



SUMMIT POINTE POLICY AND PROCEDURE MANUAL

Section: Provider Network	Policy Name: Home and Community Based Provisional Approval	Policy Number: 1.2.8	
Owner: Director of Provider Network	Applies To: <input checked="" type="checkbox"/> Summit Pointe Staff <input checked="" type="checkbox"/> Summit Pointe Contract Providers <input checked="" type="checkbox"/> Summit Pointe CCBHC Services <input checked="" type="checkbox"/> Summit Pointe CCBHC DCO Providers		
Approved By: <i>Jamie Goodrich</i>			
Version Number: 5	Last Review Date: 01/30/2026	Revised Date: 01/30/2026	First Effective Date: 11/01/2018

I. **PURPOSE:**

To ensure that Summit Pointe’s contractual providers of residential and non-residential home and community-based services are compliant with the Federal Home and Community Based Final Rule by establishing a provisional approval process for any new provider.

II. **DEFINITIONS:** Refer to the “Summit Pointe Policy and Procedures Definitions Glossary.”

III. **POLICY:**

Summit Pointe shall require any provider who is new to the network as of October 1, 2017, to complete a provisional approval application. For the purpose of this policy, this also would include an existing provider who is adding additional home and community-based services.

All providers and programs who have had existing contracts prior to October 1, 2017, within the provider network, shall be in full compliance with all HCBS standards.

IV. **PROCEDURE:**

Standards and Guidelines:

Summit Pointe is responsible for ensuring that any new site, new provider, or new program of relevant waiver services completes the appropriate Provisional Approval process prior to executing a contract with them. Applicable services include specialized residential providers who serve individuals on the habilitation supports waiver as well as other 1915(i) services (skill building, supported employment, and community living supports).

Summit Pointe shall complete a site review prior to executing a contract to ensure that the provider, program, or site does not have the qualities of an institution or have isolating factors. If such factors are found, a Provisional for One process must occur prior to moving forward with a contract.

Summit Pointe shall work with any new provider, site, or location to ensure full compliance with all HCBS standards. This includes site reviews as outlined in Policy 1.2.5: Ongoing Compliance Monitoring.

Summit Pointe shall assist the PIHP in tracking all new sites, new providers, and new programs by providing all completed provisional approval applications to the PIHP for the purposes of tracking and survey administration.



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All contracted providers who have been provisionally approved are required to complete any comprehensive survey that the PIHP will administer to confirm compliance with all HCBS standards as outlined in the Medicaid Provider Manual.

V. **REFERENCES:**

Medicaid Managed Specialty Supports and Services Concurrent 1915(b)/(c) Waiver Program FY19, Section 18.1.13

Michigan Medicaid Provider Manual: Home and Community Based Services Chapter SWMBH Operating Policy 2.19

VI. **ATTACHMENTS:**

HCBS Residential Provisional Survey (v. 11/29/2021)

HCBS Non-Residential Provisional Survey (v. 11/29/2021)