

## Guidance Manual Changes - 2012

Section	Changes	Date	Staff
Introduction	Minor language changes		
Introduction	Changed reference from CPBC to Minimum Program Requirements (MPR)	2/16/2012	KM
Section 2.1	Revised reference to PHC language	2/16/2012	LKS
Section 2.1	Added to note: In most cases...when a CSHCS enrollee is also eligible for Medicaid	2/16/2012	KM
Section 2.2	Family Center for CYSHCN, also known as the Family Center	2/16/2012	LKS
Section 2.2	Inserted (see Appendix A for contact information) in parentheses as part of last sentence	4/3/2012	LKS
Section 2.3	Changes to reflect Maternal and Child Health Bureau Core outcomes	2/16/2012	LKS
Section 2.3	Referenced outcomes and not goals; language change on outcomes	2/16/2012	LKS
Section 2.4	New language referencing HRSA and Maternal and Child Health Bureau	4/3/2012	LKS
Section 2.4	Under family-centered, removed "has" and inserted "is"	4/3/2012	LKS
Section 2.4	Inserted website for American Academy of Pediatrics, <a href="http://www.miaap.org">www.miaap.org</a> ; removed reference to appendix A as this is not listed	4/3/2012	LKS
Section 2.5	Identified MCHB within DHHS-inserted new language	4/3/2012	LKS
Section 2.5	Inserted new language within each bullet	4/3/2012	LKS
Section 2.5	Removed sentence, redundant	3/28/2012	LKS
Section 3	Revised reference to PHC language	2/21/2012	LKS
Section 3	Inserted acronym "PHC" after Public Health Code"	4/3/2012	LKS
Section 3	Revised language with Another restructuring occurred in 2002 within MDCH	2/21/2012	LKS
Section 4.1	Reorganized to image organizational chart; inserted CSN under Quality and Program Section	2/21/2012	LKS
Section 4.1-A	removed "i.e." and inserted "e.g." for consistency throughout document	4/3/2012	LKS
Section 4.1-B	Inserted Minimum Program Requirements (MPR) and removed reference to CPBC	4/3/2012	LKS
Section 4.1-C	Inserted New sub-title and placed Children with Special Needs (CSN) Fund under Quality and Program Services	4/3/2012	LKS
Section 4.1-C	Inserted language to reference minimum program requirements	4/3/2012	LKS
Section 4.1-D	Inserted the Family Center under new section	4/3/2012	LKS
Section 5	Changed header to reference (commonly known as the Family Center)	2/21/2012	LKS
Section 5	1st paragraph, removed "trials" and inserted "program's"	4/3/2012	LKS
Section 5.1	revised sentence structures in several paragraphs; changed 2nd paragraph into paragraph two and paragraph three	2/21/2012	LKS

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Section 5.1	Inserted Minimum Program Requirements (MPRs) language and removed reference to CPBC	2/21/2012	LKS
Section 5.2	bulleted "Talk with an FSN support parent ...."	4/3/2012	LKS
Section 5.2	Inserted "CSHCS" and "his/her" in place of "their" also removed "bodies" and inserted "committees"	4/3/2012	LKS
Section 5.2	Changed sentence structure in second bullet -	4/3/2012	LKS
Section 5.2	Under additional services changed paragraphs to bullets; bulleted information went from three to seven; some language changes	2/21/2012	LKS
Section 5.2	Added URL for the Family Guide -	2/21/2012	LKS
Section 5.2	Changed Bi-annual to Bi-ennial	2/21/2012	LKS
Section 5.2	Updated flyer by removing "plan" from title-	2/21/2012	LKS
Section 5.2	Updated Family Phone Flyer and policy noted information with further clarification added in	2/21/2012	LKS
Section 5.2	changed spacing for better readability after each of the months identified in the policy	4/3/2012	LKS
Section 6	Several word changes incorporated in first paragraph (within, as well as were added for clarification)	2/21/2012	LKS
Section 6	Reference changed from "CPBC" to "MPR" in two areas; referenced LHD as singular and not plural	5/3/2012	LKS
Section 6	Under 3rd bullet, added acronyms CSHCS and FSN; inserted comma and etc. after assistance	2/21/2012	LKS
Section 6	Inserted a NOTE in front of single sentence; Additional sentence added	2/21/2012	LKS
Section 6	1st paragraph after bullets, ID LHD as singular and not plural so changed verb and language	2/21/2012	LKS
Section 6	References both sections 13 and 14	2/21/2012	LKS
Section 6	Removed application and inserted "applying"	2/21/2012	LKS
Section 6	Inserted actual form names within quotation marks; removed "may be" and inserted "serve as"	2/21/2012	LKS
Section 6	made one line paragraph part of the bulleted information; spelled out CMS- Children's Multidisciplinary Specialty within one of the bullets	2/21/2012	LKS
Section 6	Removed etc. from end of bullet and inserted "and others as needed"	2/21/2012	LKS
Section 6	Inserted "the" CSHCS "program" in next bullet	2/21/2012	LKS
Section 6	In next bullet, inserted "insurance premium payment benefit within parenthese	2/21/2012	LKS
Section 6.1	Revised sentence structure	2/21/2012	LKS

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Section 6.1-A	Instructions listed in steps; added link to Appendix A contact information for Language Line website	2/21/2012	LKS
Section 6.1-A	Bulleted information from paragraph beginning with "An interpreter will be connected to the call"	2/21/2012	LKS
Section 6.1-A	Next paragraph, added "above" to end of first sentence	2/21/2012	LKS
Section 6.1-A	Same paragraph, changed non-English "speaker" to non-English "speaking client"	2/21/2012	LKS
Section 6.1-A	Next paragraph improved sentence structure	2/21/2012	LKS
Section 6.1-A	last paragraph inserted "other helpful" in front of "information"	2/21/2012	LKS
Section 6.1-A	Inserted "NOTE" in front of next two sentence paragraph along with appendix A link	2/21/2012	LKS
Section 6.1-B	MIHealth Training-Direct link added to section for this training	2/21/2012	LKS
Section 6.1-C	Removed "human services" and inserted "MDCH" in first sentence	2/21/2012	LKS
Section 6.1-C	End of last sentence incorporated URL for MITrain access	2/21/2012	LKS
Section 7	Changes from CPBC to reflect the new Minimum Program Requirements or MPRs - TECHNICAL CHANGE	3/22/2012	LKS
Section 7.3	changed State to MDCH; lower case for on-line, inserted or; removed Local; but-replaced with and	3/22/2012	LKS
Section 7.3	removed "and previously known as the Parent Participation Program"	3/22/2012	LKS
Section 7.3	Inserted MDCH, removed the State; inserted Maternal and Child Health (MCH)	3/22/2012	LKS
Section 7.3	Removed "Is defined as" replaced with The starting a complete sentence	3/22/2012	LKS
Section 8	Unbolded information as not in policy	2/21/2012	LKS
Section 8.1	In policy, revised to indicate over 2,700 medical diagnoses-TECHNICAL CHANGE	3/22/2012	LKS
Section 8.1	In policy, identified 8.1 in the coverage period section 8.0; removed "of this chapter" - TECHNICAL CHANGE	3/22/2012	LKS
Section 8.1	Took out "CSHCS" and inserted what is in policy "MDCH"	2/21/2012	LKS
Section 8.1	Took out "CSHCS" inserted "MDCH and rearranged to identify as physician sub-specialist as indicated in policy	3/22/2012	LKS
Section 8.1	Removed Appendix D and inserted policy language	3/22/2012	LKS
Section 8.1	Removed "the purpose of renewing" informed that was pulled from policy-TECHNICAL CHANGE	3/22/2012	LKS
Section 8.1	Changed policy language in paragraph between bullets; added "In addition" and removed "also" - TECHNICAL CHANGE	3/22/2012	LKS
Section 8.1	Added acronym (ADD) after bulleted Attention deficit disorder	3/22/2012	LKS
Section 8.2	Inserted quotations around actual form name	3/22/2012	LKS
Section 8.2	Removed "who is" after sentence starting with "The person"	3/22/2012	LKS
Section 8.2	moved (see sample at the end of this section) to earlier paragraph; deleted in latter	3/22/2012	LKS

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Section 8.3	Removed "their" and replaced with "the network of the" - TECHNICAL CHANGE	3/22/2012	LKS
Section 8.3	Changed sentence structure beginning with Retroactive; created bullets	3/22/2012	LKS
Section 8.3	In same paragraph, removed last sentence	3/22/2012	LKS
Section 8.3	Bullets	3/22/2012	LKS
Section 8.4-A	In policy, removed "CSHCS" and inserted "MDCH" as provided in policy	3/22/2012	LKS
Section 8.4-A	In 1st paragraph after policy, crossed off "check off" and inserted form	3/22/2012	LKS
Section 9.1	In policy, first paragraph reduced to few sentences and then created bulleted information on what is sent out; remove period, add parentheses information to end of last sentence, remove capital letter from Refer-FORMATTING CHANGE TO POLICY	3/22/2012	LKS
Section 9.2	Removed "No" and inserted 333 in front of each section identified	3/22/2012	LKS
Section 9.3	Removed (see appendix A), which was bolded and inserted what is actually in policy (Refer to the Directory Appendix) for contact information; removed period and added parentheses to end of sentence, also removed capital R from review - POLICY FORMATTING CHANGE	3/22/2012	LKS
Section 9.3	Changed dates in the example to 2010 and 2009	3/22/2012	LKS
Section 9.5	In third paragraph, inserted "by the responsible party" from policy	3/22/2012	LKS
Section 9.6	Removed "application or decline" to correct sentence structure	3/22/2012	LKS
Section 9.6	Inserted "information" in front of package in next bullet	3/22/2012	LKS
Section 10.1	Inserted "M" in front of DCH - POLICY FORMATTING CHANGE	3/22/2012	LKS
Section 10.5	Removed "for providers chapter" and inserted "section" - POLICY FORMATTING CHANGE	3/22/2012	LKS
Section 10.7	removed (FFS) from title of sub-section - POLICY FORMATTING CHANGE	3/22/2012	LKS
Section 10.10-A	Under 3rd month, removed "an" and replaced with "the"	3/22/2012	LKS
Section 10.10-A	Removed "as needed" before the colon	3/22/2012	LKS
Section 12	Added radiological procedures as own bullet	3/22/2012	LKS
Section 12.1-B	Removed "See Appendix B" and added language from policy	3/22/2012	LKS
Section 13	Inserted all policy language -wasn't included in GM; change to lower case all capitals in case management and care coordination - POLICY FORMATTING CHANGE	4/5/2012	LKS
Section 13	Removed "bolded" language as it is guidance information and not policy	4/5/2012	LKS
Section 13	Removed "Persons" and inserted "Clients" as found in policy - POLICY FORMATTING CHANGE	3/23/2012	LKS
Section 13	Inserted "NOTE" in restructured sentence dealing with several Plan of Care (POC) examples	3/23/2012	LKS
Section 13	Inserted verbage to make complete sentence describing Standard Care Coordination (SCC)	3/23/2012	LKS

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Section 13	Moved sentence up and deleted phrase "reimbursement for Level I"	3/23/2012	LKS
Section 13	Bulleted and provided space between two fee definitions	3/23/2012	LKS
Section 14	Inserted policy language at beginning of section; all previously bolded information was unbolded - POLICY FORMATTING CHANGE	4/5/2012	LKS
Section 14	incorporated Note identifying where language came from (MDPH still identified in Title XIX-state plan	3/27/2012	LKS
Section 14	Removed "CBPC" from first paragraph under title Reimbursement and included just-FSR	3/27/2012	LKS
Section 14	Removed "CPBC" from sentence	3/27/2012	LKS
Section 14	removed bold from "due to programmatic requirements as it is not written in policy	3/27/2012	LKS
Section 14	Reduced/split paragraph by creating bulleted items under the documentation section	3/27/2012	LKS
Section 16.2	Second paragraph from end of section incorporated "or" to clean up wording within parentheses	3/27/2012	LKS
Section 16.2	Last paragraph changed sentence structure, identified table name and specific location	3/27/2012	LKS
Section 17	double spaced between major bullets, single space remains between sub-bullets	3/27/2012	LKS
Section 17	Removed duplicate page of information - POLICY FORMATTING CHANGE	3/27/2012	LKS
Section 18	Removed bold from "this is a CSHCS only benefit" as it is not located within policy	3/27/2012	LKS
Section 18	Inserted MDCH, removed CSHCS and Included what is stated in policy from sentence starting with Requests for respite must be made	3/27/2012	LKS
Section 18	Inserted MDCH and removed "CSHCS" as written in policy	3/27/2012	LKS
Section 19.2	Referenced completion of MSA-0725 as described above in this section; removed Application for Insurance Premium Payment	3/28/2012	LKS
Section 20	unbolded phrase because not policy language "and is covered out-of-state only when comparable care cannot be provided within the State of Michigan and stated above" and included additional policy language - POLICY FORMATTING CHANGE	3/28/2012	LKS
Section 20	Removed two bullets as not policy and inserted actual bulleted policy language	3/28/2012	LKS
Section 20	Inserted "she" in last bullet to reference boy or girl -POLICY FORMATTING CHANGE	3/28/2012	LKS
Section 20.1	Clarified in second paragraph where to find Residency sub-section	3/28/2012	LKS
Section 20.2	Inserted policy language	3/28/2012	LKS
Section 20.2	Deleted sentence as it duplicates the following sentence-POLICY FORMATTING CHANGE-BIG	3/28/2012	LKS

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Section 20.2	Unbolded sentence as it not policy language.	3/28/2012	LKS
Section 20.2	Last paragraph in this section, remove phrase and colons, keep PBM	3/28/2012	LKS
Section 20.4	Inserted actual language from policy, removed "of this chapter" and inserted comma then 21 after section - POLICY FORMATTING CHANGE	3/28/2012	LKS
Section 21	Add additional language from policy after three bullets	3/30/2012	LKS
section 21	Added additional language to explain travel assistance; added clarification at end of paragraph to have LHDs call MDCH transportation analyst for approval	3/30/2012	LKS
Section 21	Added additional information for LHDs to clarify in-state travel	3/30/2012	LKS
Section 21	Underlined heading for new part of section 21; then inserted seven steps	3/30/2012	LKS
Section 21.1	Inserted rest of policy language in first bullet: "or by calling the CSHCS Family Phone Line	3/28/2012	LKS
Section 21.1	Inserted language of where the BAM 825 can be located on the web	3/30/2012	LKS
Section 21.1-A	New language inserted to explain how to process in-state travel	3/30/2012	LKS
Section 21.2-A	For item #5 inserted the toll free number for the MTM and removed (see directory for contact info)	3/30/2012	LKS
Section 21.2-A	Inserted actual log name with quotations and directed LHD to see attached at end of section; also requested copies of logs to be submitted to transportation analyst on quarterly basis	3/30/2012	LKS
Section 21.2-B	Added "for MTM" to title as this is referencing questions about/for MTM	4/5/2012	LKS
Section 21.2-B	Under item #1, inserted "Several questions to ask" then bulleted the questions	3/28/2012	LKS
Section 21.2-B	Item #2, changed last sentence structure to question; replace family/client with client/family for consistency throughout document	3/28/2012	LKS
Section 21.3	unbolded "when assistance is not available from the LHD" as is not in policy	3/28/2012	LKS
Section 21.3	Unbolded "for expenses affiliated with approved travel" as not written in policy, and included with the exception of air fare and car rentals; included additional policy language to end of sentence (TECHNICAL CHANGE)	3/30/2012	LKS
Section 21.3-A	Removed last two sentences from the first paragraph	3/30/2012	LKS
Section 21.4-A	Inserted guidance, not policy on car rentals	3/30/2012	LKS

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Section 21.4-B	In last bullet, added baggage charges, placed a comma after etc.; included the word "and" and unbolded rest of sentence as it is not written in policy - TECHNICAL CHANGE	3/28/2012	LKS
Section 21.5	Added to first sentence to clarify who completes section 1 of the travel form; LHD or us	3/30/2012	LKS
Section 21.5	bulleted information and inserted language for clarification. Added to first part of second sentence to include "LHD or MDCH" will complete...	3/30/2012	LKS
Section 21.5	Inserted "original" in front of receipt	3/30/2012	LKS
Section 21.5	Inserted "original" and underlined for emphasis	3/30/2012	LKS
Section 21.5	After bulleted information inserted "travel" removed "also" and inserted "following the month authorized" to incorporate policy language	3/30/2012	LKS
Section 21.5	Pulled out several sentences and made them bulleted information for more emphasis	3/30/2012	LKS
Section 21.6	Inserted transportation analyst and removed "quality and program services section"	3/30/2012	LKS
Section 21.6	Removed "usually within one week of the request" and inserted "please allow at least two week for full processing."	3/30/2012	LKS
Section 21.6	3rd paragraph, inserted "original" in front of receipts and underlined for emphasis	3/30/2012	LKS
Section 21.7	Removed family calling the provider directly....	3/30/2012	LKS
Section 21.7	In second bullet, removed "in section 2" and inserted "for this section"	3/28/2012	LKS
Section 21.7	In third bullet, removed "one" and inserted "a" and "of section 3"	3/28/2012	LKS
Section 21 A&B	SUGGEST MOVING ALL OF THESE TO AFTER 21.7 as 21.1 deals with MTM, which LHD should use as a last resort when a transportation company is not available	3/30/2012	LKS
Section 21.8	Inserted "These services (plural) and singular "require" for sentence structure	3/30/2012	LKS
Section 21.10	Added complete subtitle from policy TECHNICAL CHANGE	3/30/2012	LKS
Section 21.10	Changed information within parentheses to identify it is the Medicaid Provider Manual that people need to see for this information and not the MDCH guidance manual-TECHNICAL CHANGE	3/30/2012	LKS
Section 21.10	Added additional language from policy	3/30/2012	LKS
Section 21.11	Added section	3/30/2012	LKS

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Section 21.12	Added section	3/30/2012	LKS
Section 22.1	Inserted clarification of where to find information within the Medicaid Provider Manual	3/28/2012	LKS
Section 22.3-B	changed information in first bullet to reflect new name (no longer JCAHO, now TJC)- POLICY FORMATTING AND/OR TECHNICAL CHANGE	3/29/2012	LKS
Section 22.3-B	Inserted bullet that did not get placed inside GM	3/29/2012	LKS
Section 22.5	Updated last sentence in section regarding location of information and which manual it is coming from	3/29/2012	LKS
Section 22.5	Inserted sentence at end of paragraph directing requests to analyst	3/29/2012	LKS
Section 22.7-A	Unbolded information within bullets as not in policy; Added information from Medicaid Provider Manual explaining CSHCS guidelines, including where to find this information in the MPM	3/29/2012	LKS
Section 22.7-C	Improved sentence structure for both #8 and #9; inserted small case letters for several words	3/29/2012	LKS
Section 22.10	All updated information inserted	4/20/2012	LKS
Section 23.6	Inserted bulleted information on Medicare parts A through D	3/30/2012	LKS
Section 23.9	Under standard private insurance, list these as bullets and remove numbers; listed "a" or "b" below the bullets	3/30/2012	LKS
Section 23.9	Remove crossed out areas as duplicate of what has been explained above	3/30/2012	LKS
Section 24.3-E	Included "Rifton within name of form, specification not part of form name	4/2/2012	LKS
Section 24.7	Inserted bullets for items required, including "a letter of medical necessity from the child's specialty physician; removed periods after each of the bullets	4/2/2012	LKS
Section 24.8	Inserted new language before second sentence "any year it has been determined CSN has funding"	4/9/2012	LKS
Section 25.1-B	Inserted language from policy, removed capitol letters from administrative, hearing, department and review; inserted State Office of Administrative Hearings and Rules ( ) as shown in policy - POLICY FORMATTING CHANGE	4/2/2012	LKS
Section 25.1-B	Changed sentence structure for last two sentences within 2nd paragraph	4/2/2012	LKS
Section 25.1-D	Inserted actual name of form, changed sentence structure	4/2/2012	LKS

