

Division of Child Welfare Licensing (DCWL)

Workflow Document

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
<p>Enroll</p>	<p>Original 3889 Original 1326(s)w/Person ID Original 1326(s) AH w/Person ID Original RI-030</p>	<p>Send originals to DCWL Office via mail/courier</p> <p>Home Evaluation: Document Hyperlink: Original 3889 uploaded and filed in record</p>	
<p>Reminder: See SRM 200 for fingerprint processing requirements, as the order of signatures/dates are imperative for enrollment. ***All forms can be signed/dated on the same day, however, CANNOT be dated PRIOR to the application. ***DCWL will upload the 1326, RI-030 and attachments for applicants and adult household members into the Secure Criminal History Hyperlink in the person profile. ***DCWL will continue to mail all original 1326(s), RI-030(s), 3889 and results via First Class Mail *Inquiry and active provider status must be completed prior to mailing enrollment.</p>			
<p>Re-enroll</p> <p>*MUST be within one year of withdraw</p>	<p>3706 Current 3889</p>	<p>Home Evaluation: Document Hyperlink: 3889 uploaded and filed in record</p>	<p><u>Supervisor will email to DCWL assigned support staff:</u></p> <p>Email Subject: Re-enroll</p> <p>Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #</p>

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Initial	<p>3706 3889 1326(s) - Processed 3130 Out of state central registry (if applicable) 1326(s) - AH - Processed Variance (CWL-4002) if applicable ART (CWL-4604) and supporting docs if applicable</p> <p>Non-Contracted CPA: Include 3130-CH if applicable</p>	<p>Home Evaluation: Document Hyperlink: 3889 3706 Out of state central registry Word addendums (when requested)</p> <p>Secure Criminal History Link in Home Evaluation: Narrative assessing criminal history</p> <p>Secure Criminal History Link on Person Profile: ART if applicable Supporting documents **Remember to link FH Rules Comp.Record</p>	<p><u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Initial Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable) *** Note if urgent request</p> <p>Non-Contracted CPA: Must send via U.S. mail</p>
Administrative Review Team (ART) Request	<p>CWL-4604 ART</p> <p>Supporting documents: -processed CWL1326/1326AH and results -police/court docs -written statements -etc.</p>	<p>Secure Criminal History Hyperlink in the person profile: 4604 ART Supporting Documents</p>	<p><u>Supervisor will email or mail to DCWL assigned support staff:</u></p> <p>Email Subject: ART Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #</p> <p>Non-Contracted CPA: Must send via U.S. mail</p>

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
Denial	3706 3889 1326(s) processed w/results 3130 Disciplinary Action Unit (DAU) Cover-Letter to FP DAU Checklist Supporting Documents (as applicable): -ART(CWL-4604), if applicable -CPS reports -Medical docs -Police Reports -Financial docs Non-Contracted CPA: Include 3130-CH if applicable	Home Evaluation Document Hyperlink: 3889 3706 DAU Cover Letter to FP DAU checklist Supporting Documents Secure Criminal History Link in Home Evaluation: Narrative assessing criminal history Secure Criminal History Link in Person Profile: Supporting documents related to criminal history, ART **Remember to link Home Rules Compliance Record	<u>Supervisor will mail packet to DCWL assigned support staff via US mail</u> **Per SRM200 processed 1326s and Criminal History Record Information (CHRI) cannot be emailed
Variance	Variance (CWL-4002) Supporting documents (as applicable) ex: 1787A's, pictures, diagrams etc. Local office or Contracted CPA: Must generate and route in MiSACWIS	Variance Document Hyperlink: Supporting documents (as applicable)	<u>Supervisor will mail/email/route to DCWL assigned central office consultant:</u> Local office or Contracted CPA: Worker creates variance, routes to licensing supervisor, supervisor routes to assigned central office consultant. Non-Contracted CPA: Email Subject: Variance Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID # Note: Urgent requests must have separate email marked high importance to assigned office consultant and program manager.

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Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
<p>Non-CPS Intake (CWL-259)</p>	<p>Auto-routed opening non-CPS intake (CWL-259) to DCWL</p> <p>Non-Contracted CPA: Completed CWL-259</p>	<p>Non-CPS Intake (259): Auto-routed opening non-CPS intake (CWL-259) to DCWL</p>	<p>Local office or Contracted CPA: Supervisor approves decision which prompts automatic email to DCWL 259 email box for processing and intake/special eval number</p> <p>Non-Contracted CPA: Email CWL-259 to MDHHS-DCWL-259@Michigan.gov</p> <p>Questions about processing of 259's: MDHHS-DCWL-259@Michigan.gov</p>
<p>Special Evaluation No Disciplinary Action</p>	<p>Completed closing non-CPS intake (CWL-259)</p> <p>Corrective Action Plan if violations</p>	<p>Special Evaluation (CWL-4005) completed in MiSACWIS</p> <p>Special Evaluation Document Hyperlink: 3706 (if applicable) Supporting documentation, as applicable: police/court reports, financial docs etc. **Remember to complete a CAP (if applicable) **Remember to link the 3080</p>	<p>Supervisor will generate/complete closing CWL-259 and email to MDHHS-DCWL-259@Michigan.gov</p> <p>Email Subject: Special Evaluation Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (CAP if applicable), Change (if applicable)</p>

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
<p>Special Evaluation WITH Disciplinary Action (revocation or provisional)</p>	<p>Completed closing non-CPS intake (CWL-259) DAU Checklist DAU Cover Letter Supporting docs as applicable Acknowledgement of Right to Appeal form (If recommendation is provisional) 3706</p>	<p>Special Evaluation (CWL-4005) completed in MiSACWIS</p> <p>Special Evaluation Document Hyperlink: 3706 Supporting documentation, as applicable: police/court reports, financial docs etc. DAU checklist DAU cover letter Acknowledgement of Right to Appeal form</p> <p>**Remember to complete a CAP (if applicable) **Remember to link the 3080</p>	<p><u>Supervisor will generate/complete closing CWL-259 and email to MDHHS-DCWL-259@Michigan.gov along with all documents to be reviewed.</u></p> <p>Email Subject: Special Evaluation Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, Disciplinary Action</p>
<p>Renewal</p>	<p>3706 1326-AH (if applicable) New 3889</p>	<p>CWL-4004 completed by CPA in MiSACWIS</p> <p>Home Evaluation Hyperlink: 3706 3889 Supporting docs as applicable (policies etc.)</p> <p>Secure Criminal History Hyperlink in the person profile: 1326-AH for AHHM ONLY Narrative assessing criminal history **Remember to link the 3080</p>	<p><u>Supervisor will email DCWL assigned support staff:</u></p> <p>Email Subject: Renewal Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable)</p> <p><i>* No communication needed for Annuals - complete in MiSACWIS only. Send changes to support staff, if applicable.</i></p>

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
Add Licensee	<p>Step 1: New CWL-3889 CWL-1326 w/ Person ID RI-030</p> <p>Step 2: Receive results from DCWL Complete assessment</p> <p>Step 3 (Resend to DCWL): CWL-3706 CWL-3889 Processed CWL-1326 RI-030 Out of state central registry (if applicable) ART if applicable</p>	<p>Document: Narrative assessing change 3706 3889 Out of state central registry (if applicable) Supporting documents (if applicable) Secure Criminal History Hyperlink in the person profile: ART/supporting documents, if applicable Narrative assessing criminal history</p>	<p>Supervisor will email/mail DCWL assigned support staff:</p> <p>Email Subject: Add Licensee Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable) Variance/ART if applicable)</p> <p>Non-Contracted CPA: Must send documents via U.S. Mail</p>

Remove Licensee	3706 New 3889 w/single applicant Confirming document or statement from licensee to be removed	Document: Narrative assessing change 3706 3889 Document/statement from licensee to be removed	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Remove Licensee Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance, if applicable)
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Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
Licensee Change/Closure Due to Death	3706 New 3889 w/single applicant Copy of obituary or death certificate	Document: 3706 3889 Narrative assessing change Copy of obituary or death certificate	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Change Due to Death Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable)
Changes -Age range -Capacity -Service types	3706	Document: 3706 Narrative assessing change **Note compliance/date Email is sufficient	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Change Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable)
Add Adult Household Member	1326-AH Out of state clearance (if applicable)	Document: Narrative assessing change Supporting documents (if applicable) Secure Criminal History Hyperlink in the person profile: 1326-AH Narrative assessing criminal history ART and supporting documents, if applicable	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Add Adult Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable)

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
Remove Adult Member of Household	Email	Document: Narrative assessing change (identify First/Last Name, DOB and date of move)	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Remove AHM Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, First/Last Name and DOB of person removed
Name Change	3889 3706 Supporting documentation: marriage license, driver's license, court docs etc.	Document: Narrative assessing change Supporting documents 3889 3706	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Name Change Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #
Transfer	3706 w/BOTH supervisor signatures 3889 for new agency	Document: 3706 3889	<u>Supervisor will email DCWL assigned Support Staff:</u> Email Subject: Transfer Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
Relocation	Current 3706 3889 1326-AH (if applicable)	Document: 3706 3889 Narrative assessing change Supporting documents (if applicable) CWL-1787A if applicable Secure Criminal History in person profile: 1326-AH	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Relocation Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable)
Change Foster Home to/from Group Home	3706 (closing out current license) 3889 Updated 3130 assessing change 1326-AH (if applicable)	Document: 3706 3889 Updated 3130 assessing change Secure Criminal History in person profile: 1326-AH	<u>Supervisor will email DCWL assigned support staff:</u> Email Subject: Change to CF/CG Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
<p>Re-open/no changes</p> <p>**Do NOT re-enroll</p> <p>MUST be within one year of closure</p>	<p>Previous 3706 3889 1326-AH (if applicable)</p> <p>Do NOT re-fingerprint</p>	<p>Document: Narrative assessing change 3706 3889</p> <p>Secure Criminal History in Person Profile: 1326-AH **Remember to complete a Foster Home Rules Compliance Record</p>	<p><u>Supervisor will email DCWL assigned support staff:</u></p> <p>Email Subject: Re-open NO Change Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable)</p>
<p>Re-open/with changes (Licensees, Relocation, ART, Variance)</p> <p>**Do NOT re-enroll</p> <p>MUST be within one year of closure</p>	<p>Previous 3706 Narrative assessing change 3889 Variance (CWL-4002) if applicable ART (CWL-4604) if applicable 3130-CH if applicable 1326-AH (if applicable)</p> <p>Do NOT re-fingerprint</p>	<p>Document: Narrative assessing change 3706 3889</p> <p>Secure Criminal History in Person Profile: 1326-AH Narrative assessing criminal history ART if applicable, supporting documents **Remember to complete a Foster Home Rules Compliance Record</p>	<p><u>Supervisor will email/mail DCWL assigned support staff:</u></p> <p>Email Subject: Re-open WITH CHANGE Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #, (Note Variance/ART if applicable)</p> <p>Non-Contracted CPA: Must send documents via U.S. Mail</p>

Action	Documents to be Reviewed	MiSACWIS Location Uploaded/Entered	Email/Mail Communication
<p>Close Enrollment</p> <p>**Enrollment remains active until CPA closes it</p>	<p>3706 Correspondence(s) confirming applicant's desire to close</p> <p>**MUST have 3 letters for close due to non-response</p>	<p>Document: 3706 Correspondence(s) confirming closure</p>	<p><u>Supervisor will email DCWL assigned support staff:</u></p> <p>Email Subject: Close Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #</p>
<p>Close Active License</p>	<p>3706 Correspondence(s) confirming Licensee's desire to close</p> <p>**MUST have 3 letters for close of active license due to non-response</p> <p>**Do NOT close if open/pending disciplinary action or open special evaluations/CAPS</p>	<p>Document: 3706 Correspondence(s) confirming closure</p>	<p><u>Supervisor will email DCWL assigned support staff:</u></p> <p>Email Subject: Close Body of Email: Last Name, CF/CG #, MiSACWIS Provider ID #</p>

*When uploading documents, use the following format: FORM #/document name, Foster home name Date (MM/YYYY). (EX: 3706 Jones 01/2016.... police reports Jones 01/2016....ART Jones 01/2016 etc.)

*MiSACWIS does not automatically communicate with DCWL (except in the case of the opening 259). If you do not email or mail documents DCWL to inform that an action is ready for processing, it will not be processed.

*The "Documents to be Reviewed" category above are required documents in order to process the "Action" requested. The "Location" category above explains where to place the documents in MiSACWIS. The "Email/Mail Communication" category above refers to how you will inform DCWL that an action is ready for processing.

Agencies with access to MiSACWIS must submit licensing documents/actions through MiSACWIS for processing. Documents/actions not submitted through MiSACWIS may be rejected for processing. Re-upload may be necessary if information is not included.

*See "Contact Information for Foster Home Licensing" on the DHHS website for DCWL staff contact information.

*Please note that emails containing Personally Identifiable Information (PII) and State of Michigan protected data which includes any information protected by Michigan Compiled Laws must be sent via encrypted email.

***Non-Contracted CPA:** Must retain all documents pertaining to the foster home license in a safe and secure manner. CHRI and documents containing CHRI must be stored separately in a secure manner as required in SRM 200.

Revised 05/30/2019