

10/6/2016

**Michigan Department of Health & Human Services – Division of Child Welfare Licensing
IL+ Contract - Child Placing Agency - Final Compliance Record**

Yellow : DHS Policy and Contract /// Green : Implementation, Sustainability, and Exit Plan /// Blue : Rule Interpretations

Master Contract Templates are located at : http://www.michigan.gov/dhs/0,4562,7-124-5455_7199---,00.html

<input type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> Interim <input type="checkbox"/> Follow-up <input type="checkbox"/> Complaint <input type="checkbox"/> Other	Authorized to:	Institution Name		V – Violation T – Tech Assist C - Consultation
	1. Certify Homes for Foster Care Licensure	License #		
	2. Receive Children for Placement in Foster Care	City / County	Inspection Dates Click here to enter a date.	
	3. Supervise Independent Living 4. Evaluate Applicants for Adoption 5. Place and Supervise Children with Adoptive Parents	Consultant		

1. Number of youth in Independent Living placements ____	3. Number of acceptable corrective action plans [not related to maltreatment of foster children] submitted by this agency since last inspection ____	4. Did the consultant visually observe the controlled storage area for CHRI and verify that it meets requirements of SRM 200 ? _____
2. Number of youth discharged from an Independent Living placement since last inspection ____		5. Did the consultant visually observe the method for disposal of CHRI (cross-shredder or incinerator) _____

PART 2. AGENCY SERVICES

[Child Placing Agency Definitions](#)

[Public Act 116 Definitions](#)

[Document Locations in MISACWIS](#)

MISACWIS directions

R 400.12103 Staff exception. [RI.103](#) An agency who has a person in a position that is regulated by these rules and who was approved before the effective date of these rules shall be considered qualified for the position.

R 400.12104 Deemed status. [RI.104](#)
 Rule 104. (1) The department may accept, for the purpose of determining rule compliance, evidence that the child placing agency is accredited by the council on accreditation or other nationally recognized accrediting body whose standards closely match state licensing regulations.

(2) All of the following apply to deemed status:

(a) The organization may request deemed status when the accreditation site inspection is less than 12 months old.

(b) When deemed status is requested, an organization shall submit a copy of the most recent accreditation report to the department.

(c) An organization shall only be eligible for deemed status if the license is on a regular status.

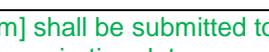
(3) The acceptance of accreditation in subrule (1) of this rule does not prohibit the department from conducting on-site inspections or investigations of any rule at intervals determined by the department.	
R 400.12105 Public review. An agency shall make all written policies, procedures, and program statements, required by these administrative rules, available for review by the public.	
R 400.12202 Policy and procedures. RI.202 An agency shall have and follow written policies and procedures for all of the following:	
(a) Financial stability.	
(b) Facilities.	
(c) Required staff.	
(d) Staff qualifications.	
(e) Staff responsibilities.	
(f) Job descriptions.	
(g) Orientation and training.	
(h) Grievance handling.	
(i) Privacy safeguards.	
(j) Personnel records.	
R 400.12203 Financial stability. RI.203 Rule 203. (1) An agency shall initially and annually develop and implement a plan of financing for the operation of the agency in carrying out its programs and meeting the requirements for licensing. A plan of financing shall include all of the following:	
(a) A listing of all income sources and the anticipated amount of income for the current fiscal year.	
(b) An annual budget for the current fiscal year.	
(c) A copy of the income and expenditures from the previous fiscal year.	
(d) A copy of the nonprofit tax return from the previous fiscal year.	
(2) Subdivision (d) and (e) of subrule (1) do not apply to a governmentally operated agency.	
(e) An audit of all financial accounts conducted annually by an independent certified public accountant not administratively related to the agency. A copy of the audit shall be available to the department upon request	
(2) Subdivision (d) and (e) of subrule (1) do not apply to a governmentally operated agency.	
R 400.12204 Facilities. RI.204 Rule 204. (1) An agency shall provide and maintain sufficient office space, equipment, and supplies to ensure the delivery of services.	
(2) An agency shall have physical office space with a Michigan street address.	
(3) An organization may maintain satellite offices when the following conditions are met:	
(a) The agency has notified the department in writing prior to opening the satellite office and has received approval to open the satellite office.	
(b) The agency provides on-site supervision at the satellite office at least 2 days a week.	
(c) The files are made available for review at the agency main location when requested by the department.	
R 400.12205 Required staff. RI.205 Rule 205. (1) An agency shall employ or contract for all of the following staff positions:	
(a) Chief administrator. (b) Social service supervisor. (c) Social service worker.	

<p>(2) An agency shall appoint a chief administrator who possesses at least 1 of the following:</p> <p>(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.</p> <p>(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.</p>	
<p>(3) An agency shall report any change of chief administrator by the next business day to the department.</p>	
<p>(4) An agency shall appoint a social service supervisor who possesses the qualifications specified in either of the following provisions:</p> <p>(a) A master's degree from an accredited college or university in a human behavioral science and 1 year of experience as a social service worker in an agency.</p> <p style="text-align: center;">CSA MEMO RE caseworker and supervisor qualifications and training</p>	
<p>(4) An agency shall appoint a social service supervisor who possesses the qualifications in either of the following:</p> <p>(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.</p> <p>(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.</p>	
<p>(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.</p>	
<p>(6) A person who is employed by the agency or who has a contract with the agency and who fulfills more than 1 function specified by subrule (1) of this rule shall meet the requirements for each position.</p>	
<p>(7) If a social service worker also has social service supervisor responsibilities, as permitted under subrule (6) of this rule, then the worker shall not supervise his or her own tasks as a social service worker.</p>	
<p>(8) An agency shall employ or contract for a sufficient number of competent staff to carry out the provisions covered by these rules. The workload for each staff member shall not be more than any of the following:</p> <p>(a) Five social service workers per supervisor. Weighted Supervision Memo Weighted Supervision Table</p>	
<p>(b) Fifteen children assigned to a social services worker for purposes of providing direct services in foster care, independent living, adoption, or post adoption services or a combination thereof.</p>	
<p>(c) Thirty certified or enrolled foster homes per social service worker.</p>	
<p>R 400.12206-Staff qualifications. RI.206 (1) An agency shall require a staff member who has ongoing contact with children or parents to be a person who is of good character and emotionally stable and who has the ability, experience, education, and training to perform the duties assigned.</p>	
<p>An agency's policy on staff qualifications shall state all of the following:</p> <p>(a) A person who has unsupervised contact with children may not have been convicted of either of the following:</p> <p>(i) Child abuse or neglect.</p>	
<p>(ii) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.</p>	
<p>(b) A person who is listed on the central registry as a perpetrator of child abuse or child neglect shall not have unsupervised contact with children</p>	

R 400.12207 Staff responsibilities. RI.207	
Rule 207. (1) An agency shall designate that the chief administrator is responsible for the day-to-day operation of the agency and for ensuring compliance with the applicable provisions of these rules.	
(2) An agency chief administrator shall be administratively responsible for all of the following functions:	
(a) Not less than once annually, conduct written assessment and verify the agency's compliance with the applicable provisions of these rules.	
(b) Assess all disrupted and unplanned removals of children from foster homes, independent living, and adoptive homes to identify systemic trends and patterns of those disrupted and unplanned removals.	
(c) Within 6 months, develop and implement a written plan to correct, noncompliance identified in subdivision (a) of this subrule and address causes of disrupted and unplanned removals identified in subdivision (b) of this subrule.	
(d) Provide space for staff and children served to be interviewed privately by police, regulatory staff, or other entities investigating activities of the agency related to safety of children and compliance with statute and promulgated rules.	
(3) An agency shall require that social service workers be directly responsible for all of the following activities:	
(a) Placing and supervising children in out-of-home care. Social service workers shall work directly with the children, their families, and other relevant individuals and be primarily responsible for the development, implementation, and review of service plans for the children and their families.	
(b) Assessing and certifying private family homes for licensure and supervising the homes.	
(c) Conducting evaluations of private family homes for purposes of adoption.	
(d) Assessing of children for adoptive placement.	
(4) An agency shall require social service aides to be directly responsible to a social service worker or social service supervisor. A social service aide may provide clearly defined support functions, but shall not have responsibility for any of the following:(a) Case planning.(b) Selecting placements.(c) Foster home certification.(d) Making visits required under R 400.12419, R 400.12505, R 400.12711 or R 400.12806 (e) Conducting adoptive family evaluations.	
R 400.12208 Job descriptions. RI.208 (1) An agency shall have a current written job description for each staff position.	
(2) Each job description shall contain all of the following information:	
(a) Prescribed duties and functions.	
(b) Specific education, knowledge, experience, and skills necessary to provide services to children and families served by the agency.	
(c) Lines of authority.	
(3) An agency shall give copies of job descriptions to staff at the time of employment in a specified position and when the job description is revised.	
(4) Practice shall conform to the job description.	
R 400.12210 Grievance handling. RI.210 (1) An agency shall have a written grievance handling procedure.	
(2) The procedure shall provide for all of the following:	
(a) Safeguard the legal rights of children, their families, foster families, releasing parents, and adoptive families served.	
(b) Address matters that relate to compliance with the act, rules promulgated under the act, and the agency's written policies and procedures regarding services covered by these rules.	
(c) Delineate the method of initiating the procedure.	
(d) Specify time frames for decisions.	
(3) An agency shall provide a grievant with a written copy of the grievance resolution.	
R 400.12211 Privacy safeguard. RI.211 (1) An agency shall safeguard the privacy of a child and his or her family.	

(2)	An agency shall not use a child's identity for publicity purposes unless a positive value accrues to the child.	
(3)	An agency shall obtain the written consent of a parent or legal guardian before using a child, a picture of a child, or a child's name in any form of agency publicity.	
	PA116 722.120 Section 10. (2) Does the agency protect confidential information in a report?	
	R 400.12213 Record Management. RI.213 An agency shall do all of the following with respect to maintenance of required records:	
(a)	Protect each record against destruction and damage.	
(b)	Keep each record in a uniform fashion.	
(c)	Store and maintain each record in a manner to ensure confidentiality and to prevent unauthorized access.	
	722.119 Sec. 9 (PA116 Amendment)	
	Is there a policy on the supervision of volunteers and volunteering parents of children receiving services?	
	Are all volunteers are free of a felony conviction involving harm or threatened harm to an individual during the 10 years preceding the date of offering to volunteer.	
	ISEP 4.22 MiSACWIS (Commitment 22) DHHS will maintain an operational statewide automated child welfare information system ("MiSACWIS") which will be the primary tracking system and satisfy federal reporting requirements.	
	IL+ Program Performance Objectives - Consultants are to ask the licensee how they intend to gather data to demonstrate that they are meeting these performance objectives, but not yet enforce the performance objective.	
	1. Timely provision of services:	
	a. 100% of all youth accepted to the ILP program will have face-to-face contact with a case manager within 72 hours of acceptance.	
	b. 100% of youth will have an ACLSA completed within 14 days of acceptance of the case.	
	c. 100% of youth will have a written ILP Plan and Agreement within 30 days of the acceptance of the case.	
	2. Increase the number of youth who have a safe and stable place to live:	
	a. 100% of youth will be provided safe and stable housing while participating in the ILP program.	
	b. 95% of youth participating in ILP program will have a plan for housing identified on the ILP Plan and Agreement prior to transitioning out of ILP and into another appropriate IL placement.	
	c. 70% of youth who received room and board assistance will continue to have safe and stable housing 6 months after transitioning out of the ILP program.	
	3. Increase the number of youth who complete educational goals.	
	a. 100% of youth without a high school diploma or GED will have an educational goal to work towards completion of either a high school diploma or a GED.	
	b. 70% of youth who identify post-secondary education as a goal will be working towards completing that goal as defined in the ILP Plan and Agreement.	
	4. Increase the number of youth who receive career preparation.	
	a. 90% of youth who identify an employment goal will be working towards that goal as defined in the ILP Plan and Agreement.	

5. Increase the number of youth who have supportive relationships. a. 85% of youth will be able to identify two or more supportive relationships prior to transitioning out of ILP and into another appropriate IL placement.	
6. Increase opportunities for youth to practice independent decision making and problem solving skills in the community. a. 80% of youth will participate in at least one community activity or leadership opportunity.	
7. Increase the number of youth with an active savings or Individual Development Account (IDA). a. 90% of youth will have at least one savings or IDA account with available funds prior to transitioning out of ILP.	
8. Increase the number of youth who can demonstrate competency in life skills. a. 85% of youth will demonstrate competency in all applicable areas of the ACLSA prior to transition out of ILP.	
9. Increase the number of youth who maintain healthy mental health. a. 100% of youth with a history or present concern for mental illness will be referred for mental health assessment.	
b. 80% of youth determined through assessment to have a mental health diagnosis will participate in recommended mental health treatment or intervention.	
c. 100% of youth prescribed psychotropic medication will participate in regular medication reviews and psychiatric consultation to monitor the prescribed medication.	
Part 5. INDEPENDENT LIVING SERVICES	
R 400.12501 Department authorization for an Independent Living Program. RI.501 An agency shall be authorized by the department to supervise independent living placements.	
R 400.12502 Program statement. Rule 502. (1) An agency shall have and follow a current written program statement that includes all of the following information:	
(a) Types of living arrangements approved.	
(b) Eligibility requirements for a youth, including age and level of physical, emotional, and intellectual functioning and youth not appropriate for the program.	
(c) Services provided.	
(d) Means of financial support for the youth.	
(e) Supervision.	
(f) Educational and vocational or work requirements.	
(g) Medical and dental care.	
(h) Basis for termination.	
R 400.12503 Policy and procedures. Rule 503. (1) An agency shall have and follow written policies and procedures for the independent living services provided. (2) The policies and procedures shall cover at least all of the following areas:	
(a) Eligibility requirements for youth to participate in the program.	

(b) Types of living arrangements provided or approved.																							
(c) Contract between youth and agency.																							
(d) Service plans.																							
(e) Supervision provided by the agency.																							
(f) Amount of financial support and how it is disbursed.																							
(g) Education/vocational training/employment.																							
(h) Medical, dental, and mental health care.																							
(i) Independent living record.																							
(j) Termination.																							
Youth Living Independently Sample Size		Number of Youth Living Independently:			Names of Youth:					1.	2.	3.	4.	5.	6.	7.	8.						
Less than 3	All																						
4 to 30	3																						
31 to 60	6																						
Over 61	8																						
R 400.12502 Program statement. RI.502																							
(2) An agency shall give a copy of the program statement to a youth before placement in independent living.																							
R 400.12503 Policy and procedures. RI.503																							
(3) An agency shall provide a youth in independent living with a copy of the agency's policies and procedures required by this rule.																							
R 400.12504. Eligibility requirements. RI.504																							
Rule 504. (1) An agency shall document the rationale for selection of independent living as the most appropriate placement for the youth.																							
DHS IL+ Contract I.H – Page 5 – Prior to accepting a youth into a IL+ program, the contracted agency shall interview the applicant to discuss expectations and to determine the youth's willingness to participate.																							
DHS IL+ Contract 1.E – Page 3 - IL+ Shall not last longer than twelve months without approval of the DHS Program Office.																							
DHS IL+ Contract – I.F.2 - Page 4 - Extending Eligibility – A DHS 786 [IL+ Extension Request Form] shall be submitted to the DHS Office of Child Welfare and Programs at least 45 days before the IL+ youth's twelve month expiration date.																							
DHS IL+ Contract 1.E – Page 3 - IL+ Shall not extend beyond the youth's 20 th birthday																							
DHS IL+ Contract 1.E – Page 3 - A 16-year-old through a 19-year-old participant in IL+ requires a family court order of abuse / neglect with DHS responsibility and a documented need for increased supervision.																							

<p>DHS Policy FOM 722-3C – page 3 – documentation of preparation for independent living is required.</p>	<p>Service plans</p>								
<p>DOCUMENTATION ALL [PPFWR & APPLA]</p>									
<p>DHS Policy FOM 722-3C – page 3 - The treatment plan for each youth age 14 or over must contain a written description of the programs and services which will help the youth transition to a state of functional independence</p>									
<p>DHS Policy FOM 722-07F - Page 9- Was a DHHS-643, [Permanency Goal Review] completed annually from the point that the goal was changed to PPFWR & APPLA?</p>									
<p>DOCUMENTATION – PPFWR</p>									
<p>DHS FOM 722-07F – page 8-9 - Was a DHS-569 [Permanency Goal Support Agreement], Permanency Pact, and DHS-347 [Permanency Goal Approval] completed and submitted to the PRM [Permanency Resource Monitor] for review. The PRM must submit the forms to the Children’s Services Administration [CSA] designee, for final department approval?</p>									
<p>DOCUMENTATION APPLA</p>									
<p>DHS Policy FOM 722-7F – page 8-9 - Was a DHS-569 [Permanency Goal Support Agreement], Permanency Pact, and DHS-347 [Permanency Goal Approval] completed and submitted to the PRM [Permanency Resource Monitor] for review. The PRM must submit the forms to the Children’s Services Administration [CSA] designee, for final department approval?</p>									
<p>DHS Policy FOM 722-7F – page 1 -If the permanency planning goal is not reunification, adoption, or guardianship, compelling reasons must be documented within the case service plans why each subsequent permanency planning goal is not in the youth’s best interest.</p>									
<p>DHS Policy FOM 722-7F - Page 7 - For PPFWR and APPLA, the following forms must be completed as part of the permanency plan approval packet:</p>	<p>Documents > other</p>								
<p>DHS-569, Permanency Goal Support Agreement. Permanency Pact. The Permanency Pact is a free tool created by Foster Club that is designed to encourage life-long, kin-like connections between a young person and a supportive adult. DHS-347, Permanency Goal Approval. Independent Living Plan, if applicable. DHHS-643 Permanency Goal Review – Required to be completed annually to renew support.</p>									
<p>(2) All of the following shall be in the case record before a youth is placed in independent living:</p>									
<p>(a) How the youth meets the eligibility requirements for the specific program the youth is being placed into.</p>									
<p>(b) The basis for concluding that a youth exhibits self-care potential.</p>									
<p>(c) That the youth’s social service worker has personally observed and determined that the living situation is safe and that the youth has a bed and has access to cooking and bathing facilities.</p>									
<p>DHS IL+ Contract I.I.3 – Page 7 – Household members of Host Homes shall undergo Children’s Protective Services and Criminal Background Checks.</p>									
<p>DHS IL+ Contract I.I.4 – Page 7 – Host Home Adults shall be at least 21-years-old.</p>									
<p>DHS IL+ Contract I.I.5 – Page 7 – Host Home must maintain a positive atmosphere where learning can take place.</p>									
<p>DHS IL+ Contract I.I.6 – Page 7 – Host Home Adults must reside in the home.</p>									

DHS IL+ Contract I.I.7 – Page 7 – Host Home Adults shall be accessible by phone between 3PM and 6PM.							
DHS IL+ Contract I.I.8 – Page 7 – Host Home Adults must be in the home on school nights between 6PM and 7AM							
DHS IL+ Contract I.I.9 – Page 7 – Host Home Adults shall be accessible by phone on non-school days. The contracting agency shall receive approval from the DHS Program Office for a schedule modification.							
DHS IL+ Contract I.I.10 – Page 7 –A maximum of 4 IL+ youth may reside in a host home.							
(d) The availability of specific and relevant resources that provide for suitable social, physical, educational, vocational, and emotional needs of a youth.							
DHS IL+ Contract I.J.1 – Page 7 - Treatment Services shall include a minimum of counselling therapy, independent living skills training, 27/7 staff availability in the event of an emergency, daily in-person supervision, and coordination of education/job skills.							
(e) An evaluation of a youth's need for supervision and a plan for providing the level of supervision determined necessary.							
(f) Proof that financial support to meet the youth's housing, clothing, food, and miscellaneous expenses is available.							
R 400.12505 Supervision. Rule 505. (1) An agency shall provide supervision for a youth in independent living consistent with the youth's need for supervision, as required by R 400.12504(2) (e).							
DHS Policy FOM 722-6 - page 8 All foster care worker visits must be documented within the social work contacts of the case service plan.							
DHS Policy - FOM 722-6H Page 2 - QUALITY VISIT STANDARDS A quality visit is defined as one in which the caseworker: <ul style="list-style-type: none"> - Meets with each child individually without the presence of other individuals to give the child an opportunity to ask questions. - Assesses each child's needs and takes appropriate action or offers services in response to the identified need of each child. - Shows interest in the individual child to build trust and establish rapport. - Shares and explains the case plan in a developmentally appropriate way while allowing the child to ask questions and express viewpoints. 							
DHS Policy - FOM 722-06H - Page 2 - The following topics must be discussed with the child at each visit and documented in the service plan: <ul style="list-style-type: none"> - Child's feelings/observations about the placement. - Education. - Parenting time. - Sibling/relative visitation plans. - Extracurricular/cultural activities/hobbies since last visit. - Permanency plan. - Medical, dental, and mental health. - Any issues or concerns expressed by the child. . 							

DHS Policy FOM 722-6H - Page 3 - The caseworker visit tools must not be used as the documentation of the caseworker home visit in the case record,									
DHS IL+ Contract I.M.4.c – page 12 – An IL+ caseworker must not have more than ten IL+ youth assigned at any given time.									
DHS IL+ Contract I.M.4.e – page 12 –An IL+ Caseworker must complete a weekly log documenting activities related to goals and outcomes and the amount of time that each utilized.									
DHS IL+ Contract I.I.3 – page 5 – Staff Supported Housing - Agency staff, at a minimum ratio of 1:10, must be on site a minimum of 16 hours a day between 3PM and 7AM. With the approval of the DHS Program Office, the 16 hours of staffing may be modified for non-school days.									
DHS IL+ Contract I.I.3.c – Page 6 – A Host Home may be used for an IL+ youth when a staff based housing option is not available.									
DHS IL+ Contract I.I.1.a – Page 5 – A youth participating in IL+ shall be placed within 75 miles of the home from which they were initially removed.									
(2) An agency shall provide the following minimum supervision: (a) Face-to-face contact between the social service worker and the youth in independent living at least once each month at a youth's place of residence.									
DHS IL+ Contract I.J.4.a – Page 8 – The agency shall conduct a face-to-face interview with the youth entering IL+ within 72 hours of case acceptance.									
DHS IL+ Contract I.J.4.f – Page 9- A caseworker is required to have four contacts a month with an IL+ youth. Two of the contacts shall be face-to-face and shall be a minimum of one hour. Remaining contacts may be in person or via telephone conversation for any length of time. Phone messages, texts, e-mails or social media contacts cannot count towards any of the four required monthly contacts.									
DHS IL+ Contract I.J.4.i – page 9 - Once an IL+ contract/plan/agreement has been completed and an ACLSA [Ansell Casey Life Skills Assessment] has been administered, an IL+ youth shall receive a minimum of four hours a week of Independent Living Instruction. 75% of the monthly instruction shall be practical hands-on as opposed to classroom, worksheet, or on-line.10% of the instruction shall be community based.									
DHS IL+ Contract I.J.4.b.1 – Page 8 – Within 14 days of case acceptance, the contracted agency shall contact the previous placement agency to obtain a list of services provided to the youth and a discharge report.									
DHS IL+ Contract I.J.4.b.2 – Page 8 - Within 14 days of case acceptance, the contracted agency shall contact the youth's current or previous school to gain the youth's reading and math level and to assess the youth's needs.									
DHS IL+ Contract I.J.4.b.3 – Page 8 - Within 14 days of case acceptance, the contracted agency shall insure that the youth has completed an Ansell-Case Life Skills Assessment.									
DHS IL+ Contract I.J.4.c – Page 8 -, The contracted agency shall complete a USP or PWSP that utilizes information from the last placement and the results of the youth's intake assessment as the basis of the report.									
DHS IL+ Contract I.J.4.c.1 – Page 8 – An assessment driven USP/PWSP/IL and IL agreement are to reflect the results of assessments, identify goals, identify needed services, identify a time frame for each goal, identify a time frame for achievement of all goals, and identify criteria for placement/discharge. Necessary services are to be provided by the contractor.									

DHS IL+ Contract I.J.4.k – page 10 - The contractor is responsible to insure that the IL+ youth is provided transportation to participate in Independent Living activities.								
DHS IL+ Contract I.J.4.d – Page 8 – Within 30 days, an independent living agreement that is built on information from the youth’s intake, the youth’s life skills assessment, and the youth’s input, and the youth’s goals shall be completed...								
DHS IL+ Contract I.J.4.j – page 9 - A quarterly meeting to review the ACLSA [Ansell Casey Life Skills Assessment] pre and post test results shall be held with the youth, the caseworker, the life skills coach, and any supportive person identified by the youth.								
DHS IL+ Contract I.J.2 – Page 8 – Case Management Services shall include service coordination, monitoring, oversight, communication with the DHS Monitor, compiling and submitting reports/forms/payments, crisis intervention, referrals to mental health services, and attendance at all court hearings.								
(b) At monthly intervals, ensure that the youth is complying with the terms of the contract required by R 400.125010, continues to reside in a safe and acceptable environment, and is managing expenditures.								
DHS IL+ Contract I.I.1.b – Page 5 – Staff Supported Housing - The amount of monthly rent charged to a IL+ youth by the contracting agency shall not exceed 35% of the youth’s monthly stipend.								
DHS IL+ Contract I.F.2 – Page 3 – A participant in IL+ shall be evaluated using the Ansell-Casey Life Skills Assessment (ACLSA) every 90 days to determine continued eligibility and suitability for placement.								
Service Plan Signatures								
ISEP 6.33(c) - Page 28 - Service plans shall be signed by the caseworker, the caseworker’s supervisor, the parent(s), and the child (ren), if of age to participate. Documentation shall be provided for a missing signature and a plan shall be documented and a plan documented to secure their participation in services.								
DHS Policy – FOM 722-6 H - page 11 -Supervisors shall meet at least monthly with each assigned worker to review the status and progress of each case on the worker’s caseload. Supervisors shall review and approve each service plan. The plan can be approved only after the supervisor has a face-to-face meeting with the worker, which can be the monthly meeting.								
ISEP 6.43 - Page 32 – a child shall have an initial medical and mental health examination within 30 days of the child’s entry into foster care.								
DHHS Policy - FOM 802 - Page 1 - Did a child entering care receive a mental health screening within 30 days and in subsequent or yearly well child exams?								
DHS Policy FOM 722 – 8 – Page 10 & 11 mental health screening and description of any needed mental health treatment is to be included in service plans								
DHHS Policy - FOM 722-08c - Page 5 – The Service Plan / Parent-Agency Treatment Plan shall have attainable, measurable objectives and shall have the ability to achieve permanency.								
ISEP 6.34 - Page 29 – the agency is responsible for helping parents from whom a child has been removed or may be removed; as well as the children, and the foster parents. This includes transportation when necessary as well as any barriers that may impede parents, children, and foster parents from making effective use of services.								
DHS IL+ Contract I.J.3 – page 8– the IL+ agency is responsible for insuring transportation to sibling visitation								
ISEP 6.42 - Page 31 – Foster Children placed separately from a sibling shall have at least monthly visits with their siblings who are placed elsewhere in DHHS foster care custody. All exceptions and all reasonable steps taken to assure that visits take place shall be documented in the case file.								

DHS Policy – FOM 722-6 H - page 11 -Supervisors shall meet at least monthly with each assigned worker to review the status and progress of each case on the worker’s caseload. Supervisors shall review and approve each service plan. The plan can be approved only after the supervisor has a face-to-face meeting with the worker, which can be the monthly meeting.								
DHS Policy 722-9 – page 8- - USP must include an update of school progress, emotional and physical development, child’s behavior, child’s activities, significant events since last report.								
DHS Policy FOM 722-9 - p 11. Provision of medical, dental, and mental health services , must be addressed in the service plan.								
PA116 722.120 Section 10. (2) Does the agency protect confidential information in a report such as the involvement of CPS?								
(c) Provide the youth with a telephone number to contact the agency on a 24-hour, 7-days-a-week basis.								
R 400.12506 Education/vocational training/employment. Rule 506. An agency shall ensure that a youth in independent living is employed full-time, actively involved in job training or continuing education, or a combination of employment and education.								
R 400.12507 Medical/dental and mental health care. RI.507 Rule 507. (1) An agency shall ensure that a youth in independent living receives any needed medical, dental, and mental health care as required in R 400.12413. Medical, dental, and mental health care provided shall be documented in the youth’s record.								
(2) For a youth who become 18 years of age while in the program or who enters independent living after the age of 18, the agency shall provide information on how to access needed medical, dental, and mental health services and shall actively, and on an ongoing basis, encourage participation in needed medical, dental, and mental health services.								
DHHS Policy - FOM 802 - Page 1 - Did a child entering care receive a mental health screening within 30 days and in subsequent or yearly well child exams?								
DHS Policy FOM 801 – Page 10 - At the time of the first placement, the care provider shall be given the Medicaid Number and a Medical Treatment Authorization Card within 30 days of the placement. The date the cards were provided must be entered under the Foster Parent/Relative Caregiver Input section of the case service plan.								
DHS Policy FOM 801 – Page 10 - At the time of any replacement, the care provider shall be given the Medicaid Number and a Medical Treatment Authorization Card at the time of the placement. The date the cards were provided must be entered under the Foster Parent/Relative Caregiver Input section of the case service plan. Additionally, for all subsequent placements (replacements) the foster care worker completing the DHS-69, Foster Care Action Summary, must check the field box for the DHS-3762 within the information shared with new caregiver								
DHS Policy FOM 801 - Page 6 – Follow-up medical and dental care is the responsibility of the caseworker								
DHS Policy FOM 801 - Page 7 – Chronic Health Concerns must be tracked by the caseworker and documented in the case file and each service plan. The Caseworker shall maintain monthly contact with relevant professionals.								
DHS Policy FOM 801 – page 8 - DHS and the supervising agency shall maintain a current medical passport for each child in care. This information shall be provided to foster parent / care givers. Each foster care worker who transfers a child’s medical passport to another foster care worker must sign and date the medical passport. Foster homes, relative placements and residential facilities, legal parents, medical health professionals and mental health professionals shall each be provided with a copy of the medical passport.								

DHS Policy FOM 801 – page 10 - Required content of Medical Passport							
DHS Policy FOM 801 - Page 9 - Required content of Case File Medical Records Section							
DHS Policy FOM 801 - Page 9 – Content of Medical info in Case Service Plans							
DHS Policy FOM 801 - Page 6 – Dental after third birthday, 6 months before entry, & every twelve months							
DHHS Policy - FOM 801 - Page 6 – For any child over three, a dental exam is required within 90 days of entering foster care unless one has been completed during the previous six months. A child turning 3 years of age must have an initial dental exam within three months of his/her third birthday. A dental re-examination shall be obtained at least every 12 months.							
DHHS Policy - FOM 801 - Page 1 – the caseworker is responsible for any medical or dental follow-up care that is recommended and for documenting the follow-up treatment in the Medical Passport.							
DHHS Policy FOM 801 – Page 10 - For children with chronic, ongoing health conditions caseworkers must solicit input and feedback from the child's health care provider on a regular basis. The caseworker must also discuss the information provided by the health care provider with the foster caregiver. This information shall be incorporated into social work contacts, as well as the medical, dental, and mental health sections of the service plan.							
DHS Policy FOM 801 – [Four Citation boxes] - pages 3 – 11 – All health requirements are to be documented and maintained as follows: <ul style="list-style-type: none"> •Age-specific Well Child Exam form. •DHS-1664 Youth Health Record, Yearly Dental. •DHS-221, Medical Passport. •DHS-1643, Psychotropic Medication Informed Consent. 							
DHHS Policy - FOM 801 – Page 9 – the caseworker is responsible for encouraging the parental / guardian involvement in medical care; encouraging and assisting in the facilitation of medical and dental care; and in documenting medical services, dental services, developmental events, mental health conditions, appointments, services and treatment in case service plans, the medical passport, and within the Health Profile section of MiSACWIS.							
DHHS Policy - FOM 801 – Page 12 – The Well Child Exam, the DHHS 1664 Youth Health Record, the yearly dental form, the Medical Passport, and the DHHS 1643 Psychotropic Medication Informed Consent form are to be maintained in the Medical Records section of the Case File.							
DHHS Policy - FOM 802-1 - Page 2 - psychotropic medications may never be used as a method of discipline, as punishment, or in lieu of or as a substitute for identified psychosocial or behavioral interventions and supports.							
DHHS Policy - FOM 801 - Page 14 - Each child entering foster care shall be provided access to medical care upon placement [i.e. The child shall be provided an actual Medicaid Card or an alternative verification of the Medicaid number and status within 30 days of placement. For subsequent placements, the foster parent / care provider shall be given the Medicaid Card and DHS-3762 at the time of placement.							

<p>Family Team Meetings DHS Policy 722-6B - page 2 - Family Team Meetings. The following events shall trigger FTM for out of home cases:</p> <ul style="list-style-type: none"> • Case service plan development, • permanency goal changes, • placement preservation/disruption • permanency planning at six months in care annual transition planning for youth every six months from age 16 until case closure • 90 day discharge planning for youth • Case closure 	<p>FTM > FTM Meeting Tab > date</p>								
<p>DHS Policy 722-6B - page 2-4 - Schedule of time frames for required FTM Meets</p>									
<p>DHS IL+ Contract I.J.3 – page 8 – the IL+ agency is responsible for coordinating Family Team Meetings</p>									
<p>DHS IL+ Contract I.J.3 – page 8– the IL+ agency is responsible for insuring transportation to sibling visitation</p>									
<p>DHS Policy 722-6B - page 11 – Was a DHS 1105 Completed after every FTM?</p>	x								
<p>R 400.12509 Independent living record. RI.509</p>									
<p>Rule 509. (1) An agency shall maintain a case record for each youth placed in independent living.</p>									
<p>(2) An agency shall protect each record against destruction and damage and shall store and maintain each child’s record in a manner to assure confidentiality and to prevent unauthorized access.</p>									
<p>(3) The case record shall contain all of the following information and documentation, which shall be recorded within 30 calendar days after placement in independent living and updated at least once every 90 calendar days:</p>									
<p>(a) All of the following personal information pertaining to the youth:</p>									
<p>(i) Name.</p>									
<p>(ii) Social security number.</p>									
<p>(iii) Address and telephone number.</p>									
<p>(iv) Date of birth.</p>									
<p>(v) Gender</p>									
<p>(vi) Race.</p>									
<p>(vii) Height.</p>									
<p>(viii) Weight.</p>									
<p>(ix) Hair color.</p>									
<p>(x) Eye color.</p>									
<p>(xi) Identifying marks.</p>									
<p>(xii) A photograph updated on an annual basis.</p>									
<p>(b) Documentation of the agency's legal right to place a youth.</p>									
<p>(c) The names, addresses, dates of birth, and social security numbers of the youth's parents, if any.</p>									
<p>(d) The names, dates of birth, and addresses of the youth's siblings, if applicable.</p>									
<p>(e) The names and addresses of any offspring.</p>									

DHS IL+ Contract I.J.4.d - Page 8 & 9 – The IL+ Contract shall include an educational or employment goal and strategies to meet the youth’s mental health needs. Additionally, as the youth’s circumstances require, goals shall be set in the areas of Community resource utilization; budgeting and financial management; Mentoring through adult connections other than the caseworker; family support; healthy relationship/marriage education; health care; housing education and home management, legal rights; personal hygiene; family planning/ pregnancy/teen parenting; substance abuse prevention & sexual responsibility.							
DHS IL+ Contract I.J.4.d.2 - Page 9 – A copy of the youth’s current ILP plan/agreement/contract shall be given to the youth’s Life Skills Coach /IL+ Coach							
DHS IL+ Contract I.J.4.d.1.i.i - page 9 –Copies of all service plans and all Independent living contracts/agreements shall be kept in the youth’s case file.							
Semi-Annual Transition Meeting							
DHS Policy FOM 722-06B – page 3 - Was a semi-annual team meeting held at least once every 180 days?							
DHS Policy FOM 722-06B - Page 4 -Was a DHS-901, [Semi-Annual Transition Plan Report] completed after each meeting, placed in the youth’s case record, and progress documented in each service plans.							
DHS Policy FOM 722-6G – page 4 - Was a copy of the DHS-901, Semi-Annual Transition Plan Report , given to the youth and all individuals responsible for assisting the youth. [The original plan must be maintained in the youth’s case record.]							
Young Adult Voluntary Foster Care							
DHS Policy FOM 722-16 – Page 6 - The option of YAVFC must be discussed during the Semi-Annual Transition Meeting, 90-Day Discharge Planning Meeting, and at least 30 calendar days prior to the youth’s 18th birthday, as a part of a monthly home visit. Youth must sign a DHS-1297, YAVFC Agreement, before participating in YAVFC.							
DHS Policy FOM 722-16 – Page 6 - The DHS-1297, YAVFC Agreement may not be signed until all of the following has occurred: The youth reaches 18 years old. <ul style="list-style-type: none"> • Verification of eligibility has been received by the caseworker. • Family/juvenile court jurisdiction has been dismissed, and the written court order has been received; see Judicial Determination. • State wards have been discharged by the superintendent of the Michigan Children's Institute; see FOM 722-15, Case Closure. The original agreement must be placed in the youth’s file and a copy must be given to the youth.							
DHS Policy FOM 722-16 Page 1 – YAVFC Eligibility Criteria 1. The youth is currently receiving foster care services and is at least 18 years old, but less than 21 years old. 2. The youth exited foster care/YAVFC after reaching 18 years old, but is less than 21 years old.							

<p>DHS Policy FOM 722-16 - Page 2 - YAVFC Program Requirements</p> <ul style="list-style-type: none"> Actively completing high school or working on a GED Enrolled at least part-time in a college, vocational program, or trade school. Employed full- or part-time work or participating in a program that promotes employment such as Job Corps, or Michigan Works. Participation must be at least 80 hours per month. Incapable of educational or employment activities due to a documented medical condition. 								
<p>DHS Policy FOM 722-16 - Page 2 –YAVFC required proof of eligibility at admission</p> <ul style="list-style-type: none"> DHS-3380, Verification of Student Information DHS-38, Verification of Employment DHS-54A, Medical Needs. <p>Must be documented in writing and placed in the youth’s case file</p>								
<p>DHS Policy FOM 722-16 – page 3 - Ongoing verification of YAVFC eligibility is required quarterly and should coincide with the case service plan due date. The appropriate eligibility forms must accompany the updated case service plan. The supervisor must review the forms and verify the youth’s eligibility. ... The caseworker must provide the youth with the appropriate eligibility verification form at least 45 calendar days prior to the due date.</p> <p>Exception: The DHS-54A, Medical Needs form, may be submitted on an annual basis if the youth’s condition is expected to persist for more than one year, and there is a pending application for SSI.</p>								
<p>DHS Policy FOM 722-16 – page 12 - The caseworker must continue to meet with the youth who extends to YAVFC in his/her placement, at least monthly. These visits are subject to the same documentation requirements as an open foster care case</p>								
<p>DHS Policy FOM 722-16 – page 12 - Within 30 calendar days of the case assignment date, the case-worker must have two face-to-face contacts with the youth who has re-entered DHS support through YAVFC; at least one must occur in the placement. The first visit with the youth must take place within five business days from the date the case is assigned to the caseworker and be documented within the social work contacts of the case service plan. The caseworker must continue to visit the youth in his/her placement/living arrangement monthly thereafter</p>								
<p>DHS Policy FOM 722-16 – page 12 - The DHS-68, Permanent Ward Service Plan (PWSP), must be used for all YAVFC case plans, regardless of prior wardship. For youth <i>extending, entering, or re-entering</i> YAVFC, an initial case plan must be completed within 30 calendar days of the youth signing the DHS-1297, YAVFC Agreement, and at least every 90 calendar days thereafter; see FOM 722-09D, Permanent Ward Service Plan.</p>								
<p>DHS Policy FOM 722-16 – page 13 - The DHS-1295, Young Adult Monthly Visit Report, must be completed with the youth during each home visit. A copy must be given to the youth and the original placed in the case file.</p>								
<p>DHS Policy FOM 722-16 - Page 14 - Within one business day of discovering the youth is no longer meeting eligibility requirements, the caseworker must schedule a 90-Day Discharge Planning Meeting to be held within three business days.</p>								

<p>PPFWR – Permanent Placement with a Fit & Willing Relative APPLA - Another Planned Permanent Living Arrangement APPLA – E – APPLA with Emancipation <u>DHS Policy FOM 722-7F</u> - Page 2 - PPFWR, The permanency planning goal, Permanent Placement with a Fit and Willing Relative should only be considered after reunification, adoption and guardianship have been ruled out as the permanency plan for the youth. If, after the caseworker has explained the benefits of adoption and legal guardianship for the youth, the selected relative is not willing to pursue either of the preferred permanency goals, the relative’s reasons must be documented in the case service plans.</p>								
<p><u>DHS Policy FOM 722-7F</u> - Page 3 - APPLA is identified as a youth’s permanency plan only if it is determined that there is a compelling reason that it would not be in the best interests of the youth to permanently be placed in a more supportive placement.</p>								
<p><u>DHS Policy FOM 722-7F</u> – Page 3 - APPLA-E, When a youth has a goal of APPLA-E, he/she should be living independently and preparing to leave foster care to become a self-supporting adult. These youth need documented supportive adult(s) to assist and provide guidance. .A youth may reside with a supportive adult, relative, or former foster parent, but not placed there as a foster home placement.</p>								
<p><u>DHS Policy FOM 722-7F</u> – Page 4 - PPFWR, APPLA, & APPLA-E require a supportive adult relationship. If the supportive adult is related to the youth by a romantic or professional relationship, a letter or memo of commitment must be written by the supportive adult and included with the approval packet.</p>								
<p><u>DHS Policy FOM 722-7F</u> – Page 4 - Additional factors for the supportive adult includes stable housing, stable employment and no lifestyle concerns (substance abuse, etc.) that would limit his/her availability to support the youth. If the youth identifies a supportive adult whose age is within 3 years of the youth’s age, additional, more mature adults should also be included.</p>								
<p><u>DHS Policy FOM 722-7F</u> - Page 4 - A detailed independent living plan must be included in the narrative section of the case file within 60 days of the goal change to APPLA-E;</p>								
<p><u>DHS Policy FOM 722-7F</u> - Page 5 – Multiple Permanency Planning Requirements for PPFWR, APPLA, & APPLA-E that include age requirements, a separate meeting with the relative or foster parent to discuss roles, yearly background checks of relatives, annual verification that an ,APPLA placement is in a licensed foster home, supervisory approvals, & FTM’s.</p>								
<p><u>DHS Policy FOM 722-7F</u> - Page 7 - All forms in the approval packet must clearly document supportive relationships and the stability of the placement. Provide a copy of the PPFWR, APPPLA or APPLA-E agreements to the relative(s), foster parent(s), youth and, when appropriate, to the legal parent(s).</p>								

<p>DHS Policy FOM 722-7F - Page 7 - The original PPFWR, APPPLA or APPLA-E Agreement and DHS Approval must be filed in the narrative section of the youth's case record.</p> <p>DHS-344 - PPFWR Permanency Goal Approval DHS-343 - APPLA Permanency Goal Approval DHS-341, APPLA-E Permanency Goal Approval</p> <p>DHS-845 - Permanent Placement with a Fit and Willing Relative Agreement for Permanent Court Wards and MCI Wards DHS-846 - Permanent Placement with a Fit and Willing Relative Agreement for Temporary Court Wards DHS-844 - APPLA Agreement for Permanent Court Wards and MCI Wards DHS-843 - APPLA Agreement for Temporary Court Wards DHS-642, APPLA-E Agreement</p> <p>DHS-643 Permanency Goal Review – Required to be completed annually to renew support.</p>									
<p>DHS Policy FOM 722-7F - Page 10 - In PPFWR, APPPLA or APPLA-E; the caseworker is required to respond to requests for services and to critical issues and concerns, collaborate to determine which independent living services are appropriate, and to refer youth to independent living services.</p>									
<p>ICWA Compliance No sample size is set, but consultants are expected to draw a reasonable sample of Native American children to assure compliance with ICWA legislation.</p> <p>Contact Info for questions: Stacey Tadjerson -Director – DHS Native American Affairs</p> <p>Components of ICWA BCAL ICWA Policy</p> <p style="text-align: right;">Names:</p>	<p>Case overview > view case info > members tab > click child's name > ICWA (to see info) (also info in service plan) Forms uploaded as documents > other</p>								
<p>DHS Policy NAA 200 – page 3-Is there a claim that the child is a member of or eligible to be a member of a recognized tribe? Was a DHHS-120 submitted to parents, an Indian Custodian [if any], Tribe [if known], The Midwest Bureau of Indian Affairs, Bureau of Indian Affairs regional office specific to the tribe/state (if tribe is not located in the Midwest Bureau of Indian Affairs region) and the Tribe(s) [Addressed to the ICWA Designated Tribal Agent for Service of Notice list identified per Federal Register (81 FR 10887)] located in the county of client residence and/or CPS complaint (if specific tribe is undetermined)?</p>									
<p>DHS Policy NAA 200 - page 3-4 - Is there tribal verification in the file?</p>									
<p>DHS Policy NAA 200 – page 3-6 - Are efforts to contact tribal social service programs verified?</p>									
<p>DHS Policy NAA 205 - Page 1 - Has the worker considered tribal culture and incorporated it in service planning?</p>									

<p>DHS Policy NAA 215 - Page 1-2 - Did the caseworker honor:</p> <ol style="list-style-type: none"> the preference for extended family the preference for a foster home licensed, approved or specified by the Indian child's tribe the preference for an Indian foster home approved by the department the preference for a child caring institution approved by an Indian tribe, or operated by an Indian organization that has a program to meet the Indian child's needs 																	
<p>DHS Policy NAA 210 – page 1-2 - When seeking foster home placement, termination of parental rights, or adoption, at least 10 days before the date of the hearing, was the DHS 120 notice of proceedings sent by registered mail with a return receipt to the parents, Indian Custodians (if any), the Indian child's tribe, and the Midwest Bureau of Indian Affairs (if tribal affiliation is not clear), Bureau of Indian Affairs Regional Office specific to the tribe/state (if tribe is not located in the Midwest Bureau of Indian Affairs region), and the tribe(s) [Addressed to the ICWA Designated Tribal Agent for Service of Notice identified per Federal Register (81 FR 10887)] located in the county of client residence and/or CPS complaint (MIFPA) (if specific tribe is undetermined) ? Was a copy of the DHHS-120 [Notice of Proceedings] and return receipt must be filed in the Indian child's case record?</p>																	
<p>DHS Policy NAA 255 - Page 1 - When considering a petition to terminate parental rights, did the caseworker consider exceptions to the ASFA requirements to the termination of parental rights for the Indian Child</p>																	
<p>DHS Policy NAA 400 - Page 1 - Prior to the pre-adoptive placement being made, did the caseworker hold a team meeting and invite the appropriate tribal or Indian representatives?</p>																	
<p>DHS Policy - NAA 215 - Page 3 - Adoptive placement preference followed? [NAA 215]</p> <ol style="list-style-type: none"> Member of the Indian child's extended family Other member of the Indian child's tribe Other Indian family [ICWA 25 USC1915a] <p>Is all of the above information repeated in updated service plans?</p>																	
<p>Closed Cases Independent Living Sample Size</p> <table border="1"> <tr> <td>Less than 3</td> <td>All</td> </tr> <tr> <td>3 to 30</td> <td>2</td> </tr> <tr> <td>31 to 60</td> <td>4</td> </tr> <tr> <td>Over 61</td> <td>8</td> </tr> </table>		Less than 3	All	3 to 30	2	31 to 60	4	Over 61	8	<p>Number of Children Closed From Independent Living:</p> <p>Names:</p> <p>- These Case Record Requirements Also Apply to Open Independent Living Cases</p>							
Less than 3	All																
3 to 30	2																
31 to 60	4																
Over 61	8																
<p>R 400.12511 Termination. Rule 511. (1) When an agency terminates its independent living services for a youth, the agency shall document all of the following information in the case record within 30 calendar days of termination of its services:</p> <p>(a) The reason for the termination.</p> <p>(b) The youth's new location.</p>		<p>Placement (on left) > for child click document (right) > choose 69b</p>															

(c) A summary of the services provided during care and the needs that remain to be met.							
(d) Provision for any follow-up services.							
(2) An agency shall ensure and document that each youth who ends independent living is provided with all of the following:							
(a) Basic information about health, housing, counseling/mental health services, and emergency resources.							
(b) A birth certificate.							
(c) A social security card.							
(d) The youth's funds and personal property.							
<u>DHS Policy FOM 722-7F</u> - page 10 - The foster care case for a youth with an APPLA permanency plan must not be closed unless the youth has: <ul style="list-style-type: none"> • The means and ability to be self-supporting. • A safe, appropriate place to live. • Employment. Opportunity for continued education or vocational training.							
<u>DHS Policy FOM 722-9C</u> – page 1 - Was there a closing action summary completed?							
<u>DHS Policy FOM 722-05</u> – p. 3 -Does Section 5 of the case file contain an envelope which contains a birth certificate, a current snapshot, and verification of an SS number?							
<u>DHS IL+ Contract I.J.4.d.1.i.i</u> – page 9 –Copies of all service plans and all Independent living contracts/agreements shall be kept in the youth's case file.							
<u>DHS IL+ Contract 1.E</u> – Page 3 – The agency who supervised IL+ is responsible for case management after transition to regular IL. This includes collaborating with another agency.							
<u>DHS IL+ Contract I.J.4.n</u> – page 10 – At 3months and 6 months post discharge from IL+, information regarding current housing, education, employment and adult connections must be documented.							

Section 102 of the Elliott-Larsen Civil Rights Act,

37.2102 Recognition and declaration of civil right; action arising out of discrimination based on sex or familial status.

Sec. 102. (1) The opportunity to obtain employment, housing and other real estate, and the full and equal utilization of public accommodations, public service, and educational facilities without discrimination

because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status as prohibited by this act, is recognized and declared to be a civil right.

(2) This section shall not be construed to prevent an individual from bringing or continuing an action arising out of sex discrimination before July 18, 1980 which action is based on conduct similar to or identical to harassment.

(3) This section shall not be construed to prevent an individual from bringing or continuing an action arising out of discrimination based on familial status before the effective date of the amendatory act that added this subsection which action is based on conduct similar to or identical to discrimination because of the age of persons residing with the individual bringing or continuing the action.

CSA MEMO RE caseworker and supervisor qualifications and training

Michigan Department of Human Services

CSA

Children's Services Administration Communication Issuance

Type: Informational Memorandum (IM) Program Instruction (PI) Policy Guide (PG)

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DHS County Directors Adult Services Staff BCAL CWTI SACWIS

The Modified Settlement Agreement (MSA) requires DHS to document and report all caseworker and supervisor qualifications and training. DHS, in cooperation with BCAL, has attempted to verify caseworker and supervisor qualifications for private agency staff in a number of ways over the last two years. We continue to see instances of private agency staff not meeting the MSA qualifications.

In an effort to avoid these circumstances, effective immediately, all PAFC caseworkers and supervisors

enrolled in new worker or supervisor training through the Child Welfare Training Institute (CWTI) will be asked to provide copies of their resume and transcripts that demonstrate their qualifications to the trainer at the beginning of the training session. That information will be reviewed by the assigned Child Welfare Field Operations Analysts. If there are questions about qualifications, the analysts will conduct follow up in coordination with BCAL licensing consultants.

For your reference, the caseworker and supervisor qualifications can be found on pages 10-14 of the Modified Settlement Agreement at

http://www.michigan.gov/documents/dhs/Modified_Settlement_Agreement__Consent_Order_390082_7.pdf?20130711153334.

The MSA states that caseworkers must have a bachelor's degree in a social work or related human services field. Child Welfare Supervisors must hold a master's degree from an accredited college or university in a human behavioral science and three years of experience in a child welfare agency, a child caring institution, or in an agency performing a child welfare function, or 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 in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.

2

Accepted majors for caseworkers, licensing workers, and child welfare supervisors are only and specifically as follows:

• Social Work • Sociology • Psychology • Family Ecology • Consumer/Community Services • Family Studies • Family and/or Child Development • Guidance/School Counseling • Counseling Psychology • Criminal Justice

Any questions regarding this instruction should be directed to your assigned Child Welfare Field Operations Analyst.

CPA AND PA 116 Definitions

R 400.12101 –Child Placing Agency Definitions.

As used in these rules:

- (a) "Act" means Act No. 116 of the Public Acts of 1973, as amended, being §§722.111 et seq. of the Michigan Compiled Laws, and known as the child care organization licensing act.
- (b) "Agency" means a child-placing agency as defined in section 1 of the act.

- (c) "Contribution" means the payment of money or donation of goods or services.
- (d) "Department" means the Michigan department of consumer and industry services.
- (e) "Emergency placement" means a placement that is made in response to a sudden unexpected occurrence which demands immediate action or means a placement that is made before a placement assessment has been completed.
- (f) "Foster child" means a person who meets all of the following criteria:
 - (i) Resides in a foster home.
 - (ii) Is less than 18 years of age or becomes 18 years of age while residing in the foster home and continues to reside in the foster home to receive care, maintenance, training, and supervision.
 - (iii) Is not related to an adult member of the household by blood, adoption, or marriage.
 - (iv) Has been placed in the home by an agency.
- (g) "Foster home" means foster family home or foster family group home, as defined in section 1 of Act No. 116 of the Public Acts of 1973, as amended, being §§722.111 of the Michigan Compiled Laws, and as addressed in Act No. 165 of the Public Acts of 1997, being §§722.118b of the Michigan Compiled Laws.
- (h) "Human behavioral science" means a degree from an accredited college or university equivalent to any of the following:
 - (i) Social work.
 - (ii) Psychology.
 - (iii) Guidance and counseling.
 - (iv) Consumer or community services.
 - (v) Criminal justice.
 - (vi) Family ecology.
 - (vii) Sociology.
- (i) "Independent living" means the placement, by an agency, of a youth who is not less than 16 years old in his or her own unlicensed residence, the residence of an adult who does not have supervisory responsibility for the youth, or in a residence under the control of the agency. The authorized agency or governmental unit retains supervisory responsibility for the youth.
- (j) "Licensing authority" means the administrative unit of the department that has responsibility for making licensing and approval recommendations for a child placing agency.
- (k) "Member of the household" means any person, other than a foster child, who resides in a foster or adoptive home on an ongoing or recurrent basis.
- (l) "Parent" means a legal parent and includes a custodial parent, noncustodial parent, or adoptive parent.

- (m) "Permanent placement" means that the treatment plan specifies that the foster child will remain in the current foster home until the age of majority.
- (n) "Placement" means moving a child to a foster or adoptive home, to independent living, or from out-of-home placement to another out-of-home placement.
- (o) "Social service supervisor" means a person who supervises a social service worker. A social service supervisor may also function as a social service worker in the temporary absence of the social service worker.
- (p) "Social service worker" means a person who performs social services functions covered by these rules.
- (q) "Staff" means a person who is employed by an agency, a volunteer for the agency, or a person who is under contract to the agency to provide specific services covered by these rules.
- (r) "Substantial noncompliance" means repeated violation of the act or an administrative rule promulgated under the act, or noncompliance with the act, a rule promulgated under the act, or the terms of a license that jeopardizes the health, safety, care, treatment, maintenance, or supervision of individuals receiving services or, in the case of an applicant, individuals who may receive services.
- (s) "Willful noncompliance" means that after receiving a copy of the act, the rules promulgated under the act, and a copy of the terms of the license if applicable, an applicant or licensee knows or had reason to know that his or her conduct is a violation of the act, the rules promulgated under the act, or the terms of the license.

MSA Weighted Supervision Memo

Michigan Department of Human Services

CSA

Children's Services Administration Communication

Type: Informational Memoranda (IM)

Program Instruction (PI)

Policy Guide (PG)

Issuance Date: 02/17/12 **Obsolete Date:** NA

Response Due: n/a

Log No.: 12-019

Contact: Jody Mattinson (517) 599-7170

Originating Office: Child Welfare Field Operations

Subject/Title: Caseload Count - Worker to Supervisor Ratio Methodology

Distribution: DHS Child Welfare Staff

Private Agency Child Welfare Staff

CSA Central Office Managers/Staff

Native American Tribes

Data Management

BCAL

CWTI

SACWIS

Other:

Beginning with the April 1, 2012 caseload count the weights below will be used to determine the ratio of caseworkers to supervisors in circumstances where supervisors provide supervision to caseload and non-caseload carrying staff in accordance with the commitment described in § VI.E.2.d of the Modified Settlement Agreement.

Definitions:

DHS Supervisor – any employee of DHS who directly supervises a DHS employee with a caseload that includes at least one of the following types of cases: foster care direct, adoption direct, child protective services, foster home licensing, purchase of service adoption or private agency foster care (PAFC).

PAFC Supervisor – any employee of a private child placing agency who directly supervises a PAFC employee with a caseload that includes at least one of the following DHS cases: foster care, adoption, foster home licensing.

5:1 Supervisor to Worker Methodology:

An employee of DHS or a PAFC that carries a caseload or is in CWTI will count as 1.0 towards the worker to supervisor ratio. An employee of DHS or a PAFC that is non-caseload carrying will count as 0.5 towards the worker to supervisor ratio.

Administrative/Technical support staff that support the supervisor's unit are not counted toward the worker to supervisor ratio.

In instances where a DHS or PAFC supervisor provides direct case management for one or more of the programs listed in the MSA, one-fifth of a caseload equals a services worker position. As an example, a supervisor carrying one-fifth of a caseload and four service workers would meet the 5:1 ratio.

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Below are the weights for caseload and non-caseload carrying staff:

Program Weight

Administrative/Technical Support 0.0

NON-CASELOAD CARRYING

Case Aide/Transporter 0.5

Child Placement Worker 0.5

Community Resource Coordinator 0.5

Contract Administrator 0.5

Educational Planner 0.5

Health Liaison Officer 0.5

Intake Worker 0.5

Michigan Youth Opportunity Initiative/YIT 0.5

Permanency Planning Conference Facilitator 0.5

Permanency Planning Assistant 0.5

Recruitment (Only) 0.5

Staff in CWTI 1.0

Title IVE/CWFS 0.5

CASELOAD CARRYING

Adult Protective Services 1.0

Adoption 1.0

Children's Protective Services 1.0

Foster Care 1.0

Indian Outreach 1.0

Juvenile Justice 1.0

MIC Investigator 1.0

Prevention 1.0

Therapist 1.0

MSA Compliance Weighted Supervision Table

Program	Weight
Administrative/Technical Support	0.0
NON-CASELOAD CARRYING	
Case Aide/Transporter	0.5
Child Placement Worker	0.5
Community Resource Coordinator	0.5
Contract Administrator	0.5
Educational Planner	0.5
Health Liaison Officer	0.5
Intake Worker	0.5
Michigan Youth Opportunity Initiative/YIT	0.5
Permanency Planning Conference Facilitator	0.5
Permanency Planning Assistant	0.5
Recruitment (Only)	0.5
Staff in CWTI	1.0
Title IVE/CWFS	0.5
CASELOAD CARRYING	
Adult Protective Services	1.0
Adoption	1.0
Children's Protective Services	1.0
Foster Care	1.0
Indian Outreach	1.0
Juvenile Justice	1.0
MIC Investigator	1.0
Prevention	1.0
Therapist	1.0

Public Act 116, 722.120 (2)

<p>Public Act 116 722.120 (2)</p>	<p>Confidentiality</p>
	<p>(2) A licensee shall keep the records the department prescribes regarding each child in its control and care and shall report to the department, when requested, the facts the department requires with reference to the children upon forms furnished by the department. Except as otherwise provided in this subsection, records regarding children and facts compiled about children and their parents and relatives are confidential and disclosure of this information shall be properly safeguarded by the child care organization, the department, and any other entity in possession of the information. Records that are confidential under this section are available to both of the following:</p> <p>(a) A standing or select committee or appropriations subcommittee of either house of the legislature having jurisdiction over protective services matters for children, pursuant to section 7 of the child protection law, 1975 PA 238, MCL 722.627.</p> <p>(b) The children's ombudsman established in section 3 of the children's ombudsman act, 1994 PA 204, MCL 722.923.</p>

Medicaid Number and Medical Authorization Card

<p>DHS Policy FOM 801</p>	<p>Medicaid Number and Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment Card</p>
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Page 10	<p>If a child is not active on MA at the time of placement, the caregiver must receive the MA card or alternative verification of the child's Medicaid status and recipient ID number within 30 days of the date a child enters foster care.</p> <p>For any subsequent placement, the caregiver shall receive the child's Medicaid card (or alternative verification, if necessary) and the DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card upon the child's placement. The worker must obtain the child's Medicaid card from caregivers to pass on to the new caregiver at the time of the child's replacement.</p> <p>Documentation of Cards</p> <p>The date the foster care worker provides the child's Medicaid card or alternative verification and the DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card must be documented under the Foster Parent/Relative Caregiver Input section of the case service plan. Additionally, for all subsequent placements (replacements) the foster care worker completing the DHS-69, Foster Care Action Summary, must check the field box for the DHS-3762 within the information shared with new caregiver, as further documentation.</p>

Medicaid Number and Medical Authorization Card

DHS Policy FOM 801	Medicaid Number and Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment Card
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Page 10	<p>If a child is not active on MA at the time of placement, the caregiver must receive the MA card or alternative verification of the child's Medicaid status and recipient ID number within 30 days of the date a child enters foster care.</p> <p>For any subsequent placement, the caregiver shall receive the child's Medicaid card (or alternative verification, if necessary) and the DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card upon the child's placement. The worker must obtain the child's Medicaid card from caregivers to pass on to the new caregiver at the time of the child's replacement.</p> <p>Documentation of Cards</p> <p>The date the foster care worker provides the child's Medicaid card or alternative verification and the DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card must be documented under the Foster Parent/Relative Caregiver Input section of the case service plan. Additionally, for all subsequent placements (replacements) the foster care worker completing the DHS-69, Foster Care Action Summary, must check the field box for the DHS-3762 within the information shared with new caregiver, as further documentation.</p>

Follow-up Medical Care

DHS Policy FOM 801	Follow-up Medical Care
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Page 6	
	<p>The foster care worker is responsible for reviewing the information within the child's Well Child Exam form and the DHS-1664, Youth Health Record, Dental. If follow-up medical or dental care is recommended, the foster care worker must ensure that the recommendations are followed. Additionally, follow-up recommendations received from emergency room or urgent care visits require that the foster care worker ensure treatment recommendations are followed by the foster caregiver.</p>

Chronic Health Concerns

<p>DHS Policy FOM 801</p>	<p>Chronic Health Concerns</p>
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Page 7	<p>Health care services for children with chronic health care needs, such as children identified as medically fragile and/or within the Children’s Special Health Care Services (CSHCS) program require ongoing follow-up by the foster care worker. Feedback from physician and other health care service professionals treating the child must be obtained and incorporated in each service plan. Foster care workers must make at least monthly contact with each professional involved in the child’s health care to solicit the health service provider’s view of the child’s medical status. The foster care worker must discuss the information provided by the health care provider with the foster caregiver for assurances of proper care. Contacts must be documented in the social work contacts and the information obtained must be detailed in the medical, dental, mental health section of the service plan.</p> <p>All hospitalizations, emergency room and urgent care visits must be documented in the case service plan. The foster care worker must obtain and review the hospital discharge report. The information within the report is to be discussed with caregiver. File the discharge report in the medical section of the case file.</p>

Medical Passports

DHS Policy FOM 801	Medical Passports
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Page 8	<p>Policy mandates the use of the DHS-221, Medical Passport form, until automated systems are in place for foster care. The supervising agency must also maintain a medical passport for each child which contains all items listed in MCL 722.954c.</p> <p>All medical information required by policy and/or law must be provided to the foster parent/caregivers. This includes copies of the medical and dental examinations and the information required in the DHS-221, Medical Passport.</p> <p>All medical information within the medical passport must be current and updated as necessary. All medical, dental and mental health information must be entered into SWSS-FAJ in the Child Information module.</p> <p>Placement agency foster care (PAFC) providers must provide a copy of the medical passport to DHS monitoring staff as it is updated but no less often than annually.</p> <p>Each foster care worker who transfers a child's medical passport to another foster care worker must sign and date the medical passport verifying that s/he has sought and obtained the necessary information under law and DHS policy.</p> <p>An updated medical passport is provided to:</p> <ul style="list-style-type: none"> The child's foster care provider at each placement. This includes foster homes, relative placements and residential facilities. Legal parents, if the child is a temporary court ward. All medical and mental health professionals to whom the child is referred and accepted for treatment.
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Required Content of Medical Passport

DHS Policy FOM 801	Required Content of Medical Passport
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Page 10	
	<p>Medical Passport (DHS-221) must contain documentation of the following items:</p> <ul style="list-style-type: none"> - Child's birth information. - Child's medical history. - Developmental milestones. - Developmental/behavioral concerns. - Dental history. - Family medical history. - Immunization record. - Medical appointments/treatment with diagnosis, outcomes, findings and recommendations. - Medication record.

Content of Case File Medical Records Section

DHS Policy FOM 801 Page 9	Content of Case File Medical Records Section
	<p>Case file-Medical Records Section:</p> <ul style="list-style-type: none"> - Age-specific Well Child Exam form. - DHS-1664 Youth Health Record, Yearly Dental. - DHS-221, Medical Passport. - DHS-1643, Psychotropic Medication Informed Consent.

DHS Policy- FOM 801 - Page 6 - Dental Examination

DHS Policy FOM 801 Page 6	Dental Examination

	<p>Dental examinations are required for children 3 years of age and older, as follows:</p> <p>A dental examination within six months before entry into foster care or an initial dental examination shall be completed not more than 90 calendar days after entry into foster care.</p> <p>A dental re-examination shall be obtained at least every 12 months, unless a greater frequency is indicated.</p> <p>Children entering foster care under 3 years of age, must have an initial dental exam within three months of his/her third birthday.</p> <p>Note: A medical practitioner may examine a child’s teeth and mouth during the EPSDT/Well Child Exam. If the physician recommends a dental examination for the child, this recommendation must be followed, regardless of the age of the child.</p>

DHS Policy FOM 801 – pages 3 to 8– Provision of Medical Services to Foster Children (4 Violation Boxes)

<p>DHS Policy FOM 801 (Page 1)</p>	<p>Provision of Medical Services to Foster Children</p>
	<p>OVERVIEW</p> <p>All foster children are entitled to health services that identify their conditions and needs, diagnose and treat identified problems, and initiate appropriate follow-up and preventive health care.</p> <p>Continuity of Care/Medical Home Model</p>

	<p>To address health service delivery issues, the Department of Human Services (DHS) has adopted continuity in health care and medical home model as the basic premise to promote better health outcomes for all children in foster care. All children in foster care must have a medical home (see glossary) in which they receive ongoing primary care and periodic reassessments of their health, development, and emotional status to determine any necessary changes or need for additional services and interventions.</p> <p>Legal Basis Federal and state statutes mandate health care requirements for children and youth in foster care. The DHS Health Services policy provides the guidelines for compliance with the requirements.</p>

<p>DHS Policy FOM 801 (Page 4)</p>	<p>Provision of Medical Services to Foster Children</p>
	<p>HEALTH REQUIREMENTS Every child entering foster care must receive a comprehensive medical examination including a behavioral/mental screening within 30 calendar days from the child’s entry into foster care¹, regardless of the date of the last physical examination. Annual medical exams are required for foster children and youth age 3 through 20 years. Children under 3 years of age require more frequent medical exams (schedule outlined below in EPSDT/Well Child Exam). Children re-entering foster care after their case had closed must receive a full medical examination within 30 days of the placement episode.</p>

<p>DHS Policy FOM 801 (Page 8)</p>	<p>Provision of Medical Services to Foster Children</p>
	<p>Documentation - All health requirements are to be documented and maintained as follows:</p>

- Case file-Medical Records Section:
 - Age-specific Well Child Exam form.
 - DHS-1664 Youth Health Record, Yearly Dental.
 - DHS-221, Medical Passport.
 - DHS-1643, Psychotropic Medication Informed Consent.
- Case Service Plan (Initial Service Plan, ISP; Updated Service Plan, USP and/or Permanent Ward Service plan, PWSP), within Provision of Medical, Dental and Mental Health Services section. Documentation requirements are as follows:
 - Child name.
 - Current health status and medical needs from the onset of a child's placement into foster care (for ISP) or since prior case service plan (USP/PWSP).
 - Any needed emergency medical, dental and health care provided since entry into foster care (ISP) or since prior case service plan (USP/PWSP).
 - Hospitalization (if applicable) and discharge summary details.
 - Date of full medical examination.
 - Description of any needed medical follow-up treatment and appointments.
 - Immunization status.
 - Date of dental examination or date of scheduled appointment.
 - Description of any needed dental follow-up treatment and appointments.
 - List of prescribed medications, including dosage, diagnosis resulting in prescribed medication and prescribing physician.
 - Documentation of informed consent for each psychotropic medication, if applicable.
 - Date of mental health screening and/or assessment.
 - Description of any needed mental health treatment, if applicable. Include name of treatment provider, frequency of sessions and treatment goals.

DHS Policy FOM 801 (Page 10)	Provision of Medical Services to Foster Children
	<p>Medicaid Card & DHS-3762 Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment Card</p> <p>Each child in care must be enrolled in Medicaid (MA) and have an assigned MA recipient ID number to ensure prompt health services for foster children at the time of placement. The caregiver is given the DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card, which allows the provider to take the child to the doctor and respond to emergencies. The DHS-3762 is completed by the worker placing the child and the worker must enter the child's MA number on the card (if child is already on MA).</p> <p>If a child is not active on MA at the time of placement, the caregiver must receive the MA card or alternative verification of the child's Medicaid status and recipient ID number within 30 days of the date a child enters foster care.</p>

Supervisor Signature on ISP

DHS Policy FOM 722-8 Page 24	Supervisor Signature on ISP
	<p>VI. Supervisory Approval</p> <p>Prior to finalizing, the ISP along with the required assessments must be reviewed and approved by the foster care supervisor only after a face-to-face meeting with the foster care worker.</p> <p>Case service plan approval process requires the foster care supervisor to: Review and approve the ISP within 14 calendar days of the Report Date.</p> <p>For DHS supervisors, select the "Approved" button in the SWSS-FAJ Supervisory Selection field to generate the SWSS-FAJ transaction.</p> <p>Sign and date the original approved case service plan.</p>

	<p>The DHS and placement agency foster care initial service plan approval date is identified by the foster care worker and supervisor signatures and date on the last page of the case service plan. A copy of the case service plan with the two signatures and dates must be placed in the narrative section of the case record.</p> <p>The agency is considered out of compliance with licensing rule R400.12403(2)(o) if the foster care supervisor signature date is past the 14-day review and approval time frame.</p>

Supervisory Approval of USP

<p>DHS Policy FOM 722-9 (page 25)</p>	<p>VI. Supervisory Approval</p>
	<p>Prior to finalizing, the USP along with the required assessments (FANS, CANS, etc.) must be reviewed and approved by the foster care supervisor only after a face-to-face meeting with the foster care worker.</p> <p>Case service plan approval process requires the foster care supervisor to: Review and approve the USP within 14 calendar days of the report date.</p> <p>For DHS supervisors, select the approved button in the SWSS-FAJ Supervisory Selection field to generate the SWSS-FAJ transaction.</p> <p>Sign and date the original approved case service plan.</p> <p>The DHS and placement agency foster care (PAFC) USP approval date is identified by the foster care worker and supervisor signatures and date on the last page of the USP. A copy of the USP with the two signatures and dates must be placed in the narrative section of the case record.</p> <p>The agency is considered out of compliance with licensing rule R400.12403(2)(o) if the foster care supervisor signature date is past the 14-day review and approval time frame.</p>

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Required Participation of Foster Parents in Development

DHS Policy FOM 722-8C Page 2	Required Participation of Foster Parents in the Development of Service Plans
	The individual activities required by the foster parent/caregiver to meet the specific individual needs of the child placed in their home are included in the PATP. The foster parent/caregiver must be included in the PATP process. The foster parent/caregiver signature is required and indicates that the foster parent/caregiver acknowledges and agrees to the activities required to meet the needs of the child in their care. Additionally, the PATP details the services and activities provided by the foster care worker to assist the foster parent/caregiver in caring for the child.

DHS Policy 722 – 8 – Page 10 & 11 – Mental Health Assessment

DHS Policy FOM 722 – 8 (Page 10 & 11)	Mental Health Assessment
	<p>IV. Assessment</p> <p>B. Child Social History and Assessment The foster care worker must request information from the child(ren)’s family, foster family, the child (when appropriate), service providers, education and medical providers and any other professionals familiar with the child prior to completing the child(ren)’s needs and strengths assessment and social history.</p> <ul style="list-style-type: none"> • List of prescribed and regularly dispensed over-the-counter medications, including dosage, diagnosis resulting in prescribed medication and prescribing physician. • Documentation of informed consent for each psychotropic medication, if applicable.

	<ul style="list-style-type: none"> • Date of mental health screening and/or assessment. • Description of any needed mental health treatment, if applicable. Include name of treatment provider, frequency of sessions and treatment goals. • Child's perception of their mental, medical, and dental health needs, if applicable.

DHS Policy – FOM 722-6H - page 11 – Monthly supervision of Foster Care Caseworkers

DHS Policy FOM 722-6H (Page 11)	Monthly Supervision of Foster Care Caseworkers
	<p>Case Service Plan Approval Supervisors must review and approve each case service plan. Case service plans cannot be approved until the supervisor has a face-to-face meeting with the caseworker, which can occur during the monthly case consultation. Supervisory approval indicates agreement with the:</p> <ul style="list-style-type: none"> - Thoroughness, completeness and accuracy of the report. - Assessment/reassessment of risk and safety of the child. - Identified needs and strengths of the child and family. - Progress identified, including barrier reduction and parenting time. - Appropriateness of current placement. - Current treatment plan for the child and parent(s). - Permanency planning goal. - Caseworker's court recommendations. - Appropriateness of continued provision of services or case closure.

DHS Policy 722-9 – page 8- Progress Summary

DHS Policy	Progress Summary
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FOM 722-9 (Page 8)	
	IV. Progress Summary - A. Child(ren) Reassessment 1. Child's Needs and Strengths and Current Status 2. Placement Information 3. Child(ren)'s Current Status 4. Education 5. Provision of Medical, Dental and Mental Health Services

DHS Policy FOM 722.9 - page 11 – Provision of medical, dental,...etc. addressed in the service plan

DHS Policy	Provision of Medical, Dental,...etc. Addressed in the Service Plan
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FOM 722.9 - page 11	
	<p>IV. Progress Summary - Child(ren) Reassessment (from CANS sections)</p> <p>5. Provision of Medical, Dental and Mental Health Services-For each child complete the following:</p> <ul style="list-style-type: none"> - Child name. - Current health status. - Any needed emergency medical, dental and health care provided since entry into foster care. - Date of full medical examination. - Description on any needed medical follow-up appointments. - Immunization status. - Date of dental examination or date of scheduled appointment. - Description on any needed dental follow-up treatment and appointments. - List of prescribed and regularly dispensed over-the-counter medications, including dosage, diagnosis resulting in prescribed medication and prescribing physician. - Documentation of informed consent for each psychotropic medication, if applicable. - Date of mental health screening and/or assessment. - Description of any needed mental health treatment, if applicable. Include name of treatment provider, frequency of sessions and treatment goals. - Child's perception of their mental, medical, and dental health needs.

DHS Policy FOM 722 – 3C (Page 2)	Preparation for Independent Living
	<p>INDEPENDENT LIVING PREPARATION</p> <p>Independent living preparation is required for all youth in foster care age 14 and older, regardless of their permanency planning goal. Once the youth is age 14, the treatment plan and service agreement must describe the services provided and goals for future services, which will help the youth prepare for functional independence. The goal of independent living preparation is to assist youth in transitioning to self-sufficiency. Independent living preparation activities for youth aged 12-13 years are encouraged based upon availability of services and assessment of need.</p> <p>Independent living preparation skills are assessed for each youth as being adequate or inadequate on the Child (Re)Assessment of Needs and Strengths form, DHS-432, 433, 434, 435. Services are provided based upon the identified needs. ...</p> <p>When developing the case service plan for older youth, the case-worker must include additional components to ensure youth are provided with services and supports to assist in their preparation for adulthood. The treatment plan and services agreement for each youth age 14 or over must contain a written description of the pro-grams and services which will help the youth transition to a state of functional independence or the ability to take care of oneself physically, socially, economically and psychologically. Independent living preparation skills are assessed for each youth as being adequate or inadequate on the Child Assessment of Needs and Strengths and the Casey Life Skills Assessment. Services are provided based upon the identified needs;</p>

<p>DHS Policy FOM 722-6H Page 3</p>	<p>CASEWORKER CONTACT WITH CHILD IN OUT-OF-HOME PLACEMENT</p>
	<p>First Two Months After Initial Placement or a Placement Move The caseworker must have at least two face-to-face contacts per month with the child for the first two months following an initial placement or a placement move. The first face-to-face contact with the child must take place within five business days from the date the case is assigned to the caseworker or within five business days of the date of the placement move. At least one contact each month must take place at the child’s placement location. Each contact must include a private meeting between the child and the caseworker. Note: A month is defined as 30 calendar days, unless otherwise specified.</p> <p>Subsequent Months The caseworker must have at least one face-to-face contact with the child each calendar month. At least one contact each calendar month must take place at the child’s placement location. Each contact must include a private meeting between the child and the case-worker.</p>

DHS Policy	Visitation Documentation
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FOM 722-6H (Page 1)	
	At minimum, the assigned caseworker must have contact with the child, caregiver, legal parent/guardian, treatment and service providers, and his/her supervisor according to the requirements listed in this item. The supervising agency must institute a flexible schedule to provide a number of hours outside of the traditional workday to accommodate the schedules of the individuals involved in all contacts. <u>All caseworker contacts must be documented within the social work contacts of the case service plan.</u>

DHS Policy FOM 722-6H Page 2 - QUALITY VISIT STANDARDS

DHS Policy FOM 722-6H Page 2	QUALITY VISITS
	Quality visits between the caseworker and child have been found to produce positive outcomes for children in foster care. A quality visit is defined as one in which the caseworker: <ul style="list-style-type: none"> - Meets with each child individually without the presence of other individuals to give the child an opportunity to ask questions. - Assesses each child's needs and takes appropriate action or offers services in response to the identified need of each child. - Shows interest in the individual child to build trust and establish rapport. - Shares and explains the case plan in a developmentally appropriate way while allowing the child to ask questions and express viewpoints.

DHS Policy FOM 722-06H - Page 2 - Required Discussion During Visitation

DHS Policy	Required Discussion
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FOM 722-06H Page 2	
	<p>The following topics must be discussed with the child at each visit:</p> <ul style="list-style-type: none"> - Child's feelings/observations about the placement. - Education. - Parenting time. - Sibling/relative visitation plans. - Extracurricular/cultural activities/hobbies since last visit. - Permanency plan. - Medical, dental, and mental health. - Any issues or concerns expressed by the child. <p>Note: The child's perception of all issues and concerns must be documented in the appropriate areas of the case service plan.</p>

DHS Policy - FOM 722-6H - Page 3 - Caseworker Visit Tool – Cannot be used to document visits

DHS Policy	Caseworker Visit Tool
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FOM 722-6H Page 3	
	<p>Two foster care/adoption/juvenile justice caseworker visit tools are available to assist caseworkers in gathering the above required information during monthly visits:</p> <ul style="list-style-type: none"> - DHS-904, Foster Care/Adoption/Juvenile Justice Caseworker Visit Quick Reference Guide. This guide contains the information that must be covered in a monthly visit but is not intended for recording notes. - DHS-904A, Foster Care/Adoption/Juvenile Justice Caseworker Visit Tool. This form may be used to take notes during the visit. <p>The caseworker visit tools provide structure and reminders of required topics. The forms must not be used as the documentation of the caseworker home visit in the case record, but as a tool to obtain pertinent information for the case service plans and complete the social work contact.</p>

DHS Policy FOM 722-05 – Page 3 - Case File Requirement of Current Picture of Child

DHS Policy FOM 722-05 (page 3)	CASE RECORD/ CASE FILE CONTENTS - Fifth Section
	<p>An Envelope, which contains:</p> <ul style="list-style-type: none"> • Birth certificate. • Current snapshot. • Social Security number verification (a verified number on CIMS is the only requirement).

DHS Policy - FOM 722-06B - Page 8 - Child, Eleven-Years-Old, or Older, Participation in FTM

DHS Policy	CHILD AND YOUTH PARTICIPATION
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FOM 722-06B Page 8	
	All children age 11 or older should be invited and allowed to attend FTMs. The caseworker must evaluate, on a case-by-case basis, whether attendance would be harmful to a child's safety or well-being. If the child is not invited, the reasons must be documented in the narrative section of the DHS-1105, Family Team Meeting Report, and the case plan.

DHS Policy FOM 722-6B Page 3 - Frequency of Semi-Annual Transition Meetings

DHS Policy FOM 722-6B Page 3	Semi-Annual Transition Meeting
	Beginning at age 16, semi-annual transition meetings must occur once every 180 calendar days to discuss a youth's permanency goal and identify supportive adults.

DHS Policy - FOM 722-6B (page 4) - DHS-901, Semi-Annual Transition Plan Report Completion Requirements

DHS Policy FOM 722-6B (page 4)	<i>DHS-901, Semi-Annual Transition Plan Report</i>
	<p>The DHS-901, Semi-Annual Transition Plan Report, is a working document and should be updated to reflect progress toward goals during each meeting. Once completed, the DHS-901, Semi-Annual Transition Plan Report becomes the youth's transition plan. A copy of the DHS-901, Semi-Annual Transition Plan Report, must be given to the youth and all individuals responsible for assisting the youth. The original plan must be maintained in the youth's case record.</p> <p>Note: Progress toward the youth's goals must also be documented in all case service plans.</p>

DHS Policy - FOM 722-6B (page 4) - DHS-901, Semi-Annual Transition Plan Report Distribution Requirements

DHS Policy	<i>DHS-901, Semi-Annual Transition Plan Report</i>
	<p>The DHS-901, Semi-Annual Transition Plan Report, is a working document and should be updated to reflect progress toward goals during each meeting. Once completed, the DHS-901, Semi-Annual Transition Plan Report becomes the youth's transition plan. <u>A copy of the DHS-901, Semi-Annual Transition Plan Report, must be given to the youth and all individuals responsible for assisting the youth.</u> The original plan must be maintained in the youth's case record.</p> <p>Note: Progress toward the youth's goals must also be documented in all case service plans.</p>

DHS Policy - FOM 722-16 - Page 14 - YAVFC Semi-Annual Transition Meeting/ Semi-Annual Case Review

DHS Policy FOM 722-16 Page 14	YAVFC Semi-Annual Transition Meeting/ Semi-Annual Case Review
	<p>A minimum of once every 180 days, from the date the youth signed the DHS-1297, YAVFC Agreement, a Semi-Annual Transition Meeting must be held to provide an administrative case review of the youth's plan. The Semi-Annual Transition Meeting must follow currently established FTM guidelines... A neutral person without case management responsibility; such as a permanency resource manager, supervisor, or program director, must facilitate the FTM.</p>

DHS Policy _ FOM 722-16 - Page 6 – Prior Discussions of Youth Involvement In YAVFC

DHS Policy FOM 722-16 Page 6	Youth Extending Supportive Involvement Through YAVFC
	<p><u>The option of YAVFC must be discussed during the Semi-Annual Transition Meeting, 90-Day Discharge Planning Meeting, and at least 30 calendar days prior to the youth's 18th birthday, as a part of a monthly home visit.</u></p> <p><u>Youth must sign a DHS-1297, YAVFC Agreement, before participating in YAVFC.</u> The youth is not eligible for YAVFC service or payments until the agreement is signed. The agreement may not be signed until all of the following has occurred:</p> <ul style="list-style-type: none"> • The youth reaches 18 years old. • Verification of eligibility has been received by the caseworker. • Family/juvenile court jurisdiction has been dismissed, and the written court order has been received; see Judicial Determination in this item. • State wards have been discharged by the superintendent of the Michigan Children's Institute; see FOM 722-15, Case Closure. • The original agreement must be placed in the youth's file and a copy must be given to the youth.

DHS Policy _ FOM 722-16 - Page 6 - Youth May not enter YAVFC until...

<p>DHS Policy FOM 722-16 Page 6</p>	<p>Youth Extending Supportive Involvement Through YAVFC</p>
	<p>The option of YAVFC must be discussed during the Semi-Annual Transition Meeting, 90-Day Discharge Planning Meeting, and at least 30 calendar days prior to the youth’s 18th birthday, as a part of a monthly home visit.</p> <p>Youth must sign a DHS-1297, YAVFC Agreement, before participating in YAVFC. The youth is not eligible for YAVFC service or payments until the agreement is signed. <u>The agreement may not be signed until all of the following has occurred:</u></p> <ul style="list-style-type: none"> • <u>The youth reaches 18 years old.</u> • <u>Verification of eligibility has been received by the caseworker.</u> • <u>Family/juvenile court jurisdiction has been dismissed, and the written court order has been received; see Judicial Determination in this item.</u> • <u>State wards have been discharged by the superintendent of the Michigan Children's Institute; see FOM 722-15, Case Closure.</u> • <u>The original agreement must be placed in the youth’s file and a copy must be given to the youth.</u>

DHS Policy - FOM 722-16 - Page 1 - YAVFC ELIGIBILITY CRITERIA

<p>DHS Policy FOM 722-16</p>	<p>YAVFC ELIGIBILITY CRITERIA</p>
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Page 1	
	<p>Consideration for Young Adult Voluntary Foster Care (YAVFC) is available to youth, who were in out-of-home placement after being referred or committed to the Michigan Department of Human Services for care and supervision, at the age of 18 years old. Youth requesting to participate in YAVFC must meet either of the following criteria:</p> <p>Extending an open foster care case. The youth is currently receiving foster care services and is at least 18 years old, but less than 21 years old.</p> <p>Entering/Re-entering YAVFC after case closure. The youth exited foster care/YAVFC after reaching 18 years old, but is less than 21 years old.</p> <p>Note: Youth with a delinquency (DL) court case must have a dual abuse/neglect case to be considered for eligibility.</p>

DHS Policy - FOM 722-16 - Page 2 - YAVFC PROGRAM REQUIREMENTS

DHS Policy FOM 722-16 Page 2	YAVFC PROGRAM REQUIREMENTS
	<p>To qualify for an extension of foster care services and receive foster care maintenance payments the youth must meet one of the following conditions:</p> <ul style="list-style-type: none"> • Actively completing high school or a program leading to a general equivalency diploma (GED). • Enrolled at least part-time in a college, university, vocational program, or trade school. • Note: A youth who is on semester, summer, or other break, but was enrolled the previous semester and will be enrolled after the break, is considered enrolled in school.

	<ul style="list-style-type: none"> • Employed in either full- or part-time work or participating in a program that promotes employment (such as Job Corps, Michigan Works!, or another employment skill-building program). Participation must be at least 80 hours per month and may be at one or more places of employment and/or a combination of the above activities. • Incapable of the above educational or employment activities due to a documented medical condition. Note: If eligibility is based on incapacity, the caseworker must assist the youth in applying for Supplemental Security Income (SSI); see FOM 902-10, SSI Benefits Determination.

DHS Policy - FOM 722-16 - Page 2 - VERIFICATION OF YAVFC ELIGIBILITY

<p>DHS Policy FOM 722-16 Page 2</p>	<p>VERIFICATION OF YAVFC ELIGIBILITY</p>
	<p>Verification of eligibility must be documented in writing and placed in the youth's case file. A completed eligibility verification form documenting that all requirements are met, must be provided to the caseworker prior to signing the DHS-1297, YAVFC Agreement. The following verification forms must be used to document eligibility:</p> <ul style="list-style-type: none"> • DHS-3380, Verification of Student Information (may also be used to verify vocational training or trade school). • DHS-38, Verification of Employment (may also be used to verify an alternative to employment). • DHS-54A, Medical Needs.

DHS Policy - FOM 722-16 - Page 3 - Ongoing Verification of YAVFC Eligibility

<p>DHS Policy FOM 722-16 Page 3</p>	<p>Ongoing Verification of YAVFC Eligibility</p>
	<p>Ongoing verification of eligibility is required at least quarterly, to coincide with the case service plan due date. The appropriate eligibility forms must accompany the updated case service plan. The supervisor must review the forms and verify the youth’s eligibility. If the youth does not meet eligibility requirements, the caseworker must follow Reporting Eligibility Changes in this section.</p> <p>The caseworker must provide the youth with the appropriate eligibility verification form at least 45 calendar days prior to the due date. The youth must ensure the form is completed and returned to the caseworker by the due date.</p> <p>Exception: The DHS-54A, Medical Needs form, may be submitted on an annual basis if the youth’s condition is expected to persist for more than one year, and there is a pending application for SSI.</p>

DHS Policy - FOM 722-16 - Page 3 - Ongoing Verification of YAVFC Eligibility

<p>DHS Policy FOM 722-16 Page 3</p>	<p>Ongoing Verification of YAVFC Eligibility</p>
	<p>Ongoing verification of eligibility is required at least quarterly, to coincide with the case service plan due date. The appropriate eligibility forms must accompany the updated case service plan. The supervisor must review the forms and verify the youth’s eligibility. If the youth does not meet eligibility requirements, the caseworker must follow Reporting Eligibility Changes in this section.</p> <p>The caseworker must provide the youth with the appropriate eligibility verification form at least 45 calendar days prior to the due date.</p>

	<p>The youth must ensure the form is completed and returned to the caseworker by the due date.</p> <p>Exception: The DHS-54A, Medical Needs form, may be submitted on an annual basis if the youth's condition is expected to persist for more than one year, and there is a pending application for SSI.</p>

DHS Policy - FOM 722-16 - Page 6 - Youth Extending Supportive Involvement Through YAVFC

<p>DHS Policy FOM 722-16 Page 6</p>	<p>Youth Extending Supportive Involvement Through YAVFC</p>
	<p>The option of YAVFC must be discussed during the Semi-Annual Transition Meeting, 90-Day Discharge Planning Meeting, and at least 30 calendar days prior to the youth's 18th birthday, as a part of a monthly home visit.</p> <p>Youth must sign a DHS-1297, YAVFC Agreement, before participating in YAVFC. The youth is not eligible for YAVFC service or payments until the agreement is signed. The agreement may not be signed until all of the following has occurred:</p> <ul style="list-style-type: none"> • The youth reaches 18 years old. • Verification of eligibility has been received by the caseworker. • Family/juvenile court jurisdiction has been dismissed, and the written court order has been received; see Judicial Determination in this item. • State wards have been discharged by the superintendent of the Michigan Children's Institute; see FOM 722-15, Case Closure. • The original agreement must be placed in the youth's file and a copy must be given to the youth.

DHS Policy - FOM 722-16 - Page 6 - Youth Extending Supportive Involvement Through YAVFC

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DHS Policy - FOM 722-16 - Page 12 - YAVFC Report Writing Requirements

<p>DHS Policy FOM 722-16 Page 12</p>	<p>REPORTING REQUIREMENTS</p>
	<p>Case plans are required for YAVFC cases. The current DHS-68, Permanent Ward Service Plan (PWSP), must be used for all YAVFC case plans, regardless of prior wardship. For youth <i>extending, entering, or re-entering</i> YAVFC, an initial case plan must be completed within 30 calendar days of the youth signing the DHS-1297, YAVFC Agreement, and at least every 90 calendar days thereafter; see FOM 722-09D, Permanent Ward Service Plan. Note: The initial case plan must be completed on the DHS-68, PWSP.</p>

DHS Policy - FOM 722-16 - Page 13 - DHS-1295, Young Adult Monthly Visit Report

<p>DHS Policy FOM 722-16 Page 13</p>	<p>DHS-1295, Young Adult Monthly Visit Report</p>
	<p>The DHS-1295, Young Adult Monthly Visit Report, must be completed with the youth during each home visit. A copy must be given to the youth and the original placed in the case file.</p>

DHS Policy - FOM 722-16 - Page 14 - YAVFC - 90-Day Discharge Planning Meeting

DHS Policy FOM 722-16 Page 14	90-Day Discharge Planning Meeting
	<p>Within one business day of discovering the youth is no longer meeting eligibility requirements, the caseworker must schedule a 90-Day Discharge Planning Meeting to be held within three business days.</p> <p>The 90-Day Discharge Planning Meeting must be held to determine how the youth will regain eligibility or prepare for discharge from foster care. The youth must be informed that his/her case will close if eligibility requirements are not met by the end of the grace period.</p>

DHS Policy - FOM 722-16 - Page 6 - Youth Extending Supportive Involvement Through YAVFC

<p>DHS Policy FOM 722-16 Page 6</p>	<p>Youth Extending Supportive Involvement Through YAVFC</p>
	<p>The option of YAVFC must be discussed during the Semi-Annual Transition Meeting, 90-Day Discharge Planning Meeting, and at least 30 calendar days prior to the youth’s 18th birthday, <u>as a part of a monthly home visit.</u></p> <p>Youth must sign a DHS-1297, YAVFC Agreement, before participating in YAVFC. The youth is not eligible for YAVFC service or payments until the agreement is signed. The agreement may not be signed until all of the following has occurred:</p> <ul style="list-style-type: none"> • The youth reaches 18 years old. • Verification of eligibility has been received by the caseworker. • Family/juvenile court jurisdiction has been dismissed, and the written court order has been received; see Judicial Determination in this item. • State wards have been discharged by the superintendent of the Michigan Children’s Institute; see FOM 722-15, Case Closure. • The original agreement must be placed in the youth’s file and a copy must be given to the youth.

Youth Extending Supportive Involvement Through YAVFC

<p>DHS Policy FOM 722-16 Page 6</p>	<p>Youth Extending Supportive Involvement Through YAVFC</p>
	<p>The option of YAVFC must be discussed during the Semi-Annual Transition Meeting, 90-Day Discharge Planning Meeting, and at least 30 calendar days prior to the youth’s 18th birthday, as a part of a monthly home visit.</p> <p><u>Youth must sign a DHS-1297, YAVFC Agreement, before participating in YAVFC. The youth is not eligible for YAVFC service or payments until the agreement is signed.</u> The agreement may not be signed until all of the following has occurred:</p> <ul style="list-style-type: none"> • The youth reaches 18 years old. • Verification of eligibility has been received by the caseworker. • Family/juvenile court jurisdiction has been dismissed, and the written court order has been received; see Judicial Determination in this item. • State wards have been discharged by the superintendent of the Michigan Children’s Institute; see FOM 722-15, Case Closure. • The original agreement must be placed in the youth’s file and a copy must be given to the youth.

DHS Policy - FOM 722-16 - Page 12- YAVFC CASEWORKER/ YOUTH VISIT REQUIREMENTS

<p>DHS Policy FOM 722-16 Page 12</p>	<p>YAVFC CASEWORKER/ YOUTH VISIT REQUIREMENTS</p>
	<p>Youth Extending The caseworker must continue to meet with the youth in his/her placement, at least monthly. These visits are subject to the same documentation requirements as an open foster care case; see FOM 722-06, Developing the Service Plan.</p> <p>Youth Entering/ Re-entering</p>

	<p>Within 30 calendar days of the case assignment date, the case-worker must have two face-to-face contacts with the youth; at least one must occur in the placement. The first visit with the youth must take place within five business days from the date the case is assigned to the caseworker and be documented within the social work contacts of the case service plan. The caseworker must continue to visit the youth in his/her placement/living arrangement monthly thereafter; see FOM 722-06, Developing the Service Plan.</p>

DHS Policy - FOM 722-7F - Page 2 - Permanent Placement with a Fit and Willing Relative (PPFWR)

<p>DHS Policy FOM 722-7F Page 2</p>	<p>Permanent Placement with a Fit and Willing Relative (PPFWR)</p>
	<p>The permanency planning goal, Permanent Placement with a Fit and Willing Relative (PPFWR), should only be considered after reunification, adoption and guardianship have been ruled out as the permanency plan for the youth. If, after the caseworker has explained the benefits of adoption and legal guardianship for the youth, the selected relative is not willing to pursue either of the preferred permanency goals, the relative's reasons must be documented in the case service plans.</p>

DHS Policy - FOM 722-7F (Page 3) - Placement in Another Planned Permanent Living Arrangement (APPLA)

<p>DHS Policy FOM 722-7F (Page 3)</p>	<p>Placement in Another Planned Permanent Living Arrangement (APPLA)</p>
	<p>APPLA is identified as a youth’s permanency plan only if it is determined that there is a compelling reason that it would not be in the best interests of the youth to be placed on a permanent basis with a parent, in an adoptive home, in a guardianship or with a fit and willing relative.</p>

DHS Policy - FOM 722-7F - Page 3 - Another Planned Permanent Living Arrangement-E (APPLA-E)

<p>DHS Policy FOM 722-7F Page 3</p>	<p>Another Planned Permanent Living Arrangement-E (APPLA-E)</p>
	<p>For APPLA-E, a youth may reside with a supportive adult, relative, or former foster parent, but not placed there as a foster home placement.</p> <p>APPLA-E is appropriate when it is anticipated that the youth will not be reunified with his/her family, adopted, placed in a guardianship, placed with a fit and willing relative, or remain in a foster home placement prior to leaving foster care.</p> <p>When a youth has a goal of APPLA-E, he/she should be living independently and preparing to leave foster care to become a self-supporting adult. These youth need documented supportive adult(s) to assist and provide guidance.</p>

DHS Policy - FOM 722-7F - Page 4 - Supportive Adult

<p>DHS Policy FOM 722-7F Page 4</p>	<p><i>Supportive Adult</i></p>
	<p>If the supportive adult is related to the youth by a romantic or professional relationship, a letter or memo must be written by the supportive adult and included with the approval packet that demonstrates the supportive adult's lifelong commitment to the youth even if there is a change in the personal or professional relationship.</p>

DHS Policy - FOM 722-7F - Page 4 - Supportive Adult 2

<p>DHS Policy FOM 722-7F Page 4</p>	<p><i>Supportive Adult</i></p>
	<p>Additional factors for the supportive adult includes stable housing, stable employment and no lifestyle concerns (substance abuse, etc.) that would limit his/her availability to support the youth. If the youth identifies a supportive adult whose age is within 3 years of the youth's age, additional, more mature adults should also be included.</p>

DHS Policy - FOM 722-7F - Page 4 - Independent Living Plan

<p>DHS Policy FOM 722-7F Page 4</p>	<p><i>Independent Living Plan</i></p>
	<p>A detailed independent living plan must be included in the narrative section of the case file within 60 days of the goal change to APPLA-E;</p>

DHS Policy - FOM 722-7F - Page 5 - PERMANENCY PLANNING - PPFWR/APPLA/APPLA-E

<p>DHS Policy FOM 722-7F Page 5</p>	<p>PERMANENCY PLANNING - PPFWR/APPLA/APPLA-E</p>
	<p>In determining that the goal is appropriate, all of the following must apply:</p> <ol style="list-style-type: none"> 1. The caseworker must meet separately with the relative or foster parent and the youth to discuss the benefits of adoption and guardianship including the legal and possible financial benefits. The relative, foster parent, or supportive adult must have a commitment to long-term care and responsibility for the youth, but has legitimate reasons for not adopting or pursuing guardianship. 2. Youth must be at least 14 years old for APPLA approval and at least 16 for APPLA-E approval. There is no minimum age requirement for PPFWR. 3. For PPFWR and APPLA, discuss the expected role and responsibilities of the relative or foster parent and document within the case service plan: <ul style="list-style-type: none"> • The relative or foster parent has a strong commitment to caring permanently for the youth. • The relative or foster parent is able to meet the youth’s physical, emotional, and developmental needs.

	<ul style="list-style-type: none"> • The youth demonstrates a strong attachment to the relative or foster parent. • The relative or foster parent has been fully informed of the all other permanency options. • For temporary wards, the parent(s) has been informed of the placement of the youth with relative or foster parent. • The relative or foster parent is aware that the plan must be reviewed quarterly to determine whether a more permanent plan is possible for the youth and understands they may choose to adopt or move to guardianship with assistance at any time. • List specific efforts to complete a full and ongoing relative search for both maternal and paternal sides of family for placement and permanent supportive connections. All relatives who the youth maintains contact with should be documented. <p>4. For a PPFWR placement, complete yearly required background checks for relatives.</p> <p>5. For an APPLA placement, the foster parent must be a licensed foster home.</p> <p>6. Supervisory approval of the plan.</p> <p>7. Schedule a FTM with all significant persons in the youth's life and discuss the plan during the meeting or within seven days of the meeting with persons who cannot attend. The persons must include:</p> <ul style="list-style-type: none"> • Youth's parents, if termination has not occurred. Discuss or give written notification to the parent(s) about the plan to assess their agreement with the plan and determine their desire for ongoing contact. Parental agreement is desirable, but not required. • Youth, foster parents, identified supportive adult, Permanency Resource Monitor, CASA, LGAL and any other persons the youth identifies as significant.

DHS Policy - FOM 722-7F - Page 7 - PPFWR, APPPLA or APPLA-E – Required Documentation

<p>DHS Policy FOM 722-7F Page 7</p>	<p>DOCUMENTATION</p>
	<p>All forms in the approval packet must clearly document the supportive relationships in the youth’s life and the stability of the placement. Provide a copy of the PPFWR, APPPLA or APPLA-E agreements to the relative(s), foster parent(s), youth and, when appropriate, to the legal parent(s). File the original agreement in the narrative section of the youth’s case record.</p>

DHS Policy - FOM 722-7F - Page 7 - PPFWR & APPPLA – Required Documentation 2

<p>DHS Policy FOM 722-7F Page 7</p>	<p>DOCUMENTATION</p>
	<p>For PPFWR and APPLA, the following forms must be completed as part of the permanency plan approval packet:</p> <ul style="list-style-type: none"> • DHS-569, Permanency Goal Support Agreement. • The DHS-569, Permanency Goal Support Agreement, is completed with the youth, the identified supportive adult(s), and when appropriate the legal parent. • Provide a copy to each participant, upload a copy to the <i>Documents</i> hyperlink in MiSACWIS, and include the original agreement in the permanency plan approval packet. • Permanency Pact.

- The Permanency Pact is a free tool created by Foster Club that is designed to encourage life-long, kin-like connections between a young person and a supportive adult.
- Review the Permanency Pact with the youth and the supportive adult(s)/relative caregiver.
- Complete the Permanency Pact Certificate with the youth and supportive adult(s)/relative caregiver.
- Provide a copy to each participant, upload a copy to the *Documents* hyperlink in MiSACWIS, and include the original agreement in the permanency plan approval packet.
- DHS-347, Permanency Goal Approval.
- The assigned caseworker must complete this form.
- Upload a copy to the *Documents* hyperlink in MiSACWIS and attach the original as the cover sheet to the permanency plan approval packet.

Independent Living Plan, if applicable.

DHS Policy - FOM 722-7F - Page 10 - Roles and Responsibilities of the Caseworker in PPFWR, APPPLA or APPLA-E

<p>DHS Policy FOM 722-7F Page 10</p>	<p><i>Role and Responsibility of Caseworker</i></p>
	<p>The caseworker will support and maintain the relationship and placement of the youth in the home by:</p> <ul style="list-style-type: none"> • Responding to requests for services from the youth, relative or foster parent. • Responding to critical issues and concerns to assist and support the relative or foster parent in maintaining the youth in their home. • Collaborating with the relative or foster parent and the youth to determine which independent living services are appropriate and will help the youth develop skills to live as a successful adult. • Referring youth to independent living services

DHS Policy - FOM 722-3C - Page 3 - INDEPENDENT LIVING PREPARATION

<p>DHS Policy FOM 722-3C Page 3</p>	<p>INDEPENDENT LIVING PREPARATION</p>
	<p>Independent living preparation is required for all youth in foster care age 14 and older, regardless of their permanency planning goal. Once the youth is age 14, the treatment plan and service agreement must describe the services provided and goals for future services, which will help the youth prepare for functional independence. The goal of independent living preparation is to assist youth in transitioning to self-sufficiency. Independent living preparation activities for youth aged 12-13 years are encouraged based upon availability of services and assessment of need....</p>

	<p>When developing the case service plan for older youth, the case-worker must include additional components to ensure youth are provided with services and supports to assist in their preparation for adulthood. The treatment plan and services agreement for each youth age 14 or over must contain a written description of the pro-grams and services which will help the youth transition to a state of functional independence or the ability to take care of oneself physically, socially, economically and psychologically.</p>

ICWA

DHS Policy - NAA 200 - Page 3 - Verification of Tribal Membership

DHS Policy NAA 200 Page 3	Tribal Membership
	<p>For cases where the department initiates a child custody proceeding/petition in court, the caseworker must request verification of the child's Indian status by sending a DHS-120, American Indian/Alaska Native Child Case Notification, by registered mail with return receipt to all of the following:</p> <ul style="list-style-type: none"> - Parent(s). - Indian custodian(s), if any. - Tribe(s) [Addressed to the ICWA Designated Tribal Agent for Service of Notice list identified per Federal Register (81 FR 10887)], when known or upon receipt of verification from the

	<p>Midwest Bureau of Indian Affairs of the Indian ancestry of that tribe.</p> <ul style="list-style-type: none">- Midwest Bureau of Indian Affairs (as designated for Michigan by the Secretary of the Interior); if specific tribe is undetermined and/or multiple tribes are noticed.- Bureau of Indian Affairs regional office specific to the tribe/state; if tribe is not located in the Midwest Bureau of Indian Affairs region.- Notification must also be sent to the tribe(s) [Addressed to the ICWA Designated Tribal Agent for Service of Notice list identified per Federal Register (81 FR 10887)] located in the county of client residence and/or CPS complaint; if specific tribe is undetermined.- Where there is reason to believe a child may be Indian, the caseworker must follow ICWA and MIFPA regarding that child, pending verification of the child's Indian status. All services available to any family involved with the Michigan Department of Health and Human Services (MDHHS) are available to Indian families, even when other tribal or Indian organizations are involved.- Caseworkers must request written verification of the child's membership or eligibility for membership with a tribal government if verification was not previously established or documentation is not contained in the case file. Use the DHS-120, American Indian/Alaska Native (AI/AN) Child Case Notification, and DHS-121, Notice to Canadian Indian Tribe Concerning Court Proceeding, to obtain tribal verification.
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DHS Policy - NAA 200 - Page 3-4 - Verification of Tribal Membership

<p>DHS Policy NAA 200 Page 3-4</p>	<p>Tribal Membership</p>
	<p>To determine tribal membership or eligibility for an individual, the worker must request verification of the child’s Indian status by sending a DHS-120, Notice of Proceedings Concerning American Indian Child (RFF 120) by registered mail with return receipt to all of the following:</p> <ul style="list-style-type: none"> - Parent(s). - Indian custodian(s), if any. - Tribe(s), when known or upon receipt of verification from the Midwest Bureau of Indian Affairs of the Indian ancestry of that tribe. - Midwest Bureau of Indian Affairs (as designated for Michigan by the Secretary of the Interior).

DHS Policy - NAA 200 - Page 3-6 - Notification to the Tribe’s Social Service Program

<p>DHS Policy NAA 200 Page 3-6</p>	<p>Notification to the Tribe</p>
	<p>Within three working days of assignment of a CPS complaint for investigation or any case opening for children’s services involving a child with possible tribal affiliation, the worker must make active efforts to contact the social services program of the Indian child’s tribe to:</p> <ul style="list-style-type: none"> - Notify the tribe when known, or upon receipt of verification from the Midwest Bureau of Indian Affairs of the Indian ancestry of that tribe, that the child has come to the attention of the department.

	<ul style="list-style-type: none"> - Obtain verbal verification of tribal membership or eligibility of membership. Workers must still complete and send the DHS-120 by registered mail with return receipt to all of the following: <ul style="list-style-type: none"> - Parent(s). - Indian custodian(s), if any. - Tribe(s), when known or upon receipt of verification from the Midwest Bureau of Indian Affairs of the Indian ancestry of that tribe. - Midwest Bureau of Indian Affairs (as designated for Michigan by the Secretary of the Interior). - Explore available services of the tribe that may address the safety needs of the child. - Assist parent(s) to retain custody of the child if there is no danger of imminent physical damage or harm to the child.
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DHS Policy - NAA 205 - Page 3 - CHILDREN AND FAMILIES AFFILIATED WITH CANADIAN AND MICHIGAN STATE HISTORIC TRIBES

<p>DHS Policy NAA 205 Page 3</p>	<p>CHILDREN AND FAMILIES AFFILIATED WITH CANADIAN AND MICHIGAN STATE HISTORIC TRIBES</p>
	<p>According to confidentiality policy (see SRM 131) and with permission of the client, appropriate officials from a family’s Canadian Indian or Michigan State Historic Tribe (social services director, tribal enrollment officer, tribal court, etc.) should be contacted and invited to participate in planning and facilitating any case conference or team decision meeting that is held.</p>

DHS Policy - NAA 205 - Page 1 - Consideration of Native American Tribal Culture

DHS Policy NAA 205 Page 1	ENGAGING FAMILIES
	A critical aspect of engaging families is to work with them in the context of their culture and ethnicity. Working with Indian families means that Department of Human Services (DHS) staff must: <ul style="list-style-type: none">- Explore how culture and rituals influence parenting decisions.- Determine what services and supports will be most effective.- Honor tribal practices.

DHS Policy - NAA 215 - Page 1-2 - Foster Care Placement Preference

<p>DHS Policy NAA 215 Page 1-2</p>	<p>Foster Care Placement Preference</p>
	<p>The order of foster care placement preference is as follows, in descending order, unless the court or the Indian child’s tribe determines there is good cause for a different order of preference:</p> <p>A member of the Indian child's extended family.</p> <p>A foster home approved, licensed or specified by the Indian child’s tribe.</p> <p>An Indian foster home approved by the department.</p> <p>A child caring institution approved by an Indian tribe, or operated by an Indian organization that has a program to meet the Indian child's needs.</p> <p>Note: A tribe may have their own placement priorities which are to be followed unless good cause to the contrary is determined by the court.</p> <p>Michigan has an Indian child placement agency, tribal juvenile detention facility, and tribal group homes:</p> <p>Binogii Placement Agency: 1.800.726.0093.</p> <p>Tribal Youth Detention Facility: (906) 643.0941 or (906) 635.6065.</p> <p>New Path Boy's Home and Shkiiniikwe Girl's Home: (231) 534-7681.</p> <p>An Indian child placement agency or tribal facility/institution may be contacted to help caseworkers and tribes identify Indian placement</p>

	<p>options after previous Indian Child Welfare Act (ICWA)/Michigan Indian Family Preservation Act (MIFPA) hierarchical placement priorities are eliminated from consideration.</p> <p>Furthermore, other placement agency foster care (PAFC) agencies may have Indian homes available through their agency which would be considered a placement priority as well.</p> <p>Caseworkers may contact Child Welfare Licensing (CWL) or the CWL foster care website http://www.michigan.gov/dhs/0,1607,7-124-5455_27716---,00.html for a self-identified American Indian/Alaska Native foster care home state listing to assist with placement of Indian children in an Indian home if a family or child's tribe does not have a home available or suitable to meet the needs of the child.</p> <p>After a diligent search for the above placement preferences has been completed, the court may consider the unavailability of a preferred placement as good cause to the contrary and may allow the caseworker to place the Indian child in a licensed non-Indian foster home [Indian Child Welfare Act (ICWA), 25 USC 1915b/Michigan Indian Family Preservation Act (MIFPA) MCL 712B. 23 (1)].</p>
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DHS Policy - NAA 210 - Page 1-2 - Notice of Court Proceedings

<p>DHS Policy NAA 210 Page 1-2</p>	<p>NOTICE</p>
	<p>In any child custody proceeding in a family court including: Children's Protective Services (CPS).</p>

<p>Foster care placement.</p> <p>Family or Group Home.</p> <p>Institution.</p> <p>Ongoing foster care placement.</p> <p>Guardianship or Limited Guardianship placement (EPIC).</p> <p>Juvenile Guardianship placement.</p> <p>Pre-adoption and Adoption placement.</p> <p>Juvenile Justice placement (status offense).</p> <p>If the caseworker knows, has reason to know, or at any time learns, that an Indian child is involved, the DHS-120 American Indian/Alaska Native (AI/AN) Child Case Notification, must be sent by registered mail with return receipt for every hearing to all of the following:</p> <p>Parent(s).</p> <p>Indian custodian(s) (if any).</p> <p>Tribe(s) [Addressed to the ICWA Designated Tribal Agent for Service of Notice identified per Federal Register (81 FR 10887)], when known or upon receipt of verification from the Midwest Bureau of Indian Affairs of the Indian ancestry of that tribe.</p> <p>Midwest Bureau of Indian Affairs (as designated for Michigan by the Secretary of the Interior); if specific tribe is undetermined and/or multiple tribes are noticed.</p>

	<p>Bureau of Indian Affairs Regional Office specific to the tribe/state; if tribe is not located in the Midwest Bureau of Indian Affairs region.</p> <p>Notification must also be sent to the tribe(s) [Addressed to the ICWA Designated Tribal Agent for Service of Notice identified per Federal Register (81 FR 10887)] located in the county of client residence and/or CPS complaint (MIFPA); if specific tribe is undetermined.</p> <p>Note: The parent(s) or Indian custodian(s) and the child's tribe or Secretary of the Interior must receive the notice 10 calendar days before the date of the hearing. A copy of the DHS-120/DHS-121 and return receipt must be filed in the Indian child's case record and court of jurisdiction. Failure to complete proper notice may jeopardize and nullify the court proceedings.</p> <p>Parent(s) or Indian custodian(s) willingness for the department to notify the tribe may not interfere with the caseworker sending notice to the tribe per ICWA/MIFPA.</p> <p>For Canadian Indian child, caseworker must send the DHS-121 Notice to Canadian Indian Tribe Concerning Court Proceeding; see NAA 200 for Aboriginal Affairs Office Requirements/Guidance.</p>
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DHS Policy - NAA 210 - Page 1 - Notice of Court Proceedings - 2

<p>DHS Policy NAA 210 Page 1</p>	<p>NOTICE</p>
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	<p>In any child custody proceeding in a family court where the worker knows, has reason to know, or at any time learns, that an Indian child is involved, the DHS-120, Notice Of Proceedings Concerning North American Indian Child (see RFF 120) must be sent by registered mail with return receipt to all of the following:</p> <p>Parent(s).</p> <p>Indian custodian(s) (if any).</p> <p>Indian child's tribe when known or upon receipt of verification from the Midwest Bureau of Indian Affairs of the Indian ancestry of that tribe.</p> <p>Midwest Bureau of Indian Affairs (as designated for Michigan by the Secretary of the Interior) if tribal affiliation is unclear.</p> <p>The worker must also send the DHS-120 according to the instructions above when seeking foster care placement of, termination of parental rights to, or adoption of, an Indian child.</p> <p>Note: <u>The parent(s) or Indian custodian(s) and the child's tribe or Secretary of the Interior must receive the notice 10 days before the date of the hearing.</u> A copy of the DHS-120 and return receipt must be filed in the Indian child's case record. Failure to complete proper notice may jeopardize and nullify the court proceedings.</p>

DHS Policy - NAA 210 - Page 1 - Notice of Court Proceedings - 3

<p>DHS Policy NAA 210 Page 1</p>	<p>NOTICE</p>
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	<p>In any child custody proceeding in a family court where the worker knows, has reason to know, or at any time learns, that an Indian child is involved, the DHS-120, Notice Of Proceedings Concerning North American Indian Child (see RFF 120) must be sent by registered mail with return receipt to all of the following:</p> <p>Parent(s).</p> <p>Indian custodian(s) (if any).</p> <p>Indian child's tribe when known or upon receipt of verification from the Midwest Bureau of Indian Affairs of the Indian ancestry of that tribe.</p> <p>Midwest Bureau of Indian Affairs (as designated for Michigan by the Secretary of the Interior) if tribal affiliation is unclear.</p> <p>The worker must also send the DHS-120 according to the instructions above when seeking foster care placement of, termination of parental rights to, or adoption of, an Indian child.</p> <p>Note: The parent(s) or Indian custodian(s) and the child's tribe or Secretary of the Interior must receive the notice 10 days before the date of the hearing. <u>A copy of the DHS-120 and return receipt must be filed in the Indian child's case record.</u> Failure to complete proper notice may jeopardize and nullify the court proceedings.</p>

DHS Policy - NAA 255 - Page 1 - Exceptions to Requirements to File Termination Petition

<p>DHS Policy NAA 255 Page 1</p>	<p>Exceptions to Requirements to File Termination Petition</p>
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	<p>The ICWA applies to Indian children when considering a petition to terminate parental rights. The worker can make a determination not to file a termination of parental rights petition in a specific case if one of the exceptions identified below exists: A relative is caring for the child.</p> <p>The worker has documented in the case plan a compelling reason for determining that filing a petition to terminate parental rights would not be in the best interest of a child (see NAA 250, Compelling Reasons).</p> <p>The worker has not provided services to the Indian child’s family that are necessary for the safe return of the Indian child to their home.</p> <p>Indian children, who are members of, or who are eligible for membership of, an Indian tribe, frequently fall within one of the exceptions to the termination of parental rights filing requirement of ASFA. Permanency planning hearings should take place within the time scheduled by ASFA. However, the decision concerning the permanency plan for the Indian child must continue to be governed by the requirements of the Indian Child Welfare Act (ICWA).</p>

DHS Policy - NAA 400 - Page 1 - PRE-ADOPTIVE PLACEMENT - Case Conference or Team Decision Meeting (TDM)

<p>DHS Policy NAA 400 Page 1</p>	<p>PRE-ADOPTIVE PLACEMENT Case Conference or Team Decision Meeting (TDM)</p>
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	<p>The worker must hold a case conference or TDM before a pre-adoptive placement is made or approved. The worker must invite the appropriate tribal or Indian representative. All efforts must be documented by the worker in social work contacts.</p> <p>Indian Child Welfare Act placement preferences for adoptions must be followed [see NAA 215, Placement Priorities for Indian Child(ren)].</p>

DHS Policy - NAA 215 - Page 3 - Foster Care or pre-adoptive Placement Preference

DHS Policy NAA 215 - Page 3	Foster Care Placement Preference
	<p>The worker must work in collaboration with the child's tribe regarding foster care or pre-adoptive placement. If the placement preferences listed below cannot be met, the worker must ask the child's tribe for assistance in locating an appropriate placement.</p> <p>Note: Absent a showing of tribal law, regulation, or resolution for good cause by the Indian child's tribe, the order of adoptive placement preference is as follows, in descending order:</p> <ul style="list-style-type: none"> A member of the Indian child's extended family. Other members of the Indian child's tribe. Other Indian families [Indian Child Welfare Act, 25 USC 1915a/Michigan Indian Family Preservation Act, MCL 712B. 23 (2)]. <p>When the court's determination of good cause is to not follow the order of preference set out above, the adoptive placement preference must be based on one or more of the following considerations:</p> <p>The court's determination of good cause to not follow the order of preference shall be based on 1 or more of the following conditions:</p>

	<p>A request was made by a child of sufficient age.</p> <p>A child has an extraordinary physical or emotional need as established by testimony of an expert witness.</p> <p>Note: All efforts to place an Indian child must be documented in social work contacts. Indian youth 12 years or older, as developmentally appropriate, must be engaged to solicit their preferences in case planning for active efforts, placement priorities, and culturally appropriate service delivery.</p> <p>Only the court may determine good cause to not follow the order of preferences.</p> <ul style="list-style-type: none"> •
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DHHS Policy - FOM 722-07F - Page 9 - Permanency Goal Review for PPFWR & APPLA

<p>DHS Policy FOM 722-07F Page 9</p>	<p>Permanency Goal Review for PPFWR & APPLA</p>
	<p>Annual Review/Change Form</p> <p>The DHS-643, Permanency Goal Review, is the change form for all changes and reviews of permanency goals.</p> <p>For PPFWR and APPLA, within 30 calendar days of a change in the relative placement or the supportive adult, and within 30 calendar days of the annual review date, the DHS-643, Permanency Goal Review, must be completed and submitted to the permanency resource monitor for review.</p>

	<p>Note: Additional permanency plan approval packet documentation may be required depending on the reason for review.</p> <p>Annual Review Date</p> <p>The annual review date is calculated from permanency goal established date; see Changing the Permanency Goal in this item</p>

DHS Policy - FOM 722-07F - page 8-9 - PPFWR Approval

<p>DHS Policy FOM 722-07F page 8-9</p>	<p>PPFWR Approval</p>
	<p>For PPFWR and APPLA, the following forms must be completed as part of the permanency plan approval packet:</p> <p>DHS-569, Permanency Goal Support Agreement.</p> <p>The DHS-569, Permanency Goal Support Agreement, is completed with the youth, the identified supportive adult(s), and when appropriate the legal parent.</p> <p>Provide a copy to each participant, upload a copy to the <i>Documents</i> hyperlink in MiSACWIS, and include the original agreement in the permanency plan approval packet.</p> <p>Permanency Pact.</p> <p>The Permanency Pact is a free tool created by Foster Club that is designed to encourage life-long, kin-like connections between a young person and a supportive adult.</p>

	<p>Review the Permanency Pact with the youth and the supportive adult(s)/relative caregiver.</p> <p>Complete the Permanency Pact Certificate with the youth and supportive adult(s)/relative caregiver.</p> <p>Provide a copy to each participant, upload a copy to the <i>Documents</i> hyperlink in MiSACWIS, and include the original agreement in the permanency plan approval packet.</p> <p>DHS-347, Permanency Goal Approval.</p> <p>The assigned caseworker must complete this form.</p> <p>Upload a copy to the <i>Documents</i> hyperlink in MiSACWIS and attach the original as the cover sheet to the permanency plan approval packet.</p> <p>Independent Living Plan, if applicable.</p> <p>If independent living will be the youth's living arrangement, then a detailed independent living plan must be submitted with the permanency goal approval packet; see FOM 722-03C, Preparation and Placement of Older Youth, for detailed information on independent living plans.</p>

DHS Policy - FOM 722-07F - page 7 - PPFWR Approval - 2

DHS Policy	PPFWR Approval
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FOM 722-07F page 7	
	<p>Complete the DHS-344, PPFWR Permanency Goal Approval.</p> <p>If relative placement has changed, submit updated permanency forms within 30 calendar days to the PRM for review. The PRM must submit the forms to the Children's Services Administration (CSA) designee, for final department approval.</p>

DHS Policy FOM 722-07F - Page 7 - Permanent Placement with a Fit and Willing Relative Permanency Plan Agreement

DHS Policy FOM 722-07F Page 7	Permanent Placement with a Fit and Willing Relative Permanency Plan Agreement
	<p>Complete Permanent Placement with a Fit and Willing Relative Permanency Plan Agreement (DHS-845 for Permanent Court Wards and MCI Wards or DHS-846 for Temporary Court Wards). This form should be completed with the relative(s), youth age 14 and older and appropriate supervising agency staff.</p>

DHS Policy - FOM 722-07F - Page 8-9 - Approval for APPLA

DHS Policy	APPLA Permanency Goal Achievement
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FOM 722-07F Page 8-9	
	<p>For PPFWR and APPLA, the following forms must be completed as part of the permanency plan approval packet:</p> <p>DHS-569, Permanency Goal Support Agreement.</p> <p>The DHS-569, Permanency Goal Support Agreement, is completed with the youth, the identified supportive adult(s), and when appropriate the legal parent.</p> <p>Provide a copy to each participant, upload a copy to the <i>Documents</i> hyperlink in MiSACWIS, and include the original agreement in the permanency plan approval packet.</p> <p>Permanency Pact.</p> <p>The Permanency Pact is a free tool created by Foster Club that is designed to encourage life-long, kin-like connections between a young person and a supportive adult.</p> <p>Review the Permanency Pact with the youth and the supportive adult(s)/relative caregiver.</p>

DHS Policy - FOM 722-07F - page 8 - Permanent Placement Under APPLA

DHS Policy FOM 722-07F page 8	Permanent Placement Under APPLA
	<p>Complete the APPLA Agreement (DHS-844 for Permanent Court Wards and MCI Wards or DHS-843 for Temporary Court Wards). This form should be completed with the foster parents, youth and appropriate staff.</p>

DHS Policy FOM 722-7F – Page 8 - APPLA-E Agreement [DHS 642]

<p>DHS Policy FOM 722-7F Page 8</p>	<p>APPLA-E:</p>
	<p>Complete the DHS-642, APPLA-E Agreement, with youth and supportive adults. There must be documented efforts to ensure that a youth who does not have a goal of adoption, reunification, or guardianship has long term stability until he or she reaches adulthood.</p>

DHS Policy - FOM 722-07F - Page 4 - A written Independent Living Plan is required within 60 days of a goal Change to APPLA-E

<p>DHS Policy FOM 722-07F Page 4</p>	<p><i>Independent Living Plan</i></p>
	<p>A detailed independent living plan must be included in the narrative section of the case file within 60 days of the goal change to APPLA-E; see FOM 722-03C, Preparation and Placement of Older Youth.</p>

DHS Policy - FOM 722-7F - Page 1C - Compelling Reasons for APPLA and APPLA-E documented

<p>DHS Policy FOM 722-7F Page 1</p>	<p>Compelling Reasons</p>
	<p>If the permanency planning goal is not reunification, adoption, or guardianship, compelling reasons must be documented within the case service plans why each subsequent permanency planning goal is not in the youth’s best interest.</p>

DHS Policy FOM 722-7F – Page 8 - APPLA Permanency Goal Approval [DHS-343]

DHS Policy FOM 722-7F – Page 8	APPLA Permanency Goal Approval [DHS-343]
	<p>APPLA-E: Complete the DHS-642, APPLA-E Agreement, with youth and supportive adults. There must be documented efforts to ensure that a youth who does not have a goal of adoption, reunification, or guardianship has long term stability until he or she reaches adulthood.</p> <p>Complete the DHS-341, APPLA-E Permanency Goal Approval.</p>

DHS Policy - FOM 722-7F - Page 11 - APPLA - E Case Closure

DHS Policy FOM 722-7F Page 11	APPLA - E Case Closure
	<p>The foster care case for a youth with an APPLA-E permanency plan must not be closed unless the youth has:</p> <ul style="list-style-type: none"> • The means and ability to be self-supporting.

	<ul style="list-style-type: none"> • A safe, appropriate place to live. • Employment. • Opportunity for continued education or vocational training. <p>The case service plan, independent living and transition plan must reflect the above requirements for case closure. When the youth requests case closure, there must be services and supports identified to assist the youth after leaving foster care. All supportive adults should be invited to the FTMs. If the youth determines that remaining in foster care placement or foster care independent living arrangement would best meet his/her needs, this decision must be reviewed and documented. Foster Care Transitional Medicaid must be opened for the youth prior to case closure.</p>

ICWA

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Components of Indian Child Welfare Act (ICWA)

- a. Identification of Indian child(ren)
- b. Tribal Notification
- c. Tribal Jurisdiction (Exclusive/Concurrent)
- d. Tribal Intervention
- e. Active Efforts
- f. Placement Priorities (FC & Pre-adoptive/Adoption)
- g. Qualified Expert Witness (QEW)
- h. Culturally Competent Services

BCAL ICWA POLICY

- a. Tribal Code should be reviewed pertaining to Tribal Licensing rules.
- b. Tribal Reservation/Trust Land Maps should be consulted pertaining to jurisdiction of tribal homes licensing investigations for licensing & audit purposes.
- c. It is highly recommended that BCAL & Tribes collaboratively develop Home Study when permissible.
- d. Tribal Social Service Directors & staff should be consulted on a regular basis pertaining to licensing questions for each tribe respectively.
- e. Follow Local County DHS protocol when mediating/remediating case complaints.

DHS Policy FOM 722 – 3C– page 3 – Preparation for Independent Living

<p>DHS Policy FOM 722 – 3C (Page 3)</p>	<p>Preparation for Independent Living</p>
	<p>INDEPENDENT LIVING PREPARATION</p> <p>Independent living preparation is required for all youth in foster care age 14 and older, regardless of their permanency planning goal. Once the youth is age 14, the treatment plan and service agreement must describe the services provided and goals for future services, which will help the youth prepare for functional independence. The goal of independent living preparation is to assist youth in transitioning to self-sufficiency. Independent living preparation activities for youth aged 12-13 years are encouraged based upon availability of services and assessment of need.</p> <p>Note: Services are not an alternative to permanency. Reasonable efforts to finalize a permanency plan within a timely manner must still be</p>

provided; see FOM 722-07, Permanency Planning - Overview, for all permanency planning goal requirements.

Casey Life Skills Assessment

The Casey Life Skills Assessment is a free, online youth-centered tool that assesses the life skills that youth need for their well-being, confidence, and safety, as they navigate high school, postsecondary education, employment, and other life milestones. The Casey Life Skills Assessment must be completed annually, starting at age 14. For youth who are 14 or older when they enter care, the assessment should be completed within 90 days of entering care.

The Casey Life Skills Assessment can found at <http://lifeskills.casey.org/>.

When developing the case service plan for older youth, the caseworker must include additional components to ensure youth are provided with services and supports to assist in their preparation for adulthood. The treatment plan and services agreement for each youth age 14 or older must contain a written description of the programs and services which will help the youth transition to a state of functional independence or the ability to take care of oneself physically, socially, economically and psychologically. Examples of age appropriate services include, but are not limited to:

Daily living skills.

Preventive health services.

Educational support.

Employment services.

Housing education/assistance.

Mentoring - a youth must be connected to an adult who will guide and support him/her as a parent would after his/her case is closed.

	<p>Independent living preparation skills are assessed for each youth as being adequate or inadequate on the Child Assessment of Needs and Strengths and the Casey Life Skills Assessment. Services are provided based upon the identified needs; see FOM 722-08B, Foster Care - Child (Re) Assessment of Needs and Strengths.</p>

DHS Policy FOM 722-6i - page 10 DHS Policy 722-2 page 2 – Sibling Visitation (2 Violation Boxes)

<p>DHS Policy FOM 722-6i (Page 10)</p>	<p>SIBLING VISITATION AND ONGOING INTERACTION</p>
	<p>Siblings are defined as children who have one or more parents in common. The relationship can be biological, through adoption, or marriage, and includes siblings as defined by the Indian child’s tribal code or custom. A sibling relationship continues regardless of legal status or when a marriage ends by death or divorce.</p> <p>CHILDREN'S FOSTER CARE MANUAL STATE OF MICHIGAN DEPARTMENT OF HUMAN SERVICES</p> <p>Children in foster care who have siblings in custody, with whom they are not placed, must have at least monthly visits with their siblings that are separate from parenting time.</p> <p>Note: The same standard should apply to ongoing contacts (letters, phone calls, etc.) between siblings.</p> <p>Caseworkers must: Coordinate with the caregiver(s) to develop a plan for sibling visitation and ongoing contact.</p>

	<p>Detail the plan for sibling visits and other contacts within the sibling visitation section of the case service plan and in the Parent-Agency Treatment Plan and Service Agreement; see FOM 722-08C or the Permanent Ward Treatment Plan and Service Agreement, FOM 722-09D. The sibling visitation plan must include specific:</p> <ul style="list-style-type: none"> • Dates of visits or contacts. • Location of visits or contacts. • Duration of visits or contacts.

DHS Policy FOM 722-9C page 1 - Action Summary

<p>DHS Policy FOM 722-9C (Page 1)</p>	<p>Events Requiring the Completion of an Action Summary</p>
	<p>FOSTER CARE ACTION SUMMARY REQUIREMENTS The Foster Care/Juvenile Justice (FC/JJ) Action Summary, DHS-69(RFF 69), is used whenever there is “action” on a case. The foster care action summary is generated from SWSS FAJ. The DHS worker must complete the DHS-69, Action Summary (RFF 69) in SWSS. Child placing agencies will continue to use the DHS-69, Action Summary template. This form also serves as notice to the courts of changes in placements, parent's living situation and the FC worker/agency, as identifying information is indicated. The FC/JJ action summary meets licensing requirements for replacement documentation (See FOM 722-3) and in most cases, agency transfer and case closing summary (see below).The FC/JJ action summary must also be used for foster care transfer to adoption.</p> <p>Which Cases/ When All foster care cases where there is:</p> <ol style="list-style-type: none"> 1. A replacement. 2. Termination from foster care placement.

	<ul style="list-style-type: none"> 3. A change in FC worker. 4. Agency change/transfer to another FC agency (if less than 30 days of completion of last case service plan). 5. A change in the parent's living situation. 6. Case closing (if less than 30 days of completion of last case service plan). 7. Foster care transfer to adoption.

DHS Policy 722-6B - Page 2-4 Family Team Meeting Schedule

DHS Policy 722-6B page 2-4	Family Team Meeting
	<p>The Family Team Meeting (FTM) is an essential component of MiTEAM, Michigan’s Child Welfare Practice Model. FTMs serve as the primary forum for safety planning, collaborative service planning, service identification, and assessing progress. The FTM represents a child-centered, family-driven, strength-based, team-guided approach, designed to engage families in developing plans for the safety, permanency and well-being of their children and family. FTMs should include child welfare staff, parents, caretakers, foster parents, children, youth, and may also include extended family, friends, neighbors, community-based service providers, community representatives, tribal representatives, for Indian children, or other professionals involved with the family.</p>

	<p>During the FTM, participants work together to create a plan for safety, placement, and permanency tailored to the individual needs of each child. This process provides a forum to share ideas and opinions and stresses the importance of the family's perspective and involvement. In addition, this process encourages full participation of all participants, honest communication, and promotes dignity and respect.</p>
<p>FAMILY TEAM MEETING PROTOCOL</p>	<p>Case planning is a cooperative effort in which the child and family's strengths and needs are assessed in partnership with the family, caseworker, and other team members. FTMs are held to facilitate this process, which involves developing a road map for moving children to permanency promptly, while also addressing safety and well-being. The Michigan Family Team Meeting Protocol has identified all required steps that must be accomplished during the FTM.</p>
<p>COORDINATING Multiple FTMs</p>	<p>When appropriate, different types of FTMs may be combined to address multiple case management activities. Each meeting must be documented in MiSACWIS using the FTM hyperlink and all of the appropriate forms must be completed for each type of meeting. Example: The Case Plan Reassessment FTM may also include Permanency Goal Review at Six Months in Care and Permanency Goal Change.</p>
<p>Type</p>	<p>Time Frame</p>

Case Plan Development/ Reassessment	Initial Case Plan (ISP) - within 14 calendar days before the case plan due date. Updated Case Plan (USP) - within 30 calendar days before the case plan due date. Permanent Ward Service Plan (PWSP) - within 30 calendar days before the case plan due date.
Permanency Goal Review at Six Months in Care	Within 30 calendar days from the date the child has been in care for six months.
Permanency Goal Change	Within 30 calendar days before the date of the goal change.
Placement Preservation/ Disruption	At least three business days prior to a planned change of placement or no later than three business days after an unplanned placement change. Note: Planned and unplanned placement changes include reunification, placement in a residential setting, step-down from a residential or hospital setting, return from AWOLP, or request for change in foster home/relative placements.
Semi-Annual Transition Meeting	Within 30 calendar days after the youth's 16th birthday and every six months thereafter. For youth entering out-of-home placement at age 16 or older, the semi-annual transition meeting must be held within 30 calendar days of the removal date; see this item for specific meeting requirements.
90-Day Discharge Planning Meeting	Youth age 16 or older must have a 90-Day Discharge Planning meeting within 90 calendar days before dismissal or within 30 calendar days after an unplanned court dismissal; see this item for specific meeting requirements.

	Youth in Young Adult Voluntary Foster Care (YAVFC) must have a Discharge Planning Meeting within three business days of discovery that YAVFC eligibility requirements are not being met.
Case Closure	Within 30 calendar days before the case closure date or one business day after unplanned court ordered dismissal.
Request by Family	Within 14 calendar days of the request date.

DHS Policy 722-6B – Page 11 - Requirements for Completion of DHS 1105

DHS Policy 722-6B – Page 11	FTM PRACTICE GUIDANCE
	<p>Documentation The DHS-1105, Family Team Meeting Report, is used to capture family demographics, FTM logistical information, needs, strengths, action steps, safety concerns and the safety plan, and any recommendations made for the family during the FTM. The DHS-1105, FTM Report, must be completed for every FTM.</p> <p>Exception: The DHS-902, 90-Day Discharge Plan Report, and the DHS-901, Semi-Annual Transition Plan Report, are completed in lieu of the DHS-1105, Family Team Meeting Report; see Semi-Annual Transition Meeting and 90-Day Discharge Planning in this item.</p>

DHS Policy - FOM 722-7F - Page 11 - APPLA Case Closure

<p>DHS Policy FOM 722-7F Page 11</p>	<p>APPLA Case Closure</p>
	<p>The foster care case for a youth with an APPLA permanency plan must not be closed unless the youth has:</p> <ul style="list-style-type: none"> • The means and ability to be self-supporting. • A safe, appropriate place to live. • Employment. • Opportunity for continued education or vocational training. <p>The case service plan, independent living and transition plan must reflect the above requirements for case closure. When the youth requests case closure, there must be services and supports identified to assist the youth after leaving foster care. All supportive adults should be invited to the FTMs. If the youth determines that remaining in foster care placement or foster care independent living arrangement would best meet his/her needs, this decision must be reviewed and documented. Foster Care Transitional Medicaid must be opened for the youth prior to case closure.</p>



DHS Policy FOM 722-9C page 1 - Action Summary

DHS Policy FOM 722-9C (Page 1)	Events Requiring the Completion of an Action Summary
	<p>FOSTER CARE ACTION SUMMARY REQUIREMENTS The Foster Care/Juvenile Justice (FC/JJ) Action Summary, DHS-69(RFF 69), is used whenever there is “action” on a case. The foster care action summary is generated from SWSS FAJ. The DHS worker must complete the DHS-69, Action Summary (RFF 69) in SWSS. Child placing agencies will continue to use the DHS-69, Action Summary template. This form also serves as notice to the courts of changes in placements, parent's living situation and the FC worker/agency, as identifying information is indicated. The FC/JJ action summary meets licensing requirements for replacement documentation (See FOM 722-3) and in most cases, agency transfer and case closing summary (see below).The FC/JJ action summary must also be used for foster care transfer to adoption.</p> <p>Which Cases/ When All foster care cases where there is:</p> <ol style="list-style-type: none">1. A replacement.2. Termination from foster care placement.

	<ul style="list-style-type: none"> 3. A change in FC worker. 4. Agency change/transfer to another FC agency (if less than 30 days of completion of last case service plan). 5. A change in the parent's living situation. 6. Case closing (if less than 30 days of completion of last case service plan). 7. Foster care transfer to adoption.

CHILD CARE ORGANIZATIONS (EXCERPT)
Act 116 of 1973

722.111 Definitions; exemption from inspections and on-site visits.

Sec. 1.

(1) As used in this act:

(a) "Child care organization" means a governmental or nongovernmental organization having as its principal function receiving minor children for care, maintenance, training, and supervision, notwithstanding that educational instruction may be given. Child care organization includes organizations commonly described as child caring institutions, child placing agencies, children's camps, children's campsites, children's therapeutic group homes, child care centers, day care centers, nursery schools, parent cooperative preschools, foster homes, group homes, or child care homes. Child care organization does not include a governmental or nongovernmental organization that does either of the following:

(i) Provides care exclusively to minors who have been emancipated by court order under section 4(3) of 1968 PA 293, MCL 722.4.

(ii) Provides care exclusively to persons who are 18 years of age or older and to minors who have been emancipated by court order under section 4(3) of 1968 PA 293, MCL 722.4, at the same location.

(b) "Child caring institution" means a child care facility that is organized for the purpose of receiving minor children for care, maintenance, and supervision, usually on a 24-hour basis, in buildings maintained by the child caring institution for that purpose, and operates throughout the year. An educational program may be provided, but the educational program shall not be the primary purpose of the facility. Child caring institution includes a maternity home for the care of unmarried mothers who are minors and an agency group home, that is described as a small child caring institution, owned, leased, or rented by a licensed agency providing care for more than 4 but less than 13 minor children. Child caring institution also includes institutions for developmentally disabled or emotionally disturbed minor children. Child caring institution does not include a hospital, nursing home, or home for the aged licensed under article 17 of the public health code, 1978 PA 368, MCL 333.20101 to 333.22260, a boarding school licensed under section 1335 of the revised school code, 1976 PA 451, MCL 380.1335, a hospital or facility operated by the state or licensed under the mental health code, 1974 PA 258, MCL 330.1001 to 330.2106, or an adult foster care family home or an adult foster care small group home licensed under the adult foster care facility licensing act, 1979 PA 218, MCL 400.701 to 400.737, in which a child has been placed under section 5(6).

(c) "Child placing agency" means a governmental organization or an agency organized under the nonprofit corporation act, 1982 PA 162, MCL 450.2101 to 450.3192, for the purpose of receiving children for placement in private family homes for foster care or for adoption. The function of a child placing agency may include investigating applicants for adoption and investigating and certifying foster family homes and foster family group homes as provided in this act. The function of a child placing agency may also include supervising children who are at least 16 but less than 21 years of age and who are living in unlicensed residences as provided in section 5(4).

(d) "Children's camp" means a residential, day, troop, or travel camp that provides care and supervision and is conducted in a natural environment for more than 4 children, apart from the children's parents, relatives, or legal guardians, for 5 or more days in a 14-day period.

(e) "Children's campsite" means the outdoor setting where a children's residential or day camp is located.

(f) "Children's therapeutic group home" means a child caring institution receiving not more than 6 minor children who are diagnosed with a developmental disability as defined in section 100a of the mental health code, 1974 PA 258, MCL 330.1100a, or a serious emotional disturbance as defined in section 100d of the mental health code, 1974 PA 258, MCL 330.1100d, and that meets all of the following requirements:

(i) Provides care, maintenance, and supervision, usually on a 24-hour basis.

(ii) Complies with the rules for child caring institutions, except that behavior management rooms, personal restraint, mechanical restraint, or seclusion, which is allowed in certain circumstances under licensing rules, are prohibited in a children's therapeutic group home.

(iii) Is not a private home.

(iv) Is not located on a campus with other licensed facilities.

(g) "Child care center" or "day care center" means a facility, other than a private residence, receiving 1 or more preschool or school-age children for care for periods of less than 24 hours a day, where the parents or guardians are not immediately available to the child. Child care center or day care center includes a facility that provides care for not less than 2 consecutive weeks, regardless of the number of hours of care per day. The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, before- or after-school program, or drop-in center. Child care center or day care center does not include any of the following:

- (i) A Sunday school, a vacation bible school, or a religious instructional class that is conducted by a religious organization where children are attending for not more than 3 hours per day for an indefinite period or for not more than 8 hours per day for a period not to exceed 4 weeks during a 12-month period.
- (ii) A facility operated by a religious organization where children are in the religious organization's care for not more than 3 hours while persons responsible for the children are attending religious services.
- (iii) A program that is primarily supervised, school-age-child-focused training in a specific subject, including, but not limited to, dancing, drama, music, or religion. This exclusion applies only to the time a child is involved in supervised, school-age-child-focused training.
- (iv) A program that is primarily an incident of group athletic or social activities for school-age children sponsored by or under the supervision of an organized club or hobby group, including, but not limited to, youth clubs, scouting, and school-age recreational or supplementary education programs. This exclusion applies only to the time the school-age child is engaged in the group athletic or social activities and if the school-age child can come and go at will.
- (h) "Department" means the department of human services or a successor agency or department responsible for licensure and registration under this act.
- (i) "Private home" means a private residence in which the licensee or registrant permanently resides as a member of the household, which residency is not contingent upon caring for children or employment by a licensed or approved child placing agency. Private home includes a full-time foster family home, a full-time foster family group home, a group child care home, or a family child care home, as follows:
 - (i) "Foster family home" means a private home in which 1 but not more than 4 minor children, who are not related to an adult member of the household by blood or marriage, or who are not placed in the household under the Michigan adoption code, chapter X of the probate code of 1939, 1939 PA 288, MCL 710.21 to 710.70, are given care and supervision for 24 hours a day, for 4 or more days a week, for 2 or more consecutive weeks, unattended by a parent, legal guardian, or legal custodian.
 - (ii) "Foster family group home" means a private home in which more than 4 but fewer than 7 minor children, who are not related to an adult member of the household by blood or marriage, or who are not placed in the household under the Michigan adoption code, chapter X of the probate code of 1939, 1939 PA 288, MCL 710.21 to 710.70, are provided care for 24 hours a day, for 4 or more days a week, for 2 or more consecutive weeks, unattended by a parent, legal guardian, or legal custodian.
 - (iii) "Family child care home" means a private home in which 1 but fewer than 7 minor children are received for care and supervision for compensation for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Family child care home includes a home in which care is given to an unrelated minor child for more than 4 weeks during a calendar year. A family child care home does not include an individual providing babysitting services for another individual. As used in this subparagraph, "providing babysitting services" means caring for a child on behalf of the child's parent or guardian when the annual compensation for providing those services does not equal or exceed \$600.00 or an amount that would according to the internal revenue code of 1986 obligate the child's parent or guardian to provide a form 1099-MISC to the individual for compensation paid during the calendar year for those services.

- (iv) "Group child care home" means a private home in which more than 6 but not more than 12 minor children are given care and supervision for periods of less than 24 hours a day unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. Group child care home includes a home in which care is given to an unrelated minor child for more than 4 weeks during a calendar year.
- (j) "Legal custodian" means an individual who is at least 18 years of age in whose care a minor child remains or is placed after a court makes a finding under section 13a(5) of chapter XIIA of the probate code of 1939, 1939 PA 288, MCL 712A.13a.
- (k) "Licensee" means a person, partnership, firm, corporation, association, nongovernmental organization, or local or state government child care organization that has been issued a license under this act to operate a child care organization.
- (l) "Provisional license" means a license issued to a child care organization that is temporarily unable to conform to all of the rules promulgated under this act.
- (m) "Regular license" means a license issued to a child care organization indicating that the organization is in compliance with all rules promulgated under this act.
- (n) "Guardian" means the guardian of the person.
- (o) "Minor child" means any of the following:
- (i) A person less than 18 years of age.
- (ii) A person who is a resident in a child caring institution, foster family home, or foster family group home, who is at least 18 but less than 21 years of age, and who meets the requirements of the young adult voluntary foster care act.
- (iii) A person who is a resident in a child caring institution, children's camp, foster family home, or foster family group home; who becomes 18 years of age while residing in a child caring institution, children's camp, foster family home, or foster family group home; and who continues residing in a child caring institution, children's camp, foster family home, or foster family group home to receive care, maintenance, training, and supervision. A minor child under this subparagraph does not include a person 18 years of age or older who is placed in a child caring institution, foster family home, or foster family group home under an adjudication under section 2(a) of chapter XIIA of the probate code of 1939, 1939 PA 288, MCL 712A.2, or under section 1 of chapter IX of the code of criminal procedure, 1927 PA 175, MCL 769.1. This subparagraph applies only if the number of those residents who become 18 years of age does not exceed the following:
- (A) Two, if the total number of residents is 10 or fewer.
- (B) Three, if the total number of residents is not less than 11 and not more than 14.
- (C) Four, if the total number of residents is not less than 15 and not more than 20.
- (D) Five, if the total number of residents is 21 or more.
- (iv) A person 18 years of age or older who is placed in an unlicensed residence under section 5(4) or a foster family home under section 5(7).
- (p) "Registrant" means a person who has been issued a certificate of registration under this act to operate a family child care home.
- (q) "Registration" means the process by which the department regulates family child care homes, and includes the requirement that a family child care home certify to the department that the family child care home has complied with and will continue to comply with the rules promulgated under this act.
- (r) "Certificate of registration" means a written document issued under this act to a family child care home through registration.

- (s) "Related" means in the relationship of parent, grandparent, brother, sister, stepparent, stepsister, stepbrother, uncle, aunt, cousin, great aunt, great uncle, or stepgrandparent by marriage, blood, or adoption.
- (t) "Religious organization" means a church, ecclesiastical corporation, or group, not organized for pecuniary profit, that gathers for mutual support and edification in piety or worship of a supreme deity.
- (u) "School-age child" means a child who is eligible to be enrolled in a grade of kindergarten or above, but is less than 13 years of age.
- (v) "Licensee designee" means the individual designated in writing by the board of directors of the corporation or by the owner or person with legal authority to act on behalf of the company or organization on licensing matters. All license applications must be signed by the licensee in the case of the individual or by a member of the corporation, company, or organization.
- (2) A facility or program for school-age children that is currently operated and has been in operation and licensed or approved as provided in this act for a minimum of 2 years may apply to the department to be exempt from inspections and on-site visits required under section 5. The department shall respond to a facility or program requesting exemption from inspections and on-site visits required under section 5 as provided under this subsection within 45 days from the date the completed application is received. The department may grant exemption from inspections and on-site visits required under section 5 to a facility or program that meets all of the following criteria:
- (a) The facility or program has been in operation and licensed or approved under this act for a minimum of 2 years immediately preceding the application date.
- (b) During the 2 years immediately preceding the application date, the facility or program has not had a substantial violation of this act, rules promulgated under this act, or the terms of a licensure or an approval under this act.
- (c) The school board, board of directors, or governing body adopts a resolution supporting the application for exemption from inspections and on-site visits required under section 5 as provided for in this subsection.
- (3) A facility or program granted exemption from inspections and on-site visits required under section 5 as provided under subsection (2) is required to maintain status as a licensed or approved program under this act and must continue to meet the requirements of this act, the rules promulgated under this act, or the terms of a license or approval under this act. A facility or program granted exemption from inspections and on-site visits required under section 5 as provided under subsection (2) is subject to an investigation by the department if a violation of this act or a violation of a rule promulgated under this act is alleged.
- (4) A facility or program granted exemption from inspections and on-site visits required under section 5 as provided under subsection (2) is not subject to interim or annual licensing reviews. Such a facility or program is required to submit documentation annually demonstrating compliance with the requirements of this act, the rules promulgated under this act, or the terms of a license or approval under this act.
- (5) An exemption provided under subsection (2) may be rescinded by the department if the facility or program willfully and substantially violates this act, the rules promulgated under this act, or the terms of a license or approval granted under this act.

DHS IL+ Contract 1.E – (Page 3)	Duration of Intensified Support
	ILP shall not be used as a long-term placement option but should be a transitional temporary intervention. ILP serves to meet the youth’s specific independent living needs and goals until he/she is able to step down to IL foster care. The duration of ILP program will vary as determined by the youth’s assessment of needs and strengths. The ILP program shall not last longer than twelve months of initial intake without an approved exception from DHS Program Office, and shall not surpass the youth’s 20 th birthday.

DHS IL+ Contract 1.E – (Page 3) - Transition Support

DHS IL+ Contract 1.E – (Page 3)	Transition Support
	The Contractor will continue to provide the youth with foster care case management after the youth transitions to an IL foster care setting or collaborate with other agencies to provide general IL foster care case management.

DHS IL+ Contract 1.F.1 – (Page 3) - Eligible Client Population

DHS IL+ Contract 1.F.1 – (Page 3)	Eligible Client Population
	F. <u>Client Profile</u> 1. Eligible Client Population:

	<p>Youth ages 16 through 19 for whom the family court has issued an order due to abuse or neglect which makes DHS responsible for the youth's placement, care, support and supervision for a successful transition into adulthood.</p> <p>AND</p> <p>Youth whose service plans demonstrate a need for increased supervision.</p>

DHS IL+ Contract I.F.2 – Page 3 - Continuing Eligibility Criteria

<p>DHS IL+ Contract I.F.2 – Page 3</p>	<p>Continuing Eligibility Criteria</p>
	<p>2. Continuing Eligibility Criteria: Every 90 days, the youth shall be evaluated using the applicable Ansell- Casey Life Skills Assessment (ACLSA) to determine continued eligibility/suitability for placement. If the youth lacks sufficient progress to transition into general IL, they will be considered eligible to remain in the ILP program.</p>

DHS IL+ Contract I.F.2 – Page 3 - Extending Eligibility

<p>DHS IL+ Contract I.F.2 – Page 3</p>	<p>Extending Eligibility</p>
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	<p>2. Continuing Eligibility Criteria: If the projected length of stay exceeds twelve months, the Contractor shall submit the ILP Extension Request form (DHS-786), at least 45 days prior to the twelve month expiration date. The form shall be submitted to the Office of Child Welfare Policy and Programs: Education and Youth Unit, Attention: EYU Manager for approval to KaleyJ@Michigan.gov.</p>

DHS IL+ Contract I.H – Page 5 - Acceptance of Referral

<p>DHS IL+ Contract I.H – Page 5</p>	<p>Acceptance of Referral</p>
	<p>The Contractor shall interview the youth prior to accepting the case to discuss expectations of participation in the program and to determine the youth’s willingness to commit to the program.</p>

DHS IL+ Contract I.I.1.a – Page 5 - Placement Criteria

<p>DHS IL+ Contract I.I.1.a – Page 5</p>	<p>Placement Criteria</p>
	<p>I. <u>Program Overview</u> 1. Placement Criteria:</p>

	a. All youth shall be placed within their own county or within a 75 mile radius of the home from which the youth entered custody. If the youth's needs are so exceptional that they cannot be met within the county or 75 mile radius, DHS must approve the selection prior to placement as required in the FOM.

DHS IL+ Contract I.I.1.b – Page 5 - Staff Supported Housing Requirements

DHS IL+ Contract I.I.1.b – Page 5	Staff Supported Housing Requirements
	b. Staff Supported Housing Requirements: 1) The Contractor shall negotiate monthly rent with the youth. This amount may not exceed 35% of the youth's IL stipend.

DHS IL+ Contract I.I.3.c.1 – Page 6 - Host Home Requirements

DHS IL+ Contract I.I.3.c.1 – Page 6	Host Home Requirements
	c. Host Home Requirements: 1) Host Homes may be used when a staff based housing option is unavailable.

DHS IL+ Contract I.I.3 – page 5 - Staff Supported Housing

DHS IL+ Contract I.I.3 – page 5	Staffing – Staff Supported Housing
	<p>3) Staff supported housing must include:</p> <ul style="list-style-type: none"> i. Staff on site for a minimum of 16 hours per day from 3:00 p.m.-7:00 a.m. during scheduled school days. ii. Staff on site for a minimum of 16 hours per day during non-school days (i.e. holidays, summer break, and weekends). These hours are not restricted to 3:00 pm-7:00 am. The Contractor must submit a modified schedule to the DHS Program Office for approval of non-school days. iii. A minimum of one on-duty direct child care contact staff for every 10 youth in placement.

DHS IL+ Contract I.I.3 – Page 7 - Host Homes - Children Protective Services and Background Checks

DHS IL+ Contract I.I.3 – Page 7	Host Homes - Children Protective Services and Background Checks
	<p>3) Host Homes shall undergo Children Protective Services and background checks and meet the placement standards outlined FOM 721.</p>

DHS IL+ Contract I.I.4 – Page 7 - Host Homes – Age Requirement of Host

DHS IL+ Contract I.I.4 – Page 7	Host Homes – Age Requirement of Host
	4) Host Home adults shall be at least 21 years of age.

DHS IL+ Contract I.I.6 – Page 7 - Residency of Host Adult

DHS IL+ Contract I.I.6 – Page 7	Residency of Host Adult
	1) Host Home adults must reside in the home.

DHS IL+ Contract I.I.7 – Page 7 - Host Home Adults – Accessible by Phone

DHS IL+ Contract I.I.7 – Page 7	Host Home Adults – Accessible by Phone
	7) Host Home adults shall be accessible by phone during the hours of 3:00 p.m. through 6:00 p.m.

DHS IL+ Contract I.I.8 – Page 7 - Host Home Adults – Presence in the Home

DHS IL+ Contract I.I.8 – Page 7	Host Home Adults – Presence in the Home
	8) Host Home adults shall be in the home during the hours of 6:00 p.m. through 7:00 a.m. during scheduled school days.

DHS IL+ Contract I.I.9 – Page 7 – Host Home Adults –Phone availability on non-school days

DHS IL+ Contract I.I.9 – Page 7 –	Host Home Adults –Phone availability on non-school days
	9) Host Home adults shall be accessible by phone during flexible hours during non-school days (i.e. holidays, summer break, and weekends). The Contractor must submit a modified schedule to the DHS Program Office for approval for non-school days.

DHS IL+ Contract I.I.10 – Page 7 - Maximum number of IL+ Youth in a Host Home

DHS IL+ Contract I.I.10 – Page 7	Maximum number of IL+ Youth in a Host Home
	10) There shall be no more than four youth living in a Host Home at a time.

DHS IL+ Contract I.I.5 – Page 7- Host Home Required to maintain a Positive Learning Environment

DHS IL+ Contract I.I.5 – Page 7	Host Home Required to maintain a Positive Learning Environment
	<p>5) Host Home adults shall provide an atmosphere where ILP learning can take place that includes, but is not limited to:</p> <ul style="list-style-type: none"> i. Displaying positive role modeling behaviors. ii. Utilizing teachable moments that provide the youth opportunities to engage in healthy risk taking, fostering both positive and negative consequences. iii. Establishing progressive and appropriate expectations based on needs and age of the youth.

DHS IL+ Contract I.J.1 – Page 7 - IL+ Required Treatment Services Required

DHS IL+ Contract I.J.1 – Page 7	IL+ Required Treatment Services Required
	<p><u>J. Services to be Provided</u> Treatment Services:</p> <ul style="list-style-type: none"> 1. Treatment services shall be provided based on the ACLSA including, but not limited to: <ul style="list-style-type: none"> a. The provision of counseling therapy and b. Independent living skills training

	<ul style="list-style-type: none"> c. 24/7 availability in the event of a crisis or emergency d. Daily in-person supervision with youth e. Coordination for education and/or job skills opportunities

DHS IL+ Contract I.J.2 – Page 8 - IL+ Case Management Requirements

DHS IL+ Contract I.J.2 – Page 8	IL+ Case Management Requirements
	<ul style="list-style-type: none"> 2. Case Management: <ul style="list-style-type: none"> a. Case management services shall include the following: <ul style="list-style-type: none"> 1) Service coordination, monitoring and oversight 2) Communication with the DHS monitor 3) Compiling and submitting required reports, forms and payments per DHS foster care policy 4) Crisis intervention and referral to mental health services 5) Writing regular reports to the court and attendance to all court hearings

DHS IL+ Contract I.J.3 – page 8 - IL+ Agency responsible for coordinating Family Team Meetings

DHS IL+ Contract I.J.3 – page 8	IL+ Agency responsible for coordinating Family Team Meetings
	<ul style="list-style-type: none"> 3. <u>Family Team Meeting coordination</u> and coordination with applicable agencies supervising siblings, including transportation for visitations.

DHS IL+ Contract I.J.3 – page 8 - IL+ Agency responsible for insuring transportation to Sibling Visitation

DHS IL+ Contract I.J.3 – page 8	IL+ Agency responsible for insuring transportation to Sibling Visitation
	3. Family Team Meeting coordination and coordination with applicable agencies supervising siblings, <u>including transportation for visitations.</u>

DHS IL+ Contract I.J.4.a – Page 8 - Face-to-face interview with each youth within 72 hours of acceptance

DHS IL+ Contract I.J.4.a – Page 8	Face-to-face interview with each youth within 72 hours of acceptance
	4. Case Acceptance and Treatment Plan: The Contractor shall complete the following: 1. A Case Acceptance and Treatment Plan: The Contractor shall complete the following: a. A face-to-face interview with each youth within 72 hours of acceptance of the case.

DHS IL+ Contract I.J.4.b – Page 8 - IL+ - Contacts Required within 14 days of Case Acceptance - Previous Placement Agency

DHS IL+ Contract I.J.4.b – Page 8	IL+ - Contacts Required within 14 days of Case Acceptance - Previous Placement Agency
	4. Case Acceptance and Treatment Plan: The Contractor shall complete the following: b. Within 14 days of case acceptance: 1) Consult with last placing agency (if applicable) to obtain: i. A list of services provided to the youth ii. An exit assessment if available

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DHS IL+ Contract I.J.4.b – Page 8 - IL+ - Contacts Required within 14 days of Case Acceptance Educational Requirements

DHS IL+ Contract I.J.4.b – Page 8	IL+ - Contacts Required within 14 days of Case Acceptance Educational Requirements
	<p>4. Case Acceptance and Treatment Plan: The Contractor shall complete the following:</p> <p style="padding-left: 20px;">b. Within 14 days of case acceptance:</p> <p style="padding-left: 40px;">2. Determine the youth’s educational functional levels in reading, math, etc. Collaborate with the youth’s current and/or last school to gain the youth’s reading level and assess educational needs.</p>

DHS IL+ Contract I.J.4.b – Page 8 - IL+ - Ansell Casey Life Skills Assessment Required within 14 days of Case Acceptance

DHS IL+ Contract I.J.4.b – Page 8	IL+ - Contacts Required within 14 days of Case Acceptance Ansell Casey Life Skills Assessment
	<p>4. Case Acceptance and Treatment Plan: The Contractor shall complete the following: Within 14 days of case acceptance:</p> <p style="padding-left: 40px;">3. Ensure that all youth have completed the ACLSA within 14 days of acceptance of case. [Ansell Casey Life Skills Assessment]</p>

DHS IL+ Contract I.J.4.c – Page 8 - USP or PWSP/ILP Utilizing Information from the last placement and from an Intake assessment

DHS IL+ Contract I.J.4.c – Page 8	USP or PWSP/ILP Utilizing Information from the last placement and from an Intake assessment
	<p>3. Case Acceptance and Treatment Plan: The Contractor shall complete the following:</p> <ul style="list-style-type: none"> c. An Updated Service Plan (USP) or Permanent Ward Service Plan (PWSP)/ILP Plan and Agreement utilizing information from the last placement and results of intake assessment as its basis.

DHS IL+ Contract I.J.4.c.1 Page 8 - USP or PWSP/ILP Required Components

DHS IL+ Contract I.J.4.c.1 Page 8	USP or PWSP/ILP Required Components
	<p>1) The USP or PWSP/ILP Plan and Agreement for each youth are to be assessment driven. Services that are necessary to accomplish the goals outlined in the plan shall be provided by the Contractor. The USP or PWSP/ILP Plan and Agreement for each youth shall have the following clearly defined:</p> <ul style="list-style-type: none"> i. Results of assessment ii. Goals to be accomplished

	<ul style="list-style-type: none"> iii. Services to achieve goals iv. Time frame to achieve each goal v. Time frame for achievement of all goals vi. Criteria for placement and/or discharge vii. Maintain copies of ILP Plan and Agreement and all subsequent USP/ILP Plan and Agreements in the youth's case file.

DHS IL+ Contract I.J.4.d Page 8 - Required Components of an Independent Living Agreement / Contract

DHS IL+ Contract I.J.4.d Page 8 & 9	Required Components of an Independent Living Agreement / Contract
	<p>4. Case Acceptance and Treatment Plan: The Contractor shall complete the following:</p> <p>d. Within 30 calendar days of intake:</p> <ul style="list-style-type: none"> 1) Complete an ILP Plan and Agreement based on the intake, life skills assessment, and the youth's input and goals with obtainable timeframes. <ul style="list-style-type: none"> i. At a minimum, the ILP Plan and Agreement shall include: <ul style="list-style-type: none"> a) An educational goal and/or employment goal. b) Strategies to meet the youth's mental health needs. <p>Additional goal setting areas include:</p> <ul style="list-style-type: none"> a) Community resources b) Budget and Financial management c) Mentoring through adult connections other than Case Manager d) Family support and healthy marriage/relationship education e) Health care f) Housing education and home management training g) Legal rights h) Personal hygiene

	<ul style="list-style-type: none"> i) Family planning, pregnancy and teen parenting (if applicable) j) Substance abuse prevention k) Sexual responsibility l) Maintain copies of ILP Plan and Agreement and all subsequent USP/ILP Plan and Agreements in the youth's case file.

DHS IL+ Contract I.J.4.d.1.i.I - Service Plans and IL+ Contracts/Agreements

DHS IL+ Contract I.J.4.d.1.i.I	Service Plans and IL+ Contracts/Agreements
	l) Maintain copies of ILP Plan and Agreement and all subsequent USP/ILP Plan and Agreements in the youth's case file.

DHS IL+ Contract I.J.4.d.2 – Page 9 - The Youth's Life Skills Coach Shall Be Provided a Copy of the Youth's IL+ Agreement/Plan/Contract

DHS IL+ Contract I.J.4.d.2 – Page 9	The Youth's Life Skills Coach Shall Be Provided a Copy of the Youth's IL+ Agreement/Plan/Contract
	2) Provide the youth's Life Skills Coach a copy of the youth's ILP Plan and Agreement, which includes areas of need related to the IL skills.

DHS IL+ Contract I.J.4.e – Page 9 - The ILP Plan and Agreement Does Not Replace the Semi-Annual Transition Plan Report

<p>DHS IL+ Contract I.J.4.e – Page 9</p>	<p>The ILP Plan and Agreement Does Not Replace the Semi-Annual Transition Plan Report</p>
	<p>4. Case Acceptance and Treatment Plan: The Contractor shall complete the following: e. A review of the ILP Plan and Agreement with the youth, along with a quarterly update to reflect the youth’s progress, needs and goals. This does not replace the semi-annual Transition Plan Report as required per DHS policy.</p>

DHS IL+ Contract I.J.4.f – Page 9 - Four Monthly Contacts With an IL+ Youth

<p>DHS IL+ Contract I.J.4.f – Page 9</p>	<p>Four Monthly Contacts With an IL+ Youth</p>
	<p>4. Case Acceptance and Treatment Plan: The Contractor shall complete the following:</p>

	<p>f. A minimum of four monthly contacts with the youth. This shall consist of at least two face-to-face contacts, of which, one will be in the youth's residence. Each face-to-face contact shall be a minimum of one hour. Remaining required contacts may be conducted in person or via telephone conversation for any length of time. Phone messages, texts, e-mails or social media contacts do not replace a required contact but can be utilized.</p>

DHS IL+ Contract I.J.4.h – Page 9 - Life Skills Training Including Applicable ACLSA Pre and Post-Testing

<p>DHS IL+ Contract I.J.4.h – Page 9</p>	<p>Life Skills Training Including Applicable ACLSA Pre and Post-Testing</p>
	<p>4. Case Acceptance and Treatment Plan: The Contractor shall complete the following: h. Life Skills training that will assist the youth in gaining self-sufficiency, including applicable ACLSA pre and post-testing. The Contractor shall document the ability of the youth to demonstrate these skills through real life applications</p>

DHS IL+ Contract I.J.4.h – Page 9 - Required Documentation of the Youth's Mastery of Life Skills through Real Life Applications

<p>DHS IL+ Contract I.J.4.h – Page 9</p>	<p>Required Documentation of the Youth's Mastery of Life Skills through Real Life Applications</p>
	<p>4. Case Acceptance and Treatment Plan: The Contractor shall complete the following:</p>

	h. Life Skills training that will assist the youth in gaining self-sufficiency, including applicable ACLSA pre and post-testing. The Contractor shall document the ability of the youth to demonstrate these skills through real life applications

DHS IL+ Contract I.J.4.i – page 9 - Requirement of Four Hours Per Week of IL Instruction

DHS IL+ Contract I.J.4.i – page 9	Requirement of Four Hours Per Week of IL Instruction
	4. Case Acceptance and Treatment Plan: The Contractor shall complete the following: i. A minimum of 4 hours per week of IL instruction upon completion of the ACLSA and IL Plan and Agreement. Seventy-five percent of the IL instruction time per month must be practical hands-on instruction as opposed to classroom, worksheet, or online instruction. In addition, 10% of the IL instruction time must be community based.

DHS IL+ Contract I.J.4.j – page 9 - Required Quarterly Meeting

DHS IL+ Contract I.J.4.j – page 9	Required Quarterly Meeting
	4. Case Acceptance and Treatment Plan: The Contractor shall complete the following:

	j. Quarterly meetings with the case manager, youth, life skills coach, and any supportive persons identified by the youth to review the ACLSA and the pre and post test results.

DHS IL+ Contract I.J.4.k – page 10 - Provision of Transportation for IL+ Youth

DHS IL+ Contract I.J.4.k – page 10	Provision of Transportation for IL+ Youth
	4. Case Acceptance and Treatment Plan: The Contractor shall complete the following: k. Provision of transportation for youth that allows them to participate in IL activities

DHS IL+ Contract I.J.4.n – page 10- Three Month and Six Month Follow-up Post Discharge Documentation

DHS IL+ Contract I.J.4.n – page 10	Three Month and Six Month Follow-up Post Discharge Documentation
	4. Case Acceptance and Treatment Plan: The Contractor shall complete the following:

	n. A 3 month and 6 month follow-up post discharge from ILP. Information regarding the youth's housing, education, employment and connections to other adults must be documented.

DHS IL+ Contract I.M.4.c – page 12 - Caseload of ILP Coach / Caseworker

DHS IL+ Contract I.M.4.c – page 12	Caseload of ILP Coach / Caseworker
	M. <u>Staff Training and Qualifications:</u> 4. The ILP Coach: c. May not have more than ten (10) ILP children assigned at any given time.

DHS IL+ Contract I.M.4.e – page 12 - Weekly Documentation

DHS IL+ Contract I.M.4.e – page 12	Weekly Documentation
	M. <u>Staff Training and Qualifications:</u> 5. The ILP Coach: e. Must complete a weekly ILP log documenting actions and tasks related to a specific goal or outcome along with hours spent with each child.

R 400.12101 Definitions. Rule 101.

These are the legal definitions of the terms used in the rules.

(g) “Department” is the Michigan Department of Human Services or the Department of Health and Human Services.

(o) “Licensing authority” is the Division of Child Welfare Licensing.

R 400.12102 Rule variance.

The term variance means the same thing as exception or exemption in relationship to this rule.

The request for a variance shall be in writing and shall be submitted to the assigned consultant. The approval of a variance may only be granted by the director of Child Welfare Licensing. There is no provision for appealing the denial of a variance. If a disciplinary licensing action is recommended due to the denial of a variance, the licensing action may be appealed as identified in MCL 722.121.

A variance may be granted to any promulgated rule. A variance may not be granted to the statute unless there is a specific provision in the statute allowing for the granting of a variance.

The request for a variance must include the basis for the request, the method for assuring ongoing compliance with the proposed alternative, the time period for which the variance is needed, and any facts that support that the alternative method of compliance proposed will provide equivalent protection to the health, welfare, safety, and needed services of any children affected as required by the rule.

The decision regarding the granting or denial of a variance will be entered into BITS by central office staff.

R 400.12103 Staff exception

The effective date of the rules is January 5, 2015. This applies only to the specific position the individual is in and does not transfer to another position in the same agency or to another agency. This does not preclude an agency from requesting a variance to a rule related to qualifications.

R 400.12104 Deemed status.

There are no interpretations known or needed. Though the rule recognizes deemed status, any agency that is under contract to the department and covered by the Modified Settlement Agreement must have a complete review of compliance with all rules on an annual basis.

PART 2. AGENCY SERVICES

R400.12201 Department authorization.

All child placing agencies except Authorized Governmental Units must comply with part 2 of these rules.

R 400.12202 Policy and procedures.

An agency must have policies and procedures that comply, at a minimum, with the requirements in the rules that correspond to the subsections. If an agency's policies and procedures exceed the minimum requirements specified in the rule, the agency is required to follow the written policies and procedures. An agency that does not follow its own policies may be cited as being in violation of this rule.

R 400.12203 Financial stability.

This rule does not require that the children's services departments of an agency have a separate budget from the entire agency. The agency must provide the portion of the budget that relates to regulated programs to the consultant at the time of the review. A copy of the annual audit must be available for review at the time of the annual onsite inspection of the agency.

R 400.12204 Facilities.

The agency is expected to have sufficient space to store all active files and closed files for the length of time the agency is required to maintain closed files. Closed files may be maintained in an electronic format.

R 400.12205 Required staff.

(1) An agency must have at least two employees. There is no prohibition on the agency contracting for one of those employees. An individual may perform more than one regulated function, but may not supervise their own work.

(2) and (3) When a chief administrator leaves and the organization appoints an acting administrator, the change must be reported to DCWL, in writing. An acting administrator must meet the qualifications identified in the rule. A criminal record check and central registry check must be completed on the chief administrator by DCWL.

(4) A variance is not needed to comply with (b) when the major is not in human behavioral sciences and the agency has evaluated the transcript of an individual and has determined that 25% of the course work was in human behavioral sciences. The agency must be able to document how the determination was made when the consultant is doing the onsite evaluation.

Local offices of the department and private agencies under contract to the department must comply with the degree and experience requirements and may not assess a person using the 25% of course work evaluation due to requirements of the modified settlement agreement.

Children's protective services is not a regulated function and does not count as experience as a social services worker when determining if the person is qualified as a social services supervisor.

(5) When the major is not in human behavioral sciences and the agency has evaluated the transcript of an individual and has determined that 25% of the course work was in human behavioral sciences, a variance is not needed. The agency must be able to document how the determination was made when the consultant is doing the onsite evaluation. Local offices of the department and private agencies under contract to the department must comply with the degree and experience requirements and may not assess a person using the 25% of course work evaluation due to requirements of the modified settlement agreement.

When an agency provides field work experience for students, the student must still have an acceptable undergraduate degree or all work must be co-signed by a social services worker who meets the identified qualifications.

(6) This rule does not prohibit an agency from having two individuals who function both as social service workers and social service supervisors and supervise each other's work.

(8)(a) A social services supervisor may be supervising staff who function in capacities other than social services workers. These staff are not counted when determining whether the supervisor is within the required workload. If the consultant finds significant violations of the rules and the supervisor is supervising more than 5 individuals, some of whom function in non-regulated positions, the consultant may cite the agency for not having sufficient staff to carry out the provisions covered by the rules.

(8)(b) and (c) Social services workers may have caseload responsibilities beyond those covered by the rule. The consultant is to ask for a breakdown of the work responsibilities for social services workers who have additional caseload assignments when determining if the workload is within the requirements of the rule. Only those functions covered by the rule, and where the social services worker has primary responsibility, are to be counted when evaluating workload. If the consultant finds significant violations of the rules and the social services worker has additional caseload responsibilities, some of which are not covered by the rule, the consultant may cite the agency for not having sufficient staff to carry out the provisions covered by the rules.

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.

R 400.12207 Staff responsibilities.

(1)The chief administrator must be in Michigan. The person may be responsible for a main location and satellite offices.

(2)The assessment required in subpart (2) (a) must be completed on an annual basis, but not at any particular time of the year. The agency must be able to document how they determined compliance. All CWL reading forms are available on the DHHS public website to provide a tool that agencies may choose to use.

If an agency identifies rule violations, there must be a written plan that identifies how the agency will resolve the problems that created the rule violations. The plan must be achievable within 6 months.

The agency must document how the assessment of disrupted and unplanned removals occurs. The plan to correct any identified causes of disrupted and unplanned removals must also be documented. The intent of this rule is to look at causes and plans for resolving systemic issues that result in unplanned disruptions and removals.

(3) and (4) There is a clear delineation between the roles of social service workers and social service aides. The aide may not assume any of the roles of the social services workers. An aide may prepare a report that involves compiling data from other sources if the social services worker co-signs the report.

R 400.12208 Job descriptions.

All people who work in the organization, including volunteers, must have a job description.

All responsibilities for the operation of the organization are to be covered by the composite of the job descriptions.

Staff must know their job description and to whom they report.

The organization's practices must conform to the descriptions.

An organizational chart is one way to demonstrate how all responsibilities are covered. When an organizational chart is used, lines of authority must be clear.

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 400.12210 Grievance handling.

The agency is expected to follow the grievance policy as it is written. The timelines the agency sets forth need to be reasonable and achievable. The agency may need to increase the amount of time for response as the level of review rises in the agency chain of command.

Subpart (b) requires that the policy address matters relating to the act, rules, and the agency's written policies. The agency is not required to apply the full grievance policy for complaints that are not related to the act, the rules, or the agency's written policies.

On April 1, 2015, MCL 722,958a became effective. This legislation is commonly known as the Foster Parent's Bill of Rights. In this section of statute, there are required topics that must be tracked and reported to the legislature. These areas are:

- (a) The total number of grievances filed during 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 that were filed with the department's bureau of children and adult 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.

Each child placing agency will be required to submit a report to the Division of Child Welfare Licensing on the above topics on a quarterly basis. The quarters shall be 1/01 through 3/30, 4/1 through 6/30, 7/1 through 9/30, and 10/1 through 12/31. The reports will be due by the last day of the calendar month that follows the end of each quarter.

R 400.12211 Privacy safeguard.

- (1) Foster parents need to be clearly advised regarding providing information about foster children on the internet, including names and pictures. This includes social media.
 - (2) Implied in the concept of accruing positive value for a child is the child's attitude about the publicity and willingness to participate.
- DCWL has no authority to apply this rule to biological children or children whose adoptions are finalized.

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 400.12213 Record Management.

Cross reference R400.12204, R400.12328, R400.12422, R400.12509, R400.12608, R400.12713 and R400.12808.

To ensure that confidential information is safeguarded, it is not appropriate for agency staff to maintain files in their homes. The agency should have specific guidelines regarding what information from files may be taken out of the agency and how the staff person is to guard against destruction, damage, and breach of confidentiality. If agency staff primarily work in a mobile format with all information accessible from mobile electronic devices, the agency must ensure that all technology used has adequate security features and that work is not being conducted in public locations that could jeopardize the security and confidentiality of information.

If all service plans are kept electronically, there must be someone available to assist consultants in reviewing the services plans and the case record. For other types of files, if the agency keeps an electronic file, they must be able to demonstrate that required time frames were met and required signatures obtained as required by the rules or the agency's written policy. Electronic records must have a feature that records when work is completed to ensure accuracy of entered dates and signatures.

PART 5. INDEPENDENT LIVING SERVICES

R400.12501 Department authorization.

A child caring institution cannot avoid licensure as a child caring institution by making application to operate a child-placing agency with the use of an unlicensed building to house youth. Independent Living requires that a resident have control of life skill decision-making and finances. The agency can only provide limited supervision and control of the resident. If an agency has a contract with the department for Independent Living Plus, all terms of the contract shall be met.

The following factors are some of the indicators a facility is a CCI:

- Residents, age 16 or 17, require 24-hour staff supervision.
- The agency has set up staffing similar to an institution.
- The facility offers components similar to an institution such as food services, social services and treatment services.
- The agency controls the youth's income.

R400.12502 Program statement.

An agency must have policies and procedures that comply, at a minimum, with the requirements in the rules that correspond to the subsections. If an agency's policies and procedures exceed the minimum requirements specified in the rule, the agency is required to follow the written policies and procedures. An agency that does not follow its own policies may be cited as being in violation of this rule.

R400.12503 Policy and procedures.

An agency must have a specific policy for each of the subsections identified in the rule. The minimum content of the policy is specified in the rules.

If a private agency is under contract to the Department of Health and Human Services and agrees, as part of the contract, that DHHS policies and procedures will be followed, the agency must follow those policies. An agency may also have policies that exceed the minimum standards set forth in the rules. If an agency's policies exceed the minimum standards, the agency is accountable for following their own policies.

R400.12504 Eligibility requirements.

A youth may live in a licensed foster home as an independent living placement. The youth does not count in the number of foster children in the home. All foster home rules must still be in compliance, i.e., amount of square footage required in a bedroom. The youth is to be assessed as a member of the household, including having a medical statement in the foster home file. If the youth is 16, the youth is included in the count of 8 for the number of children under the age of 17. If the foster home accepts the youth into the home and the agency was not involved in the placement, the foster home must notify the agency of the change in household composition.

R 400.12507 Medical/dental and mental health care.

- (1) The agency should document their active and ongoing efforts to encourage youth who are age 18 or over to participate in medical, dental and mental health services.

R 400.12509 Independent living record.

- (3) While not all elements of this subrule will have changes, any area that contains a requirement for current information that could change must be specifically addressed indicating that there has or has not been a change and if there is a change in any element, the changes must be clearly specified.
 - xi. Any piercings, scars, or tattoos should be noted under the identifying marks.
 - xii. The photograph required in the file must be an original color photograph. It may be printed on a color copier from a digital camera.
- (d) The information on siblings should include information about siblings who have been adopted.

R 400.12510 Independent living contract.

- (2) The agency must document that a copy of the contract has been provided to the youth.

Document Locations in MiSACWIS

MiSACWIS Application Location	Document Name
Case Services Review	AA/NA Attendance Record
Adoption Assistance Subsidy Eligibility	Adoption Assistance Agreement (DHS 4113)
Adoption Assistance Subsidy Eligibility	Adoption Assistance Agreement Extension (DHS 4113-FE)
Adoption Assistance Subsidy Eligibility	Adoption Assistance and/or Medical Subsidy Application (DHS 1341)
Adoption Assistance Medical Subsidy	Adoption Assistance and/or Medical Subsidy Application (DHS 1341)
Adoption Assistance Subsidy Eligibility	Adoption Assistance Intent Statement (DHS 4081)
Case Overview	Adoption Consent Request - Reunited or Competing Parties (DHS-3217a)
Adoption	Adoption Consent Request (DHS-3217)
Adoption Inquiry Log	Adoption Inquiry Document
Adoption Assistance Medical Subsidy	Adoption Medical Subsidy Agreement (DHS 3013)
Adoption	Adoption Medical Subsidy Agreement Extension (DHS 3013-A)
Adoption	Adoption Medical Subsidy Certification Request/Disposition for a Child Not in Adpt (DHS 1341-M)
Adoption	Adoption Medical Subsidy Guardian Agreement (DHS 3013-G)
Adoption	Adoption Medical Subsidy Guardian Agreement Extension (DHS 3012-GE)
Provider Recruitment Event	Adoption Recruitment documentation
Adoption	Adoption Referral (DHS 602)
Adoption	Adoption Subsidy Case Opening Request (DHS 1344)
Adoption Assistance Subsidy Eligibility	Adoption Subsidy Program Change Request (DHS 4817)
Case Overview	Adoption Subsidy Program Guide ' Acknowledgment of Receipt DHS ??
Adoption Assistance Subsidy Eligibility	Adoption Support Subsidy Agreement Extension (DHS 4113-A)
Adoption	Adoption Support Subsidy Guardian Agreement (DHS 4113-G)
Adoption Assistance Subsidy Eligibility	Adoption Support Subsidy Program- Other Payment Resources (DHS 4813)
Case Overview	Adoptive Family Assessment and addendums (BCAL 3130, DHS 1926, BCAL 3130a; DHS 612)
Adoption	Adoptive Placement Supervisory Report (DHS 613)
Central Adoption Registry	Adult Former Sibling Statement
Case Overview > Court	Appeal
Case Overview	APPLA (DHS-343, 843, 844, 643)
Case Overview	APPLA-E (DHS-341, 642, 643, Permanency Pact)

Person Overview	Attendance report
Person Overview	Authorization to Release Information (DHS-27)
Person Overview	Autism Impairment MET report
Provider Licensing	BCAL 259- Special Investigation
Person Overview	Birth Medical Records
Case Overview	Birth Certificate or verification of birth
Case Overview	Caregiver's Permanency Planning Checklist (DHS 2051)
Case Overview	Case Conference Outcome Letter
Ongoing Case / Permanent Ward	Case Service Plan Signature Page
Case Overview	Caseworker's Permanency Planning Checklist for MCI or PCW (DHS 2052)
Case Overview	Caseworker's Permanency Planning Checklist for TCW (DHS 2053)
Central Adoption Registry	Central Adoption Registry Clearance
Person Overview	Certificate of Birth Abroad (FS-545)
Case Services Review	Certificate of Completion
Person Overview	Certificate of U S Citizenship
Case Overview	Certification of Guardianship Assistance Eligibility and Request for Agreement (DHS 3310)
Adoption	Child Adoption Assessment (DHS 1927)
Case Overview	Child Adoption Assessment Addendum (DHS 606)
CPS Investigation	Child Death Investigation Checklist (DHS- 2096)
Provider > Home Evaluation	Children's Foster Care Home Rule Compliance Record (BCAL 3080)
Ongoing Case / Permanent Ward	Children's Foster Care Initial Court Report (DHS-1280)
Ongoing Case / Permanent Ward	Children's Foster Care Permanent Ward Court Report (DHS-665)
Provider > Home Evaluation	Children's Foster Care Relative Placement Home Study - Approved (DHS 3130a)
Provider > Home Evaluation	Children's Foster Care Relative Placement Home Study - Denied (DHS 3130a)
Provider > Home Evaluation	Children's Foster Care Relative Placement Home Study - Submitted (DHS 3130a)
Ongoing Case / Permanent Ward	Children's Foster Care Updated Court report (DHS-1281)
Provider > Inquiry	Children's Foster Home License Application - Signed (BCAL 3889)
Provider > Inquiry	Children's Foster Home License Application - Submitted (BCAL 3889)
Provider > Inquiry	Children's Foster Home Licensing Application (BCAL 3889)
Ongoing Case / Permanent Ward	Children's Protective Services Service Agreement (DHS-151)
Case Overview / Service Authorization	Children's Services Payment Authorization (DHS-1582)

Service Authorization	Children's Services Payment Authorization (DHS-1582-CS)
Person Overview	Class Schedule
Person Overview	Cognitive Impairment MET report
Case Overview	Community Resource Referral Letter (DHS-123)
Intake	Complaint Intake
Intake	Complaint Source Notification
CPS Investigation	Confidential Notice to FOC Disposition and Family Court Action (DHS -729)
Case Overview	Consent to Adopt (PCA 309)
Provider Licensing	Corrective Action Plan
Service Authorization	Correspondence
Service Authorization	Correspondence
Person Overview	Counseling report
Case Overview > Court	Court Documents- Offense Convictions
Case Overview > Court	Court Order
CPS Investigation	CPS Case Worker/Child Visitation Tools (DHS-903 and -DHS-903A)
Ongoing Case / Permanent Ward	CPS Closing USP (DHS-1226)
CPS Investigation	CPS Exception Documentation (DHS-140)
CPS Investigation	CPS Investigation Checklist (DHS-1422)
CPS Investigation	CPS Investigation Report (DHS-154)
Case Overview	CPS Investigation report on prospective Adoptive Family
CPS Investigation	CPS Request for Medical Information (DHS-1163-M)
CPS Investigation	CPS Request for Mental health Information (DHS-1163-P)
CPS Investigation	CPS Service Agreement (DHS-151)
CPS Investigation	CPS Support Person Letter (DHS-860)
Ongoing Case / Permanent Ward	CPS Updated Service Plan (DHS-1223)
Adoption Assistance Subsidy Eligibility	Criminal Clearances
Eligibility / Reimbursability	Criminal Clearances
CPS Investigation	Criminal History Check (DHS-269)
Eligibility / Reimbursability	Current DOC assessment
Adoption Assistance Subsidy Eligibility	Current DOC assessment
Person Overview	Dental Exam report

Case Overview	Determination of Care (DHS 470, 470a or 1945)
Eligibility	Determination of Title IV-E Reimbursability (DHS 350)
Case Overview > Placement	Determination of Title IV-E Reimbursability (DHS 350)
Eligibility	Determination of Title IV-E Eligibility (DHS 352)
CPS Investigation	DHS Child Abuse Neglect Action (DHS-1200)
Person Overview	DHS Request for Birth Record (DHS -261)
Person Overview	DHS Request for Death Record (DHS- 264)
Person Overview	DHS Request for Divorce or Annulment Records (DHS- 263)
Person Overview	DHS Request for Marriage Record (DHS-262)
Financial	DHS-589 Recoupment Notice
Person Overview	Diploma
Person Overview	Disciplinary Report
Service Authorization	DOC 12 and Under (DHS-470)
Service Authorization	DOC 12 and Under (DHS-470)
Service Authorization	DOC 13 and Over (DHS-470A)
Service Authorization	DOC 13 and Over (DHS-470A)
Service Authorization	DOC Medically Fragile (DHS-1945)
Service Authorization	DOC Medically Fragile (DHS-1945)
Case Services Review	Drug Screen
Person Overview	Drug screen results
Case Services Review	Early On Referral
Case Overview	Early Release Checklist
Person Overview	Enrollment documents
Case Services Review	Estimate(s)
Service Authorization	Examination Authorization/Invoice for Services (DHS-93)
Person Overview	Expulsion Reports
Case Services Review	Families First Progress Report Form (DHS-230)
Case Services Review	Families First Service Plan Form (DHS-229)
Case Services Review	Families First Termination Report Form (DHS-231)
Case Overview	Family Team Meeting Activity Report (DHS-1105)
Case Overview	Family Team Meeting Attendance Report (DHS-1107)

Case Overview	Family Team Meeting Informational Report (DHS -1104)
Case Overview	Family Team Meeting Invitation Report (DHS- 1109)
Case Overview	Family Team Meeting Preparation Tool (DHS-1108)
Case Overview	Family Team Meeting Referral (DHS-1106)
Person Overview	Fetal Alcohol Screening
CPS Investigation	Fingerprint Inquiry form
Person Overview	Fingerprint Inquiry form
Case Overview > Placement	Foster Care Action Summary (DHS-69b)
Ongoing Case / Permanent Ward	Foster Care Initial/Updated Service Plan (DHS-441)
Case Overview > Placement	Foster Care Payment Authorization (DHS-659)
Service Authorization	Foster Care Payment Authorization (DHS-659)
Service Authorization	Foster Care Payment Authorization (DHS-659)
Ongoing Case / Permanent Ward	Foster Care Permanent Ward Service Plan (DHS-442)
Case Overview > Placement	Foster Care Placement Decision Notice (DHS-31)
Provider	Foster Home Refernces Questionnaire (BCAL 3739)
Case Overview > Placement	Foster Parent Notification of Move (DHS-30)
Case Overview > Placement	Foster Parent/Relative Letter or email
Case Services Review	Foster Youth Housing Referral (DHS-956)
Person Overview	GED Certificate
Case Overview	Guardianship Homestudy (DHS 616, BCAL 3130, addendums)
Provider > Home Evaluation	Health History Record (OCAL)
CPS Investigation	Home Call Notice (DHS-182)
Person Overview	Hospital records
CPS Investigation	How to Change a Custody or Parenting Time Order (DHS-1450)
Non-CPS Intake	IC for Juveniles Quarterly Progress Report-DHS-555
Case Overview	ICAMA 6.01 Notice of Medicaid Eligibility/ Case Activation
Case Overview	ICAMA 6.02 Notice of Action
Case Overview	ICAMA 6.03 Report of Change in Child/Family Status
Non-CPS Intake	ICJ for Juveniles- Consent for Voluntary Return of out of State juveniles-DHS-3037
Non-CPS Intake	ICJ Home Evaluation Report DHS-1573
Non-CPS Intake	ICPC Financial Medical Plan-DHS-4334

Non-CPS Intake	ICPC Pre Screening-DHS-4336
Person Overview	IEP
Person Overview	IEP Addendum
Person Overview	IEP Invitation
Person Overview	IEP Review
Person Overview	Immunization record
Case Overview > Placement	Incident Report
Case Overview > Placement	Independent Living Agreement (DHS-4527)
Eligibility	Initial Court Order (date entered care)
Adoption Assistance Subsidy Eligibility	Initial court order for most recent removal
Eligibility / Reimbursability	Initial court order for most recent removal
Provider > Home Evaluation	Initial Relative Safety Screen (DHS 588)
Adoption Assistance Subsidy Eligibility	Initial Service Plan (ISP)
Eligibility / Reimbursability	Initial Service Plan (ISP)
Case Overview > Placement	Intent to Adopt (DHS-4809)
Non-CPS Intake	Interstate Compact for JJ Out of State Travel Permit-DHS 3034
Non-CPS Intake	Interstate Compact for Juveniles-Child Placement Status-DHS-4333
Non-CPS Intake	Interstate Compact on Juveniles -application for services and waiver 'DHS-3040
Non-CPS Intake	Interstate Compact on Juveniles 'DHS-3038
Non-CPS Intake	Interstate Compact on Placement of children checklist-DHS-4335
Non-CPS Intake	Interstate Compact Sending state Priority Home Study Request-DHS-3750
Non-CPS Intake	Interstate Guardianship Plan Notice-DHS-3309
Financial > Roster Approvals	Invoice
Financial > Roster Approvals	Journal Voucher
Person Overview	Judgment of Divorce
Eligibility / Reimbursability	Juvenile Guardianship Assistance Agreement (DHS 3113)
Case Overview	Juvenile Guardianship Consent Request for MCI ward ' Not Requesting Assistance (DHS 2049)
Case Overview	Juvenile Guardianship Consent Request for MCI ward (DHS 2050)
Adoption Assistance Medical Subsidy	Juvenile Guardianship Medical Subsidy Agreement (DHS 3013- GA)
Case Overview	Juvenile Guardianship Medical Subsidy Application and documentation (DHS 3310M)
Case Overview > Placement	Kinship Home Study (DHS-1675)

Intake	LEN Law Enforcement Complaint of Child Abuse and Neglect
Case Overview	Letter not Recommending (DHS 605)
Case Overview	Letter of Intent (DHS 4809)
Provider > Home Evaluation	Licensing Record Clearance (BCAL-1326cw)
Case Overview	Licensing Special Evaluations
Provider Licensing	Licensing Transactions (BCAL 3706)
Investigation / Case Overview	Life Skills Assessment
Case Overview / Service Authorization	Local Payment Authorization (DHS-1291)
Case Services Review	Local Payment Authorization (DHS-1291)
Service Authorization	Local Payment Authorization (DHS-1291)
Service Authorization	Local Payment Authorization (DHS-1291)
Case Overview	Maltreatment in Care Case Conference (DHS- 645)
Provider Recruitment Event	Mare Hold form
Provider Recruitment Event	Mare Photo-listing
Person Overview	Marriage Certificate
Case Overview	MCI Consent Decision Letter
Case Overview	MCI Determination for Individuals on Central Registry (DHS 96)
Person Overview	Medical Passport
Person Overview	Medical records
Subsidy	Medical records
Person Overview	Medical report
Case Services Review	Medical/Dental Service Information
Person Overview	Medication Review Documentation
Case Overview	Memo
CPS Investigation	MIC worker Investigation Checklist (DHS-647)
Person Overview	Military Dependents I .D. Card
Person Overview	Military Discharge Papers
Person Overview	Military Records
Case Overview > Court	Most recent petition removing the child from the home
Case Overview > Court	Motion
Adoption Assistance Subsidy Eligibility	Nonrecurring Adoption Expenses Application/Agreement for a Child Without Support Subsidy (DHS 4814)

Person Overview	North American Indian Child Case Notification (DHS- 120)
CPS Investigation	Notice of CPS Maltreatment in Care Disposition (DHS- 646)
Person Overview	Notice to Canadian Indian Tribe (DHS- 121)
Subsidy	Notice/Transmittal
Subsidy	Notice/Transmittal
Adoption Assistance Medical Subsidy	Notice/Transmittal
Adoption Assistance Subsidy Eligibility	Notice/Transmittal
Eligibility / Reimbursability	Notice/Transmittal
Subsidy	Notice/Transmittal
Case Overview	Order Committing Child to MCI following Disruption
Case Overview	Order Terminating Parental Right/Commitment to (DHS' JC 63)
Adoption	Other
Adoption Assistance Medical Subsidy	Other
Adoption Assistance Subsidy Eligibility	Other
Adoption Inquiry Log	Other
Case Overview	Other
Case Overview / Service Authorization	Other
Case Overview > Court	Other
Case Overview > Placement	Other
Case Services Review	Other
Central Adoption Registry	Other
CPS Investigation	Other
CPS Investigation	Other
Due Process	Other

Eligibility	Other
Eligibility	Other
Eligibility / Reimbursability	Other
Eligibility / Reimbursability	Other
Financial	Other
Financial > Roster Approvals	Other
Intake	Other
Investigation / Case Overview	Other
Non-CPS Intake	Other
Ongoing Case / Permanent Ward	Other
Person Overview	Other
Provider	Other
Provider > Home Evaluation	Other
Provider > Inquiry	Other
Provider Licensing	Other
Provider Licensing	Other
Provider Recruitment Event	Other
Provider Summary	Other
Service Authorization	Other
Service Authorization	Other
Service Authorization	Other
Subsidy	Other
Subsidy	Other

Subsidy	Other
Person Overview	Other Academic documents
Central Adoption Registry	Other Central Adoption Registry Document
Person Overview	Other Special Education Assessment
Ongoing Case / Permanent Ward	Parent Agency Treatment Plan
Adoption Assistance Subsidy Eligibility	Parent Claim for Reimbursement of Nonrecurring Adoption Expenses (DHS 4815)
Adoption	Parent's Application for Adoption Medical Subsidy (DHS 1341-A)
Central Adoption Registry	Parent's Consent/Denial Statement
Person Overview	Paternity Papers
Service Authorization	Payment Justification Documents
Service Authorization	Payment Justification Documents
Case Overview	Permanency Goal Review (DHS-643)
CPS Investigation	Perpetrator Notification
Case Overview > Court	Petition
Adoption	Photograph
Case Overview	Photograph
Case Overview > Placement	Photograph
CPS Investigation	Photograph
Person Overview	Photograph
Person Overview	Physical Impairment MET report
Case Overview > Placement	Placement Outline (DHS-90)
Case Overview > Placement	Police Report
Case Overview	PPFWR (DHS-344, 845, 846, 643)
Person Overview	Prescription Information (DHS-2840)
Person Overview	Prescription(s)
Case Services Review	Prescription(s)
Ongoing Case / Permanent Ward	Prevention Services ISP (DHS-1614)
Case Services Review	Progress Report
Person Overview	Psychiatric report
Person Overview	Psychological report
Person Overview	Psycho-social assessment

Person Overview	Psychotropic Medication Consent (DHS 1643)
Adoption	Quarterly Adoption Progress report (DHS 614)
Case Services Review	Receipt(s)
Case Services Review	Referral
Case Overview	Rejection Letter ' Adoption (DHS 605)
Case Overview	Rejection Letter ' Guardianship (DHS 605G)
Provider > Home Evaluation	Relative Agreement for Placement and Licensure (DHS 972)
Case Overview > Placement	Relative Care Home Study Outline (DHS-197)
Case Overview	Relative Documentation (DHS-987)
Case Overview	Relative Notification Form Letter (DHS-990)
Case Overview	Relative Response Form (DHS-989)
Case Overview	Relative Search Information (DHS-988)
Case Services Review	Release of Information
Person Overview	Report card
Person Overview	Report Card Request Letter
Intake	Report of Actual or Suspected Child Abuse and Neglect-DHS-3200
Non-CPS Intake	Report of Sending State- Parolee or Probationer 'DHS-3039
Due Process	Request to amend record or expunge Central Registry
Non-CPS Intake	Requisition Request for Escapee-DHS-3036
Case Overview > Placement	Residential Letter or email
Non-CPS Intake	Run-away Juvenile Requisition-DHS- 3035
Investigation / Case Overview	Safety Assessment
Ongoing Case / Permanent Ward	Safety Planning
Person Overview	School Notification Letter
Person Overview	Sentencing ' probation/parole
Case Services Review	Service Provider Letter or Email
Case Services Review	Service Youth Profile Report (DHS-4713)
Central Adoption Registry	Sibling as Proxy for Deceased Parent Statement
Case Overview > Placement	Sibling Placement Evaluation (DHS-003)
Financial	Signed Agreement
Case Overview	Signed Consent to Adopt (PCA 309)

Person Overview	Speech and Language Impairment MET report
Provider Licensing	Speical Investigation Report (BCAL 259)
Person Overview	Suspension Reports
Case Services Review	Therapy Report
Adoption	Third Party Claim for Reimbursement of Nonrecurring Adoption Expenses (DHS 4816)
Case Overview	Title IV-E Case Reading form (DHS 436)
Person Overview	Transcript
Person Overview	Traumatic Brain MET report
Case Overview > Placement	Tribal Placement Documents
Person Overview	Truancy Reports
Person Overview	U. S. Consular Statement (DS-1350)
Person Overview	U. S. Passport
Case Overview > Placement	Unauthorized Leave Notification (DHS-3198)
Case Overview > Placement	Unauthorized Leave Report to Court/Law Enforcement (DHS-3198A)
Adoption Assistance Subsidy Eligibility	Updated Service Plan
Eligibility / Reimbursability	Updated Service Plan
Case Overview	USP updated in last 3 months
Case Overview	Verification of Information Provided to Adoptive Parents (DHS 4818)
Case Overview	Visitation Observations
Person Overview	Visual Impairment MET report
Case Overview	Voluntary Release of Parental Rights Orders (PCA 305, PCA 306, PCA 318, PCA 322)
Provider > Home Evaluation	Waiver of Foster Home Licensure Relative Care - Approved (DHS 875)
Provider > Home Evaluation	Waiver of Foster Home Licensure Relative Care - Denied (DHS 875)
Provider > Home Evaluation	Waiver of Foster Home Licensure Relative Care - Submitted (DHS 875)
Person Overview	Well Child Exam report
Non-CPS Intake	Would not be scanned.
Case Overview > Court	Written Order
Adoption Assistance Subsidy Eligibility	Young Adult Adoption Assistance Extension Agreement (DHS 4113)
Adoption	Young Adult Adoption Medical Subsidy Extension Agreement (DHS 1317)
Adoption Assistance Medical Subsidy	Young Adult Adoption Medical Subsidy Guardian Extension Agreement (DHS 1322)
Adoption	Young Adult Adoption Support Subsidy Guardian Extension Agreement (DHS 1321)

Eligibility / Reimbursability	Young Adult Guardianship Assistance Extension Agreement (DHS 3313)
Case Overview	Young Adult Voluntary Foster Care Agreement (DHS 1297)
Case Overview	Young Adult Voluntary Foster Care Case Closure Request (DHS 1302)
Case Overview	Young Adult Voluntary Foster Care Case Denial/Closure Notice (DHS 1301-YA)
Case Services Review	Youth in Transition Exception Request (DHS-720)

ISEP 6.33(c) Page 28 - 6.33 Assessments and Service Plans, Content (Commitment 69).

ISEP 6.33(c) Page 28	6.33 Assessments and Service Plans, Content (Commitment 69).
	(c) Service plans shall be signed by the caseworker, the caseworker’s supervisor, the parent(s), and the child(ren), if of age to participate. If the parent(s) or child(ren) or both are not available or decline to sign the plan, the service plan shall include an explanation of the steps taken to involve them and shall identify any follow-up actions to be taken to secure their participation in services.

ISEP 6.43 - Page 32 - Medical and Mental Health Examinations (Commitment 79)

ISEP 6.43 Page 32	Medical and Mental Health Examinations (Commitment 79)
	At least 85% of children shall have an initial medical and mental health examination within 30 days of the child’s entry into foster care, and at least 95% of children shall have an initial medical and mental health examination within 45 days of the child’s entry into foster care.

DHHS Policy - FOM 802 - Page 1 - MENTAL AND BEHAVIORAL HEALTH - Mental Health Screening

<p>DHHS Policy FOM 802 Page 1</p>	<p>MENTAL AND BEHAVIORAL HEALTH - Mental Health Screening</p>
	<p>All children entering foster care are required to have a mental health screening within 30 days of removal. The mental health screening is to be performed during initial and subsequent periodic or yearly well child exams. Verification that mental health screenings occurred must be documented on the Early Periodic, Screening, Diagnostic, and Treatment (EPSDT)/Well Child Exam form or an equivalent approved form.</p>

DHHS Policy - FOM 722-08c - Page 5 - Specific Goals and Objectives

<p>DHHS Policy FOM 722-08c Page 5</p>	<p>Specific Goals and Objectives</p>
	<p>In this section, provide the specific goals, objectives, activities and parenting time (scheduled and expected activities) of all parties, including the foster parent/relative caregiver, the child(ren) and the foster care worker with the expected outcome of each activity. The goals and objectives must be clear, measurable, and designed to:</p> <ul style="list-style-type: none"> • Resolve the primary barriers for reunification identified in the DHS-145, Family Assessment of Needs and Strengths. • Achieve the permanency planning goal.

ISEP 6.34 - Page 29 - 6.34 Provision of Services (Commitment 70).

ISEP 6.34 Page 29	6.34 Provision of Services (Commitment 70).
	DHHS is responsible for helping the parent(s) from whom the child has been or may be removed, the child(ren), and the foster parent(s) identify appropriate, accessible, and individually compatible services; assisting with transportation when necessary; helping to identify and resolve any barriers that may impede parent(s), child(ren), and foster parent(s) from making effective use of services; and intervening to review and amend the service plan when services are not provided or do not appear to be effective.

DHS IL+ Contract I.J.3 - DHS IL+ Contract I.J.3

DHS IL+ Contract I.J.3	Treatment Services:
	3. Family Team Meeting coordination and coordination with applicable agencies supervising siblings, including transportation for visitations.

ISEP 6.42 Page 31 - Visits, Between Siblings (Commitment 78).

<p>ISEP 6.42 Page 31</p>	<p>6.42 Visits, Between Siblings (Commitment 78).</p>
	<p>(a) DHHS shall ensure that children in foster care who have siblings in custody with whom they are not placed shall have at least monthly visits with their siblings who are placed elsewhere in DHHS foster care custody. Exceptions to this requirement are cases in which:</p> <ul style="list-style-type: none"> (1) the visit may be harmful to one or more of the siblings; (2) the sibling is placed out of state in compliance with the Interstate Compact on Placement of Children; (3) the distance between the children's placements is more than 50 miles and the child is placed with a relative; or (4) one of the siblings is above the age of 16 and refuses such visits. <p>(b) All exceptions and all reasonable steps taken to assure that visits take place shall be documented in the case file.</p> <p>(c) This Commitment applies to all children in DHHS foster care custody, including those children placed through private CPAs.</p>

DHHS Policy - FOM 802 - Page 1 - MENTAL AND BEHAVIORAL HEALTH - Mental Health Screening

<p>DHHS Policy FOM 802 Page 1</p>	<p>MENTAL AND BEHAVIORAL HEALTH - Mental Health Screening</p>
	<p>All children entering foster care are required to have a mental health screening within 30 days of removal. The mental health screening is to be performed during initial and subsequent periodic or yearly well child exams. Verification that mental health screenings occurred must be documented on the Early Periodic, Screening, Diagnostic, and Treatment (EPSDT)/Well Child Exam form or an equivalent approved form.</p>

DHHS Policy - FOM 801 Page 6 - Dental Examination

<p>DHHS Policy FOM 801 Page 6</p>	<p>Dental Examination</p>
	<p>Dental examinations are required for children 3 years of age and older, as follows:</p> <ul style="list-style-type: none"> • A dental examination within six months before entry into foster care or an initial dental examination shall be completed not more than 90 calendar days after entry into a foster care out-of-home placement. • A dental re-examination shall be obtained at least every 12 months, unless a greater frequency is indicated. • Children entering foster care under 3 years of age must have an initial dental exam within three months of his/her third birthday.

DHHS Policy - FOM 801 - Page 1 - Follow-up Medical Care

<p>DHHS Policy FOM 801 Page 10</p>	<p>Follow-up Medical Care</p>
	<p>The caseworker is responsible for reviewing the information within the child’s Well Child Exam form and the DHS-1664, Youth Health Record, Dental. If follow-up medical or dental care is recommended, the caseworker must ensure that the recommendations are followed. Additionally, follow-up recommendations received from emergency room or urgent care visits require that the foster care caseworker ensure treatment recommendations are followed by the foster caregiver. All follow-up treatment is documented within the child's medical passport.</p>

DHHS Policy FOM 801 – Page 10 - Chronic Health Concerns - Caseworker Contact with Health Care Providers

<p>DHHS Policy FOM 801 – Page 10</p>	<p>Chronic Health Concerns - Caseworker Contact with Health Care Providers</p>
	<p>For children with chronic, ongoing health conditions, caseworkers must contact the child's health care provider as recommended by the specific provider to solicit his/her view of the child's medical status. Feedback from physicians and other health care service professionals treating the child must be obtained and incorporated in each service plan. The caseworker must discuss the information provided by the health care provider with the foster caregiver for assurances of proper care. Contacts must be documented in the social work contacts and the information obtained must be detailed in the medical, dental, mental health section of the service plan.</p>

DHHS Policy - FOM 801 – Page 9 - Caseworker Role

DHHS Policy FOM 801 – Page 9	Caseworker Role
	<p>At all times, while the foster care case is open and under supervision, the caseworker must assess and document the child’s current health status. As standard in case planning, the caseworker must:</p> <ul style="list-style-type: none"> • Actively engage and support the parent/legal guardian in meeting the child’s medical, dental, developmental and mental health needs. • Monitor and encourage parental involvement in the treatment and services of children with identified health conditions. • Encourage and assist facilitation of all routine medical and dental care, including initial, periodic and yearly medical and dental exams. • Document medical, dental, developmental and mental health conditions, appointments, services and treatment in case service plans, medical passport and within the Health Profile section of Michigan Statewide Automated Child Welfare System (MiSACWIS).

DHHS Policy - FOM 801 – Page 12 – Documentation

<p>DHHS Policy FOM 801 – Page 12</p>	<p>Documentation</p>
	<p>All health requirements are to be documented and maintained as follows:</p> <ul style="list-style-type: none"> • Case file-Medical Records Section: <ul style="list-style-type: none"> • Age-specific Well Child Exam form or other approved alternatives as indicated in this policy. • DHS-1664 Youth Health Record, Yearly Dental. • Medical Passport. • DHS-1643, Psychotropic Medication Informed Consent.

DHHS Policy - FOM 802-1 - Page 2 - PROHIBITED USE

<p>DHHS Policy FOM 802-1 Page 2</p>	<p>PROHIBITED USE</p>
	<p>The use of psychotropic medications as a behavior management tool without regard to any therapeutic goal is strictly prohibited. Psychotropic medication may never be used as a method of discipline or punishment. Psychotropic medications are not to be used in lieu of or as a substitute for identified psychosocial or behavioral interventions and supports required to meet a child’s mental health needs.</p>

DHHS Policy - FOM 801 - Page 14 - Medicaid Card & DHS-3762 Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment Card

<p>DHHS Policy FOM 801 Page 14</p>	<p>Medicaid Card & DHS-3762 Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment Card</p>
	<p>Each child in care must be enrolled in Medicaid (MA) and have an assigned MA recipient ID number to ensure prompt health services for foster children at the time of placement. The caregiver is given the DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card, which allows the provider to take the child to the doctor and respond to emergencies. The DHS-3762 is completed by the worker placing the child and the worker must enter the child's MA number on the card (if child is already on MA).</p> <p>If a child is not active on MA at the time of placement, the caregiver must receive the MA card or alternative verification of the child's Medicaid status and recipient ID number within 30 days of the date a child enters foster care.</p> <p>For any subsequent placement, the caregiver shall receive the child's Medicaid card (or alternative verification, if necessary) and the DHS-3762, Consent to Routine, Non-Surgical Medical Care and Emergency Medical/Surgical Treatment card upon the child's placement.</p>

DHS Policy 722-6B - Page 2 Family Team Meeting Schedule

Type	Time Frame
Case Plan Development/ Reassessment	Initial Case Plan (ISP) - within 14 calendar days before the case plan due date. Updated Case Plan (USP) - within 30 calendar days before the case plan due date. Permanent Ward Service Plan (PWSP) - within 30 calendar days before the case plan due date.
Permanency Goal Review at Six Months in Care	Within 30 calendar days from the date the child has been in care for six months.
Permanency Goal Change	Within 30 calendar days before the date of the goal change.
Placement Preservation/ Disruption	At least three business days prior to a planned change of placement or no later than three business days after an unplanned placement change. Note: Planned and unplanned placement changes include reunification, placement in a residential setting, step-down from a residential or hospital setting, return from AWOLP, or request for change in foster home/relative placements.
Semi-Annual Transition Meeting	Within 30 calendar days after the youth's 16th birthday and every six months thereafter. For youth entering out-of-home placement at age 16 or older, the semi-annual transition meeting must be held within 30 calendar days of the removal date; see this item for specific meeting requirements.
90-Day Discharge Planning Meeting	Youth age 16 or older must have a 90-Day Discharge Planning meeting within 90 calendar days before dismissal or within 30 calendar days after an unplanned court dismissal; see this item for specific meeting requirements. Youth in Young Adult Voluntary Foster Care (YAVFC) must have a Discharge Planning Meeting within three business days of discovery that YAVFC eligibility requirements are not being met.
Case Closure	Within 30 calendar days before the case closure date or one business day after unplanned court ordered dismissal.
Request by Family	Within 14 calendar days of the request date.

DHS Policy 722-6B – Page 10 - Requirements for Completion of DHS 1105

DHS Policy 722-6B – Page 10	FTM PRACTICE GUIDANCE
	<p>Documentation The DHS-1105, Family Team Meeting Report, is used to capture family demographics, FTM logistical information, needs, strengths, action steps, safety concerns and the safety plan, and any recommendations made for the family during the FTM. The DHS-1105, FTM Report, must be completed for every FTM.</p> <p>Exception: The DHS-902, 90-Day Discharge Plan Report, and the DHS-901, Semi-Annual Transition Plan Report, are completed in lieu of the DHS-1105, Family Team Meeting Report; see Semi-Annual Transition Meeting and 90-Day Discharge Planning in this item.</p>

SRM 200 page 12-13 HANDLING CHRI MEDIA

SRM 200 page 12-13	HANDLING CHRI MEDIA - FINGERPRINTS
	<p>MiSACWIS meets the computer security and encryption requirements defined in the CJIS Security Policy. Data in MiSACWIS and Filenet is encrypted from storage until it is delivered to the user. Data at rest in the database is encrypted to AES256/FIPS-140-2 Complaint standards on the SANS. When data is in flight between the database and application server it is encrypted to AES256 standard. When the data is delivered to the user's browser from the application server, it is delivered via HTTPS.</p> <p>All MDHHS computers and systems are held to the security standards established by the Department of Technology, Management and Budget (DTMB). All MDHHS computers are held to the encryption standards in the DTMB Electronic Data and Encryption Technical Standard 1340.00.07. All computers and digital media are disposed of according to DTMB's Secure</p>

Disposal of Installed and Removable Digital Media Standard (former Ad Guide 1350.90) Technical Standard 1340.00.13. Both of the above technical standards can be found at:

http://inside.michigan.gov/dtmb/wr/psp/Pages/2_DTMB_IT_PSP.aspx

All licensed CPAs will be required to meet all computer encryption and destruction standards defined in CJIS.

Controlled Area Requirements

Electronic and physical CW-CHRI media must be securely stored within physically secure locations or controlled areas. Access to such media is restricted to authorized personnel only and secured at all times when not in use or under the supervision of an authorized personnel.

Controlled area is defined as a physically secure location where CHRI is stored and processed. If a secure location cannot be established then access to the area where CHRI is stored must be limited to authorized personnel. CHRI must be locked and secured when unattended and computer screens will be positioned in such a way to prevent unauthorized access or view.

Physical CW-CHRI Media

Physical CW-CHRI media must be stored in a separate file designated for CW-CHRI.

Physical media is defined as any physical/paper copies of documents that contain CHRI including but not limited to the physical results of the fingerprint-based criminal history, description and assessment of the fingerprint-based criminal history in the BCAL-3130 Initial Foster Home/Adoption Evaluation or the DHS-612, Adoptive Family Assessment Addendum.

Physical CW-CHRI media must be maintained in a secure location such as within a lockable filing cabinet, closet, office, safe or vault.

CW-CHRI should only be in the adoptive families file and the foster home licensing file. It is NOT required to be stored in any other files.

	<p>Physical Media in Transit</p> <p>Physical CHRI media must be transported from the LASO within DCWL at MDHHS central office to individuals determined to be <i>authorized personnel</i> in CPAs.</p> <p>Transportation (the movement of physical CHRI media) of physical CHRI media from one office to another must occur through State of Michigan ID mail system or through the United States Postal Service in a sealed envelope..</p>

ISEP 4.22 MiSACWIS (Commitment 22).

<p>ISEP 4.22 (Commitment 22).</p>	<p>MiSACWIS</p>
	<p>DHHS will maintain an operational statewide automated child welfare information system (“MiSACWIS”) which will be the primary tracking system and satisfy federal reporting requirements.</p>

FOM 722-09C Page 1-2 FOSTER CARE ACTION SUMMARY REQUIREMENTS

<p>FOM 722-09C Page 1-2</p>	<p>FOSTER CARE ACTION SUMMARY REQUIREMENTS</p>
	<p>The Foster Care/Juvenile Justice (FC/JJ) Action Summary, DHS-69 (RFF 69), is used whenever there is “action” on a case. The foster care action summary is generated from SWSS FAJ. The DHS worker must complete the DHS-69, Action Summary (RFF 69) in SWSS. Child placing agencies will continue to use the DHS-69, Action Summary template. This form also serves as notice to the courts of changes in placements, parent's living situation and the FC</p>

worker/agency, as identifying information is indicated. The FC/JJ action summary meets licensing requirements for replacement documentation (See FOM 722-03) and in most cases, agency transfer and case closing summary (see below). The FC/JJ action summary must also be used for foster care transfer to adoption.

Which Cases/When:

All foster care cases where there is:

1. A replacement.
2. Termination from foster care placement.
3. A change in FC worker.
4. Agency change/transfer to another FC agency (if less than 30 days of completion of last case service plan).
5. A change in the parent's living situation.
6. Case closing (if less than 30 days of completion of last case service plan).
7. Foster care transfer to adoption.

In cases where there is a case transfer to another agency or the case is closed by the court, the FC/JJ action summary may be used to document the necessary information for the case action provided less than 30 days have transpired since the completion of the last case service plan. The FC/JJ action summary must accurately document all case service delivery from the report period end date of the last service plan through the closing or transfer date on SWSS FAJ.

The FC/JJ action summary cannot be substituted for a case service plan to document the agency transfer or case closure if the report period end date of the last case service plan is greater than 30 days. In each case a new case service plan must be completed.

Note: The FC/JJ Action Summary (DHS 69), must be completed when a child is transferred from foster care to adoption, even if the adoptive placement is the same as the foster care placement. Currently SWSS FAJ functionality does not support this action, therefore the DHS-69 (RFF 69) word template is used for this purpose. The assigned FC worker completes the DHS-69 word template for adoption case transfer with a copy for the case file.

DHS-69, Action Summary, Appropriate Completion and Instructions

Indicate the type of action reported (child replacement, parent move, FC worker change, agency transfer, termination from foster care placement, foster care transfer to adoption or foster care case closure) as appropriate, the effective date of the action and the child information.

Complete all requested information as appropriate.

- If the action reported is a replacement, indicate in IVA and B the reason foster care continues to be appropriate and the reasons for replacement.
- If the child move is a return to the parent, indicate so in IVB.
- Briefly indicate how replacement or termination preparation was conducted with the child.

	<ul style="list-style-type: none">• In V, indicate how information on the change was communicated to the parent, provider, family members or new FC worker and the type of information.• In VI, briefly answer the questions if the case action is termination from foster care or case closure. If the information is available in other documentation, attach the document.