

**EFFECTIVE** June 1, 2012.

**Subject(s)**

1. DCH exceptions.
2. Hearings.
3. Consent for release of information.
4. Medical Review Team (MRT) county assignments.
5. Prior authorizations for medical transportation.

### **BEM 100, Introduction**

#### **1) DCH Exceptions MA Only**

Information and instructions regarding the Special Director Exception-process has been moved and updated.

Program Policy Division has been renamed and this has been added to policy.

#### **All Programs**

Reference to policy manuals have been updated.

*Reason:* Policy clarification/update.

#### **2) Hearings**

#### **BAM 600, Hearings**

#### **All Programs**

For determinations made by the Office of Child Support (OCS) or a Prosecuting Attorney's Office (PA) a copy of the request for Hearing **must** be faxed to the office who initiated the adverse action within 24 hours of receipt. The fax cover sheet **must** include:

- Title "Administrative Hearing-Time Sensitive"
- Contact information for both the DHS specialist and the FIM/AP supervisor.
- Date and time of the prehearing conference if scheduled (if not scheduled, inform the OCS/PA once scheduled).

Exception: When the disputed case action involves an OCS/PA determination, OCS/PA staff **must** participate in the prehearing conference. For hearing requests disputing OCS/PA actions:

- Attach a supplemental hearing summary completed by OCS/PA detailing actions taken.
- Attach all evidence provided by the OCS/PA.

A copy of the hearings packet must be sent to:

- The client.
- AHR if the client has one.
- MAHS-Send one copy to mAHS unless the request for hearing involves a MRT decision, then two copies must be sent.

If the case action involved actions taken by OCS/PA fax a copy of the Notice of Hearing, within 24 hours of receipt.

If the OCS/PA was involved in the hearing, a copy of the Decision and Order MUST be faxed to the OCS/PA within 24 hours of receipt.

*Reason:* Policy update.

*Communication Plan:* OTSD Child Support Hearings Checklist, dated 7/5/2011.

### 3) Consent for Release of Information

#### **BEM 270, Pursuit of Benefits**

#### **FIP, SDA, CDC, AMP and MA Only**

A Michigan SOAR Project, Consent for Release of Information, form may be used to verify a pending SSI application if **all** of the criteria listed below is met:

- The form has a SSA liaison name listed.
- SSA field office code.
- Date of response is within 60 days. This form of verification is only acceptable for 60 days from the date of response. After 60 days the SOLQ should show a pending SSI application. If the SOLQ does not show a pending SSI application, verification must be approved by the individual.

#### **BEM 271, SSI Referral, Application, Denial and Appeal**

SSI Advocates and Assignments have been updated.

*Reason:* Policy update.

### 4) MRT County Assignments

#### **BAM 815, Medical Determination and Obtaining Medical Evidence**

#### **FIP, SDA, MA and FAP Only**

Macomb County/Mt Clemens and Oakland County , Saginaw Street District have been moved from Lansing to Detroit. Staff should end medical packets to the Detroit Office effective May 21, 2012.

### 5) Prior Authorizations for Medical Transportation

#### **BAM 825, Medical Transportation**

The post office box number for prior authorizations for medical transportation has been changed. The correct address is::

Michigan Department of Community Health  
Office of Prior Authorization  
Attention: Medical Transportation

PO Box 30170  
Lansing, MI 48909

*Reason:* Policy correction.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**