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**EFFECTIVE**

July 1, 2013.

**Subject**

Obsolete Items.

The following items will be obsoleted from the Services General Requirements policy manuals.

- SRM 121, Special Education for the Handicapped.
- SRM 142, MEPA Complaint Procedures.
- SRM 173, Adult Death Reporting. Information from SRM 173 will be moved to the Adult Protective Services (APS) policy manual.

The DHS Centralized Intake for Abuse and Neglect Unit (CI) is the statewide intake unit that receives all abuse, neglect and exploitation referrals regarding children and vulnerable adults.

The CI unit is available for APS referrals 24 hours a day, seven days a week, 365 days a year (including after-hours, weekends and holidays).

The Centralized Intake toll free number is 1-855-444-3911.

The DHS 324-C, APS Service Plan form, has been created for use by Adult Protective Services staff when developing initial service plans with APS clients. The DHS 324-C is a stand-alone form that can be printed through ASCAP forms for each APS client. The DHS 324-C will provide supporting documentation of the date the initial service plan was developed.

**Note:** Historical policy for DHS staff is available through the policy manuals by changing the Effective Date.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Deleted Items ...**

SRM 121  
SRM 142  
SRM 173