

 <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: 10/21/13	Obsolete Date: 3/15/14															
	Response Due: 12/13/13																
	Log No.: 13-123																
	Contact: Laurie Ludington, (517) 335-6081, ludingtonl@michigan.gov																
	Originating Office: CPS/Family Preservation																
	Subject/Title: Strong Families/Safe Children FY 2013 Annual Reports, Local Office Response Required.																
	Distribution: <table border="0"> <tr> <td><input type="checkbox"/> DHS Child Welfare Staff</td> <td><input type="checkbox"/> BCAL</td> </tr> <tr> <td><input type="checkbox"/> Private Agency Child Welfare Staff</td> <td><input type="checkbox"/> CWTI</td> </tr> <tr> <td><input type="checkbox"/> CSA Central Office Managers/Staff</td> <td><input type="checkbox"/> SACWIS</td> </tr> <tr> <td><input type="checkbox"/> Native American Tribes</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Data Management</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> DHS County Directors</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Adult Services Staff</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Other: Local Office Contracts/Programs Staff</td> <td></td> </tr> </table>		<input type="checkbox"/> DHS Child Welfare Staff	<input type="checkbox"/> BCAL	<input type="checkbox"/> Private Agency Child Welfare Staff	<input type="checkbox"/> CWTI	<input type="checkbox"/> CSA Central Office Managers/Staff	<input type="checkbox"/> SACWIS	<input 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: Local Office Contracts/Programs Staff
<input type="checkbox"/> DHS Child Welfare Staff	<input type="checkbox"/> BCAL																
<input type="checkbox"/> Private Agency Child Welfare Staff	<input type="checkbox"/> CWTI																
<input type="checkbox"/> CSA Central Office Managers/Staff	<input type="checkbox"/> SACWIS																
<input 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: Local Office Contracts/Programs Staff																	

The year-end Annual Report for Strong Families/Safe Children (SF/SC) is required from the DHS Local Offices. The due date to report service activity from Fiscal Year 2013 (October 1, 2012 through September 30, 2013) is Friday, December 13, 2013.

The Annual Report is an accounting of service activity from the past fiscal year that includes: brief service descriptions with the planned service outcomes for clients *and* the corresponding client outcome results; numbers served; expenditures by SF/SC federal service category; and classification of each service by child welfare goal (child safety, permanency, or improved family functioning).

The format for the FY 2013 Annual Report remains the same as that used for recent fiscal years. Attachments to this communication include the Annual Report template and an example report, both in EXCEL format.

Please submit one copy, paper or electronic, of the Annual Report to:

Laurie Ludington, Children's Protective Services & Family Preservation
Grand Tower, Ste. 510
PO Box 30037
Lansing, MI 48909
ludingtonl@michigan.gov .