

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 05/06/13	Obsolete Date: N/A
	Response Due: None	
	Log No.: 13-063	
	Contact: Christine Rehagen	
	Originating Office: Child Welfare Field Operations	
	Subject/Title: Licensing Qualifications and Training Requirements	
	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 checked="" type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: Private Agency Executive Directors	<input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS

There are distinct differences between the requirements of the Modified Settlement Agreement (MSA) and Child Placing Agency Licensing Rules as they relate to child welfare foster home licensing supervisors and workers. This communication is being provided in response to questions regarding qualifications and initial training requirements for these positions.

Child Welfare Foster Home Licensing Supervisors

In many child welfare offices, foster home licensing supervisors are directly assigned or provide some form of back-up supervisory functionality to staff in other child welfare programs, specifically to CPS, foster care and adoption workers. In those circumstances it is expected that those supervisors satisfy all supervisor requirements found in Section VI.B of the MSA and child placing agency licensing rules R 400.12205 Required Staff and R 400.12206 Staff Qualifications. In the event supervisors only provide supervision to child welfare foster home licensing workers and do not perform back-up responsibilities for other child welfare staff or cases, these supervisors would only be accountable to fulfill the qualification requirements of child placing agency licensing rules referenced previously, and not those additional requirements of Sections VI.B of the MSA.

As with qualifications noted above, any supervisors that provide some form of back-up functionality to staff in other child welfare programs are required to satisfy training requirements for those program areas, as outlined by MSA Section VI.B and child placing agency licensing rule R 400.12209 Orientation and Training. Child placing agency licensing rule R 400.12305 Certification Training requires that additional, job-specific training be completed for licensing supervisors. Effective May 1, 2013, DHS is requiring that all newly appointed licensing supervisors complete both Foster Home Certification and Foster Home Complaint training within the first six months of working as a supervisor that oversees staff that perform any foster home licensing functions (e.g., recruitment, ongoing home management, complaint investigations, etc.) In the event a supervisor only provides supervision to child welfare foster home licensing workers and has no primary or back-up responsibility for child welfare staff or cases in CPS, direct/purchased foster care, or adoption, these supervisors would only be accountable to initially complete the Foster Home Certification and Foster Home Complaint training requirements, and not those additional requirements of Sections VI.B of the MSA. Any supervisors managing staff with licensing responsibilities that have not completed both Foster Home Certification and Foster Home Complaint training are expected to do so before September 30, 2013, unless otherwise notified by BCAL.

Child Welfare Foster Home Licensing Workers

As with the supervisor qualifications and training requirements above, any child welfare foster home licensing worker that performs primary or back-up duties in other child welfare programs must satisfy the qualifications and training requirements found in Sections VI.A and VI.C of the MSA and child placing agency licensing rules R 400.12205 Required Staff, R 400.12206 Staff Qualifications.

For clarification, Section VI.C of the MSA references a training plan for all licensing workers. This plan requires that all workers who perform child welfare foster home licensing duties must complete both Foster Home Certification and Foster Home Complaint trainings pursuant to R 400.12209. Effective May 1, 2013, DHS is requiring that all staff performing foster home licensing functions (e.g., recruitment, ongoing home management, complaint investigations, etc.) must complete both Foster Home Certification and Foster Home Complaint training within the first six months of working in the position. Any staff with licensing responsibilities that have not yet completed both trainings are expected to do so before September 30, 2013, unless otherwise notified by BCAL. Workers who only perform the duties of child welfare foster home licensing and have no primary or back-up responsibility for child welfare cases in CPS, direct/purchased foster care, or adoption, would need to fulfill the qualification and training requirements of child placing agency licensing rules referenced above, not the additional requirements of Section VI.A of the MSA.

It should be noted that the process for validating compliance with these qualification and training requirements occurs in several ways: assessment of caseload count reports which reveal assignment of workers and supervisors to specific types of casework; **Child Welfare Training Institute (CWTI)** and BCAL training registration and completion information; BCAL contract and licensing rule reviews; and independent requests for human resource hiring records. Because many of the data sources for this information come from training registrations, it is critical that all information entered **in OmniTrack Plus (aka JJOLT)** be accurate, particularly as it relates to entry of job title/function and hire/start dates.

For ease of reference, the MSA and BCAL Licensing Rules for Child Placing Agencies can be found at the following websites.

Modified Settlement Agreement:

http://www.michigan.gov/documents/dhs/Modified_Settlement_Agreement_Consent_Order_39008_2_7.pdf

BCAL Child Placing Agency Rules:

http://www.michigan.gov/documents/dhs/BCAL-PUB-11_216515_7.pdf