

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Andrea Bubel	DATE SUBMITTED: 01/08/2026	SECTION: Human Resources
BOARD APPROVED ON: xx/xx/xx	DATE REVISED: 1/13/2026	SUBJECT: CHAMPS System
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 1/13/2026	POLICY #: ED-49	PAGE #: 1

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH), whose position requires enrollment in, or compliance with, the Michigan Department of Health and Human Services (MDHHS) Community Health Automated Medicaid Processing System (CHAMPS), as well as all administrative and supervisory staff responsible for employee onboarding, compliance monitoring, and record maintenance.

II. POLICY

It is the policy of Blue Water Developmental Housing, Inc. to utilize the Community Health Automated Medicaid Processing System (CHAMPS) as the official State of Michigan system for Medicaid provider enrollment and compliance verification.

CHAMPS is administered by the Michigan Department of Health and Human Services and is used to ensure that providers and provider-affiliated staff meet all requirements necessary to deliver Medicaid-funded services.

BWDH shall ensure that:

- CHAMPS enrollment requirements are determined by BWDH based on the employee's position, job duties, and the funding source of services provided.
- Required credentials, training, and compliance items are accurately tracked
- Credential expirations are monitored on an ongoing basis
- Employees are notified of renewal requirements in a timely manner

Failure to maintain required CHAMPS compliance may result in the employee being ineligible to provide Medicaid-funded services and may lead to disciplinary action, up to and including termination, in accordance with BWDH's disciplinary guidelines. Except where prohibited by law or MDHHS requirements, employees will be provided notice of non-compliance and a reasonable opportunity to cure prior to disciplinary action."

III. NOTIFICATION/PROCEDURE

WHO

Community Based Program
Support/Community Based
Program Supervisor

DOES WHAT

1. Initiates CHAMPS record at hire. Creates or verifies the employee's CHAMPS record, when applicable, at the time of Hire.

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| | 2. Enters required enrollment and compliance information. |
| | 3. Uploads any initial documentation as required. |
| Administrative Services
Division Director | 4. Runs monthly CHAMPS compliance report no less than once per month. Reviews upcoming expirations and potential compliance risks. Escalates unresolved compliance issues to the Community-Based Division Director. |
| Safety & Training Coordinator | 5. Notifies employees about upcoming expirations no later than 30 days before expiration. Provides clear direction regarding required renewals and submission deadlines. Offers to schedule a day/time to complete the renewal at the main office. |
| Employee | 6. Maintains required CHAMPS compliance. Completes all required renewals, training, and documentation by established deadlines. Submits required documentation promptly to the Safety & Training Coordinator. |
| Safety & Training Coordinator | 7. Uploads renewal documentation into ADP to be tracked. |
| Administrative Services
Division Director | 8. Reviews CHAMPS compliance reports as needed. |
| Community Based Program
Supervisor | 9. Initiates disciplinary action related to CHAMPS non-compliance following notice and opportunity to cure, when applicable, in coordination with Human Resources and in accordance with BWDH disciplinary policies. |