

CSHCS LHD Email Communication

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Email Type	Informational		
Subject	Corrected IRPA forms		
Contact	Name/Department		
	Kristie Ferris – Customer Support Section Manager	517.241.9702	ferrisk1@michigan.gov
	Monica Sparks – CSS Reg 1 Unit Manager	517.335.9302	sparksm@michigan.gov
	Martha McGraw – CSS Reg 2 Unit Manager	517.335.8990	mcgrawm2@michigan.gov

Hello Colleagues:

LHD's are currently allowed to make corrections to the IRPA form on behalf of the family if the family has incorrectly completed it. This action can only occur if a discussion with the family has taken place. Effective immediately, if any IRPA is corrected by the LHD, please complete the following tasks:

- Initial all changes made on the IRPA form.
Note: The signature MUST be completed by the family. If the signature date is missing, the LHD is permitted to write the date.
- Send the corrected IRPA form to CSHCS.
- Send a copy of the corrected form to the family to ensure they have a final record of their contractual responsibility.

If there are any questions or concerns, please contact any of the CSS managers listed above.