Michigan Department of Human Services CSA Children's Services Administration Communication Issuance	**Type:** ☐ Informational Memorandum (IM) ☒ Program Instruction (PI) ☐ Policy Guide (PG)	
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	Originating Office: MiSACWIS Project Office	
	Subject/Title: SWSS Cleanup and MiSACWIS Conversion	
	Distribution: ☒ DHS Child Welfare Staff ☒ Private Agency Child Welfare Staff ☒ CSA Central Office Managers/Staff ☐ Native American Tribes ☐ Data Management ☒ DHS County Directors ☐ Adult Services Staff ☒ Other: Contracted Residential Agencies	☒ BCAL ☒ CWTI ☒ SACWIS

The Michigan Statewide Automated Child Welfare Information System (MiSACWIS) implementation is quickly approaching. It is critical that workers complete as much work as possible prior to the conversion to MiSACWIS to ensure data transfers properly. The process of conversion will occur beginning the evening of Monday, October 14, 2013 when SWSS/SWSS Web will be taken down. Please ensure all staff review the entire communication below to ensure required action steps occur.

Preparing for Conversion and General Clean Up

DHS and private agency's MiSACWIS liaisons, local office experts and management should begin to plan for this down time now. Each office should develop procedures for how they will track the information during this period, and make a plan for updating MiSACWIS once it is operational.

Copies of the plan must be submitted by September 30, 2013. DHS management must submit a copy of their plan to the Business Service Center director. Private agency management must submit their plan to the Child Welfare Field Operations staff.

All workers should ensure that their cases are up-to-date prior to the conversion to MiSACWIS. Workers should ensure all case and member information is current, including the child's living arrangement, social work contacts, medical/dental information, etc. As stated above, workers will not have the ability to update SWSS for approximately one week; all workers will be busy adding information from that week in to MiSACWIS after the conversion. Therefore, it is important that case information be up-to-date prior to the time SWSS is no longer available. It is suggested that the worker update the information below in SWSS, prior to the conversion to MiSACWIS.

- Placements must be up-to-date with a child in a current placement.
- Court orders, court hearings, and legal status changes must be completed.
- Cases must be in an active state.
- Social work contacts must be up to date. In addition, contacts from the last approved service plan to October 13, 2013, can be printed for each case, or may be printed in a draft service plan.
- Medical/dental appointments must be entered for children in foster care.

This cleanup effort is for open cases only – **DO NOT** open any closed cases for these pre-implementation activities.

Clean up reports have been sent to MiSACWIS liaisons as the project has become aware of information that needs review; for example, there were a number of CPS investigations that remained open from the time prior to the conversion to SWSS CPS. Project staff will continue to send out these reports to the MiSACWIS liaisons as necessary.

Accessing Current and Historical Information

SWSS Test will be refreshed immediately before SWSS is taken down on 10/13/13 to ensure local offices have the ability to perform Central Registry checks and view family history for Risk Assessments. As such, each DHS office and district office in Wayne County must identify one to two staff to have SWSS Test loaded to his/her computer.

DHS MiSACWIS liaisons must submit the one or two names of staff who will access SWSS Test during the time SWSS is down. The staff must be current users of SWSS. The liaison should submit the names to the MiSACWIS@Michigan.gov email address by September 30, 2103. MiSACWIS project staff will work with the SWSS Help Desk to have SWSS Test loaded to their computers. Project staff will send out the password prior to the time SWSS is taken down.

During this transition time, Bridges will still be available to allow workers access address/contact information.

Documenting Work

1. Staff will need to use Word templates during this time as needed. Two examples are:
    a. CPS workers will need to complete the removal petition (JC 04) in a Word document.
    b. DHS offices will need to ensure they have printed multiple copies of the Risk Assessment from SWSS, so that they can manually calculate the risk level to justify intensive services (for example, Families First). To calculate the Risk Assessment accurately, workers will also need the family's history, which is available in the case file or from SWSS Test (reference number 6 below).

2. All manual work conducted outside the system (SWSS) must be documented in MiSACWIS once it is operational.

CPS Intake

Centralized intake staff will enter CPS complaints into a web-based form and email CPS referrals to the DHS offices. Centralized intake staff will have access to a current copy of SWSS data in order to view family history. The MiSACWIS project office and centralized intake management will send additional information regarding this process and centralized intake in another communication issuance.

Licensing Caseload Assignments

MiSACWIS requires that all foster homes be assigned to a licensing worker. DHS and private agency MiSACWIS liaisons have been asked to identify a **current** SWSS/SWSS Web supervisor who will be assigned all of the agency's foster homes at conversion. After MiSACWIS implementation, this supervisor will assign the homes to the appropriate licensing workers. DHS offices and private agencies should begin the process of determining how they will assign the foster homes after conversion. MiSACWIS liaisons will receive instructions on assigning the foster homes; they will also be posted to the MiSACWIS website.

Case Closure

DHS and private agency staffs must review their active case listings. There may be some active cases or CPS investigations that should be closed. Some of these cases may still be at a registered status, as they were duplicate cases added by the worker; the registered cases may be withdrawn. MiSACWIS project staff has sent out lists of active CPS investigations and CPS referrals that are old to the MiSACWIS liaisons. Counties may need to call the SWSS Help Desk to have very old cases closed, as the system will require service plans to be completed for these cases before closure; this should only happen for very old cases and should not be used to by-pass required service plans.

Pending Case Service Plans and CPS Investigations

A critical pre-implementation activity is ensuring all overdue and pending case service plans are complete for DHS cases in SWSS; this includes CPS, foster care, and adoption cases. At the time of the conversion from SWSS/SWSS Web to MiSACWIS, specific data and completed documents from SWSS/SWSS web will convert to MiSACWIS. All of the service plan reports, assessments, scanned documents and forms will convert over to MiSACWIS as images in File Net; this means that the documents will not be modifiable in MiSACWIS.

It is strongly recommended that workers and supervisors complete and approve all service plans that will be due by 10/31/13.

- Foster care USPs with a report period begin date after September 1, 2013, the worker should not completed the plan in SWSS because this does not allow the family the benefit of the full 90-day quarter to overcome barriers to reunification. For these cases, a draft service plan can be compiled in SWSS and printed to secure all information that will need to be re-entered into SACWIS. Social work contacts will print in this report, so it will not be necessary to print out a separate report for social work contacts as stated below in this document.

- CPS investigation reports or the service plans not finished in SWSS will not be able to be modified once converted. The worker will need to complete all service plans, assessments, and pending investigations in SWSS **AND** the supervisor will need to approve them.

- POS monitors should also ensure that they have added the most recent Family Assessment of Needs and Strengths (FANS), the Child Assessment of Needs and Strengths (CANS), the Family Reunification Assessment and the Safety Assessments for private agency cases.

- DHS staff and managers may use the foster care SWSS-002, the SWSS-008 reports, and the CPS SWSS-001 as a guide to identify cases with pending and overdue case service plans. The CR502 report also indicates service plans that have not been completed.

Additionally, if private agency staff has not uploaded their service plans in SWSS Web, MiSACWIS will show the service plans as overdue in MiSACWIS. It is critical that the private agency worker upload the Initial Service Plan (ISP) and any Updated Service Plans (USPs) for each child on their caseload. During the conversion process, the system will look for an initial service plan and the latest updated service plan to determine the next due date for the upcoming service plan period. A communication issuance was released (CI 12-155 SWSS Web Uploading Service Plans). Private agency staff should use this document as a guide to cleaning up and uploading case service plans in SWSS web.

When uploading the forms, it is critical that the private agency worker correctly identify the service plans in the document repository list of forms. The workers should select the following titles and form numbers from the drop down list of values in the SWSS Web document repository:

- DHS-65 Foster Care Structured Decision Making Initial Service Plan
- DHS-66 Updated Service Plan
- DHS-68 Permanent Ward Service Plan
- DHS-65A Treatment Foster Care Initial Service Plan
- DHS-66A Treatment Foster Care Updated Service Plan
- DHS-365-B Children's Foster Care Residential Initial Service Plan (14 yrs and older)
- DHS-365-A Children's Foster Care Residential Initial Service Plan (10-13 yrs)
- DHS-366-A Children's Foster Care Residential Updated Service Plan (10-13 yrs)
- DHS-366-B Children's Foster Care Residential Updated Service Plan (14 yrs and older)
- DHS-366 Children's Foster Care Residential Updated Service Plan (4-9 yrs)

If the worker does not select the correct document type, MiSACWIS will require an Initial Service Plan and the missing Updated Service Plans after the statewide conversion. There may also be times when MiSACWIS cannot determine the next service plan due date. The DHS purchase of service (POS) monitors will have the ability to modify the service plan due date for a few months after the MiSACWIS conversion. After the conversion to MiSACWIS, the MiSACWIS project office will send out reports to the POS monitors with a list of the cases where the next service plan due date is unknown.

To determine the worker who should upload the service plans, workers must follow the instructions below:

1. The case is currently open and has the same caseworker the entire time. The assigned caseworker is responsible for uploading the case service plan(s).
2. The case is currently open, it belongs to the same agency, but there have been multiple caseworkers. The agency worker who is currently assigned the case is responsible for uploading the case service plan(s). Only the current assigned worker is able to upload documents to the case, therefore s/he is responsible for uploading all previous service plans.
3. The case is currently open, and multiple agencies have provided case management services. The current assigned worker is responsible for uploading his/her service plan according to the rules above. The POS case monitor for the responsible county must upload the necessary case service plan(s) for the private agencies that previously were assigned to the case.

Additional requirements for uploading the service plans:

- Case Service Plans must be uploaded separately to capture each begin and end date. It is important that the worker correctly identify the service plan period in the date fields.

- An individual case service plan may be uploaded in conjunction with the Family Assessment of Needs and Strengths (FANS), the Child Assessment of Needs and Strengths (CANS), the Reunification Assessment, and Safety Assessments.
- Case service plans must be uploaded for each child. For example, a sibling group of three must have the same ISP/USP/PWSP uploaded to each of the three child's cases.

Funding Determinations

Details of funding determinations will not convert over to MiSACWIS because they are fundamentally different from what is in SWSS. The eligibility decisions from SWSS for all foster care and juvenile justice children will convert to MiSACWIS, only as IV-E eligible or not IV-E eligible.

Child welfare funding specialists (CWFS) should print off hard copies of all funding determinations and reimbursability determinations in SWSS and file them in the paper case file. Central office staff will have access to SWSS funding determination screens for title IV-E reviews and auditing purposes, but this information will not be available to the field.

For children removed prior to October 1, 2013, **CWFS must complete all new and pending determinations in SWSS before October 13, 2013, even if they are not due**; MiSACWIS project staff will be sending out reports to the field on pending reimbursability determinations. Workers should not start a new initial funding determination in SWSS for any children **removed** on or after October 1, 2013. They will need to complete those initial funding determinations in MiSACWIS. Private agency and DHS staff should continue to collect information from the parents and other sources for the eligibility determinations that will be completed in MiSACWIS; this will assist the CWFS workers in completing the initial determinations as quickly as possible once MiSACWIS is operational.

Foster Care Payment Authorization Approvals

Any pending payment authorizations will be deleted at conversion and the authorizations will have to be entered again in MiSACWIS. The Federal Compliance Division staff will send emails to the worker and supervisor for all pended authorizations prior to conversion.

If possible, it is also recommended that Determination of Care (DOCs) be renewed and authorized in SWSS prior to conversion, even those that are not due.

Staff should email any questions on funding determinations and payments to the Federal Compliance Division staff at: dhs-federalcompliancedivision@michigan.gov.

Young Adult Voluntary Foster Care (YAVFC)

Central office will complete all initial funding determinations, reimbursability determinations, and payments for YAVFC cases for the month of October. MiSACWIS will include functionality for the CWFS worker to complete funding determinations and the foster care worker will be able to authorize the YAVFC payment in MiSACWIS. After November 1, 2013, local DHS staff will be responsible for all funding determination and payments approvals on YAVFC cases.

Adoption and Guardianship Subsidy

The Adoption Subsidy Office will continue to accept and process adoption assistance, medical subsidy, and guardianship assistance packets. All packets received after October 4, 2013, will be processed manually until

MiSACWIS implementation. This may cause a delay in application processing during the months of October and November.

New Users in SWSS/SWSS Web

Local office security coordinators must not add any new users to SWSS after October 4, 2013. Central office security will not add any new private agency staff to SWSS Web after this date. All SWSS/SWSS Web users will be added to the State of Michigan Single Sign-On (SSO) application after this date. Users will access MiSACWIS through SSO. All users will receive information about the SSO during the MiSACWIS training.

Any questions regarding these instructions must be directed to your MiSACWIS Liaison, who will contact the MiSACWIS program office as needed.