

 <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: Christine Rehagen; RehagenC@michigan.gov	
	Originating Office: Child Welfare & Adult Field Operations	
	Subject/Title: Placement Rejection Spread Sheet	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input type="checkbox"/> Other:	
	<input type="checkbox"/> BCAL <input type="checkbox"/> CWTI <input type="checkbox"/> SACWIS	

To ensure compliance with caseload ratios, DHS has made a concerted effort to review caseloads and develop action plans to obtain and maintain compliance with MSA required caseload ratios. Local offices have identified a barrier to caseload compliance related to private agencies rejecting referrals for multiple reasons. The lack of specific foster homes for sibling groups, teenagers, inability to transport to frequent visitation and full caseloads are a few barriers identified.

The attached Monthly Placement Rejection Spread Sheet is a modified version of various tracking tools used in local county offices. This is offered as a tool to be used for the following:

- Track the number of cases referred monthly to local private agencies and the reasons for placement rejections.
- Track the type of foster homes needed in a specific county to meet the needs of children entering out of home care and development of foster home recruitment and retention plans.
- Identify staffing allocation needs in both local DHS offices and private agencies.
- Identify counties in need of private agency placement resources, i.e. private offices to be located in counties without a current private agency presence.

The Placement Rejection Spread Sheet should be submitted monthly to the county's assigned CWFOA analyst by the 5th of each month. Data collected will be reviewed, tracked and used for statewide planning as well as identifying areas where technical assistance can be provided. Please contact your CWFOA analyst with any questions.

