Participant Hospitalization

**Participant Admission:**

* Contact Hospital and confirm admission date within 1 business day
* Inform Agencies/Service Providers immediately, by phone, 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 client; 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 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 Medicaid Specialist
* Continue to maintain contact with the participant and hospital staff to coordinate potential re-enrollment in the MI Choice Waiver upon discharge.