



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
LANSING

RICK SNYDER  
GOVERNOR

NICK LYON  
INTERIM DIRECTOR

February 25, 2015

The Honorable Peter MacGregor, Chair  
Senate Appropriations Subcommittee on DHS  
Michigan State Senate  
Lansing, Michigan 48933

The Honorable Earl Poleski, Chair  
House Appropriations Subcommittee on DHS  
Michigan House of Representatives  
Lansing, Michigan 48933

Dear Senator MacGregor and Representative Poleski:

This report is provided pursuant to the Department of Human Services' (DHS') Fiscal Year 2015 Appropriations Act, PA 252 of 2014, Article X, Section 567 (2). This section requires that DHS submit a report on (a) the percentage of medical passports that were properly filled out; (b) from the total medical passports transferred, the percentage that transferred within 2 weeks from the date of placement or return to the home and (c) from the total school records, the percentage that transferred within two weeks from the date of placement or return to the home.

DHS evaluates the completion of the medical passports and the transfer of medical passports to current caregivers. Every six months, the Children's Services Administration, Division of Continuous Quality Improvement (DCQI), completes a case review of a representative sample of children entering foster care and children in foster care for more than one year with a change in placement. In July 2014, a sample of 80 cases were reviewed that covered the period of January 1, 2014 through June 30, 2014. Of the 80 cases, 43.8% contained a medical passport that was properly filled out. Of the 80 cases, 25% documented that the medical passport was provided to the caregiver on the date of placement. Please note that this measurement of compliance is a stricter measure (date of placement) due to requirements of the Modified Settlement Agreement; case reviews have not yet been conducted to capture compliance with providing the medical passport within two weeks of the date of placement.

Current foster care policy requires that medical passports be updated quarterly and provided to parents of temporary court wards as well as to caregivers prior to or at the time of placement. Policy is being updated to require that medical passports be provided to parents at the time of reunification. New policy will also instruct workers where to document information regarding the transfer of the medical passport in the Michigan Statewide Automated Child Welfare Information System (MiSACWIS). The policy will be effective March 1, 2015.

The current medical passport is built with immunization information from the Michigan Information Care Registry and worker input into MiSACWIS for other health data. To improve the quality of the information in the medical passport, DHS and DCH are collaborating to explore the migration of information in the Community Health Automated Medicaid Processing Systems (CHAMPS) into MiSACWIS.

DHS is currently unable to report the percentage of school records transferred within two weeks of reunification or placement to the placement provider or parent. This data element is not currently available in MiSACWIS. A request has been made to add this requirement to MiSACWIS for reporting purposes.

Current foster care policy requires that if the child's case record does not contain the most recent school records, the caseworker must request copies of educational records within five days of enrolling the child in the new school. Additionally, at initial placement or any placement change, the case service plan must include a summary of the child's educational needs, including the child's current academic achievements and challenges. Policy is being updated to require that educational records contained in the child's case file be provided within two weeks of reunification or placement to the caregiver or parent. It is anticipated the policy will be effective April 1, 2015.

In order to ensure that medical and educational information is provided timely to parents and providers, updated policy requirements have been presented to public and private agency supervisors during phone conferences in December 2014 and February 2015. In January 2015, new educational policy updates and medical passport policy updates were presented to DHS Educational Planners and Health Liaison Officers.

If you have any questions, please contact Christine Rehagen, Child Welfare Field Operations director, at ( 517) 335-5127.

Sincerely,



Susan Kangas  
Chief Financial Officer

cc: Senate and House Appropriations Subcommittees on DHS  
Senate and House Fiscal Agencies  
Senate and House Policy Offices  
State Budget Office