

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input checked="" type="checkbox"/> Informational Memorandum (IM) <input type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
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	Contact: Lynn Hedges HedgesL2@michigan.gov	
	Originating Office: Child Welfare & Adult Field Operations	
	Subject/Title: Performance Monitoring Tools	
	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"/> Other:	

The Department is evaluated by multiple entities including the federal government, state legislature, and federal court to determine whether Michigan's child welfare programs are effectively ensuring the safety, permanency, and well-being of all children under DHS care and supervision.

This measurement is conducted through aggregate data reporting, case file review, and sample case validation. Historically, most of this information has been reported long after the work was due to be completed. This has left DHS and private child placing agencies little opportunity to take proactive measures to correct performance.

Child Welfare & Adult Field Operations (CWAFO) is building capacity to produce detailed reports for distribution to local offices and private child placing agencies for the purpose of managing performance on key case activities. These reports are meant to support county directors and private child placing agency managers in their efforts to monitor the effectiveness and efficiency of operations. CWFO will also use these reports to monitor performance and identify areas in need of technical assistance and support.

Attached is a comprehensive list of reports currently available. The list identifies to whom each report is available, the frequency of the reports, a brief description of each report, and the method in which it can be accessed. It is expected that local offices and private child placing agencies will use these reports moving forward to assist in managing performance and practice.

Child Welfare Performance Monitoring Reports

Report	Availability	Frequency	Description	Method Available
Unlicensed Relatives	DHS and PAFC	Monthly	Listings of unlicensed relative placements by child where placement has no information in SWSS on licensure, enrollment, or waiver.	SharePoint (DHS); Email (PAFC)
75-Mile Placement Report	DHS and PAFC	Monthly	Listing of all children placed in excess of a 75 mile radius from their removal address.	SharePoint (DHS); Email (PAFC)
Foster Home Capacity	DHS and PAFC	Monthly	Listing of all children placed in foster homes that exceed MSA standards.	SharePoint (DHS); Email (PAFC)
Foster Home Licensing (also known as Foster Home Scorecard)	DHS and PAFC	Monthly	Monthly report of newly licensed foster homes.	Email (DHS and PAFC) via Eblast
Residential Placements	DHS and PAFC	Monthly	Listing of all children in residential placement (point in time)	SharePoint (DHS); Email (PAFC)
Shelter Placements	DHS and PAFC	Monthly	Listing of all children in shelter placements and length of stay	SharePoint (DHS); Email (PAFC)
Jail, Corrections, Detention Placements	DHS and PAFC	Monthly	Listing of all children in jail, corrections, or detention placements	SharePoint (DHS); Email (PAFC)
Initial Medical and Dental Exams	DHS and PAFC	Monthly	Listing of all initial medical and dental exams completed and timeliness of exams	SharePoint (DHS); Email (PAFC)
Placement Report	DHS and PAFC	Bi-weekly	Listing of new foster care placements and due dates for key case activities based on entry date.	SharePoint (DHS); Email (PAFC)
CR-867 Foster Care Social Work Contacts Timeliness	DHS	Ad Hoc	Timeliness of data input by state, county, district, section	InfoView
CR-861 Foster Care Placement Data Entry Timeliness	DHS	Ad Hoc	Timeliness of placement data input by state, county, district, section	InfoView
CR-875 Foster Care Case Closure Data Timeliness Report	DHS	Ad Hoc	Timeliness of case closure data timeliness by county, district, and section	InfoView
CR-881 Foster Care Case Opening Data Timeliness Report	DHS	Ad Hoc	Timeliness of case opening data input by by state, county, district, section	InfoView
CR-211 CPS Caseworker ISP overdue	DHS	Ad Hoc	This is a statewide summary report of CPS case worker ISP's Overdue (available by county, district, and section)	InfoView

Child Welfare Performance Monitoring Reports

Report	Availability	Frequency	Description	Method Available
CR-241 CPS supervisor ISP overdue	DHS	Ad Hoc	This is a statewide summary report of CPS Supervisor ISP Approvals Due. (available by county, district, and section)	InfoView
CR-251 CPS supervisor ISP approval timeliness	DHS	Ad Hoc	This is a statewide summary report of CPS Supervisor ISP approval timeliness. (available by county, district, and section)	InfoView
CR-201 CPS caseworker ISP timeliness	DHS	Ad Hoc	This is a statewide summary report to measure the timeliness of Initial Service Plans (ISP's) due from the case worker during the selected timeframe. (available by county, district, and section)	InfoView
CR-271 CPS supervisor USP approval timeliness	DHS	Ad Hoc	This is a statewide summary report of CPS Supervisor USP approval timeliness. (available by county, district, and section)	InfoView
CR-261 CPS supervisor USP due summary	DHS		This is a statewide summary report of CPS Supervisor USP Approval Due. (available by county, district, and section)	InfoView
CR-221 CPS caseworker USP timeliness summary	DHS		This is a statewide summary report to measure the timeliness of Updated Service Plans (USP's) due from the case worker during the selected timeframe. (available by county, district, and section)	InfoView
CR-811 CPS Commencement Timeliness	DHS	Ad Hoc	This report shows statewide summary of CPS commencement contacts. (available by county, district, and section)	InfoView
CR-821 CPS Investigation Face to Face Contacts Timeliness	DHS	Ad Hoc	This report shows statewide summary of CPS Investigation Face2Face contacts with victim. (available by county, district, and section)	InfoView
CR-841 CPS Ongoing Collateral Contacts Summary	DHS		This is a statewide report to measure timeliness of Ongoing Collateral Contacts made with child victim by the case worker during the date range selected (available by county, district, and section).	InfoView

Child Welfare Performance Monitoring Reports

Report	Availability	Frequency	Description	Method Available
CR-831 CPS Ongoing Face to Face Contacts	DHS		This is a statewide report to measure timeliness of Ongoing Face to Face Contacts made with child victim by the case worker during the date range selected (available by county, district, and section)	InfoView
CR- 601 First Month Worker - Child Face to Face Contacts	DHS	Ad Hoc	Report by County, District, Section on cases that met first month worker-child face to face contacts requirements	InfoView
CR-602 Subsequent Month Worker - Child Face to Face Contacts	DHS	Ad Hoc	Report by County, District, Section on cases that met subsequent month worker-child face to face contacts requirements	InfoView
CR-603 First Month Worker - Parent Face to Face Contacts	DHS	Ad Hoc	Report by County, District, Section on cases that met first month worker-parent face to face contacts requirements	InfoView
CR-604 Subsequent Month Worker - Parent Face to Face Contacts	DHS	Ad Hoc	Report by County, District, Section on cases that met subsequent month worker-parent face to face contacts requirements	InfoView
CR-605 Parent - Child Contacts Summary	DHS		Report by county, district, section on cases that met parent-child contact requirements	InfoView
CR-651 Worker-Child Contacts Tool	DHS		Report by county, district, section shows the list of children who need a contact(s) during current calendar month .	InfoView
CR-654 Worker-Parent Contacts Tool	DHS		Report by county, district, section shows the list of parents who need a contact(s) during current calendar month .	InfoView
CR-657 Parent-Child Contacts Tool	DHS		Report by county, district, section shows the list of parent-child visits needed during current calendar month .	InfoView