

**EFFECTIVE**

October 1, 2001.

**SUBJECT**

Adult Services Manual Policy

**PURPOSE**

To inform local office staff of changes throughout the Adult Services Manual

**Custom Cross Reference:**

Custom Cross Reference links have been established throughout the ASM. **No change bars appear in the documents where the custom cross reference links were created.**

The links appear as blue text in an item. Click on the blue text and it will connect to the corresponding document. The corresponding document has no blue text.

The Manual Maintenance Instructions at the end of the bulletin will list all the documents that have changed from the previous release. A future enhancement includes separating changed items into categories. Until then, be aware that items that appear without change bars indicate either an index or custom cross reference has been created.

**Cross Referenced Items:**

|          |          |          |          |
|----------|----------|----------|----------|
| ASM 311  | ASM 313  | ASM 331  | ASM 332  |
| ASM 334  | ASM 351  | ASM 352  | ASM 353  |
| ASM 362  | ASM 363  | ASM 371  | ASM 373  |
| ASM 374  | ASM 376  | ASM 377  | ASM 379A |
| ASM 379E | ASM 379F | ASM 379H | ASM 381  |
| ASM 382  | ASM 383  | ASM 385A | ASM 385C |
| ASM 385D | ASM 385H | ASM 385I | ASM 385J |
| ASM 385L |          |          |          |

**ASM 311, 312, 313 and 331:**

Client changed to customer throughout these items

**ASM 334:**

Deleted references to obsolete forms

Client changed to customer throughout the item.

**ASM 373:**

The following statement was inadvertently omitted from the manual revision "A copy of the service plan must be given/mailed to AFC providers within five working days of the home call."

Removed references to FIA-2353X

**ASM 374:**

References to ASM 375 were changed to the appropriate ASM 379 references

Reference to ASM 151 was corrected to SRM 151

**ASM 376:**

References to the LO-630 report were removed from the manual and replaced with the procedure to access information from the Bureau of Regulatory Services web site using the licensed facility locator link

Reference to MAPA (warning) letters was changed to Notices of Intent to take Adverse Action (NOI) letters

Reference to the MSA-1625A form was changed to DCH-1625A

**ASM 377:**

SSI and SDA Monthly Provider Rates increased by \$1.00 effective August 1, 2001. This increase occurred because the Social Security Administration miscalculated the Consumer Price Index increase for 2000.

Reference to the MSA-1625A form was changed to DCH-1625A

References to the LO-630 report were removed from the manual

References to the NA-920 (Statement of Payment Error Codes) were changed to Pended and Rejected

See SRM 181 for updated instructions on recoupment of adult services payments

References to the FIA-2353X were changed to request a duplicate document

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

**ASM 311  
ASM 312  
ASM 313  
ASM 331  
ASM 332  
ASM 334  
ASM 351  
ASM 352  
ASM 353  
ASM 361  
ASM 362  
ASM 363  
ASM 371  
ASM 373  
ASM 374  
ASM 376  
ASM 377  
ASM 379A  
ASM 379E  
ASM 379F  
ASM 379H  
ASM 381  
ASM 382  
ASM 383  
ASM 385A  
ASM 385C  
ASM 385D  
ASM 385H  
ASM 385I  
ASM 385J  
ASM 385L**