

 <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)	
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	Contact: Jenifer Vorce, Caseload Management Analyst	
	Originating Office: Child Welfare Field Operations	
	Subject/Title: January 2015 Official Caseload Count Schedule	
	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 checked="" type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: BSC Directors	
	<input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input checked="" type="checkbox"/> SACWIS	

Scheduled Official Caseload Counts were established in order to meet the Modified Settlement Agreement requirements and monitor caseloads for both DHS and private agencies. The Official Caseload Count and instructional phone conference date for January 2015 are listed below:

Phone Conference:
Monday, January 5, 2015

Official Caseload Count Day:
Thursday, January 8, 2015

The phone conference begins at 10:00 a.m. and will include both DHS and private agencies. Offices are encouraged to include several participants on one call due to limited calling space and a large number of participants. Please use the following conference call information:

Phone Number: 1-888-251-2909
Access Code: 1767084

The Business Service Centers (BSC) and Child Welfare Field Operations (CWFO) will continue to work with DHS county/district offices and private agencies to identify matters impacting caseload ratios and provide assistance in developing action plans to achieve and maintain caseload compliance.

Please continue case assignment clean-up focusing on the unassigned cases especially in the adoption and CPS programs, and continue to close those cases which can be closed. Daily review of case assignments is strongly recommended to manage caseloads in MiSACWIS. DMU will continue to provide intermediate caseload counts that will be distributed to the field by CWFO.

Caseload instructions and official caseload count spreadsheets for each county/district office and private agency will be made available for review on January 9th.

If there are any questions or concerns regarding caseloads, please contact your BSC or child welfare analyst.