



Department of Human Services  
Online Directives Information System

Index:  
Revised:  
Next Review:

MAN5200  
12/23/2019  
12/23/2021

## 5200 ACCESS TO SERVICES MANUAL TABLE OF CONTENTS

| Chapter     | Section                                        | Subject                                    |
|-------------|------------------------------------------------|--------------------------------------------|
| <b>1000</b> | <b>ACCESS TO SERVICES</b>                      |                                            |
|             | <b>1010</b>                                    | <a href="#">Overview</a>                   |
|             |                                                |                                            |
| <b>2000</b> | <b>ELDERLY LEGAL ASSISTANCE PROGRAM (ELAP)</b> |                                            |
|             | <b>2010</b>                                    | <a href="#">Overview</a>                   |
|             | <b>2020</b>                                    | <a href="#">Standards</a>                  |
|             | <b>2030</b>                                    | <a href="#">Forms</a>                      |
|             | <b>2040</b>                                    | <a href="#">Brochures and Publications</a> |
|             | <b>2050</b>                                    | <a href="#">Monitoring Guide for AAAs</a>  |
|             |                                                |                                            |
| <b>3000</b> | <b>GEORGIACARES PROGRAM</b>                    |                                            |
|             | <b>3010</b>                                    | <a href="#">Overview and History</a>       |
|             | <b>3020</b>                                    | <a href="#">Standards</a>                  |
|             | <b>3030</b>                                    | <a href="#">Brochures</a>                  |
|             | <b>3060</b>                                    | <a href="#">Resources</a>                  |
|             |                                                |                                            |

| Chapter | Section                                       | Subject                                                           |
|---------|-----------------------------------------------|-------------------------------------------------------------------|
| 5000    | AGING & DISABILITY RESOURCE CONNECTION (ADRC) |                                                                   |
|         | 5021                                          | <a href="#"><u>Purpose and Goals</u></a>                          |
|         | 5022                                          | <a href="#"><u>Program Characteristics</u></a>                    |
|         | 5023                                          | <a href="#"><u>System Structure</u></a>                           |
|         | 5024                                          | <a href="#"><u>Primary Duties</u></a>                             |
|         | 5025                                          | <a href="#"><u>Service Availability and Access</u></a>            |
|         | 5026                                          | <a href="#"><u>Crisis Intervention and Emergency Services</u></a> |
|         | 5027                                          | <a href="#"><u>Staffing</u></a>                                   |
|         | 5028                                          | <a href="#"><u>Staff Training and Certification</u></a>           |
|         | 5029                                          | <a href="#"><u>Protection and Disclosure of Information</u></a>   |
|         | 5030                                          | <a href="#"><u>Technology</u></a>                                 |
|         | 5031                                          | <a href="#"><u>Standards of Promptness</u></a>                    |
|         | 5032                                          | <a href="#"><u>Accountability and Quality Improvement</u></a>     |
|         | 5033                                          | <a href="#"><u>Collaboration with Community Partners</u></a>      |
|         | 5034                                          | <a href="#"><u>Outreach and Marketing</u></a>                     |
|         | 5035                                          | <a href="#"><u>Records Management</u></a>                         |
|         | 5036                                          | <a href="#"><u>MDSQ Options Counseling</u></a>                    |
|         | 5037                                          | <a href="#"><u>Community Options Counseling</u></a>               |
|         | 5038                                          | <a href="#"><u>Waiting List Management</u></a>                    |
|         | 5060                                          | <a href="#"><u>Appendices</u></a>                                 |
|         | 5070                                          | <a href="#"><u>Forms</u></a>                                      |
|         | 5080                                          | <a href="#"><u>ADRC Monitoring Guide</u></a>                      |

| Chapter     | Section                      | Subject                                                                    |
|-------------|------------------------------|----------------------------------------------------------------------------|
| <b>6000</b> | <b>COMMUNITY TRANSITIONS</b> |                                                                            |
|             | <b>6100</b>                  | <b>MONEY FOLLOWS THE PERSON</b>                                            |
|             | 6111                         | <a href="#"><u>Overview</u></a>                                            |
|             | 6113                         | <a href="#"><u>Monitoring-Quality Assurance</u></a>                        |
|             | 6121                         | <a href="#"><u>Communication Protocol for MFP</u></a>                      |
|             | 6122                         | <a href="#"><u>Area to Area Transitions</u></a>                            |
|             | 6123                         | <a href="#"><u>Transition Coordinators Qualifications and Training</u></a> |
|             | 6131                         | <a href="#"><u>Chronic Disease Self-Management Education</u></a>           |
|             | 6132                         | <a href="#"><u>Home Care Ombudsman</u></a>                                 |
|             | 6134                         | <a href="#"><u>Transition Services Vendor Management</u></a>               |
|             | 6141                         | <a href="#"><u>Harmony for MFP</u></a>                                     |
|             | 6142                         | <a href="#"><u>Vendor Import File</u></a>                                  |
|             | 6143                         | <a href="#"><u>Sentinel Event Report</u></a>                               |
|             | 6144                         | <a href="#"><u>Protection and Disclosure of Information</u></a>            |
|             | 6146                         | <a href="#"><u>Required Contacts</u></a>                                   |
|             | 6147                         | <a href="#"><u>Standards of Promptness</u></a>                             |
|             | 6151                         | <a href="#"><u>Pre-Transition Workflow Management</u></a>                  |
|             | 6152                         | <a href="#"><u>Administrative Termination</u></a>                          |
|             | 6161                         | <a href="#"><u>DCA 811 Procedure</u></a>                                   |
|             | 6162                         | <a href="#"><u>DCA RAD Procedure</u></a>                                   |
|             | <b>6200</b>                  | <b>NURSING HOME TRANSITIONS</b>                                            |
|             | 6210                         | <a href="#"><u>NHT Eligibility Criteria</u></a>                            |

| Chapter    | Section                                                 | Subject                                                         |
|------------|---------------------------------------------------------|-----------------------------------------------------------------|
| 6000       | 6211                                                    | <a href="#"><u>Area to Area Transitions &amp; Transfers</u></a> |
|            | 6212                                                    | <a href="#"><u>Mandatory Documentation</u></a>                  |
|            | 6213                                                    | <a href="#"><u>Harmony for NHT</u></a>                          |
|            | 6214                                                    | <a href="#"><u>Required Contacts</u></a>                        |
|            | 6216                                                    | <a href="#"><u>Serious Incident Review</u></a>                  |
|            | 6217                                                    | <a href="#"><u>NHT Taxonomy of Services</u></a>                 |
|            | 6218                                                    | <a href="#"><u>NHT New Vendor Management</u></a>                |
|            | 6219                                                    | <a href="#"><u>NHT Services Billing</u></a>                     |
|            | 6220                                                    | <a href="#"><u>TC Qualifications and Training</u></a>           |
|            | 6221                                                    | <a href="#"><u>NHT Termination</u></a>                          |
|            | 6300                                                    | <a href="#"><u>Appendices</u></a>                               |
|            | 6400                                                    | <a href="#"><u>Forms</u></a>                                    |
|            |                                                         |                                                                 |
| Appendix A | <a href="#"><u>MANUAL TRANSMITTAL COVER LETTERS</u></a> |                                                                 |