

EFFECTIVE

April 1, 2026.

Subject(s)

1. The name of Adult Services Manual (ASM) 155, Reviews has been changed to Home Help Reviews.
2. ASM 120, Home Help Comprehensive Assessment and ASM 155, Home Help Reviews subsections updated.
3. Added MiAIMS Client Tab section.
4. Updated Guardianship Requirements.
5. Added Out of County Transfer requirements and subsection.
6. Removal of the reasonable time schedule (RTS) from policy.

1) Name Change**ASM 155, Home Help Reviews.**

ASM 155, Reviews have been changed to ASM 155, Home Help Reviews.

Reason: Changed to better reflect manual item content.

2) Contact Requirements.**ASM 120, Home Help Comprehensive Assessment.**

Part of ASM 120, Contact Requirements section is now located in ASM 155, Mid-Review Increase subsection.

Reason: Improve searchability and organization of manuals.

3) MiAIMS Client Tab Sup Section**ASM 120, Home Help Comprehensive Assessment.**

Added subsection, *Client Tab*, explaining fields and functionality of the *Client Tab* in MiAIMS.

Reason: Improve documentation within MiAIMS under the *Assessment* module for client information.

4) Guardianship Requirements.**ASM 120, Home Help Comprehensive Assessment and ASM 155, Home Help Reviews.**

Added requirements to review active guardianship orders and to contact guardians at each case opening and case review.

Reason: To ensure staff comply with legal representation requirements related to guardianships.

5) Out-of-County Transfer Requirements.**ASM 155, Home Help Reviews**

Added new requirements for when Home Help cases transfer to a new county. The ASW no longer needs to stop authorization prior to the out-of-county transfer, unless there are changes in housing composition and provider change.

Reason: To ensure continuation of services during a county move.

6) Removal of Reasonable Time Schedule (RTS).**ASM 120, Home Help Comprehensive Assessment.**

Reference about the reasonable time schedule has been removed from policy.

Reason: To prevent the inappropriate application of RTS, the reference will be removed from policy. This revision supports the delivery of person-centered assessments.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ASM 120](#)

[ASM 155](#)