

Re-Enrollment/Return Reassessment

- Re-Enrollment following participant discharge from Nursing Facility
- Re-Enrollment following closure from MI Choice due to hospitalization over 30 days; no Waiver services for 30 days, or any other reason that required disenrollment from the MI Choice Waiver (Waiver-Ineligible status)

Re-Enrollment following Nursing Facility Discharge

- SC must confirm medical/functional eligibility within 7 calendar days prior to or on the day of discharge from a nursing facility.
 - This can be completed in-person - NFLOCD completed and FOC signed at the visit
 - An existing NFLOCD can be adopted and FOC signed by SC on or before date of discharge (FOC must be kept in case record and adoption of NFLOCD documented in progress notes)
- Submit **NFLOCD** and **FOC** for entry into CHAMPS (if new one is completed)
- Submit **Status** form designating program as “Waiver-Pending”
 - If assisting with Medicaid application, status and enrollment must wait until application is filed with MDHHS

Re-Enrollment – Non-Nursing Facility Discharge

- Submit **NFLOCD** and **FOC** for entry into CHAMPS
- Submit **Status** form designating program as “Waiver-Pending”
 - If assisting with Medicaid application, status and enrollment must wait until application is filed with MDHHS
- Submit **Waiver Enrollment Notification Form** for entry within 5 business days
- Start MI Choice Waiver Services
 - Submit **Work Orders** for requested/approved services

- Primary SC must contact the participant within 24 hours of notification of discharge
- Home visit must be completed by both SW SC and RN SC within 7 calendar days of discharge from Nursing Facility to complete a reassessment, complete appropriate documentation, conduct a new NFLOCD (if NFLOCD was adopted), and obtain signatures on the FOC form.
 - If only 1 discipline is able to complete reassessment, the other discipline has 7 calendar days from the other discipline’s visit to schedule a home visit to complete the remaining assessment information.

- Complete **iHC-RA Assessment** - within 2 business days of in-person visit
 - Check the assigned boxes below to signify completion

SW SC Responsibilities

- Case File (Participant Info)
- SW Assessment & Certification Checkbox
- Caregivers
- Durable Medical Equipment
* can be completed by RN SC

RN SC Responsibilities

- RN Assessment & Certification Checkbox
- Other or Primary Diseases
- Medications
- Medical Providers
- Pharmacies

- Complete **iHC-RA Assessment** - within 2 business days of in-person visit
 - Check the assigned boxes below to signify completion

- Complete **COMPASS PCSP** - within 5 business days of in-person visit
 - Both disciplines check boxes to signify completion

SW SC Responsibilities

- Case File (Participant Info)
- SW Assessment & Certification Checkbox
- Caregivers
- Durable Medical Equipment
* can be completed by RN SC

RN SC Responsibilities

- RN Assessment & Certification Checkbox
- Other or Primary Diseases
- Medications
- Medical Providers
- Pharmacies

- Complete **COMPASS PCSP** - within 5 business days of in-person visit
 - Both disciplines check boxes to signify completion

Primary SC Responsibilities (both scenarios):

- Finalize full **COMPASS Assessment** – within 7 calendar days of in-person visit
 - Verify Assessment & PCSP is completed by both disciplines
 - Mail **Back-Up Plan** and **PCSP** once finalized and services started.