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State of Michigan
DEPARTMENT OF HUMAN SERVICES
BUREAU OF CHILDREN AND ADULT LICENSING



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CHILD PLACING AGENCY LETTER 2012– 02

To: Child Placing Agencies and Family Courts that Certify Foster Homes

From: James B. Gale, Director *James B. Gale*
Bureau of Children and Adult Licensing

Subject:

- **Certification Staff and Supervisor Training Requirements**
- **Denial of Relative Licensure-Documentation Required**
- **Citations for R 400.9404, Behavior Management- Documentation Required**
- **New Service Type-Unrelated Caregiver**

Certification Staff and Supervisor Training Requirements

Sections VI.A, B, and C of the Modified Settlement Agreement (MSA) address training requirements. Section VI.A addresses training requirements for those staff that provide direct services to members of the plaintiff class, i.e. Children's Protective Services, Direct Foster Care, Purchase of Service Foster Care, and Adoption Services. The requirements are progressive and apply whether the service is provided by a DHS employee or an employee of a private child placing agency. Section VI.A does not apply to certification (licensing) staff.

Section VI.B addresses training requirements for supervisors that supervise those staff identified in Section VI.A. The requirements apply whether the supervisor is an employee of DHS or of a private child placing agency. After the initial training requirement identified in Section VI.B has been met, supervisors must continue to comply with child placing agency rule 400.12209 that requires 14 hours of training annually relating to the person's job function.

Section VI.C addresses training requirements for both workers and supervisors who complete or supervise any functions related to the licensure of foster homes. The training requirements were agreed to in consultation with the monitors of the MSA. Line staff and supervisors who complete ANY functions related to the licensure of foster homes must attend and pass the 3 day class on certifying foster homes that is offered by BCAL and MUST also attend and pass the 2 day class on investigating and handling complaints against foster homes. Line staff are to attend both classes within 1 year of being assigned to the certification function. Supervisors who have not attended certification training as a line staff person are to attend the 3 day certification training prior to supervising the certification of foster homes. The supervisor must also attend the 2 day complaint training within 1 year of being assigned to supervise certification staff. Certification line staff and supervisors must also comply with child placing agency rule 400.12209, Orientation and Training, on an ongoing basis. This requires a minimum of 14 hours of training related to one's job function annually.

Denial of Relative Licensure-Documentation Required

The department is placing special attention on children who remain in the home of a relative when that home is not able to be licensed, especially when the licensing recommendation is to deny licensure.

Effective immediately, when the recommendation for denial of issuance of a Children's Foster Home License is made for a relative home and there are relative children still living in the home at the time the recommendation is made, a report must be attached that explains the placement plan for those relative children remaining in the home. The

report is to accompany the BCAL 3130 and any other documents being submitted with the recommendation for denial of issuance of a foster home license.

The report must specify:

- Contacts made with the assigned foster care worker to notify him/her of the identified rule violations and reason for recommending denial of issuance. It must be clear that the assigned foster care worker has been made aware of any placement concerns.
- If the placement of the relative child in the home is court ordered.
- What both the immediate and long term placement plans are for the relative child and who is responsible for the placement plan.
- How the concerns identified above are being addressed to ensure safety.
- Whether a waiver is being pursued.

The responsible DHS director must be informed of the concerns identified above, the rule violations, and the placement plan for the child. The responsible DHS director must sign off approving the recommendation for the child to remain in the home. If the recommendation is from a private child placing agency, both the responsible DHS director and the director of the agency making the recommendation must sign off on the plan indication agreement on the placement plans for the relative children. A copy of the signed report must be provided to the assigned foster care worker, the county DHS director, and the agency director.

If there are any questions, please contact Carol Slottke, Slottkec1@michigan.gov, 517-241-1681.

Citations for R 400.9404, Behavior Management- Documentation Required

Sections XI and XII of the MSA require specific reporting into the JJOLT system on instances of corporal punishment in licensed settings. The information is entered into the JJOLT system by BCAL staff. To ensure that accurate data is entered into the JJOLT system, when an investigation of a foster home is completed and there is a substantiated violation of Foster Home Rule 400.9404, a copy of the Special Investigation Report is to be sent with the BCAL 259 when the investigation is being closed.

New Service Type-Unrelated Caregiver

As a way to ensure more accurate data, a new service type, "Unrelated Caregiver," has been added to the BCAL 3706. This service type has been identified as "ff." Effective immediately, at the time of an original opening, all BCAL 3706s must be coded for either the service type of "Relative Caregiver", "Unrelated Caregiver" or for both. As noted above, this will allow the department to more accurately know which licensed foster parents are willing to care for unrelated children.

BCAL has run a list of all licensed foster family homes and foster family group homes to determine which homes do not have the service type "Relative Caregiver." BCAL central office staff will add the term "Unrelated Caregiver" to those homes by November 5, 2012. An email will be sent to each child placing agencies listing the names and license numbers of those homes attached to the agency that have the service type "Related Caregiver." The agency is to return the list identifying which relative caregivers are willing and have the licensed capacity to provide foster care to unrelated children. The return email address will be indicated on the listing of relative caregivers. The turnaround time on this will be short to ensure that all of the data in our system is up-to-date and accurate. A BCAL 3706 turnaround will not be printed to verify these changes as this would mean sending out more than 7,000 BCAL 3706 turnarounds. When another transaction takes place such as renewal, change in terms, etc., the new turnaround for that transaction will have the appropriate license service types listed.

Future transactions completed for foster homes and foster family group homes may add or delete the service types "Relative Caregiver" or "Unrelated Caregiver". At least one of the service types must be on the license at all times to accurately reflect the types of children the foster parent is willing to care for in the licensed foster home.