



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
MICHIGAN OFFICE OF ADMINISTRATIVE HEARINGS AND RULES

ORLENE HAWKS  
DIRECTOR

[REDACTED]  
[REDACTED] MI [REDACTED]

Date Mailed: August 6, 2020  
MOAHR Docket No.: 20-002099  
Agency No.: [REDACTED]  
Petitioner: [REDACTED]

**ADMINISTRATIVE LAW JUDGE: Colleen Lack**

**DECISION AND ORDER**

Following Petitioner's request for a hearing, this matter is before the undersigned Administrative Law Judge pursuant to MCL 400.9 and 400.37; 7 CFR 273.15 to 273.18; 42 CFR 431.200 *et seq*; 42 CFR 438.400 *et seq*; and Mich Admin Code, R 792.11002.

After due notice, a hearing was held on June 30, 2020. [REDACTED] the Petitioner, appeared on her own behalf. Allison Pool, Appeals Review Officer, represented the Department of Health and Human Services (Department). Jeffrey Love, Adult Services Worker (ASW), appeared as a witness for the Department.

During the hearing proceeding, the Department's Hearing Summary packet was admitted as Exhibit A, pp. 1-51.

**ISSUE**

Did the Department properly terminate Petitioner's Home Help Services (HHS) authorization?

**FINDINGS OF FACT**

The Administrative Law Judge, based upon the competent, material and substantial evidence on the whole record, finds as material fact:

1. Petitioner has had an open HHS case since April 19, 2011. (Exhibit A, p. 13)
2. On April 19, 2011, Petitioner's doctor completed a DHS-54A Medical Needs form. The listed diagnoses are chronic painful knees, cervical neuropathy, and arthritis multiple joints. In field I, the doctor certified that Petitioner had a medical need for assistance with listed personal care activities. The activities of mobility, shopping, laundry, and housework were circled. (Exhibit A, p. 46)

3. Petitioner was previously ranked at: functional level 3 for bathing, dressing, and mobility; functional level 4 for meal preparation; and functional level 5 for housework, laundry, shopping, and travel for shopping. (Exhibit A, p. 15)
4. Petitioner was receiving HHS for assistance with bathing 7 days per week, dressing 5 days per week, housework 7 days per week, laundry 1 day per week, meal preparation 7 days per week, and shopping/travel for shopping one day per week. Mobility was also one day per week but may not have been a paid activity if the HHS caregiver was not providing hands on assistance with this activity. (ASW Testimony)
5. On December 4, 2019, the ASW completed a home visit for a review of the HHS case. (ASW Testimony)
6. On December 29, 2019, a notice was issued to Petitioner indicating the HHS case would terminate effective February 1, 2020, if an updated DHS-54A Medical Needs form was not received. (ASW Testimony)
7. On January 3, 2020, the ASW called Petitioner's caregiver and was unable to leave a message. (Exhibit A, p. 16)
8. On January 10, 2020, Petitioner's caregiver left a message stating she is still caring for Petitioner five days per week, assisting with laundry, shopping, meal preparation, housework, some dressing, and transport. (Exhibit A, p. 16)
9. On January 27, 2020, Petitioner's nurse practitioner completed a DHS-54A Medical Needs form. The listed diagnoses are radiculopathy (M54.16) pain clinic, status post arthrodesis, chronic foot pain, and irritable bowel syndrome. In field I, the doctor certified that Petitioner had a medical need for assistance with listed personal care activities. The activities of bathing, grooming, dressing, mobility, meal preparation, shopping, laundry, and housework were circled. The nurse practitioner also noted that Petitioner uses a cane; chronic pain and stiffness keeps her from moving very well; and she cannot stand for long periods. (Exhibit A, p. 47)
10. On February 6, 2020, an Advance Negative Action Notice was issued to Petitioner stating the HHS authorization would be terminated effective February 1, 2020, because after receiving the medical needs form and based on the home assessment, it appears Petitioner is capable of completing her own care at this time. (Exhibit A, p. 7)
11. Petitioner's Request for Hearing was received by the Michigan Office of Administrative Hearings and Rules (MOAHR) on March 23, 2020. (Exhibit A, pp. 6-11)

## **CONCLUSIONS OF LAW**

The Medical Assistance Program (MA) is established pursuant to Title XIX of the Social Security Act and is implemented by Title 42 of the Code of Federal Regulations (CFR). It is administered in accordance with state statute, the Administrative Code, and the State Plan under Title XIX of the Social Security Act Medical Assistance Program.

Home Help Services (HHS) are provided to enable functionally limited individuals to live independently and receive care in the least restrictive, preferred settings. These activities must be certified by a health professional and may be provided by individuals or by private or public agencies.

Adult Services Manual (ASM) 101, addresses HHS payments:

### **Payment Services Home Help**

Home help services are non-specialized personal care service activities provided under the home help services program to persons who meet eligibility requirements.

Home help services are provided to enable individuals with functional limitation(s), resulting from a medical or physical disability or cognitive impairment to live independently and receive care in the least restrictive, preferred settings.

Home help services are defined as those tasks which the department is paying for through Title XIX (Medicaid) funds. These services are furnished to individuals who are **not** currently residing in a hospital, nursing facility, licensed foster care home/home for the aged, intermediate care facility (ICF) for persons with developmental disabilities or institution for mental illness.

These activities **must** be certified by a Medicaid enrolled medical professional and may be provided by individuals or by private or public agencies. **The medical professional does not prescribe or authorize personal care services.** Needed services are determined by the comprehensive assessment conducted by the adult services worker.

Home help services which are eligible for Title XIX funding are limited to:

### ***Activities of Daily Living (ADL)***

- Eating.

- Toileting.
- Bathing.
- Grooming.
- Dressing.
- Transferring.
- Mobility.

***Instrumental Activities of Daily Living (IADL)***

- Taking medication.
- Meal preparation/cleanup.
- Shopping for food and other necessities of daily living.
- Laundry.
- Light housecleaning.

An individual must be assessed with at least one activity of daily living (ADL) ranked 3 or higher or complex care need in order to be eligible to receive home help services.

**Note:** If the assessment determines a need for an ADL at a level 3 or greater but these services are not paid for by the department, the individual would be eligible to receive IADL services if assessed at a level 3 or greater.

**Example:** Ms. Smith is assessed at a level 4 for bathing. However, she refuses to receive assistance or her daughter agrees to assist her at no charge. Ms. Smith would be eligible to receive assistance with IADL's if the assessment determines a need at a level 3 or greater.

**Note:** If an individual uses adaptive equipment to assist with an ADL, and without the use of this equipment the person would require hands-on care, the individual must be ranked a level 3 or greater on the functional assessment. This individual would be eligible to receive home help services.

**Example:** Mr. Jones utilizes a transfer bench to get in and out of the bathtub, which allows him to bath himself without the hands-on assistance of another. The adult services worker must rank Mr. Jones a 3 or greater under the functional assessment. Mr. Jones would be eligible to receive home help services.

Assistive technology would include such items as walkers, wheelchairs, canes, reachers, lift chairs, bath benches, grab bars and handheld showers. This list is not all inclusive.

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### ***Complex Care***

Complex care refers to conditions requiring intervention with special techniques and/or knowledge. These complex care tasks are performed on clients whose diagnoses or conditions require more management. The conditions may also require special treatment and equipment for which specific instructions by a health professional or client may be required in order to perform.

- Eating or feeding assistance.
- Catheters or leg bags.
- Colostomy care.
- Bowel program.
- Suctioning.
- Specialized skin care.
- Range of motion exercises.
- Dialysis (In-home).
- Wound care.
- Respiratory treatment.
- Ventilators.
- Injections.

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### **Services not Covered by Home Help**

Home help services must **not** be approved for the following:

- Supervising, monitoring, reminding, guiding, teaching or encouraging (functional assessment rank 2).
- Services provided for the benefit of others.
- Services for which a responsible relative is **able** and **available** to provide (such as house cleaning, laundry or shopping). A responsible relative is defined as an individual's spouse or a parent of an unmarried child under age 18.

- Services provided by another resource at the same time (for example, hospitalization, MI-Choice Waiver).
- Transportation - See Bridges Administrative Manual (BAM) 825 for medical transportation policy and procedures.
- Money management such as power of attorney or representative payee.
- Home delivered meals.
- Adult or child day care.
- Recreational activities. (For example, accompanying and/or transporting to the movies, sporting events etc.)

**Note:** The above list is not all inclusive.

Adult Services Manual (ASM) 101,  
April 1, 2018, pp. 1-5 of 5

Adult Services Manual (ASM) 120, addresses the adult services comprehensive assessment:

### **Requirements**

Requirements for the comprehensive assessment include, but are not limited to:

- A comprehensive assessment will be completed on all new cases.
- A face-to-face contact is required with the client in his/her place of residence.

**Note:** If there are worker safety issues related to meeting the client in the home, a policy exception may be requested from the Home Help Policy program office to conduct the visit at another setting.

- The assessment may also include an interview with the individual who will be providing Home Help services.

- A new face-to-face assessment is required if there is a request for an increase in services before payment is authorized.
- A face-to-face assessment is required on all transfer-in cases before a payment is authorized.
- The assessment must be updated as often as necessary, but **minimally** at the six-month review.
- A release of information must be obtained when requesting documentation from confidential sources and/or sharing information from the department record.
  - Use the DHS-27, Authorization to Release Information, when requesting client information from another agency.
  - Use the DHS-1555, Authorization to Release Protected Health Information, if requesting additional medical documentation. This form is primarily used for APS cases.
- Follow rules of confidentiality when Home Help cases have companion Adult Protective Services cases; see [SRM 131, Confidentiality](#).

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## **Functional Abilities Tab**

The **Functional** Tab under **Assessment** module in MiAIMS is the basis for service planning and for the Home Help services payment.

Document the client's abilities and needs in the functional abilities tab to determine the client's ability to perform the following activities:

### ***Activities of Daily Living (ADL)***

- Eating.
- Toileting.
- Bathing.
- Grooming.

- Dressing.
- Transferring.
- Mobility.

***Instrumental Activities of Daily Living (IADL)***

- Taking Medication.
- Meal preparation and cleanup.
- Shopping.
- Laundry.
- Light housework.

***Functional Scale***

ADLs and IADLs are assessed according to the following five point scale:

1. Independent.

Performs the activity safely with no human assistance.

2. Verbal assistance.

Performs the activity with verbal assistance such as reminding, guiding or encouraging.

3. Some human assistance.

Performs the activity with some direct physical assistance and/or assistive technology.

4. Much human assistance.

Performs the activity with a great deal of human assistance and/or assistive technology.

5. Dependent.

Does not perform the activity even with human assistance and/or assistive technology.

Home Help payments may only be authorized for needs assessed at the level 3 ranking or greater.

An individual must be assessed with at least one activity of daily living ranked 3 or higher or a complex care need to be eligible to receive Home Help services.

**Note:** If the assessment determines a need for an ADL at a level 3 or greater but these services are not paid for by the department, the individual would be eligible to receive IADL services if assessed at a level 3 or greater.

**Example:** Ms. Smith is assessed at a level 4 for bathing. However, she refuses to receive assistance or her daughter agrees to assist her at no charge. Ms. Smith would be eligible to receive assistance with IADL's if the assessment determines a need at a level 3 or greater.

**Note:** If an individual uses adaptive equipment to assist with an ADL, and without the use of this equipment the person would require hands-on care, the individual must be ranked a level 3 or greater on the functional tab under assessment. This individual would be eligible to receive Home Help services.

**Example:** Mr. Jones utilizes a transfer bench to get in and out of the bathtub, which allows him to bathe himself without the hands-on assistance of another. The adult services worker (ASW) must rank Mr. Jones a 3 or greater under the functional abilities tab. Mr. Jones would be eligible to receive Home Help services.

Assistive technology includes such items as walkers, wheelchairs, canes, reaches, lift chairs, bath benches, grab bars and hand-held showers.

See ASM 121, Functional Assessment Definitions and Ranks, for a description of the rankings for activities of daily living and instrumental activities of daily living.

### ***Complex Care Needs***

Complex care refers to conditions requiring intervention with special techniques and/or knowledge. These complex care tasks are performed on client's whose diagnoses or conditions require more management. The conditions may also require special treatment and equipment for which specific instructions by a health professional or client may be required in order to perform.

- Eating and feeding.
- Catheters or legs bags.
- Colostomy care.
- Bowel program.
- Suctioning.
- Specialized skin care.
- Range of motion exercises.
- Peritoneal dialysis.
- Wound care.
- Respiratory treatment.
- Ventilators.
- Injections.

When assessing a client with complex care needs, refer to the Complex Care Assessment MDHHS 5535 from MiAIMS forms for assistance with activity ranking, frequency, and length of time needed.

### **Time and Task**

The ASW will allocate time for each task assessed a rank of 3 or greater, based on interviews with the client and caregiver, observation of the client's abilities and use of the reasonable time schedule (RTS) as a **guide**. The RTS is built into the functional assessment tab within MiAIMS for each task. ASW's should modify how much time is needed based on clients' documented need.

MiAIMS includes a client centered time and task based on the assessment of client's needs. MiAIMS also has a provider time and task based on client choice of activities to be performed by their chosen provider. Client time and task may be different from provider time and task due to client choice. Client time and task offers the maximum approved time based on the client's assessed need. Provider time and task can have the same hours or less depending on client request, multiple providers, or flexibility of schedules.

**Note:** This allows flexibility for client choice while also assuring the basic needs are being met. Caregiver must correctly document what tasks they are performing and will only be paid for tasks that are approved on the authorized time and task.

**Example:** Miss Smith has been assessed to need bathing assistance. However, she does not want her caregiver or agency provider to assist her with bathing. Miss Smith continues to do bathing on her own with difficulty. Miss Smith's time and task will have bathing allocated, but bathing will not be in her provider's time and task.

An assessment of need, at a ranking of 3 or greater, does not automatically guarantee the maximum allotted time allowed by the reasonable time schedule (RTS). **The ASW must assess each task according to the average time and frequency required for its completion.**

**Example:** A client needs assistance with cutting up food. The ASW would only pay for the time required to cut the food and not the full amount of time suggested under the RTS for eating.

**Example:** On a good day, it takes the caregiver or agency provider 10 minutes to dress Miss Jones. On a bad day, when Miss Jones is in a lot of pain, it can take the caregiver or agency provider 20 minutes to assist Miss Jones with dressing. The average daily time needed is 15 minutes. Therefore 15 minutes is what is entered in the time and task.

**Example:** Sally is assessed needing an average of 20 minutes a day for bathing and reports frequency of 4 days a week. However, one day during the week, Sally was not feeling well and decided to skip her bath. The next day the caregiver assisted Sally with bathing in the morning and in the evening due to illness. Both bathing activities totaled 20 minutes each. The frequency shows the caregiver only completed three days of bathing due to documentation restrictions. However, the caregiver assisted in four bathing occurrences during that week with one day having completed two baths.

**Note:** It is important to understand that each day a client may have different needs due to their health restrictions. Therefore, average time and frequency may vary due to changes in client's needs.

### ***IADL Maximum Allowable Hours***

There are monthly maximum hour limits on all instrumental activities of daily living (IADL) except medication. The limits are as follows:

- Five hours/month for shopping.
- Six hours/month for light housework.
- Seven hours/month for laundry.
- 25 hours/month for meal preparation.

### ***Proration of IADLs***

If the client does not require the maximum allowable hours for IADLs, authorize only the amount of time needed for each task. Assessed hours for IADLs (except medications) must be prorated by **one half** in shared living arrangements where other adults reside in the home, as Home Help services are **only** for the benefit of the client.

**Note:** This does not include situations where others live in adjoined apartments/flats or in a separate home on shared property and there is no shared, common living area.

In shared living arrangements, where it can be **clearly** documented that IADLs for the eligible client are completed separately from others in the home, hours for IADLs do not need to be prorated.

**Example:** Client has special dietary needs and meals are prepared separately; client is incontinent of bowel and/or bladder and laundry is completed separately; client's shopping is completed separately due to special dietary needs and food is purchased from specialty stores; etc.

### ***Responsible Relatives***

A responsible relative is defined as an individual's spouse or a parent of an unmarried child under age 18.

Activities of daily living (ADL) may be approved when the responsible relative is **unavailable** or **unable** to provide these services.

**Note: Unavailable** means absence from the home for an extended period due to employment, school or other

legitimate reasons. The responsible relative must provide a work or school schedule to verify they are unavailable to provide care. **Unable** means the responsible person has disabilities of their own which prevent them from providing care. These disabilities must be documented and verified by a medical professional on the DHS-54A, Medical Needs form.

Do **not** approve shopping, laundry, or light housecleaning, when a responsible relative of the client resides in the home, **unless** they are unavailable or unable to provide these services. Document findings in the contact module on MiAIMS.

**Example:** Mrs. Smith needs Home Help services. Her spouse is employed and is out of the home Monday thru Friday from 7a.m. to 7p.m. The ASW would not approve hours for shopping, laundry or house cleaning as Mr. Smith is responsible for these tasks.

Adult Services Manual (ASM) 120,  
February 1, 2019, pp. 1-7 of 8

### **Advance Negative Action Notice (DHS- 1212)**

The DHS-1212, Advance Negative Action Notice, is used and generated on MiAIMS when there is a reduction, suspension, or termination of services. Appropriate notations must be entered in the comment section to explain the reason for the negative action.

- Reduced - decrease in payment.
- Suspended - payments stopped but case remains open.
- Terminated - case closure.

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### ***Negative Actions Requiring Ten Day Notice***

The effective date of the negative action is ten business days **after** the date the notice is mailed to the client. The effective date must be entered on the negative action notice.

If the client does not request an administrative hearing before the effective date, the adult services worker must proceed with the proposed action.

If the client requests an administrative hearing before the effective date of the negative action, and the ASW is made aware of the hearing request, continue payments until a hearing decision has been made. If the ASW is made aware of the hearing request **after** payments have ended, payments must be reinstated pending the outcome of the hearing. Offer the client the option of discontinuing payment pending the hearing decision.

**Note:** When payments are continued pending the outcome of a hearing, the client must repay any overpayments if the department's negative action is upheld. Initiate recoupment procedures by sending the client a Recoupment Letter.

Adult Services Manual (ASM) 120,  
February 1, 2019, pp. 1-7 of 8

Petitioner was previously ranked at: functional level 3 for bathing, dressing, and mobility; functional level 4 for meal preparation; and functional level 5 for housework, laundry, shopping, and travel for shopping. (Exhibit A, p. 15) Petitioner was receiving HHS for assistance with bathing 7 days per week, dressing 5 days per week, housework 7 days per week, laundry 1 day per week, meal preparation 7 days per week, and shopping/travel for shopping one day per week. Mobility was also one day per week but may not have been a paid activity if the HHS caregiver was not providing hands on assistance with this activity. (ASW Testimony)

On December 4, 2019, the ASW completed a home visit for a review of the HHS case. The ASW did not record Petitioner as having said she needed help with any specific thing. Petitioner reported no changes in her level of care or hospitalizations for the last six months. The ASW stated that Petitioner was able to dress and go up/down the stairs twice without assistance or grimacing or anything like that. Petitioner answered the door in a robe, went back upstairs, and eventually returned dressed and let the ASW in. Petitioner later went back upstairs to get her phone to give the ASW the contact information for her caregiver. Petitioner stated her caregiver usually comes between 11 am and noon. When asked about her cane, Petitioner stated that she keeps it in her car just in case she needs it when she is out. The ASW did not see Petitioner as continuing to be eligible for the HHS program based on the assessment. (ASW Testimony)

On December 29, 2019, a notice was issued to Petitioner indicating the HHS case would terminate effective February 1, 2020, if an updated DHS-54A Medical Needs form was not received. (ASW Testimony)

On January 3, 2020, the ASW called Petitioner's caregiver and was unable to leave a message. (Exhibit A, p. 16) On January 10, 2020, Petitioner's caregiver left a message stating she is still caring for Petitioner five days per week, assisting with laundry, shopping, meal preparation, housework, some dressing, and transport. (Exhibit A, p. 16)

On January 27, 2020, Petitioner's nurse practitioner completed a DHS-54A Medical Needs form. The listed diagnoses are radiculopathy (M54.16) pain clinic, status post arthrodesis, chronic foot pain, and irritable bowel syndrome. In field I, the doctor certified that Petitioner had a medical need for assistance with listed personal care activities. The activities of bathing, grooming, dressing, mobility, meal preparation, shopping, laundry, and housework were circled. The nurse practitioner also noted that Petitioner uses a cane; chronic pain and stiffness keeps her from moving very well; and she cannot stand for long periods. (Exhibit A, p. 47)

On February 6, 2020, an Advance Negative Action Notice was issued to Petitioner stating the HHS authorization would be terminated effective February 1, 2020, because after receiving the medical needs form and based on the home assessment, it appears Petitioner is capable of completing her own care at this time. (Exhibit A, p. 7) This notice did not provide a 10-business day advance notice of the termination. Rather the effective date of the termination is prior to the date of the notice. The ASW stated that this was the second notice for the HHS case. Specifically, the December 29, 2019, notice issued to Petitioner indicated the HHS case would terminate effective February 1, 2020, if an updated DHS-54A Medical Needs form was not received. (ASW Testimony) However, the Department received the requested medical verification form on January 29, 2020. (Exhibit A, p. 47) The actual closure of Petitioner's HHS case was not based on the need for an updated medical verification. Rather the closure that went into effect was based on the ASW's assessment that Petitioner appeared to be capable of completing her own care at that time. (Exhibit A, p. 13) Accordingly, the Department should have provided advance notice when the new determination was made to terminate the HHS case.

Petitioner testified that she had slept in the clothes the ASW saw her wearing during the home visit. The ASW did not know what she had on under her robe. Further, Petitioner has a rail that she holds while going up/down the stairs. There are days she cannot get out of bed. While Petitioner gets the shots at the pain clinic, they do not always help. The ASW only saw her for 15 minutes at most. The ASW does not see what Petitioner goes through all day, every day. Petitioner's testimony indicated some recent changes, such as a new diagnosis of Rheumatoid arthritis, a recent rotator cuff surgery, and being in physical therapy now. Petitioner cannot hold things in her hand because it is weak. Petitioner has pain that limits what she can do. Petitioner needs help. Petitioner cannot lift or bend without pain. Petitioner's caregiver and the caregiver's husband have continued to help Petitioner. Petitioner keeps the cane in the car because it is easier to keep it there to help her getting in/out of the car. Petitioner has things around the home she can lean on to help her. Petitioner described her history of 15 surgeries. Petitioner is in a lot of pain and may need additional surgeries. (Petitioner Testimony)

Overall, the information available to the ASW for this assessment did not establish that Petitioner had a need for assistance at functional ranking level 3 or greater with at least one ADL or a complex care activity based on the information available to the ASW at the time of the assessment. The ASW's testimony regarding the home visit was detailed and is found credible. For example, while Petitioner's doctor indicated Petitioner requires a cane to walk, Petitioner does not dispute that she keeps her cane in the car.

When Petitioner walked during the ASW's home visit, she did so without a cane or other assistance. Accordingly, the ASW reasonably assessed that Petitioner would not require hands-on care for mobility if she did not have her cane. Similarly, the ASW reasonably assessed that Petitioner was able to dress herself without assistance after Petitioner initially answered the door in her robe, asked the ASW to wait, and eventually returned dressed without anyone there to assist her. Additionally, the message the caregiver left the ASW did not indicate assistance was still being provided with bathing, a previously authorized activity. While Petitioner may have needs for assistance with IADLs (such as housework, shopping, laundry, meal preparation) the above cited ASM policies do not allow for an HHS case to be open without a need for hands on assistance (functional ranking level 3 or greater) with at least one ADL or complex care activity. The information available to the ASW for this assessment did not support that Petitioner had a need for assistance at functional level 3 or greater with any ADL or complex care activities. Accordingly, under the ASM policies, the Department's February 6, 2020, determination to terminate Petitioner's HHS case was appropriate. However, the Department erred by failing to issue advance notice of the termination.

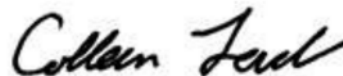
Petitioner's testimony indicated her condition has worsened since the ASW's home visit. (Petitioner Testimony) However, this Administrative Law Judge can only review the contested action based on the information available to the Department at that time. If there have been changes with Petitioner's condition and needs for assistance, Petitioner may wish to make a new referral for the HHS program.

### **DECISION AND ORDER**

The Administrative Law Judge, based on the above findings of fact and conclusions of law, decides that the Department properly terminated Petitioner's HHS case based on the available information at that time, but failed to provide advance notice of the termination.

**IT IS, THEREFORE, ORDERED** that:

The Department's decision is **REVERSED**. The Department shall initiate changing the effective date of the termination to 10-business days from February 6, 2020.



CL/dh

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**Colleen Lack**  
Administrative Law Judge  
for Robert Gordon, Director  
Department of Health and Human Services

**NOTICE OF APPEAL:** A party may appeal this Order in circuit court within 30 days of the receipt date. A copy of the circuit court appeal must be filed with the Michigan Office of Administrative Hearings and Rules (MOAHR).

A party may request a rehearing or reconsideration of this Order if the request is received by MOAHR within 30 days of the date the Order was issued. The party requesting a rehearing or reconsideration must provide the specific reasons for the request. MOAHR will not review any response to a request for rehearing/reconsideration.

A written request may be mailed or faxed to MOAHR. If submitted by fax, the written request must be faxed to (517) 763-0155; Attention: MOAHR Rehearing/Reconsideration Request.

If submitted by mail, the written request must be addressed as follows:

Michigan Office of Administrative Hearings and Rules  
Reconsideration/Rehearing Request  
P.O. Box 30763  
Lansing, Michigan 48909-8139

**DHHS -Dept Contact**

Michelle Martin  
Capitol Commons  
6th Floor  
Lansing, MI 48909

**DHHS**

Kimberly Kornoelje  
121 Franklin SE  
Grand Rapids, MI 49507

**DHHS Department Rep.**

M. Carrier  
Appeals Section  
PO Box 30807  
Lansing, MI 48933

**Agency Representative**

Allison Pool  
222 N Washington Square  
Suite 100  
Lansing , MI 48933

**Petitioner**

[REDACTED]  
[REDACTED] MI [REDACTED]