

**STATE OF MICHIGAN
MICHIGAN ADMINISTRATIVE HEARING SYSTEM
ADMINISTRATIVE HEARINGS FOR THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

IN THE MATTER OF:



MAHS Reg. No.: 15-005609
Issue No.: 2001, 3001
Agency Case No.: [REDACTED]
Hearing Date: September 24, 2015
County: Ingham

ADMINISTRATIVE LAW JUDGE: Colleen Lack

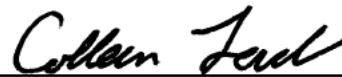
EXPLANATION OF HEARING PROCEDURE

To facilitate effective communication, this written explanation of the intended hearing procedure is being sent to all parties in advance of the September 24, 2015, in-person hearing date.

1. Introductory comments – The Administrative Law Judge (ALJ) will state the Case Name, Register Number, Case Number, Hearing Location, Date and Time for the Record. The ALJ will state that the hearing will be held in such a manner as to protect the confidential information of the Claimant. The ALJ will state that the hearing is being recorded so it is important that all parties speak slowly, clearly, and one at a time.
2. All persons present for the hearing will be asked to state and spell their names for the record. Department workers will be asked to give their titles, the Claimant will be asked to verify her address, and the interpreter will take an oath to provide accurate interpretation services.
3. The ALJ will explain the hearing procedure. The parties will have the opportunity to ask any questions about the hearing procedure.
4. All witnesses will take an oath to tell the truth.
5. The Department will be asked to proceed first to explain the action(s) taken in this case and the reason(s) for those action(s). The Department may submit relevant documents and testimony. The Claimant will have the opportunity to review the documents offered by the Department. The Claimant may raise objections to the admission of the Department's documents into the hearing record.

6. Once the Department has finished presenting their side of the case, the Claimant will have the opportunity to ask the Department any questions she may have.
7. The Claimant will have the opportunity to present her side of the case. The Claimant may also submit relevant documents and testimony. The Department will have the opportunity to review the documents offered by the Claimant. The Department may raise objections to the admission of the Claimant's documents into the hearing record.
8. Once the Claimant has finished presenting her side of the case, the Department will have the opportunity to ask the Claimant any questions they may have.
9. After the conclusion of the in-person hearing proceedings, the ALJ will review all the admitted evidence and policies and issue a written decision that will be mailed out at a later date.

As noted in the prior Adjudgment Order for Interpreter Services, Claimant should notify MAHS in writing if there is someone she would like to authorize to represent or otherwise assist her with the hearing process. Further, if the Department is unable to arrange for Communication Access Realtime Translation (CART) services, the Department is to notify MAHS and Claimant at least 48 hours prior to the scheduled hearing date.



Colleen Lack
Administrative Law Judge
for Nick Lyon, Director
Department of Health and Human Services

Date Mailed: 9/15/2015

CL/jaf

cc:

