

ADOPTION	Services to provide voluntary release services, identify the adoption needs of children, provide appropriate adoptive families, secure court action, and support adoptive placements. <i>Related Terms:</i>
ALCOHOL ABUSE	Provision of alcohol abuse related assistance to clients to help them attain and maintain a favorable condition of health, and to secure and use medical treatment which may include preventive, chronic and emergency services. <i>Related Terms:</i>
ANOTHER PERSON, AGE 18 OR OLDER, ACTING RESPONSIBLY IN THE CLIENT'S BEHALF	A person in a position to know the client's needs, affairs, and resources. <i>Related Terms: Authorized Representative</i>
AUTHORIZED REPRESENTATIVE	An individual, age 18 or older, specifically designated by the client to act on his or her behalf. <i>Related Terms: Another Person</i>
CASE MANAGEMENT	The integrated assessment, planning, securing, and coordination of necessary services and resources to meet services needs of a complex or long-term nature. Central to this is the designation of a single identifiable services specialist (the case manager) who is responsible to implement the service plan through direct services intervention and/or through coordination of additional resources as appropriate, and who, with the involvement of the client, holds primary responsibility for managing all appropriate services resources. <i>Related Terms:</i>
CHILD ABUSE/ MEDICAL EXAM	Diagnostic medical examination specifically intended to determine the existence and extent of physical abuse in response to a report of child abuse, sexual abuse, and nutritional abuse. <i>Related Terms:</i>

**CONSERVATOR-
SHIP/GUARDIAN-
SHIP/CIVIL
COMMITMENT**

Petitioning the court under the Probate Code to determine if an individual is in need of a Conservator or guardian; also petitioning the court under the Mental Health Code (Act 258) to determine if a developmentally disabled person's mental and adaptive limitations give rise to the need for a Guardian, or petitioning the court under the Mental Health Code to determine if an individual is mentally ill and suitable for treatment.

Related Terms:

COUNSELING

Identify and resolve problems in intrapersonal functioning, social interaction, family stability, and relationship to environment through individual and group counseling to improve personal/social/vocational functioning and self-confidence and self-control.

Also, in the Neglect Services Program, to enable youth to return to their own homes or the homes of relatives as soon as feasible. In the protective services programs, counseling can serve to reduce the potential for personal injury or harm and improve functioning in areas of child rearing problems, marital problems and parental roles.

Related Terms:

**CRISIS
INTERVENTION**

Immediate response to a crisis or emergency situation and mobilization of needed resources to ameliorate or resolve the crisis.

Related Terms:

**DESIGNATED
PAYEE**

DHS specialist or the State of Michigan DHS, with county director approval, serving as a designated payee for SSI recipients in order that individuals and families may make effective use of available financial resources in meeting their needs.

Related Terms:

DRUG ABUSE

Provision of drug abuse and related assistance to clients to help them attain and maintain a favorable condition of health, and to secure and use medical treatment which may include preventive, chronic and emergency services.

**EDUCATION AND
TRAINING-OTHER
COMPONENT**

Services to enable participation in education systems and skills training to develop individual potential, self-esteem and employability.

Also may be provided to teach independent living skills, abilities to protect oneself from injury or harm and personal development. May include youth role modeling, seminars on parenting, assistance in finding social and education services for handicapped children, and help in resolving school-related problems.

Related Terms:

EMERGENCY

The need for services exists immediately.

Related Terms: Hardship

**EMERGENCY
CARETAKER**

Selected and trained adults provide temporary emergency care for children in their own home in response to an emergency that would have left the children without the care and supervision of a capable adult.

Related Terms:

EPSDT

Significant services (i.e., services which require considerable time) which are provided in order to arrange transportation or day care to facilitate participation in the EPSDT program.

Related Terms:

FAMILY PLANNING

Social and educational services to enable individuals (including sexually active minors) to voluntarily determine their family size and to space their children. Medical services related to family planning are purchased under Medicaid (Title XIX) for FIP and SSI recipients and other Medicaid recipients.

Related Terms:

**FINANCIAL
MANAGEMENT
(ADULT PS)**

Assistance in making formal fiscal arrangements for protective management of a client's resources, short of legal action. Includes assistance in arranging for Social Security or Supplemental Security Income representative payees, power of attorney or trust arrangements.

Related Terms:

**HANDICAPPED
PERSON**

A person identified as:

- educable mentally impaired,
- emotionally impaired,
- hearing disabled,
- hearing impaired,
- homebound,

- hospitalized,
- physically and otherwise health impaired,
- severely mentally impaired,
- trainable mentally impaired,
- visually impaired, or
- having a combination of 2 or more of these impairments and requiring special education programs and services in accordance with R340.1703 to R340.1702.

Related Terms: Special Education Eligible

HARDSHIP

A services payment (Independent Living services) cannot be authorized to cover an immediate period of need without a signed application (DHS-390, Adult Services Application).

Related Terms: Emergency

HEALTH RELATED

Services provided to assist individuals to attain and maintain a favorable condition of health, and to secure and use medical treatment (including dental and mental health treatment) which includes preventive medical services, health maintenance services and medical services of an emergency nature.

Related Terms:

HOME HELP

Provision of payment for assistance to individuals, who are unable to accomplish necessary unskilled daily activities, in order to enable them to remain in their own homes. Includes personal care (activities of daily living and housekeeping) and chore services.

Related Terms:

HOMEMAKING

Direct assistance to teach necessary skills to individuals and families with household management problems and to maintain, strengthen and safeguard their functioning. Includes services provided by professionally trained and supervised homemakers and others who may be recruited to provide the described services. Specific services can include child care and parenting skills, meal planning and preparation, household cleaning and maintenance, consumer education, budgeting and household management skills.

Related Terms:

HOUSING

Services to assist individuals to find appropriate available housing or secure needed shelter repairs, to assist with landlord/tenant relations, and to assist with possible mortgage or property tax problems.

Related Terms:

**INFORMATION AND
REFERRAL**

Provision of information and assistance in obtaining appropriate services available in the community.

Related Terms:

**IN HOME CARE-
CCF**

In home care services (services provided to a child in his own home) financed by State and County Child Care Fund. In home care services are funded through the court or DHS sub-account of the child care fund. These services may only be provided in accordance with a plan approved by the Office of Children and Youth Services.

Related Terms:

**MONEY
MANAGEMENT**

Instruction, guidance and assistance in use of financial resources. Includes credit counseling, consumer education, referral for legal counseling or debt management.

Related Terms:

**MULTIDISCI-
PLINARY TEAM
STAFFING**

A Protective Services case is reviewed by an organized team of professionals, that may include a physician, attorney, psychologist, or psychiatrist, public health nurse, social worker or hospital staff member, for the purpose of developing a comprehensive treatment plan and also for diagnostic services.

Related Terms:

**OTI COURTESY
SUPERVISION**

Out-of-Town (OTI) supervision is a courtesy to another state or country whereby a service specialist in the local office in which the youth resides assumes the responsibility for care and supervision of a youth upon request from the sending state or country.

Related Terms:

**OTI
INVESTIGATION**

An out-of-town (OTI) investigation is a courtesy to another state or country requesting that an investigation occur as to the appropriateness of a prospective placement for a youth.

Related Terms:

**OWN HOME
SUPERVISION**

Children receiving continued supervision in their own home (includes either court ward or non-court ward cases) by Protective Services or Foster Care.

Related Terms:

**PARENT AIDE
(CHILDREN'S PS
AND FAMILY
SERVICES)**

Through association and a supportive relationship with a trained and supervised volunteer, acting as a friend and example, the Protective Services client is provided a relationship which will help improve the parenting role.

Related Terms:

**PERMANENT
FOSTER FAMILY
AGREEMENT**

An agreement designed to provide permanency for children age 14 or older, for whom a plan for return home, placement within the kinship network, termination of parental rights or placement for adoption has been eliminated. The ward may **not** enter into a PFFA Agreement before 18 months subsequent to his removal from the birth parents. The ward and foster family must have established a positive ongoing relationship, i.e., the ward must have lived in the same foster home for at least one year. Both natural and foster care parents should be in agreement with the plan. The Agreement is not a legal document. Used for foster care neglect cases only. (See CFF 722-7, PERMANENT FOSTER FAMILY AGREEMENT.)

**PLACEMENT
SERVICES**

ADULT - This includes providing or arranging for the actual transfer of an adult into an alternate care facility, authorizing payments as appropriate, arranging for transportation for release from mental health institutions, but only if not available from Mental Health or other agencies or resources.

CHILDREN - Obtaining or providing necessary supervision, personal care and services for children who cannot be maintained in independent living arrangements. Includes securing appropriate temporary or permanent placements and parenting services for children.

As an integral but subordinate part of emergency placements, medical services to remedy life endangering situations are provided if no other means of meeting these needs are available. These include: hospital emergency room services or physician's offices services in an emergency, and x-rays, prescriptions and other medical supplies as needed.

*Related Terms:***POST-PLACEMENT SERVICES**

Provision of support to assist the adult to become more independent or to maintain the highest possible degree of personal achievement and functioning where total independence is not possible. Activities include coordinating the service plan implementation (includes work with provider, other service delivery, regulatory and funding agencies); ongoing contacts and periodic review of the services plan; arbitrating differences which develop between the client, provider, other residents and/or neighbors; providing direct social services through supervision of the client and provider, including counseling, preparation for relocation and working with family, relatives, and the client's friends.

For Foster Care neglect cases, services to the family and child after the child has been returned home.

*Related Terms:***PREDISPOSITIONAL CONSULTATION (JUVENILE JUSTICE ONLY)**

Prior to disposition of a case, the Department's involvement with the court is to provide knowledge to the court regarding public or private resources and/or suggest commitment alternatives. This also will provide the local office service specialist with opportunities to do an assessment of relevant information in advance of anticipated commitment to the Department.

PREDISPOSITIONAL INVESTIGATION (JUVENILE JUSTICE ONLY)

Under some unique circumstances a local juvenile court may request that the Department conduct an investigation of a youth prior to adjudication by the court. Such investigation is to secure relevant information upon which the court may base its decision regarding commitment.

*Related Terms:***PRE-PLACEMENT SERVICES**

Service activities which reflect efforts to select and arrange for alternatives when total independence is not possible. Activities include, but are not limited to: collecting and assessing information about clients; determining level of care; identifying appropriate residential resources; preparing resident and family, if appropriate, for the move; arranging for a preplacement visit; clarifying funding arrangements.

Related Terms:

**PREVENTIVE
SERVICES FOR
FAMILIES
ASSESSMENT**

Early identification by Protective Services to Families Workers of problems associated with child abuse, neglect, and exploitation determination of level of risk, availability of resources, and ability of referred family to participate in appropriate services; and development of joint specialist-client service plan.

Related Terms:

PROTECTION

An array of services consisting of protective services investigation, social protection, financial management and conservatorship/guardianship/civil commitment as interventions used on a least restrictive basis to assure that vulnerable adults do not suffer harm from abuse, neglect or exploitation.

Related Terms:

**PROTECTIVE
SERVICES
INVESTIGATION**

An investigation to determine if an adult reported as being abused, neglected or exploited is an adult in need of protective services.

Related Terms:

**PSYCHIATRIC/
PSYCHOLOGICAL
EXAM**

psychiatric or psychological examination in complex child Protective Services or Foster Care cases intended to resolve uncertainties as to the nature of the problem or the capacity of the parents to use protective services.

Related Terms:

**QUARTERLY
REVIEW DATE**

The quarterly review date on CIMS is used by:

- Children's Protective Services (CPS) and foster care programs to track the due date for the Updated Service Plan (USP). The USP is used to track a family's progress on case goals. Refer to CFF 722-9, Updated Service Plan for more information on the foster care USP. For information on the CPS USP, refer to CFP 714-4.
- Preventive Services for Families (PSF) to track the due date for formal case evaluations required to measure progress and revise the service agreement, as necessary. Refer to PEM 304, Evaluating Family Progress for more information.

Related Terms: Redetermination Date

**REDETERMINA-
TION DATE**

The redetermination date on CIMS is used by:

- the Children's Foster Care program (CFC) to track the due date for the following:
 - When a child enters foster care, an initial determination is completed to determine the funding source that will pay for the out-of-home placement. Thereafter, the specialist must redetermine eligibility every six months. See CFF 902, Financial Determinations for more information.
 - Payment authorizations on MPS are also updated on a six month basis. See CFF 903-5 for more information.
 - Difficulty of Care (DOC) supplements are also reassessed every six months. See CFF 903-3 for more information.
- the Children's Protective Services (CPS) program does not track any due dates in this field.
- the Preventive Services for Families (PSF) program to track the due date for a full redetermination of eligibility. See PEM 304, 6-month Redetermination for additional information.

Related Terms: Quarterly Review Date

**SOCIAL
PROTECTION**

To provide and coordinate appropriate and necessary services, both those available within the Department and those offered by other organizations, for the purpose of protecting adults requiring protective services and assisting them in the management of their affairs without benefit of court action.

Related Terms:

**SPECIAL
EDUCATION
ELIGIBLE**

A person is **eligible**, as a statutory right, for special education programs and services if identified as having:

- 1 or more impairments (see Handicapped Person for a list of impairments),
- is **not** more than 25 years of age prior to the fourth Friday after labor day of the school year of enrollment,
- has **not** completed a normal course of study **and** has **not** graduated from high school." (R340.1721, part)

Related Terms: Handicapped Person

**VOLUNTEER
SERVICES**

A service provided by an DHS volunteer, in coordination with the services specialist, to a specific client. Included are chore services, family-to-family, friendly visitors, parent aides, transportation, youth companions and tutors.

Related Terms: