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December 16, 2008

**CHILD PLACING AGENCY LETTER #2001-04**

**TO:** Child Placing Agencies and Juvenile Courts That Certify Foster Homes for Licensure

**SUBJECT:**

- The Bureau of Regulatory Services' Website Enhancements
- Foster Home Enrollments on BITS
- BRS 3706 Changes

**EFFECTIVE**

**DATE:** Upon receipt

## **The Bureau of Regulatory Services' Website Enhancements**

Effective April 30, 2001, original license effective dates are the date the Bureau approves the information submitted by the child placing agency and enters the information into the Bureau Information Tracking System, (BITS). To assist child placing agencies in knowing if a foster home license is effective, the Bureau has added a feature to the website, "License Status Look Up".

To access this information, access the Bureau of Regulatory Services website at [www.cis.state.mi.us/brs/cwl](http://www.cis.state.mi.us/brs/cwl). On the child welfare licensing page, click on Child Foster Homes. On the Child Foster Home page, click on Foster Home License Status Check. A license number is assigned to the family when enrollment is done. Enter the license number that is printed in box 1 on the BRS 3706. If the license is effective, the screen will show that it is effective. The date on the screen is the date the information was updated from the BITS system. The effective date of the license is not given.

License information is also downloaded daily to the Family Independence Agency. FIA staff who are able to access SWSS/FAJ may obtain information about the effective date of a license through the provider inquiry screen using either the foster home name or the license number. Provider identification numbers are also available from SWSS/FAJ. Provider numbers are issued by FIA and are not available on the BRS system.

## **Foster Home Enrollments on BITS**

Original applications for a foster home license are enrolled in the BITS system. The enrollment process generates a BRS 3706, Children's Foster Home Licensing Transaction Record indicating that the applicant has been enrolled. The date the form is generated will be printed in the lower right hand corner below box 53. Enrollments will remain on the system for 12 months from the date the information is entered into the system. After 12 months, the enrollment will expire.

Child Placing Agencies may wish to continue the enrollment for an applicant where the original study has not been completed or when an applicant for adoption and licensing has not been chosen for adoption. The following procedure has been implemented to continue the enrollment for those families:

- Obtain a new foster home license application (BRS 3889)
- Obtain new license record clearance form (BRS 1326) for each adult in the home with sections I and II completed.
- Submit page 1 of the new application form, the new clearance forms, and the BRS 3706 turnaround from the enrollment. The action in box 6 will be "1", Enrollment.

The new clearance forms will be completed for LEIN and Central Registry information. The transaction specialist will enter the new information into BITS and the enrollment will be continued for another 12 months.

When the decision is made by the certifying agency to recommend the original license, the most recent turnaround BRS 3706 and the most recent clearance forms for all adults in the household are to be forwarded to the agency's assigned consultant for opening.

### **BRS 3706 Changes**

Child Placing Agency Letter 2001-02 provided information to agencies regarding the current process for handling adverse actions. Letter 2001-03 provided a chart indicating what information is needed for each of the action codes used in box 6. The codes that are no longer available have been removed from the directions on the back of the form. The code for "enrollment", "1", has been added to the list of available codes on the back of the form. The directions for using the action codes and closing reasons have been modified for clarity.

The BITS system contains information for each licensee on whether the family has private water or private sewage systems. New boxes have been added between the box for the zoning authority and the boxes indicating if the home is barrier free for the agency to indicate by either a "yes" or "no" if the family has a private water system or a private sewage system.

If you have any questions about Child Placing Agency Letter #2001-04, please call your Child Welfare Licensing Consultant or the Child Foster Home Licensing Unit at (517) 335-6108.

Sincerely,

Carole Hakala Engle, Director  
Bureau of Regulatory Services

Attachments