

EFFECTIVE

October 1, 2002.

SUBJECT

Home Help Services Policy

PURPOSE

To inform local office staff of updates throughout the Home Help Services policy.

The changes are primarily cosmetic to remove reference to forms and procedures that have been obsolete for quite some time.

Reference is also made to HHS forms located in the Program Reference Forms and Publication Manual (PRM) which were not directly cited in the HHS policy section.

ASM 361, 362, and 363:

1. All references to client(s) have been changed to customer(s) throughout these items.
2. Referrals to various sections within the Adult Services Manual and other agency manuals are now consistent with on-line manual protocol. For example: See the Adult Services Manual (ASM) 311 - 315 for a complete discussion of service delivery methods.
3. The former Client Needs Assessment, Home Help Services Plan, Home Help Service Plan/Assessment Review, and Case Management forms had been consolidated into one form with the inception of ASCAP. The policy now reflects the single form title - Comprehensive Assessment (FIA-324).
4. Updates have also been made to former agency programs and staff classifications. For example: ADC has been updated to Family Independence Program (FIP).
5. Addresses for directing inquiries have been updated where applicable. For example: Michigan Employment Security Commission is now the Michigan Department of Career Development. The Community Based Services, Medical Services Administration is now the Michigan Department of Community Health, Long Term Care Programs.

ASM 363- 12:

Nursing Review is no longer referenced, as it became obsolete.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

ASM 361

ASM 362

ASM 363