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	Contact: Michele Sauter, Sauterm1@michigan.gov	
	Originating Office: Federal Compliance Division Division of Continuous Quality Improvement	
	Subject/Title: Federal Reporting; Caseworker-Child Visits	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: Field Operations	

Each year DHS is required to submit information regarding caseworker visits with children to the U.S. Department of Health and Human Services, Administration for Children and Families. The Child and Family Services Review data shows a strong association between the quality and frequency of caseworker visits with children and increased safety, permanency, and well-being. Children under the care and supervision of DHS must be visited every calendar month. The federal government requires that DHS achieve at least 90% compliance with caseworker visits. Last year, Michigan reached 83.8 percent. If we do not meet the FY 2012 goal, Michigan will face federal financial penalties.

By November 16, 2012, DHS direct and private agency foster care and adoption staff must enter all face-to-face contacts that occurred between October 1, 2011 – September 30, 2012. DHS staff **must** enter all face-to-face contacts in SWSS FAJ and private agency foster care and adoption staff must enter all face-to-face contacts directly into SWSS Web interface. This includes open adoption cases.

Federal Reporting Sample

By early December 2012 private agencies and DHS offices, who have cases identified for inclusion in the federal sample, will receive a Microsoft Excel spreadsheet. Each DHS office/private agency must enter the contacts into into SWSS FAJ/SWSS Web. Please note: DHS is reporting the visits using a sample of children; therefore, your agency or county may not receive a spreadsheet.

Private agencies will receive a spreadsheet from Amanda Doane electronically with “time sensitive” in the subject line. If there are missing visits, private agency workers must enter contacts directly into the SWSS Web interface within five business days from receipt of the spreadsheet.

DHS offices will receive the spreadsheet electronically from DCQI. DHS staff will need to verify that all visits have been entered into SWSS FAJ. If there are missing visits, DHS workers must enter the visits in SWSS FAJ within five business days from receipt of the spreadsheet.

Note: For federal reporting of caseworker visits, the children/youth are considered in “foster care” even if they are in care through the juvenile justice system or they are placed in a supervised independent living arrangement.

Entering Caseworker Visits in SWSS FAJ

SWSS FAJ automatically assigns the primary worker assigned to the foster care, adoption or juvenile justice case a relationship type of “DHS Case Manager.” The secondary worker, including the DHS adoption worker, is assigned a

relationship type of “DHS Agency Staff Member.” To maximize performance in applicable cases, when entering social worker contacts in SWSS FAJ, the worker must enter:

- The Permanency Planning Assistant (PPA) and Social Services Assistant (SSA) with a relationship type of “DHS Agency Staff Member.”
- The out-of-state worker in an interstate case with a relationship type of “Out-of-State Case Manager.”
- The Families First worker contacts with a relationship type of “Families First Worker.”
- The Family Reunification worker contacts with a relationship type of “Family Reunification Worker.”

As a reminder, when entering contacts in SWSS FAJ, only use the relationship type “Other” if the relationship type is not listed in the drop down box.