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| Subject: Provider Network | Procedure: Exemption for Live In Caregiver for Electronic Visit Verification (EVV) | |
| Last Updated: 03/28/2025 | Owner: Chief Network Officer | Pages: 3 |

I. PURPOSE:

To define and describe the operational guidelines for Financial Management Service (FMS) providers when requesting a live in caregiver's exemption from using electronic visit verification (EVV) in a self-directed arrangement. This procedure outlines the process in which an FMS would request an exemption for using EVV for a caregiver that resides with the person served.

II. DEFINITIONS:

Live In Caregiver

A caregiver who lives in the same home as the person served; the home is the caregiver's permanent and primary residence; and the caregiver is responsible for providing personal care services that require EVV to the person served (H2015 CLS and Respite T1005), in an approved self-determination arrangement.

III. PROCEDURE:

- A. MCCMH is the approving entity that must approve or deny exemption requests.
- B. Live in caregivers may be required to use an EVV system for business purposes such as service verification and payroll. The exemption does not prevent an FMS from requiring their caregivers to use EVV for business purposes.
- C. Required Documentation
 1. The live in caregiver completes an Attestation Form (BPHASA-2421) and provides two (2) proof of residency documents to the FMS to request an exemption. The documents must include the live in caregiver's name and current home address. Electronic copies are accepted.
 2. Proof of residency documents include:
 - a. Valid Michigan driver's license
 - b. Valid Michigan state identification
 - c. Utility bill or credit card bill issued within the last ninety (90) days

- d. Account statement from a bank or other financial institution issued within the last ninety (90) days
- e. Mortgage
- f. Lease or rental agreement (Lease and rental agreements must include the landlord's telephone number)
- g. Paystub or earnings statement issued within the last ninety (90) days
- h. Life, health, auto, or home insurance policy
- i. Michigan title and registration
- j. Federal, state, or local government documents such as receipts, licenses, or assessments

D. Requesting the Exemption

1. The FMS collects the required documentation for a direct hire staff that meets live in caregiver requirements.
2. A request for exemption is securely emailed to the selfdetermination@mccmh.net with the supporting documentation.
3. MCCMH has ten (10) calendar days once receiving the documentation to provide a decision of the exemption request to the FMS, caregiver, and person served.
4. The FMS updates the live in caregiver information in the EVV system which flags the status for reporting requirements

E. Renewing Live-in Caregiver Status

1. A review of live in status is required at least annually or any time the person served or caregiver has a change of address.
2. Notification of an upcoming end date for EVV live in caregiver exemption status will be sent thirty (30) calendar days prior to the end date to the FMS, caregiver, and person served.
3. A new BPHASA-2421 form is required with renewals.
4. No additional documentation is required if there are no changes.
5. If there are changes, additional documentation is needed for proof of residency.
6. The caregiver provides these required documents to the FMS and the FMS sends a secure email to selfdetermination@mccmh.net for request of exemption renewals.
7. If the caregiver fails to submit renewal documentation this must not delay services.
 - a. The caregiver would no longer be exempt from using EVV and would have thirty (30) days to get set up with EVV with the FMS.
 - b. If EVV is not used within the thirty (30) day grace period, the Medicaid Provider Agreement with the caregiver will be suspended and Medicaid funds must not be used to pay the caregiver for services.
8. If the person served moves with a caregiver and the caregiver does not notify the FMS and MCCMH within ten (10) calendar days, MCCMH will provide notice that

the current exemption will end.

- a. The caregiver will have thirty (30) calendar days to submit a new request form and documentation to maintain their live in caregiver exemption.
- b. If documentation is not provided, the caregiver must begin using EVV.
- c. EVV set up will occur within that thirty (30) day period after MCCMH was notified of the move.
- d. A United States Postal Service issued change of address form or Michigan Secretary of State issued temporary State ID are acceptable forms of documentation.

III. REFERENCES:

None.

IV. RELATED POLICIES:

MCCMH MCO Policy 12-004, "Service Authorizations"

V. EXHIBITS:

None.

Annual Review Attestation / Revision History:

| Revision #: | Revision/Review Date: | Revision Summary: | Reviewer/Reviser: |
|-------------|-----------------------|------------------------|----------------------------------|
| 1 | 03/28/2025 | Creation of Procedure. | Self-Determination Administrator |