

EFFECTIVE

October 1, 2001.

SUBJECT

1. Recoupment of Adult Services Overpayments
2. Services Hearings
3. Office of the Children's Ombudsman
4. *Early On*® Services
5. Custom Cross-References
6. Deleted Items

**1. RECOUPMENT
OF ADULT
SERVICES
OVERPAYMENTS**

Instructions for recoupment of Adult Services overpayments in SRM 181 have been updated to include information previously issued in Service Manual Bulletin 98-12 dated 05/26/1998. Adult Services overpayments are now handled by Department of Community Health (DCH), Bureau of Finance.

**2. SERVICES
HEARINGS**

SRM 141, Hearings, has been deleted from the Services Requirements Manual. Refer to appropriate program areas of the Child & Family Services Manuals for hearing policy. For Children's Protective Services (CPS) hearings refer to CFP 717-2.

**3. OFFICE OF THE
CHILDREN'S
OMBUDSMAN**

Language has been added to SRM 132, Office of the Children's Ombudsman, to stress the importance of PA 204 section 11, which prohibits penalizing a person for filing a complaint and/or cooperating with the Office of Children's Ombudsman in an investigation.

**4. *EARLY ON*®
SERVICES**

Early On® services, SRM item 265, is a resource available to all services programs but used especially by the Preventive Services for Families (PSF) program. This item is updated to make it more user friendly with the transition of PSF from services to FIS.

The Michigan Department of Education is the lead agency for *Early On*. *Early On* activities are conducted in conjunction with the Department of Community Health and the Family Independence Agency. The interagency agreement commits to cooperation, coordination of existing resources and efficient utilization of resources to provide coordinated, family-centered, community-based services.

5. CUSTOM CROSS- REFERENCE LINKS

Custom Cross-Reference links are being established throughout this and other online manuals.

Where Links Will Appear

A link appears as blue text on the page of an online manual item when you are referred to a separate section or subsection:

- within that item,
- in another item of the same manual, or
- in another manual.

Note: No change bar appears in the “target” item when the only change to the line of text is a cross-reference link.

Cursor Change

Your cursor will change from an arrow to a hand when you pass it over the blue text.

Using the Link

To use a cross-reference link, click on the blue text (referred to as the “source”). The system will automatically take you to that manual section or subsection. Your target will appear in reverse highlight on the page.

Returning to Your Source

When you have finished reviewing and want to return, you can go back to the source in either of two ways:

1. **Right-click** on the section/subsection heading. A drop-down box will appear. Left-click on the first choice, "Go Back To Source".
2. Left-click on Navigation in the menu bar, then on "Go Back To Source".

Manual Maintenance Instructions

Be aware that Manual Maintenance Instructions at the end of each bulletin lists all the documents that have changed from the previous release. These will include manual items where the only change is the addition of custom cross-reference links.

Note: Printed copies of this package (bulletin plus manual pages) will not include manual items where the only change was an added link (such as custom cross-reference or index links, etc.).

Links in the Internet Version of the Manuals

The custom cross-reference links will be available in the Internet version of the manuals. See **Where Links Will Appear** above.

Exception: Links to manuals not available on the Internet are displayed but will not connect. You will receive a message explaining the manual referred to is unavailable in an Internet version.

Enhancements

Future enhancements includes adding new categories to Manual Maintenance Instructions:

- Changed Items (content changes)...
- Changed Items (link changes only)...
- End Dated Manuals...

6. DELETED ITEMS

The intent of the online manuals has been to provide you with the most up-to-date information. Items that contained information found in the Reference or CIS manuals are being deleted. Custom cross-

reference links have been added where necessary to help you link to these specific manual items.

The items following items were deleted:

- SRM 195 - Warrants
- SRM 231 - Forms
- SRM 232 - FEMR, Medical Services Authorization Transaction
- SRM 233 - IEMR, Medical Services Payment Authorization Inquiry
- SRM 235 - IWAR, Medical Services Warrant Inquiry
- SRM 250 - Model Payments System (MPS) Inquiry Guide

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

**SRM 131
SRM 132
SRM 171
SRM 172
SRM 181
SRM 192
SRM 193
SRM 194
SRM 230
SRM 234
SRM 265**

Deleted Items ...

SRM 141
SRM 195
SRM 231
SRM 232
SRM 233
SRM 235

SRM 250