABD
 - Mail copy to participant; place copy in participant's file
- Update Status Report and submit to Case Tech for data entry
 - Identify Care Setting as Hospital and whether admission was “planned” or “unplanned”

Participant Discharge:

- Request Discharge Summary from Hospital
- Contact Service Providers by phone or email to notify of need to resume services
- Complete RESUME Work Orders or service summary denoting RESUME and submit to Case Tech for entry
- Contact participant within 1 business day of discharge
 - Discuss discharge orders and instructions
 - Make note of medications in participant file and update as needed
 - If participant has experienced a change in condition, schedule full in-person reassessment within 7 days of discharge

Hospitalization exceeding 30 days:

- Participant must be closed from the Mi-Choice Waiver
- Send advance Adverse Benefit Determination to the participant on 19th day of hospitalization stipulating that if hospital stay exceeds 30 days, the participant will be closed from Waiver.
- Update Status Report and submit to Case Tech for data entry
 - Designation of WA-Ineligible for program status starting on day 31
- Update Work orders to CANCEL services and submit to Case Tech entry
- Complete Waiver Disenrollment form and email to Enrollment Specialist
- Continue to maintain contact with the participant and hospital staff to coordinate potential re-enrollment in the MI Choice Waiver upon discharge