

Welcome to the Home Help Program

The following checklist will guide you through the process of applying as a provider for the Home Help program, as well as submitting the provided services through an Electronic Service Verification (ESV):

- ☐ Register for MILogin and Community Health Automated Processing System (CHAMPS) and complete the online provider application
 - o See New Individual Provider CHAMPS Registration and Enrollment Instructions* or the Quick Reference Guide*
 - o Completion of the application will initiate a criminal history background check in CHAMPS; you do nothing for this process

[MILogin allows a user to enter one name and password in order to access multiple programs;
CHAMPS is the system that stores your electronic service verification]

- ☐ Notify your beneficiary's Adult Services Worker (ASW) upon completion of application
 - o The ASW will schedule a face-to-face meeting with you and your beneficiary
 - *NOTE: The ASW may schedule this meeting before your application is complete.
If this is the case, still notify the ASW of completion and continue to the next step.*
 - o **You *MUST* attend this meeting**
- ☐ Receive letter approving or denying your application
 - o To track your application status, see the last few steps of the New Individual Provider CHAMPS Registration and Enrollment Instructions* or the Quick Reference Guide*
- ☐ Log your services in your Electronic Service Verification (ESV) and **submit by the 10th of each month for the previous month's services**
 - o See Electronic Service Verification (ESV) Instructions* or the Quick Reference Guide* for step-by-step instructions
- ☐ Update any changes to your contact information *within 10 business days of the change.*
 - o See Changing Your Address Instructions* or Changing Your Address Quick Reference Guide* for step-by-step instructions

* All step-by-step instructions and quick reference guides can be found at www.michigan.gov/homehelp

If you have any questions, do not hesitate to contact Provider Support:

1-800-979-4662

ProviderSupport@Michigan.gov