



STATE OF MICHIGAN
**Department of
Health and
Human Services**

Memo

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Child Welfare Licensing

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To: Child Placing Agencies Certifying Foster Homes Date: January 25, 2016
Approved Governmental Units
From: Christine Rehagen, Director, Division of Child Welfare Licensing *CR*
Subject: CPA Letter 2016-2: Foster Parent Bill of Rights: Grievance Reporting

This communication is in regards to rule R 400.12210 Grievance handling: "An agency shall have a written grievance handling procedure" and the Foster Care Bill of Rights. It replaces Child Placing Agency (CPA) Letter 2015-2.

The reporting requirements of the Foster Care and Adoption Services Act, MCL 722.953, also known as the Foster Parent Bill of Rights (FCBR), will be compiled and submitted to the legislature by the Division of Child Welfare Licensing (DCWL).

It is important that your agency's grievance policy is in accordance with the Foster Parent Bill of Rights Law. According to MCL722.958a Section 8a. The law can be reviewed at this site:
<http://legislature.mi.gov/doc.aspx?mcl-722-958a>.

"The supervising agencies shall provide the information regarding the grievances and administrative hearings received under this section to the Department for compilation and submission of a report to the appropriations subcommittees for the Department's budget and the senate and House of Representatives standing committees having jurisdiction over issues involving human services. The Department shall provide the report described in this section beginning October 1, 2015 and each October 1 after that. The report shall include, at a minimum, all of the following:

- (a) The total number of grievances filed for the reporting period.
- (b) The total number of grievances resolved within 30 days.
- (c) The total number of grievances that were not resolved within 30 days.
- (d) The total number of complaints filed with the department's Division of Child Welfare Licensing, including the number of licensing actions that resulted from those complaints.
- (e) A summary of any policy changes that were initiated in response to the grievances filed.
- (f) The total number of grievances that resulted in an administrative hearing process, including the number of actions where the administrative law judge denied or dismissed the action, agreed with the supervising agency, or agreed with the foster parent.

The attached spreadsheet may assist in fulfilling the reporting requirement of the Foster Parent Bill of Rights. If there isn't any grievance information to report, you can send an email to MDHHS-DCWL-

FPBR-Grievances <MDHHS-DCWL-FPBR-Grievances@michigan.gov> stating that here is nothing to report regarding the FPBR.

The data will be due to DCWL quarterly. The time periods for reporting are October 1 through December 31, January 1 through March 31, April 1 through July 31, and July 1 through September 30. Information should be reported within 30 days of the end of the reporting period.

The spreadsheet has been modified to include the time period the report is covering.

Please contact Carol Slottke with any questions, slottkec1@michigan.gov or 517 284-9744. The address is MDHHS-Division of Child Welfare Licensing, 235 S. Grand Ave, Suite 407, Lansing, MI 48909.