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STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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ORR GUIDANCE 17-01

*This GUIDANCE is issued to clarify the meaning of the word “annually” as it appears in MHC 330.1555 (5) (e): Ensure that each service site is visited with the frequency necessary for protection of rights but in no case less than **annually**.*

ORR issued a memo dated February 9, 2017, prior to the start of the 2017 assessments, which established “annually” to mean within a 12 month period. Therefore, a site visited on June 6, 2016 should be visited no later than June 6, 2017. Since then, based on feedback received concerning circumstances which may interfere in an agency’s ability to maintain compliance with the standard, ORR has determined that a practical application of this standard allows that a site visit will qualify as meeting the definition of “annually” if it is completed NO LATER THAN 30 CALENDAR DAYS SUBSEQUENT TO THE DATE OCCURRING ONE YEAR AFTER the previous year’s visit. (A site that was visited on June 6, 2017 must be visited again no later than July, 6, 2018.)

This guidance has been applied to all assessments beginning with the 2017 assessment year.

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Distribution: CMHSP Directors, LPH/U Directors, CMHSP Rights Staff, LPH/U Rights Staff, MDHHS-ORR staff