
EFFECTIVE

June 1, 2007.

SUBJECTS

Adult Services Manual Policy changes:

1. Authorizations
 - PDS Authorizations
 - Prior Authorizations
2. ILS Program Procedure Updates
 - Time and Task
 - Risk Assessment
 - DHS 54A
 - Provider Interview
 - Local Office Hourly Rate Schedule
 - Recoupment letters
3. Adult Services Glossary (ASG)
4. Adult Services Forms
5. Miscellaneous
 - Manual Citings on Negative Action Notices
 - General Property Tax Act
 - DHS Terminology and Styles Updated
6. Interim Bulletin Information Added to Policy

**1)
AUTHORIZATIONS****ASM 331****PDS
Authorizations**

Clients enrolled in the MI Choice Waiver program are **not** eligible for physical disability services (PDS).

Reason: Per Department of Community Health.

**Prior
Authorizations**

Prior authorization for PDS is required for any item/service \$1000 and over. Home and vehicle modification **under \$1000** can be approved by the local office but still requires special documentation.

Reason: Per Department of Community Health.

**2) ILS PROGRAM
PROCEDURE
UPDATES****ASM 311, 363, SRM 181****Time and Task**

When hours exceed the reasonable time schedule (RTS) rationale must be provided.

Reason: Per Department of Community Health.

**Risk
Assessment**

Workers are **no longer** required to complete the risk assessment. Information regarding the risk assessment has been removed.

Note: Office of Adult Services (OAS) is working with Department of Information Technology (DIT) to have the risk assessment removed from the ASCAP system. This may not be implemented at time of release.

Reason: Workload relief and simplification.

DHS-54A

DCH will accept a DHS-54A (Medical Needs) form completed by a VA physician or the VA medical form in lieu of the medical needs forms.

Reason: Per Department of Community Health.

**Provider
Interview**

Providers must be informed during the provider interview that all earned income must be reported to the IRS. Parents providing home help services to their children can request an official letter from DCH reflecting their yearly earnings.

Reason: Policy clarification.

**Local Office
Hourly Rate
Schedule**

Information regarding the local office hourly rate scheduled has been removed. Each county has an established individual county rate.

Reason: Information obsolete.

**Recoupment
Letters**

DCH has the appropriation for the Home Help program and is responsible for recoupment of overpayments. The adult services worker notifies the client or provider in writing.

The **DHS-566**, Recoupment Letter for Home Help and the **DHS-567**, Recoupment Letter for AFC/HA, were created to provide a standard letter for workers to use when notifying clients/provider of overpayments.

Reason: Policy clarification and work relief.

**3) ADULT
SERVICES
GLOSSARY (ASG)****Glossary**

Definitions were removed from ASM items 331, 361 and 381 and placed in the Adult Services Glossary.

Reason: Uniformity in online manuals.

**4) ADULT
SERVICES FORMS**

The following forms are added or updated in the Reference Forms & Publications Manual (RFF):

- DCH-0092, Hearing Request Form (rev. 11/05).
- DHS-390, Adult Services Application (rev. 3/07).
- DHS-566, Recoupment Letter for Home Help (new 4/07).
- DHS-567, Recoupment Letter for AFC/HA (new 2/07).

- DHS-721, Personal Care Services Provider Log (rev. 3/06).
- DHS-1212, Advanced Negative Action Notice (renamed from Services Negative Action Notice) (rev. 6/06).
- DHS-1212A, Adequate Negative Action Notice (rev. 6/06).
- DHS-4771, Authorization for Withholding of FICA Tax in Home Help Payments (9/05).

The personal care supplement has changed to the MI AuthentiCare System. The following invoice forms are now obsolete:

- DHS-2353, Adult Foster Care/Home for Aged Invoice/Adjustment (system generated).
- DHS2353X, Adult Foster Care/Home for Aged Invoice/Adjustment.

5) MISCELLANEOUS

Manual Citings on Negative Action Notices

ASM 362, 363

The requirement to list the appropriate manual item on negative action notices has been removed. All manual items are now listed on the DHS-1212/1212a.

Reason: System generated.

General Property Tax Act

ASM 835AC

ASM Item 385AC, Tax Delinquency Sample Letter, is obsolete and deleted from online manuals. Please refer to subject 8 in the Interim Adult Services Bulletin 2007-002 for more details.

**DHS
Terminology
and Styles
Updated****Multiple Items**

Terminology such as FIA to DHS, agency to department, customer to client, invoice to claim, etc. and formatting styles continue to be updated in items that are not regularly updated.

**6) INTERIM
BULLETIN
INFORMATION
ADDED TO
POLICY**

The following interim adult services bulletin was released. Manual items have been revised and included in this release:

- Interim ASB 2007-002 - Medical Needs, Negative Actions, Authenticare, Tax Act (released 2/20/2007).

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

ASG GLOSSARY

Changed Items (content changes) ...

ASM 311

ASM 312

ASM 331

ASM 361

ASM 362

ASM 363

ASM 377

ASM 381

ASM 382

ASM 385F

Changed Items (link changes only) ...

ASM 334

ASM 378

ASM 385H

Deleted Items ...

ASM 385AC