



MACOMB COUNTY

COMMUNITY MENTAL HEALTH

Subject: Utilization Management	Procedure: Authorizations for Skill-Building, Supported Employment, Job Coaching, and Out-of-Home Non-Vocational Habilitation	
Last Updated: 6/12/2026	Owner: Managed Care Operations	Pages: 4

I. PURPOSE

To provide procedural and operational guidance to directly operated and contract providers on the documentation requirements for authorizations of skill-building assistance, supported employment, job coaching, and out-of-home non-vocational habilitation.

II. DEFINITIONS

A. Job Coaching:

Activities that assist the person served with maintaining individual competitive integrated employment. To be eligible for this service, persons served must be on the Habilitation Supports Waiver (HSW), the 1915(i) State Plan Amendment (iSPA), or the Healthy Michigan Plan (HMP).

B. Medical Necessity:

Determination that a specific service is medically (clinically) appropriate; necessary to meet needs; consistent with the person's diagnosis, symptomatology, and functional impairments; is the most cost-effective option in the least restrictive environment; and is consistent with clinical standards of care. The medical necessity of a service shall be documented in the individual plan of service (IPOS).

C. Out-of-Home Non-Vocational Habilitation:

This service provides assistance with acquisition, retention, or improvement in self-help, socialization, and adaptive skills; and the support services incidental to the provision of that assistance that takes place in a non-residential setting, separate from the home or facility in which the individual resides. To be eligible for this service, persons served must be on the HSW.

D. Skill-Building Assistance:

Activities that assist the individual to increase their economic self-sufficiency and/or to engage in meaningful community-based activities such as school, work, or volunteer activities. The services occur in community-based integrated settings and provide knowledge and specialized skill development and/or supports to achieve specific outcomes consistent with the individual's identified goals of community

independence, inclusion, participation, and productivity. To be eligible for this service, persons served must be enrolled in iSPA.

E. Supported Employment:

Provides services and support that enables the person served to have the opportunity to develop skills in a group setting or focus on individualized goals of obtaining employment. Setting options offered should include community-based, integrated work settings where individuals with disabilities work alongside other individuals who do not have disabilities. To be eligible for this service, persons served must be on the HSW or iSPA.

III. PROCEDURE

- A. When a person served notifies their primary case holder of their interest in skill-building assistance, supported employment, job coaching, or out-of-home non-vocational habilitation, the primary case holder shall:
1. Identify if this is a treatment need for the person served, per the Michigan Medicaid Provider Manual (MPM), specific to the service and medical necessity.
 2. The primary case holder discusses this service need as a part of the person-centered planning process. The case manager assists the person in identifying a provider for this service when needed.
 3. The primary case holder ensures that this service is an identified service in the Individual Plan of Service (IPOS). The goal must address the medical necessity of the service, the provider, and the amount and duration of attendance.
- B. The primary clinical provider submits a prior authorization request to Managed Care Operations (MCO) in the FOCUS Electronic Medical Record (EMR). Authorization requests can be submitted up to sixty (60) calendar days, and no less than fourteen (14) calendar days, prior to the effective date of the authorization.
- a) H2014: Skill-Building Assistance (iSPA)
 - b) H2014 WZ: Out of Home Non-Vocational Habilitation (HSW)
 - c) H2023: Supported Employment (iSPA or HSW)
 - d) H2025: Supported Employment/Job Coaching (iSPA, HSW, or HMP)

- C. Time spent on incidental activities, including lunch breaks and transportation time, is not included in the billed service units. Only time spent on planned activities should be supported in the IPOS and included in the prior authorization request.
1. In limited circumstances, a person served may require staff assistance during lunch breaks due to imminent health and safety risks. When this occurs, the health and safety needs must be clearly documented in the IPOS, including what intervention the staff will implement, and supported in the medical record.
- D. There are limited circumstances, due to imminent risk to the health and safety of the person served, or others, in which a person served may require enhanced staffing supports to participate in these services.
1. For enhanced staffing supports to assist in behavioral management, the following must be completed:
 - a) The person must have a behavior treatment plan presented by their assigned behaviorist to the MCCMH Behavior Treatment Plan Review Committee (BTPRC).
 - b) The amount, scope, and duration approved by BTPRC must be documented in the IPOS.
 2. For enhanced staffing supports due to the need for medical intervention, the following must be completed:
 - a) The physical health/medical need must be clearly detailed in the IPOS, including the medical necessity of what intervention staff will implement, the times of day and amount of time each day that enhanced support is required, and the duration that the enhanced support is expected to be necessary.
 - b) There must be supporting medical documentation from the appropriate professional in the person's electronic medical record documenting the medical issues and required interventions. This documentation must be updated regularly, at a minimum annually, to support the continued medical necessity of the enhanced supports.

C. MCO has seven (7) calendar days to make a medical necessity determination on these requests.

1. When it is determined that the person served meets the medical necessity criteria for the authorization of these services, the authorization is approved in the FOCUS EMR, and an electronic notification is sent to the primary case holder.
2. When it is determined that the person served does not meet the medical necessity criteria for the authorization of these services, the authorization is denied in the FOCUS EMR, and an electronic notification is sent to the primary case holder. MCO sends a Notice of Adverse Benefit Determination to the person and/or their legal guardian.

IV. REFERENCES

None.

V. RELATED POLICIES

- A. MCCMH MCO Policy 4-020, “Medicaid and Non-Medicaid Notice of Adverse Benefit Determination”
- B. MCCMH MCO Policy 12-004, “Service Authorizations”

VI. EXHIBITS

None.

Annual Review Attestation / Revision History:

Revision #:	Revision/Review Date:	Revision Summary:	Reviewer/Reviser:
1	8/9/2024	Creation of Procedure	MCCMH MCO Division
2	10/11/2024	Implementation of Procedure	MCCMH MCO Division
3	3/19/2026	Revision of Procedure	MCCMH MCO Division
4	5/20/2026	Revision of Procedure	MCCMH MCO Division
5	6/12/2026	Revision of Procedure	MCCMH MCO Division