

Aging and People with Disabilities

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Number: APD-IM-16-053

Issue date: 6/22/2016

Topic: Other

Subject: APD Hearings On-Line Training

Applies to (check all that apply):

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| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

DHS APD Hearings and APD Medicaid Long Term care have jointly prepared an On Line Hearings training appropriate for all levels of staff. You may access the training in the DHS Learning Center. You can locate the Online APD Hearings Informational Training by entering the key word "Hearing" or by searching by the course #C05795.

Topics covered in this training include:

- How to fill out the MSC 443 Form
- Where to send Hearing Requests
- The life cycle of the hearing request
- How to process Aid Paid Pending
- Staff roles in Hearings
- How to prepare if you are a Department Witness
- What to expect after the hearing
- The final order and appeals

If you have any questions about this information, contact:

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