



**Department of Human Services
Online Directives Information System**

**Index: MAN5200
Revised: 06/17/2018
Review: 06/17/2019**

5200 ACCESS TO SERVICES MANUAL TABLE OF CONTENTS

Chapter	Section	Subject
1000	ACCESS TO SERVICES	
	1010	<u>Overview</u>
2000	ELDERLY LEGAL ASSISTANCE PROGRAM (ELAP)	
	2010	<u>Overview</u>
	2020	<u>Standards</u>
	2030	<u>Forms</u>
	2040	<u>Brochures and Publications</u>
	2050	<u>Monitoring Guide for AAAs</u>
3000	GEORGIACARES PROGRAM	
	3010	<u>Overview and History</u>
	3020	<u>Standards</u>
	3030	<u>Brochures</u>
	3040	<u>Forms</u>
	3050	<u>Reports</u>
	3060	<u>Resources</u>

Chapter	Section	Subject
5000	AGING & DISABILITY RESOURCE CONNECTION (ADRC)	
	5021	<u>Purpose and Goals</u>
	5022	<u>Program Characteristics</u>
	5023	<u>System Structure</u>
	5024	<u>Primary Duties</u>
	5025	<u>Service Availability and Access</u>
	5026	<u>Crisis Intervention and Emergency Services</u>
	5027	<u>Staffing</u>
	5028	<u>Staff Training and Certification</u>
	5029	<u>Protection and Disclosure of Information</u>
	5030	<u>Technology</u>
	5031	<u>Standards of Promptness</u>
	5032	<u>Accountability and Quality Improvement</u>
	5033	<u>Collaboration with Community Partners</u>
	5034	<u>Outreach and Marketing</u>
	5035	<u>Records Management</u>
	5036	<u>MDSO Options Counseling</u>
	5037	<u>Community Options Counseling</u>
	5038	<u>Waiting List Management</u>
	5060	<u>Appendices</u>
	5070	<u>Forms</u>
	5080	<u>ADRC Monitoring Guide Part A</u>
	5081	<u>ADRC Monitoring Guide Part B</u>

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

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