

# ADULT HOME HELP SERVICES

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# Description of the Adult Home Help Services Program

- Adult Home Help Services (“AHHS”), formerly known as “*Chore Services*,” is administered through the Michigan Department of Human Services Agency (“DHS”).
- The services covered are those characterized as unskilled and non-specialized activities, including personal care, essential to the care of the consumer and maintenance of the home.

# Description of the Adult Home Help Services Program (continued)

- AHHS assists aged, blind, disabled and other functionally limited individuals with necessary daily activities, which they cannot perform without assistance.
- The goal of the AHHS program is to maintain the consumer in his/her home and avoid a placement into an alternative care facility, that is, a nursing home or adult foster care arrangement. Also, to identify and strengthen the consumer's natural support system when ever possible.

# Who is Eligible?



1. Consumer must have **MEDICAID** and require home help personal care.
2. Consumer must be living in an unlicensed setting.

# What Services are Available?

## Activities of Daily Living (ADL's)

- Eating & feeding
- Toileting
- Bathing
- Grooming
- Dressing
- Transferring
- Mobility



# What Services are Available?

## Instrumental Activities of Daily Living (IADL's)

- Taking medication
- Meal preparation and clean up
- Shopping for food and other necessities of daily living
- Laundry
- Housework



# Functional Assessment Definitions and Ranks

## Activities of Daily Living (ADL)

Within each of the previously mentioned twelve AHHS chore services areas, a task is “ranked” from 1 through 5. This means that rankings run from a “1” where the consumer is totally independent and requires no assistance, to a ranking of “5,” which connotes total dependence on another person to complete the task or chore. **You must have a dependency ranking of “3,” “4,” or “5” to receive assistance through this program.**

# Functional Assessment Definitions and Ranks

## Activities of Daily Living (ADL) – example:

**TOILETING** – Getting on and off toilet or commode and emptying commode, managing clothing and wiping and cleaning body after toileting, using and emptying bedpans, ostomy and/or catheter receptacles and urinals, application of diapers and disposable barrier pads. May include catheter insertion, ostomy irrigation, or bowel program.



# Functional Assessment Definitions and Ranks

## Activities of Daily Living (ADL) – example:

1. Independent: manages bowel & bladder with no assistance;
2. Requires reminding or direction (i.e., verbal assistance) only to perform toileting;
3. Requires some minimal human assistance with activities but the constant presence of a provider is not necessary;
4. Does not carry out most activities without much human assistance;
5. Totally dependent on others in all areas of toileting.

# Functional Assessment Definitions and Ranks

## Activities of Daily Living (ADL) - continued

- It is important to note from the last slide that consumers who fit the ranking definitions of either a “1” or a “2” will not receive any AHHS consideration – the person is fairly independent. Therefore, an assessment of the consumer’s needs will determine the rankings of “3, 4, or 5” for qualification of AHHS/chore payments.

# Functional Assessment Definitions and Ranks

## Activities of Daily Living (ADL) - continued

- Depending on the ranking level, the amount of allowable time for chore work is guided by the chart in the next slide.
- **IMPORTANT!** The DHS “**Reasonable Time Schedule (RTS)**” is a guide or starting point for the DHS worker and consumer to use; remember, each consumer has differing needs. Only under extenuating circumstances --- and with an appeal to the Michigan Department of Community Health’s Long-Term Care Development Section for “**complex care needs**” --- will the AHHS program allow for longer-than-usual times for a particular chore. This is not applicable in the areas of meal preparation, shopping and errands, laundry, and housework; each had maximum allowable times established in 2004 by state policy.

# TIME CHART GUIDE (“Reasonable Time Schedule”)

## Activities of Daily Living (ADL) - Monthly

	Ranking – 3	Ranking – 4	Ranking – 5
1.Eat/Feeding	22 hours	25 hours	28 hours
2.Toileting	11 hours	13 hours	14 hours
3.Bathing	8 hours	9 hours	11 hours
4.Grooming	4 hours	5 hours	6 hours
5.Dressing	7 hours	8 hours	9 hours
6.Transferring	3 hours	4 hours	5 hours

# TIME CHART GUIDE (“Reasonable Time Schedule”)

## Activities of Daily Living (ADL) - Monthly

	Ranking – 3 7 hours	Ranking – 4 8 hours	Ranking – 5 9 hours
7.Mobility			
8.Take Meds.	1 hours	2 hours	3 hours
9.Meal Prep.	25 hours <b>MAX</b>	25 hours <b>MAX</b>	25 hours <b>MAX</b>
10.Shopping and Errands	5 hours <b>MAX</b>	5 hours <b>MAX</b>	5 hours <b>MAX</b>
11.Laundry	7 hours <b>MAX</b>	7 hours <b>MAX</b>	7 hours <b>MAX</b>
12.Housework	6 hours <b>MAX</b>	6 hours <b>MAX</b>	6 hours <b>MAX</b>

# WHAT AHHS DOES NOT PROVIDE



1. Supervision, teaching or therapy.
2. Medical services.
3. Professional contracting or repair services by certified or licensed provider (e.g., electrical wiring repair, which requires an electrician).
4. Public Transportation.

# WHAT AHHS DOES NOT PROVIDE

5. Transporting for medical reasons (e.g., visits to doctors, pharmacies, hospitals).
6. Activities normally performed by other members of the residential unit or family without charge.
7. Services provided to persons other than the consumer. If a provider performs activities for other persons, AHHS only pays for that portion attributable to that consumer (e.g., meals/shop/cleaning).



# WHO PROVIDES SERVICES?

- Individuals choose their own providers from available persons, or public or private agencies. All providers must meet minimum qualification requirements and complete a monthly listing of services rendered to the consumer.
- Providers cannot be a “Responsible Relative,” that is, a spouse or a dependent child under age 18. Providers must complete a quarterly “Provider Log” (form DHS-721) that is turned into the DHS Adult Services worker for payment; DHS-721 must be signed by BOTH the consumer and the provider.



# HOW MUCH IS PAID FOR SERVICES?



Based on an evaluation of specific services needed, time required, and special circumstances, payment is negotiated between the consumer and the provider. The AHHS payment level that a local DHS worker may approve is \$549 or less; the local DHS Director or a supervisory designee can authorize up to \$1299. All exception amounts in excess of \$1300 [“Expanded Home Help”] must be approved by the state DCH office in Lansing.

# “EXPANDED HOME HELP”



- The possibility exists for receiving a higher payment level of AHHS, or an enhanced hourly rate, but only in very special cases. The former is called “*Expanded Home Help*” and the latter is known as an “*exception*” to Home Help Services. In either case, all such requests exceed \$550/mo.

# “EXPANDED HOME HELP” - continued

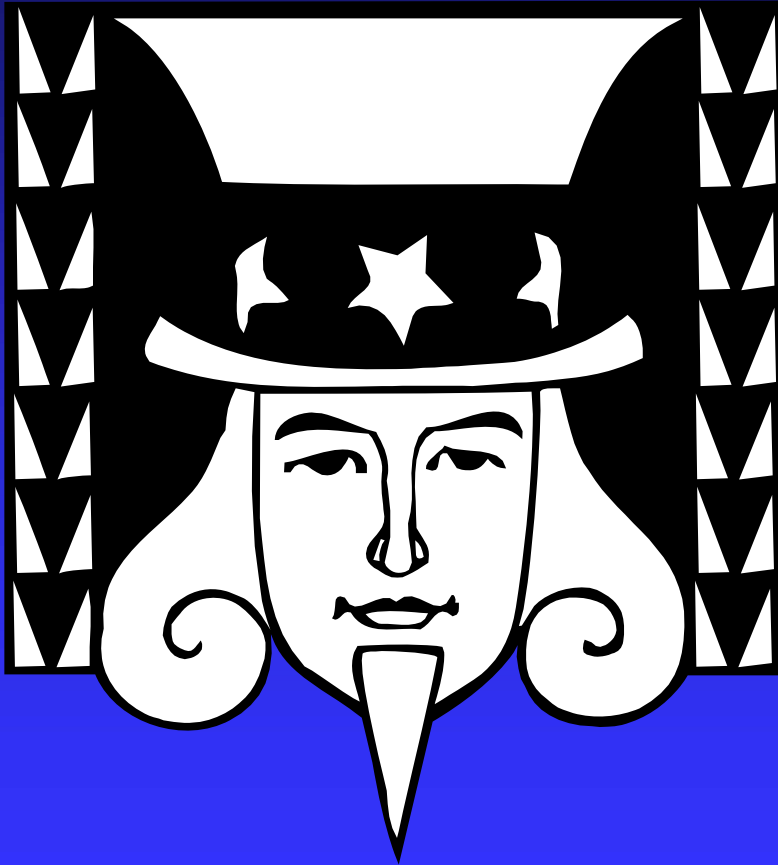
- These “exceptions” are essentially for situations where the functional limitations of the person are “so severe” that \$550 will not allow for the safe provision of the necessary assistance to maintain someone in his/her own home. In other words, the care requirements far exceed normal levels, a specially trained care provider is necessary, the person lives in an isolated area, or lacks any family support. Remember, this higher payment level is NOT for general nursing services or supervision. The DHS worker must process such “expansion” or “exception” claims within 45 days. If denied, appeal exists.

# HOW IS PAYMENT MADE?

- AHHS payment is made jointly to the consumer and the provider and mailed directly to the consumer. The payment occurs the first week after the completion of the previous month.



# ARE AHHS PAYMENTS TAXABLE?



- You bet! This is taxable income to all providers of services, even parents.
- However, parents may not be liable for the FICA (“Social Security Tax”) payments. Starting with calendar year 2010, IRS form-1099’s will be issued to all entities not receiving a W-2, which would include parents and some agency providers. A parent may choose to have FICA withheld from the check by notifying their DHS Adult Services worker of this request; the system is not setup to automatically withhold FICA from a parent.

# HOW ARE SERVICES OBTAINED?

- Application (form DHS-390) is made through the local DHS office [*remember, the consumer must have already established Medicaid eligibility*]. A DHS Adult Services Specialist contacts the consumer, and conducts a thorough needs assessment using the previously-discussed 1-5 scale.
- Next, the DHS worker develops a service plan jointly with the consumer, assists with locating providers, and authorizes services as appropriate. A “medical needs” form (DHS-54A) is required to document the consumer’s need for personal care services. The medical professional MUST be an “*enrolled Medicaid Provider*” AND hold one of the following professional licenses: physician, nurse practitioner, occupational therapist, or physical therapist. Note: a physician’s assistant (PA) is not an enrolled Medicaid provider. Further, only in an “Expanded Home Help” case involving “complex care” or where the payment will exceed \$1300 is there also a review by a registered nurse from the Department of Community Health.

# HOW ARE SERVICES OBTAINED?

(continued - II)

- Before applying for AHHS it is suggested that the consumer, the family and/or caregiver thoroughly review the ADL/IADL definitions and ranks, along with the timesheet scale. **Remember that rankings of “1” or “2” will NOT result in any AHHS payment, since a person in either of those two levels is fairly independent.**
- Keep a diary of daily services provided and also list services that are provided on an irregular basis --- as long as such services are covered under the Adult Home Help program.

# HOW ARE SERVICES OBTAINED?

(continued - III)

- Advanced planning can prove quite useful when the DHS services worker visits the home to do the needs assessment.
- If asked, providers should indicate that they expect the minimum established rate in their county for the work they do - - - more if a special skill or task is involved short of a certification or license.



# HOW ARE SERVICES OBTAINED?

(continued - IV)

- Finally, the DHS worker may ask a family if they would provide or continue to provide services if they were not paid. Families need to know that if they answer in the affirmative (i.e., “Yes”), the DHS probably will not pay for the AHHS even though the consumer is clearly eligible. So, families who wish to receive compensation for this valuable and important work should tell the DHS worker (if they are asked) that they cannot continue services without compensation.

# HOME HELP PROVIDER RATES

- Home Help payment rates **vary** by county - Medical Services Administration Bulletin 09-59 dated, 12/31/2009. Rates are effective 11/1/2009.

<u>County</u>	<u>Individual</u>	<u>Agency</u>
Oakland	<b>\$8.00/hr. (lo)</b>	<b>\$13.50/hr. (lo)</b>
Wayne	\$8.00/hr.	\$13.50/hr.
Ingham	\$8.00/hr.	\$13.75/hr.
Macomb	\$8.00/hr.	\$14.25/hr.
Washtenaw	\$8.00/hr.	\$14.50/hr.
Kent	\$8.00/hr.	<b>\$15.50/hr. (hi)</b>
Grand Traverse	<b>\$11.00/hr. (hi)</b>	\$15.00/hr.

# AHHS FOR MINOR CHILDREN



- The same type of funding may be available for children if the following set of circumstances exist:

## AHHS FOR MINOR CHILDREN (continued)

1. A **child** in need of services must not qualify for the Children's Waiver Program. If the child is a recipient of **SSI or MEDICAID**, there is no income test for the responsible relative(s), and the child is automatically eligible.
2. Payment may only be authorized for personal care services, not for supervision. The child's condition must be such that **care requirements exceed the "age-appropriate" demands that would ordinarily be placed on the parent(s)**. An example of this might be: changing diapers for an infant is considered an age-appropriate responsibility of parents, but changing diapers for a 10-year-old with a disability is considered personal care under this program.

## AHHS FOR MINOR CHILDREN (continued)

3. **Parents cannot be personal care providers.** Siblings, however, can be providers; also, grandparents, and so on.
4. If the need for specific Adult Home Help care services is based on the **parent's need to be away from the actual home** (e.g., for education and training), then such services can only be authorized during the actual hours that the parent must be away. **Remember, AHHS only pays for "hands-on" care and NOT for supervision time!**
5. There are also provisions covering **parents who are physically disabled and unable to care for their child.** Again, only for "hands-on" care --- supervision is **NOT** a covered service.

# APPEALS



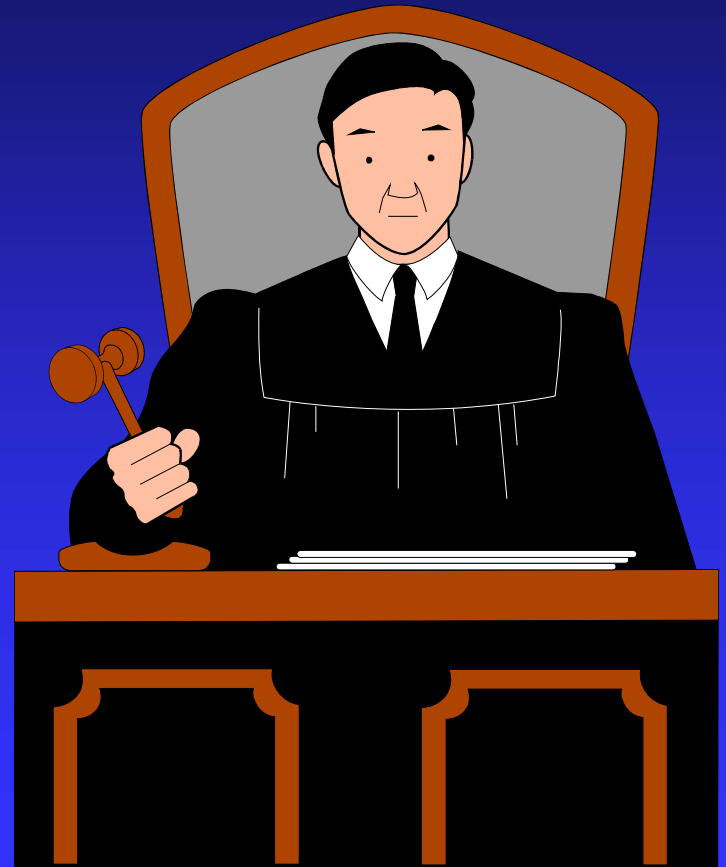
- If any of the services in this program are DENIED, REDUCED, SUSPENDED or TERMINATED, then the consumer has a right to a due process hearing conducted by an Administrative Law Judge (ALJ).

# APPEALS (continued)

- All case actions/decisions by the DHS must include a written notice of the action to be taken (reduction, denial, etc.) and the reasons for it. The notice must also inform the consumer of their right to hearing and how to file for one. The consumer or designee has 90 calendar days from the date of the written notice to request a hearing.

# APPEALS (continued)

- A hearing request is made with the local DHS office's "Hearings Coordinator." The form must be in writing and delivered either by mail or in-person at the DHS. The Michigan Department of Community Health Administrative Tribunal has 65 days to schedule and conduct a hearing, render a decision and mail it to the consumer and the local DHS office.





# APPEALS (continued)

- Effective March 1, 2004, exceptions to the AHHS policies will be allowed only for “complex care needs.” The local DHS office no longer has the ability to go outside of the bounds of the regulations. All exceptions for “complex care needs” must be appealed through the local DHS Adult Services worker to the Michigan Department of Community Health’s Long-Term Care Systems Development Section.

# APPEALS (continued)



- The next step is Circuit Court, but this can get expensive! Also, the entire case will not be heard all over again ... the judge will be looking for legal mistakes or “agency (DHS) abuse of discretion.”

# APPEALS (continued)

- A way to avoid the ALJ hearing would be to consider attending a “pre-hearing conference” with a local DHS supervisor. This will be offered; you don’t have to accept. It usually is best to resolve differences at the lowest possible level; you can always go to hearing or withdraw your request.



# QUESTIONS?



- For further information, please contact The Arc of Oakland County, at:  
248-816-1900  
or on the web at:  
[www.thearcoakland.org](http://www.thearcoakland.org)