



Detroit Wayne Integrated Health Network

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Date: February 14, 2023

To: DWIHN Clinically Responsible Service Provider (CRSP) Network
From: Leigh Wayna - Director of Utilization Management

Cc: Manny Singla- Executive VP of Operations, Melissa Moody- VP of Clinical Operations, Dr. Shama Faheem-CMO, Jacquelyn Davis-CO, Ebony Reynolds-CO, Lucinda Brown- UM Program Administrator, Shirley Hirsch – Director of Residential Services

Re: HSW Enrollment Collaboration between DWIHN and CRSPs

In an effort to ensure that all eligible members have the opportunity of being enrolled in the Habilitative Supports Waiver (HSW), the Detroit Wayne Integrated Health Network's (DWIHN) Residential Department will begin identifying eligible members at the time of a member's Residential Assessment with the expectation that the CRSPs are following up on completing the enrollment documentation for HSW application.

Please note that this does not mean that CRSPs should stop identifying members to enroll in the HSW; this new process is simply an addition to help support the network and our members. CRSP's should still be identifying new enrollees and initiating the enrollment process per existing process working closely with the DWIHN Utilization Management Team.

- At the time of the Residential Assessment, DWIHN's Residential Team will identify if the member is eligible for the HSW services, provide the member and guardian with education around HSW, and complete the consent with the member/guardian.
- DWIHN's UM Department will notify the case manager of the CRSP assigned to the member that they have begun the HSW enrollment process.
- CRSP's will then have two (2) weeks to complete the HSW enrollment. If the consent form has already been completed by DWIHN's Residential Department, that form does not need to be completed again.

Should you have any questions or concerns about HSW enrollments, please contact Tiffany Karol, DWIHN Utilization Manager, via email at tkarol@dwihn.org.

Thank you.

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