



# STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR  
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
KEVIN W. CONCANNON, DIRECTOR

October 27, 2006

## GENERAL LETTER NO. 3-B-AP-1

ISSUED BY: Office of the Deputy Director for Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter B, Appendix, **STATE RESOURCE CENTERS APPENDIX**, Title page, new; Contents (page 1), new; pages 1 through 11, new; and the following forms:

470-4402	<i>Application for Admission to a State Resource Center, new</i>
470-4403	<i>Resource Center Agreement and Consent for Services, new</i>
470-4367	<i>Resource Center Individual Grievance, new</i>
470-4366	<i>Type 1 Incident Investigation Report, new</i>
470-4345	<i>Type 2 Incident Review Report, new</i>

### Summary

This Appendix issues new state-approved forms that are to be used by all state resource centers to document investigation of abuse allegations and individual grievances.

### Effective Date

Immediately.

### Material Superseded

None.

### Additional Information

Destroy all supplies of previous forms created by State Resource Centers that were used to investigate abuse allegations and individual grievances. Forms will only be modified with the permission of the Office of the Deputy Director for Field Operations in Central Office.

Refer questions about this general letter to your state resource center superintendent.



July 27, 2007

**GENERAL LETTER NO. 3-B-AP-2**

ISSUED BY: Office of the Deputy Director for Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter B, **STATE RESOURCE CENTERS APPENDIX**, Contents (page 1), revised; pages 5 through 11, revised; page 12, new; and form 470-4366, *Type 1 Incident Investigation Report*, revised.

**Summary**

This chapter is revised to update form 470-4366, *Type 1 Incident Investigation Report*, to include additional data fields, add identified concerns from an investigator, and place responsibility with the incident review committee to make recommendations. Direction and definitions are also added for the completion of the form.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 3, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 27, 2006
470-4366	10/06
5-11 *	October 27, 2006

\* Move form 470-4345 to follow page 10 instead of page 8.

**Additional Information**

Refer questions about this general letter to your resource center superintendent.



# STATE OF IOWA

CHESTER J. CULVER, GOVERNOR  
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES  
CHARLES J. KROGMEIER, DIRECTOR

May 14, 2010

## GENERAL LETTER NO. 3-B-AP-3

ISSUED BY: Division of Mental Health and Disabilities Services

SUBJECT: Employees' Manual, Title 3, Chapter B, *STATE RESOURCE CENTERS APPENDIX*, page 1, revised; and the following form:

470-4402      *Application for Admission to a State Resource Center*, revised

### Summary

These revisions delete the references to the "deputy director for field operations" and replaces them with the "division administrator for mental health and disabilities services" to reflect the Department's new administrative structure.

### Effective Date

Upon receipt.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 3, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
1	October 27, 2006
470-4402	10/06

### Additional Information

Refer questions about this general letter to the division administrator for mental health and disability services.



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

June 28, 2013

## GENERAL LETTER NO. 3-B-AP-4

ISSUED BY: Division of Mental Health and Disabilities Services

SUBJECT: Employees' Manual, Title 3, Chapter B, **STATE RESOURCE CENTERS APPENDIX**, Title page, revised; Contents (page 1) revised; pages 1 through 12, revised; and the following form:

470-4402 *Application for Admission to a State Resource Center*, revised

### Summary

This chapter is revised to:

- ◆ Update language declaring the county of legal settlement and processing dispute resolutions on form 470-4402, *Application for Admission to a State Resource Center*.
- ◆ Update the instructions to reflect availability of the following forms. These forms are now available as templates in the public state-approved mental health forms folder on Outlook.
  - 470-4402, *Application for Admission to a State Resource Center*
  - 470-4403, *Resource Center Agreement and Consent for Services*
  - 470-4367, *Resource Center Individual Grievance*
  - 470-4366, *Type 1 Incident Investigation Report*
  - 470-4345, *Type 2 Incident Review Report*
- ◆ Update the chapter format for ease of use on line.

### Effective Date

July 1, 2013

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 3, Chapter B, Appendix:

Page	Date
Title page	October 27, 2006
Contents (page 1)	July 27, 2007
470-4402	4/10
1	May 14, 2010
2-4	October 27, 2006
5-12	July 27, 2007

**Additional Information**

Refer questions about this general letter to the division administrator for mental health and disability services.