

11/26/15 Michigan Department of Human Services Bureau of Children and Adult Licensing Child Placing Agency Employee File Review <small>Green – MSA /// Yellow – DHS Policy and Contracts /// Blue – Rule Interpretations/// Purple - Memos</small>		Staff / Volunteer Name																						
		1.	2.	3.	4.	5.	6.	7.	8.	9.	10.													
Agency																								
Consultant		Date																						
Sample Size 1. All employees hired since last evaluation 2. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Employed more than a year</th> <th>Sample Size</th> </tr> </thead> <tbody> <tr> <td>1 to 3</td> <td>All</td> </tr> <tr> <td>4 to 30</td> <td>3</td> </tr> <tr> <td>31 to 60</td> <td>6</td> </tr> <tr> <td>Over 61</td> <td>8</td> </tr> </tbody> </table>		Employed more than a year	Sample Size	1 to 3	All	4 to 30	3	31 to 60	6	Over 61	8	Rule 205 – Qualifications Chief Administrator Social Service Supervisor Social Service Worker		Hire Date										
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1 to 3	All																							
4 to 30	3																							
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Over 61	8																							
# of Employees < 1 Year _____ # of Employees > 1 Year _____ 10/10/2014 Memo RE DHS Employee Files		Position																						
R 400.12209 Orientation and training. RI.209 (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.																								
(2) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 15 hours of training relating to his or her current position within the first year of being assigned to the position.																								
MSA VI.A.2 page 10 - Was 270 hours of CWTI documented for all new Social Service Staff [CPS, Adoption, and foster care] within sixteen weeks of hire? "CWTI" Course Name for New Worker Training																								
MSA VI.A.4 – page 11 - Caseworker Training - Each caseworker in-training shall shadow a mentor and the mentor shall then shadow the new caseworker. No mentor shall have a caseload above the current caseload standards.																								
MSA VI.B.1.a&b – Page 12 – DHS or Private Agency Supervisors in CPS, foster care, and adoption must possess either a. a master’s degree from an accredited college or university in a human behavioral science and three years of experience as a social service worker in a child welfare agency, a child caring institution, or in an agency performing a child welfare function or b. A bachelor’s degree from an accredited college or university in a human behavioral science and four years of experience as a social service worker, three years of which shall have been in a child welfare agency, a child caring institution, or in an agency performing a child welfare function Rule 101(L) - Acceptable Social Service- Human Behavioral Science Degrees http://ope.ed.gov/accreditation/ - a data base the lists accredited colleges and universities.																								
Ado Contract I.K.I – Page 7 – DHS Contract 10/1/14 – An adoption supervisor shall attend an annual MARE informational session and disseminate MARE information to agency adoption staff.																								
(3) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 15 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 VI.A.6 page 12 – Was 32 hrs. of annual training [by fiscal year] for foster care and adoption workers only. Supervisors and certification workers only comply with rule requirement of 14 hours annually.																								

	Child Welfare certificate holders shall be reviewed and approved by the Monitors.
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Caseload Progression for Foster Care and Adoption

MSA VI.B.5.b. i-iii Page 12	<i>Caseload Progression for Foster Care and Adoption:</i>
	<ul style="list-style-type: none"> b. <ul style="list-style-type: none"> i. Three training cases may be assigned on or after day one of pre-service training at the supervisor’s discretion using CWTI case assignment guidelines. ii. Upon completion of week three of pre-service training and successful completion of Competency Test One, up to five total cases may be assigned with supervisory approval using CWTI case assignment guidelines. iii. Final caseload may be assigned after nine weeks of pre-service training, successful completion of Competency Test Two, and satisfactory review by the trainer and the supervisor.

Supervisor Qualifications and Training

MSA VI.B. II & III - page 13	Supervisor Qualifications and Training
	<ul style="list-style-type: none"> 2. DHS shall implement a competency-based supervisory training program that is both consistent with the principles set forth in Section II of this Agreement and designed to serve the overall goals and purposes of this Agreement. This competency-based training shall address the work management skills, conceptual skills, interpersonal skills, self-management skills, and technical knowledge recognized among child welfare professionals as fundamental requirements for an effective child welfare agency supervisor. The supervisory training program shall be at least 40 hours. Nothing in this paragraph shall prohibit DHS from delegating the delivery aspect of training. 3. All staff either promoted or hired to a child welfare supervisory position shall complete the supervisory training program and pass a competency-based performance evaluation based on that training within three months of assuming the supervisory position. The competency-based performance evaluation shall include a written examination. Failure to achieve a passing grade on the competency-based performance examination as a whole, including a passing grade on its written portion, within two sittings shall require the subject individual to complete additional training before becoming eligible to sit for the performance evaluation again. The additional training shall occur within 45 days of the most recent failed exam. The failure

	to pass the performance evaluation in the third sitting shall render the subject individual ineligible for further service as a child welfare supervisor.

VI. STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION #4

MSA VI.A.4 Page 11	VI. STAFF QUALIFICATIONS, TRAINING, CASELOADS, AND SUPERVISION <i>A. Caseworker Qualifications and Training:</i>
	4. Each trainee shall shadow an experienced child welfare caseworker and progressively build case practice knowledge through intensive classroom and field training. An experienced caseworker (mentor) shall also shadow each trainee as they complete key activities in a case. No mentor assigned to shadow a trainee shall have a caseload exceeding current caseload standards.

Rule 205.2 - Chief Administrator Qualifications

(2) An agency shall appoint a chief administrator who possesses at least 1 of the following:

(a) A master’s degree in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, business administration, or public administration from an accredited college or university and 2 years of experience in an agency or child caring institution, at least 1 of which is in a management capacity.

(b) A bachelor’s degree in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, business administration, or public administration from an accredited college or university and 4 years of post- bachelor’s degree experience in an agency or child caring institution, at least 2 of which are in a management capacity.

Rule 205.4 - Social Service Supervisor Qualifications

(4) An agency shall appoint a social service supervisor who possesses the qualifications in either of the following:

(a) A master’s degree from an accredited college or university in a human behavioral science or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences and 1 year of experience as a social service worker in an agency, or a child caring institution, or in an agency in a child welfare function.

(b) A bachelor’s degree from an accredited college or university in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, and 4 years of experience as a social service worker, 2 years of which are in an agency or in a child caring institution, or in an agency in a child welfare function.

Rule 205.5 –Social Service Worker Qualifications

(5) An agency shall appoint a social service worker who possesses at least a bachelor’s degree from an accredited college or university with a major in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences.

Rule 101(L) - Acceptable Social Service Degrees

(L) “Human behavioral science” means a degree from an accredited college or university in any of the following:

- (i) Social work.
- (ii) Psychology.
- (iii) Counseling and guidance.
- (iv) Child development
- (v) Criminal justice.
- (vi) Family and child ecology.
- (vii) Sociology.
- (viii) Family community services.
- (ix) Family studies.
- (x) Family Live Education
- (xi) Human Services

10/10/2014 Memo RE DHS Employee Files

From: Tribble, Janice (BCAL)

Sent: Friday, October 10, 2014 12:31 PM

To: Corrigan, Gregory (BCAL); Tansil, Linda (BCAL); Lee, Linda (BCAL); Ragsdale, Steven (BCAL); Fiorletta, Kathy (BCAL); Collier, Donald (BCAL); White, Bill (BCAL); Turrill, Douglas (BCAL); Dodge-Garnaat, Rorie (BCAL); Hunter, Mark (BCAL); Muntean, Kari (BCAL); Reilly, Heather (BCAL); Barr, Christopher (BCAL); Brown, Pinkey (BCAL); Neitman, Patricia (BCAL); Malleck, Vivian (BCAL); Gale, James (BCAL); Will, Deborah (BCAL); Perry, Lonia (BCAL); Wiggins, Alicia (BCAL); Slottke, Carol (BCAL); Decker, Venus (BCAL); Ahmad, Cindy (DHS); Hull, Angela (DHS)

Subject: FW: Change in Filing of BCAL Required Hiring Documents

[See information below related to personnel records in DHS local offices.](#)

Janice

From: Crawford, Karen (DHS)

Sent: Friday, October 10, 2014 9:30 AM

To: Wieber, Deborah (DHS)

Subject: FW: Change in Filing of BCAL Required Hiring Documents

Message From Deb Wieber, DHS OHR Director to Central Office and Field Directors, Business Center Liaisons, Onsite Contacts

Required hiring licensing records now maintained in Office of Human Resources

The Bureau of Children and Adult Licensing (BCAL) requires that hiring related records be made available to them for audit purposes for appointments to Services Specialists, Services Program Manager 14's, all County Directors and those District Managers that are responsible specifically for child welfare. To date, BCAL has required that these records be maintained at the local offices.

At the request of the Children's Services Administration (CSA), the Office of Human Resources (OHR) has been working with BCAL to improve this document retention structure. As a result we have worked out a system where OHR will maintain these required hiring documents electronically, rather than maintaining these paper records at the local office. These documents will be made available to BCAL electronically upon request. In addition to streamlining the record retention and recovery of the documents required by BCAL, this new process will facilitate the documents being available to BCAL when an employee moves between work sites.

Effective immediately, the pertinent documents that OHR collects through the Centrally Coordinated Hiring Pool (CCHP) and with any hiring process for the above noted classifications from this point forward, will be filed exclusively with OHR.

For the pertinent hiring documents that are currently being maintained in your office we are asking you send those to OHR electronically. The CSA Deputy Director and the Business Service Center Directors support a single point of maintaining these records.

The attached includes the detail of how this will work. Please feel free to contact either me or Kim Thelen (ThelenK11@michigan.gov) at 517-373-7534 with any questions or issues that may come up.

Note: Although Juvenile Justice Facilities fall under BCAL audits, this change in filing does not apply to them at this time.

Adoption I.K.I – Page 7 – DHS Contract 10/1/14 - MARE Related Responsibilities – Annual MARE Informational Session

Adoption I.K.I – Page 7 – DHS Contract 10/1/14	MARE Related Responsibilities – Annual MARE Informational Session
	<p>3. MARE Related Responsibilities</p> <p>I. The Contractor shall ensure that a supervisor attends the regionally based MARE informational session annually. This individual shall then be responsible to disseminate MARE information and material to appropriate agency staff.</p>

"CWTI" Course Name for New Worker Training - Approved Pre-Services Institute and Training Hours

Here is a list of the titles and associated hours for the courses that meet the MSA requirement for completion of training for newly hired child welfare caseworkers within 16 weeks of hire:

"CWTI" Course Name for New Worker Training	Hours
Adoption Pre-Service Institute (PSI)	270/320
CPS Pre-Services Institute	270/320
Foster Care DHS Pre-Service Institute	270/320
Foster Care Private Agency Pre-Service	270/320
Adoption Child Welfare Certificate PSI	176
CPS Child Welfare Certificate PSI	176
FC Child Welfare Certificate PSI	176

Please let me know if you have any additional questions.

Sarah Goad, MSW

Training Delivery Division Manager
Office of Workforce Development and Training
Department of Human Services

R 400.12209 Orientation and training.

There is no requirement in the rule that an agency send staff for training through the Child Welfare Training Institute. Local DHHS offices and agencies under contract to the department, however, must attend CWTI and meet training requirements outlined in the Modified Settlement Agreement.

Regardless of what training program is utilized for initial training, all topics identified in subpart 4 of the rule must be covered.

Shadowing may be a part of orientation but cannot be the only form of orientation. The total number of required hours of orientation must be completed before a social service worker or supervisor assumes sole responsibility for assigned duties.

R 400.12212 Personnel records.

(1) There must be a personnel file for all staff members, including volunteers and contractual employees.

(2) (b) Verification of education must be commensurate with that described in the job description, even if that is a greater requirement than the rule requirement.

(d) References may be in the form of written documentation of conversations or letters of reference. If the reference is taken from a conversation, the information is to be documented on a reference form and it must be noted how the information was received. It is recommended that references be written and dated within the 12 months preceding hire. The name of the person giving the reference and this person's relationship to the employee must be documented.

(3) When a person changes from one position to another, there is an expectation that there be a review of performance not later than 6 months after the person changes positions.

(4) Training records must be maintained. They may be maintained in a separate file from the regular personnel record.

R 400.12206 Staff qualifications.

(1) When there is a rule that deals with a specific problem or issue that has been identified by a consultant, that rule is to be cited. This rule is to be used when there is misconduct by an administrator or staff person that does not fit into another rule.

(2) *MCL 722.119 states:*

(1) A staff member shall not be present in a child care center, child caring institution, or child placing agency if he or she has been convicted of either of the following:

(a) Child abuse or child neglect.

(b) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

(2) A volunteer shall not have unsupervised contact with children who are in the care of a child care center, child caring institution, or child placing agency if he or she has been convicted of either of the following:

- (a) *Child abuse or child neglect.*
- (b) *A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer at the child care center, child caring institution, or child placing agency.*

(3) *Before a staff member or unsupervised volunteer may have contact with a child who is in the care of a child care center, child caring institution, or child placing agency, the staff member or volunteer shall provide the child care center, child caring institution, or child placing agency with documentation from the family independence agency that he or she has not been named in a central registry case as the perpetrator of child abuse or neglect. For individuals who are employed by or volunteer at a child care center, child caring institution, or child placing agency, the child care center, child care center, or child placing agency shall comply with this subsection not later than the date on which that child care center's, child caring institution's, or child placing agency's license is issued or first renewed after the effective date of the amendatory act that added this section. As used in this subsection, "child abuse" and "child neglect: mean those terms as defined in section 2 of the child protection law, 1975 PA 238, MCL 722.622.*

(4) *Each child care center, child caring institution, or child placing agency shall establish and maintain a policy regarding supervision of volunteers who are parents of a child receiving care at the child care center, child caring institution, or child placing agency.*

Child placing agencies are not required to post whether or not criminal record checks are done on staff. Criminal record checks are not required by the statute or the rule. If the agency has a policy that requires applicants or employees to provide criminal record checks or if the agency does an ICHAT clearance on applicants or employees, the consultant may cite the agency if there is no documentation of the criminal record check.

A BCAL 1326, Criminal Record Check, shall be completed on the chief administrator. For a DHHS office, this is the director of the county DHHS. In other CPA's, this is the person who is responsible for the day-to-day operation of the organization that is tied to the specific license number. This person must be located in Michigan.

If a record check has been completed and there is a conviction, or an employee has reported a criminal conviction, the agency must have a written assessment of all convictions, both felony and misdemeanor, before assigning the person to a position covered by these rules. Fraud is an intentional misrepresentation of any material fact and includes bribery, forgery, uttering and publishing and false pretenses. Convictions for domestic violence fall into the category of harm or threatened harm. The written assessment must address the nature of the conviction, when the convictions occurred, and evidence of rehabilitation.

MSA VI.B.1.a&b page 12 - Supervisor Qualifications

MSA VI.B.1.a&b page 12	Supervisor Qualifications
	B. <i>Supervisor Qualifications and Training:</i> All provisions of this section shall apply to (1) all DHS supervisory positions in CPS, foster care, and adoption, who are responsible for cases of Plaintiff class members either directly or as POS workers, and (2) all private agency supervisors with corresponding

	<p>responsibilities for class members.</p> <ol style="list-style-type: none"> 1. <i>Supervisor Qualifications:</i> All staff either promoted or hired to a child welfare supervisory position shall possess one of the following qualifications: <ol style="list-style-type: none"> a. A master’s degree from an accredited college or university in a human behavioral science and three years of experience as a social service worker in a child welfare agency, a child caring institution, or in an agency performing a child welfare function. b. A bachelor’s degree from an accredited college or university in a human behavioral science and four years of experience as a social service worker, three years of which shall have been in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.
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Ado Contract - I.S.1 – Page 14 - Criminal Background Check

<p>Ado Contract - I.S.1 – Page 14</p>	<p>S. Criminal Background Check</p>
	<p>As a condition of this Agreement, the Contractor certifies that the Contractor shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted for each new employee, employee, subcontractor, subcontractor employee or volunteer who works directly with:</p> <ol style="list-style-type: none"> 1. Clients under this Agreement, or who has access to client information, an Internet Criminal History Access Tool (ICHAT) check and a National and State SexOffender Registry check. <p>Information about ICHAT can be found at http://apps.michigan.gov/ichat. The Michigan Public Sex Offender Registry web address is http://www.mipsor.state.mi.us. The National Sex Offender Public Website address is http://www.nsopw.gov.</p>

Ado Contract – I.S.2 – Page 14 - Criminal Background Check

<p>Ado Contract – I.S.2 – Page 14</p>	<p>S. Criminal Background Check</p>
	<p>Additionally, the Contractor shall require each new employee, employee, subcontractor, subcontractor employee or volunteer who works directly with clients under this Agreement or who has access to client information and who has not resided or lived in Michigan for each of the previous ten (10) years to sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator, or if they have, the nature and recency of the felony.</p>

