

# Michigan's Home and Community Based Services (HCBS) Transition Toolkit

Developed by MALA, MARO, and MACMHB

Tool kit version as of: May 21, 2017

This tool kit, developed by the Michigan Assisted Living Association (MALA), MARO, and the Michigan Association of Community Mental Health Boards (MACMHB), is designed to assist residential and non-residential providers, CMHs, and PIHPs in making the changes required by Michigan's Home and Community Based Services Transition plan.

## **Caveats in the use of this tool kit:**

1. This tool kit captures the most relevant documents, related to Michigan's HCBS transition and a range of readiness tools for use by HCBS stakeholders. Note that some of the documents are still under development by MDHHS, CMS, LARA, or other parties. As these documents are finalized, they will be added to this tool kit which will be sent, as an updated tool kit, by MALA, MARO, and MACMHB to their members.
2. While the provision of direct links to the documents, listed below, was the preferred approach, it became clear that when the linked/referenced documents were updated, the links continued to direct the reader to the old not-update version. Hence, this tool links the reader to the relevant website with a clear delineation of the title of the appropriate resource on the first page of the site that is listed in this tool kit.
3. Where a resource is not available on-line, it is attached to this tool kit and so noted in the tool kit.

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## **Over-arching foundational websites and documents**

1. Michigan's HCBS Transition site: [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)
2. Michigan's HCBS Transition Plan: See "Revised Statewide Transition Plan" on MDHHS HCBS Transition website: [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)
3. MDHHS Technical Guide: See **attached**: "MDHHS technical guide 3.17" (not available on line)

## **Person centered planning guidelines**

4. 2017 PCP guidelines: (In development)

## Notification letter to providers and corrective action plan template

5. Notification letter (In development)
6. Response/plan of correction form (that will be sent, by the PIHPs, to the CMHs for completion and submission to the PIHPs) (In development)

**Provider readiness tools** (Note: These readiness tools were developed by stakeholder workgroups, specific to residential and non-residential services, in consultation with the HCBS Implementation Advisory Group (a group, made up of consumers, advocates, providers, and representatives and members of MALA, MARO, and MACMHB, formed by MDHHS to guide the Department in its HCBS transition efforts). The tools have been reviewed by the HCBS Transition Team, within the Michigan Department of Health and Human Services and are on the MDHHS HCBS Transition website.)

7. Non-residential readiness tool— See “HCBS Provider Readiness Tool – Non- Residential Settings” on the MDHHS HCBS Transition website [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)
8. Residential services readiness tool: See “HCBS Provider Readiness Tool - Residential Settings” on the MDHHS HCBS Transition website [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)

Two additional resources related to residential services HCBS readiness: The Michigan Department of Health and Human Services and the Department of Licensing and Regulatory Affairs have received several questions about how the rule intersects with state licensing laws. The two Departments issued the following guidance to stakeholders to help address these issues:

9. MDHHS/LARA Joint Guidance Document to address issues related to licensing of Adult Foster Care (AFC) homes and Homes for the Aged (HFA) and to determine whether state licensing rules conflict with the characteristics outlined under the final rule. In particular, stakeholders have questioned whether the federal requirements conflict with state licensing requirements on the following issues. See “MDHHS/LARA Joint Guidance Document” on the MDHHS HCBS Transition website [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)

Note that this Joint Guidance Document is also contained within the HCBS Provider Residential Readiness Tool, described above.

10. Summary of Resident Rights related to discharge and complaints from residential settings See “Summary of Recipient Rights” on the MDHHS HCBS Transition website [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)

## Heightened scrutiny process

11. Heightened scrutiny pages of transition plan (pages 112-120 in the “Revised Statewide Transition Plan” on MDHHS HCBS Transition website): [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)

## Consumer, family, and community educational resources

12. HCBS fact sheet (one page handout): See the "Home and Community Based Services Rule Factsheet" on MDHHS HCBS Transition website: [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html)
13. HCBS beneficiary booklet: See the "Beneficiary Booklet" on the MDHHS HCBS Transition website: [http://www.michigan.gov/mdhhs/0,5885,7-339-71547\\_2943-334724--,00.html](http://www.michigan.gov/mdhhs/0,5885,7-339-71547_2943-334724--,00.html) **Beneficiary Booklet**  
(Hard copies of the Beneficiary Booklet can be obtained through the PIHP HCBS Lead staff person in your region.)
14. Powerpoint slides for use with families: See **attached**, "Family Final powerpoint slides.pdf" (not available on line)