

Child Placing Agency Employee File Review Michigan Michigan Department of Health and Human Services Division of Child Welfare Licensing		Staff / Volunteer Name																	
		1.	2.	3.	4.	5.	6.	7.											
Agency																			
Consultant	Date																		
Sample Size 1. All employees hired since last evaluation 2. <table border="0"> <tr> <td><u># Over</u></td> <td><u>Sample</u></td> </tr> <tr> <td><u>1 year</u></td> <td><u>Size</u></td> </tr> <tr> <td>1-3</td> <td>All</td> </tr> <tr> <td>4-30</td> <td>3</td> </tr> <tr> <td>31-60</td> <td>6</td> </tr> <tr> <td>61-90</td> <td>8</td> </tr> </table>	<u># Over</u>	<u>Sample</u>	<u>1 year</u>	<u>Size</u>	1-3	All	4-30	3	31-60	6	61-90	8	Hire Date						
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# of Employees < 1 Year _____ # of Employees > 1 Year _____	Position																		
R 400.12209 Orientation and training. (1) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 16 hours of orientation after initial appointment and before assumption of assigned duties.		<input type="checkbox"/>																	
(2) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 14 hours of training relating to his or her current position within the first year of being assigned to the position. MSA- 24 hours of training per year		<input type="checkbox"/>																	
MSA - Was CWTI documented for all new Social Service Staff?																			
(3) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 14 hours of planned training relating to his or her current position annually after the time periods specified in subrules (1) and (2) of this rule. MSA- 24 hours of training per year (requirement s of 16 hrs for 2011 and 32 hrs for 2013 is to be prorated)		<input type="checkbox"/>																	
(4) The orientation and training specified in subrules (1) and (2) of this rule for each social service worker shall include all of the following topics:																			
(a) Characteristics and needs of children and families served by the agency.		<input type="checkbox"/>																	
(b) Requirements of applicable statutes relating to the services the agency provides that are subject to these rules.		<input type="checkbox"/>																	
(c) Agency expectations for the social service worker to facilitate and supervise the care of children and to work with families that are served by the agency.		<input type="checkbox"/>																	
(d) Agency expectations for the social service worker's role and responsibility with foster parents and other persons who provide care or services to children and families served by the agency.		<input type="checkbox"/>																	
(e) Agency expectations for developing, maintaining, and reviewing initial and updated service plans for children and families served by the agency.		<input type="checkbox"/>																	
R 400.12212 Personnel records. (1) An agency shall maintain a personnel record for each staff member.		<input type="checkbox"/>																	
(2) The personnel record shall contain all of the following information before employment may occur:																			
(a) Name.		<input type="checkbox"/>																	
(b) Verification of education.		<input type="checkbox"/>																	
(c) Work history.		<input type="checkbox"/>																	
(d) Three references obtained from unrelated persons.		<input type="checkbox"/>																	
(e) A record of any convictions as required by R 400.12206(2).		<input type="checkbox"/>																	
(3) The personnel record shall contain both of the following:																			
(a) A written evaluation of a staff member's performance within a probationary period or not later than 6 months after the staff member assumes his or her current responsibilities. After the initial evaluation, a written evaluation shall be conducted each year.		<input type="checkbox"/>																	
(b) A copy of the job description for the staff member's current position.		<input type="checkbox"/>																	
(4) An agency shall maintain an orientation and training record for staff members.		<input type="checkbox"/>																	

722.119 Sec. 9(1 & 2) (PA116 Amendment) Not convicted of a felony involving harm or threatened harm for at least 10 years prior.	<input type="checkbox"/>						
722.119 Sec. 9(1 & 2 & 3) (PA116 Amendment) Proof is in file that person is not on central registry or been convicted of child abuse or neglect.	<input type="checkbox"/>						
MSA – Adoption and foster care staff hired prior to 4/1/09 must attend CWTI training within 180 days of hire. Adoption and foster care staff hired after 4/1/09 must attend 270 hours of CWTI training prior to receiving a caseload of more than three children. Employees transferring to adoption from another agency program, must attend the CWTI Adoption Specific Transfer Training before receiving a caseload of more than three children.	<input type="checkbox"/>						
MSA – Supervisors must attend CWTI Adoption Specific Supervisor Training within three months of hire and all supervisors must attend supervisor training.	<input type="checkbox"/>						

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.