

## **Information for CMHSP staff regarding Medicaid regulations and the Endorsement® Requirement (IMH-E®) and the Waiver of Provider Qualifications**

### Medicaid Regulations and MI-AIMH Endorsement® Requirement

All Community Mental Health Services Program (CMHSP) staff, student interns\* or contract provider staff, delivering home-based services for infants and young children, birth to 47 months, providing infant mental health services (B3) for this population, and staff providing Child Care Expulsion Prevention (B3) must have, as a minimum, the Michigan Association for Infant Mental Health (MI-AIMH) Endorsement®, Infant Family Specialist Endorsement®, with Infant Mental Health Specialist Endorsement® preferred.

Each level requires a minimum of two years paid work experience with infants/toddlers and at least one year of reflective supervision/consultation (RSC) from an approved provider (more about that is available at:

<http://mi-aimh.org/endorsement/requirements/reflective-supervision-consultation/>

*\*as of April 2015, student interns in Home-based Services, CCEP or IMH programs must also complete the Waiver of Provider Qualifications application if they do not have endorsement prior to their internship*

### Waiver of Provider Qualifications

For new CMHSP staff who do not yet meet the requirements for Endorsement® as Infant Family Specialists (II), the employer will apply to the Michigan Department of Health and Human Services (MDHHS) for a Waiver of Provider Qualifications. The waiver keeps the agency in compliance with Medicaid regulations until the staff earns Endorsement®. Applications for a waiver can be obtained from Mary Ludtke and are to be submitted by the employer. The waiver application includes the credentials of the applicant (degree, license), a detailed plan for training and reflective supervision/consultation (RSC) required and a copy of an email from MI-AIMH (miaimh.easy.imhe@gmail.com) that confirms successful registration on EASy as evidence that the staff has started the Endorsement® application process.

Waiver of Provider Qualifications applications are submitted to Mary Ludtke at MDHHS, they are not submitted to MI-AIMH. Waivers must be renewed each fiscal year until the staff earns Endorsement®.

For information on the Waiver of Provider Qualifications, please contact Mary Ludtke at [Ludtkem@michigan.gov](mailto:Ludtkem@michigan.gov) or 517-241-5769.

## **Registering for Endorsement® on EASy (<https://easy.mi-aimh.org/>)**

### Successful Registration on EASy

1. To start the Endorsement® process, a new applicant must first become a member of MI-AIMH (or another IMH association). Membership dues are \$70 for one year. All memberships expire on December 31. Members can join or renew on-line at [My.MI-AIMH.org](https://my.mi-aimh.org). Memberships can be purchased on-line with a credit card (via PayPal) or an applicant can select “Pay Another Way” to indicate a check is being mailed.
2. Next, register on EASy (Endorsement® Application System): <https://easy.mi-aimh.org/>. It should take less than 10 minutes to fill in the required information. When the online registration form, also known as the preliminary application, is complete, the applicant will be directed to a checkout page to pay the EASy Registration Fee. The EASy Registration Fee is \$20 for Infant Family Specialist (II) and \$25 for Infant Mental Health Specialist (III). If a new applicant navigates away from the checkout screen, there is no way to get back without starting the entire registration process over. So, the new applicant should have the payment method on hand. If the new applicant (or the employer) prefers to pay by check, the applicant can select “Alternate payment” and indicate what type of payment they will be using.

Once the membership and registration fees are paid, the applicant will be issued a username and password to log into EASy to complete their application on-line. MI-AIMH requires a minimum of four weeks between registration on EASy and submission of a complete application. This allows enough time for receipt and upload of official transcripts, completion of reference rating forms, etc.

### Completing an Endorsement® Application

MI-AIMH mails a copy of the *Competency Guidelines* book to the applicant. The completed application will document that the applicant has met the requirements and the competencies required at the desired level, as defined in the *Competency Guidelines* book. Completing the application entails entering details about the applicant’s specialized education, work, in-service training, and RSC experiences. The applicant will also enter email addresses for 3 references and will order official transcripts from each college/university attended. Transcripts must be emailed or mailed directly to MI-AIMH from the college/university; instructions appear at the top of the Transcript section of EASy.

Once the applicant has met the minimum requirements and documented competencies as defined at the desired level, and both the references and transcripts are completed, a Submit button will appear on the applicant’s dashboard. Once the complete application is submitted, the Endorsement® Processing Fee is due (\$100 for Infant Family Specialist (II) or \$300 for Infant Mental Health Specialist (III)).

## Annual Renewal of MI-AIMH Endorsement®

Endorsement® must be renewed annually. There are 3 requirements for annual renewal; all are due no later than January 31. (All memberships and Endorsement® renewals share the same deadline, despite when membership was purchased or when Endorsement® was earned):

1. Maintain membership in MI-AIMH (or another IMH association)
2. Receive a minimum of 15 hours of specialized in-service training related to the infant mental health competencies. These training hours are documented in the Endorsed® professional's membership profile at [My.MI-AIMH.org](http://My.MI-AIMH.org).
3. Receive a minimum of 12 hours of on-going RSC, also documented within their [My.MI-AIMH.org](http://My.MI-AIMH.org) profile.