

# **Child Care Fund Handbook Published Policies and Business Processes**

**Effective State Fiscal Year 2026**

**Michigan Department of Health and Human  
Services**



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## **I. Introduction to the Child Care Fund**

Administered by the Michigan Department of Health and Human Services (MDHHS) Office of Juvenile Justice Reform, the Child Care Fund (CCF) provides financial reimbursement to counties and tribes for community-based services for child welfare and juvenile justice youth, and placement costs for youth involved in juvenile justice cases. The annual budget of approximately \$360 million is shared between the State, 83 counties and participating Native American Indian Tribes. The cost is paid 100 percent initially by the county/tribe for out-of-home care, independent living, and community-based services and reimbursed by the state for eligible costs.

Community-based services are innovative and creative programs that are developed locally as an alternative to out-of-home placement. These programs are approved annually by the MDHHS Child Care Fund Unit based on program and youth eligibility. Common examples of community-based services are Intensive Probation, Family Counseling, Wraparound, Truancy Intervention, Drug Court, and Family Reunification. Community-based services are utilized by youth and families to prevent out-of-home placement or while the youth is in placement to reduce the overall time spent out of home.

## **II. Child Care Fund Authority**

### **A. Michigan Statute**

Michigan statute appoints MDHHS as the entity charged with developing and implementing CCF reimbursement policies and business processes. The Social Welfare Act provides specific language regarding juvenile justice services and CCF reimbursement. This language begins at MCL 400.117a et al and MCL 400.73a through MCL 400.74.

Additional legal authority related to CCF reimbursements includes but is not limited to:

Michigan Probate Code, MCL 712A.1.

Michigan Probate Code, MCL 712A.25.

Michigan Probate Code, MCL 710.29.

Michigan Probate Code MCL 712A.15: MCL 712A.16: MCL 712A.18.

Michigan Probate Code MCL 712A.2f.

Michigan Children's Institute Act, MCL 400.207.

Child Care Organization Law, MCL 722.111 *et seq.*

Youth Rehabilitation Services Act, MCL 803.302 through MCL 803.309.

County Juvenile Officer Payments, MCL 400.251-254 (sections 252 and 254 are exclusive to persons employed as a County Juvenile Officer prior to October 1, 1980).

Foster Care and Adoption Services Act, MCL 722.951 *et seq.*

Michigan Department of Health and Human Services Annual Appropriation Act.

Juvenile Diversion Act MCL 722.822-722.826 and 722.829.

To the extent the CCF handbook contradicts statute or administrative rules, the statutes and administrative rules supersede.

### **B. Administrative Rules**

An administrative rule is an agency's written regulation, statement, standard, policy, ruling, or instruction that has the effect of law. A state agency writes rules under authority of state statute, the Michigan Administrative Procedures Act, MCL 24.231 through MCL 24.264, the Michigan Constitution, and applicable federal law.

MCL 24.207 defines the term *rule* as follows:

*An agency regulation, statement, standard, policy, ruling, or instruction of general applicability that implements or applies law enforced or administered by the agency, or that prescribes the organization, procedure, or practice of the agency, including the amendment, suspension, or rescission of the law enforced or administered by the*

*agency.*

Administrative rules were established, in part, to prevent arbitrary decision making by state agencies delegated the authority to implement and apply law. The Michigan Department of Licensing and Regulatory Affairs (LARA) is the entity charged with the promulgation of CCF Administrative Rules.

The CCF reimbursement program promulgated administrative rules are Mich Admin Code 400.2001 through 400.2049. Additionally, the administrative rules provide definitions for terminology such as, community-based services, direct service, and judicial costs.

### **C. State Court Administrative Office (SCAO)**

The Michigan Supreme Court's Juvenile Court Standards and Administrative Guidelines for the Care of Children (Supreme Court Administrative Order 1985-5, Administrative Order No. 1988-3, 430 Mich xcix and by order of May 19, 2009, effective September 1, 2009) are minimum standards established to qualify for employment as a court administrator, supervisory personnel, county juvenile officer, probation officer, caseworker, and personnel of court-operated facilities. To receive funds indicated in MCL400.117a(4)(c) courts must utilize research-based juvenile-specific probation standards as developed and approved by SCAO.

### **D. Michigan Department of Treasury Accounting Procedures for Local Units of Government**

All expenditures for which state reimbursement is claimed shall be recorded in the county child care fund (Fund 292) in the county's expenditure accounts specified in the publication entitled *Accounting Procedures Manual for Local Units of Government in Michigan* issued by the Michigan Department of Treasury. All local units of government in Michigan are required to use the Uniform Chart of Accounts, which was developed under the authority of MCL 141.421 and MCL 21.41-55.

See the Local Government Financial Services section of the Michigan Department of Treasury website for the full *Accounting Procedures Manual for Local Units of Government in Michigan*.

### **E. Case Law**

Case law identified below contains information relevant to the operation of the state CCF reimbursement program.

*Oakland County v Michigan*, 456 Mich 144; 566 NW2d 616 (1997)

*Ottawa County v FIA*, 265 Mich App 496; 695 NW2d 562 (2005)

*In Re CM and AM, Minors*, 498 Mich 900; 870 NW2d 916 (2015)

### **III. The Child Care Fund Handbook**

This Child Care Fund handbook, in conjunction with Michigan statute, Administrative Rules, Michigan Supreme Court Juvenile Court Standards and Administrative Guidelines, Michigan Department of Treasury Accounting Procedures for Local Units of Government, and Michigan Case Law, provide the governing authority for administering the CCF program.

The CCF handbook outline standards, guidelines, policies, and processes for the reimbursement of eligible costs under the CCF program.

## **IV. Child Care Fund Reimbursement and Eligible Expenditures**

The Child Care Fund provides financial reimbursement to counties and tribes for child welfare and juvenile justice youth who cannot be funded through federal title IV-E funds.

MDHHS receives an annual, legislatively appropriated budget to support CCF reimbursement-eligible programs and placements as defined below:

- An MDHHS youth in either a Category I or II Children's Protective Services case.
- A juvenile justice youth for whom a petition, complaint, or referral has been filed and accepted by the court, and:
  - The community-based services provided must be consistent with best, promising, and culturally appropriate practices, or the community-based services must be supported by local practice-based evidence.
  - Is placed in court ordered out-of-home care, or
  - Has a plan for early exit from out-of-home care.

### **A. Community Based Services and Eligible Expenditures**

**See Admin Rule 400.2009**

Eligible community-based services are reimbursed at 75 percent. Reimbursement of eligible expenditures is subject to the approval of MDHHS, and the expenditures must be in the approved Annual Plan & Budget (AP&B).

As part of the 75 percent reimbursement rate, courts and tribes must do all the following:

- Use an approved risk screening tool to guide diversion and consent calendar decisions.
  - Use an approved risk assessment prior to disposition.
  - Use the approved statewide detention screening tool to inform the use of secure detention.
  - Utilize research-based juvenile-specific probation standards as developed and approved by SCAO.
  - Contract with or employ a local quality assurance specialist to support the county or tribe with implementing research-based practices, excluding counties or tribes that receive the basic grant. Counties or tribes that receive the basic grant must develop and implement quality assurance plan.
1. Community-based services are used as alternatives to out-of-home or will expedite the return home of a youth to the community. Community-based services may be used if youth completely fulfill one of the following:
    - a. youth under the jurisdiction of the court, or at risk of being under the jurisdiction of the court; and
    - b. the services are an alternative to, or to prevent, out-of-home care or will expedite a return home to the community.



2. Community-based services are reimbursable if the following applicable provisions have been met:
  - c. A complaint, referral, or petition is generated by the local prosecutor, law enforcement, parent or guardian, or authorized school personnel for a youth at risk of juvenile court involvement through residential placement and re-entry, excluding general prevention services for all youth at risk of juvenile justice systems involvement.
  - d. Diversion programming is consistent with sections 2 to 6 and 9 of the Juvenile Diversion Act, 1988 PA 13, MCL 722.822 to 722.826 and 722.829, and sections 2f and 18 of chapter XIA of the probate code of 1939, 1939 PA 288, MCL 712A.2f and 712A.18, or equivalent tribal law and practices, and is included in the approved AP&B.
  - e. A complaint, referral, or petition is received by the court and the court has considered the results of an approved risk and needs screen or assessment and an approved mental health screen to determine the scope of community-based services.
  - f. The services are consistent with best, promising, and culturally appropriate practices or the services are supported by local practice-based evidence.
  - g. The expenditure is not for judicial costs.
  - h. The expenditure cannot be used to pay for basic family needs.
3. The county department may provide community-based services from its subaccount for substantiated Category I or II Children's Protective Services case, if expenditures are not for judicial costs. The case plan must identify all parties and services, expenditures are not for judicial costs, and one of the following apply:
  - a. The services are ordered as an alternative to out-of-home care.
  - b. The services prevent the filing of a petition with the court.
  - c. The services accelerate an early return home.

MDHHS-supervised child welfare and juvenile justice cases are still required to follow state-established program policy regarding contact frequency and documentation.

#### **A1. Direct Expenditures for Community-based Services**

Direct expenditures for community-based services must adhere to court/county/tribe published policies and rates, and may include the following:

1. Salaries of circuit court staff members that administer, supervise and have direct involvement with the CCF community-based services and programs, supported by time studies.
2. For county juvenile officers (CJO) that support CCF community-based services, that prorated portion of their salaries not already covered by the CJO grant. After the application of the CJO grant, the prorated portion of their salaries related to their work in the community-based services may be reimbursable.
3. Fringe benefits, including payroll taxes, medical and dental insurance, group life insurance, disability insurance, accident insurance, health savings accounts, retirement contributions, and accrued severance benefits of current, active circuit court employees who support CCF community-based services. For county juvenile officers (CJO) that support CCF community-based services, that prorated portion of their fringe benefits not already covered by the CJO grant. After the application of the CJO grant, the prorated

portion of their fringe benefits related to their work in the community-based services may be reimbursable.

4. Mileage reimbursement rate costs associated with community-based services. Mileage reimbursement rates must be approved in the AP&B and cannot exceed the federal rate and cover all costs of operating a vehicle, including maintenance, repairs, taxes, gas, insurance, and registration fees.
5. Program supplies and materials, including, but not limited to, all the following:
  - a. Program-specific supplies, including recognition plaques, and educational or program licenses.
  - b. Office supplies related to program activities and pro-social activities.
  - c. Food related to program activities and pro-social activities.
  - d. Drug test kits.
  - e. Tethers and other forms of electronic monitoring. Tethers and other forms of electronic monitoring are only reimbursable in conjunction with another community-based service. The community-based does not have to be a CCF program but must be best practice, promising practice, culturally appropriate practice or supported by practice-based evidence.
6. Other costs, including all the following:
  - a. Cellular telephones and other safety tracking technology for CCF-funded staff having direct contact with youth/families.
  - b. Training for CCF staff and in-service education related to the community-based service component, excluding tuition grants or scholarships for college credit.
  - c. Education costs for children who are prohibited from school attendance in a public school system or the local education agency or have severe educational issues and have been court ordered into a CCF educational program.
  - d. Printing, binding, or postage for materials relating to the education or correspondence on behalf of children in the community-based service.
  - e. Membership dues/fees for staff if required as part of their job description, including professional credential maintenance of staff who provide or support a service to children under the CCF and/or professional staff for whom professional licensure is required. Background/criminal history checks, driver's license checks, pre-employment testing, etc. are not considered "professional credentials" for purposes of CCF reimbursement eligibility.
  - f. Business cards.
  - g. Risk/needs screening and assessments, mental health screening and detention screening tool costs
  - h. Competency exams and evaluations, and restoration services conducted after a youth is found not competent are eligible for reimbursement
  - i. Client management software to allow for statewide juvenile justice data aggregation, analysis, and reporting. Note: Client management software does not include productivity software such as Microsoft Office or the purchase/maintenance of equipment or hardware.
7. Other program-specific activities costs, including entrance fees for programs.
8. Conference travel costs for other non-child-care-fund-related training, including evidence-based and promising practices training.
9. Contracted personnel, programming, or services, or any combination of these.
  - a. Unit cost contracts, including all the following:
  - b. Contracted - drug testing – lab (per "drug test" basis).
  - c. Contracted - counselor fees – (per "hour" basis).
  - d. Contracted - group session dollar per session (per "session" basis). Group roster documentation required.
  - e. Contracted - psychological evaluations, excluding competency examinations –

- (per "evaluation" basis).
- f. Contracted - service providers (per "service" basis).
10. Closed-end contracts - must include a report reflecting the number of youth served by the community-based service; CCF reimbursement is not allowed for contracted services not actually rendered. Closed-end contracts include, but are not limited to, the following:
- a. University contracts, including "program evaluation".
  - b. Private agency services contracts.
  - c. Educational services contracts.
  - d. Court appointed special advocate (CASA) and wraparound contracts.
  - e. Other contracts identifiable to the program.
11. Nonscheduled payments or case services payments. A nonscheduled payment is a payment to an individual or organization for items specified and defined in the CCF handbook that are not included in the state-established per diem rate. Documentation must be provided to specify the expense and recipient for monthly reimbursement. A nonscheduled payment may include the following:
- a. Emergency costs, including immediate food, clothing, medical, or dental needs that are not covered by another source.
  - b. Gymnasium or other pro-social activity requiring a membership per child related to program activities.
  - c. Rewards or incentive pay for youth related to program activities.
  - d. Bus tokens or gas cards related to program activities.
  - e. Mentor costs - meals, mileage, movies, or social costs related to program activities.
  - f. Noncontracted service provider related to program activities.
  - g. Noncontracted group session related to program activities.
  - h. Noncontracted psychological evaluations, excluding competency examinations.
  - i. Family assessment or evaluations.
  - j. Noncontracted counselor fees.
  - k. Noncontracted drug testing – labs.
  - l. Camps or field trips.
  - m. Birth certificates for children.
12. New services that MDHHS may agree with counties and tribes to include that are not identified in this section that support eligible children and families. CCF reimbursement may be allowed if other funds necessary to achieve the goals and outcomes for community-based services are not accessible and available through other public assistance programs, if those other funds are not inaccessible for reasons other than intentional program violations or disqualifications.
13. Technology and software - risk and needs assessment software or software directly related to treatment or services for youth served in eligible community-based services. Technology and software do not include the purchase of new equipment or hardware (for example tablets, iPads, laptops, desktops, keyboards, mice, printers), or maintenance of equipment or hardware for the eligible community-based services. Technology and software also do not include new equipment costs, maintenance of equipment, technology, or software used exclusively for general support for the court.
14. Expenditures for practice-based evidence day treatment programs are eligible for reimbursement including those programs that are conducted within out of home care facilities (i.e., detention). Allocation by case listing is required for joint out of home care/community-based services to be eligible for reimbursement rate of 75 percent (i.e., day treatment facilities).
15. Respite or shelter care placements for the first 30 days.

**A2. Expenditures that are not reimbursable:**

1. General fund expenditures including salaries of county employees who peripherally support CCF activities (including but not limited to county treasurer, county human resources department, law enforcement, and IT staff, jurist, county clerk, referee, and any other county administrative or financial staff).
2. Construction and other building or property improvement costs.
3. Property and equipment expenditures (including purchases/leases of appliances, furniture, computers).
4. Motor pool, vehicles, and fleet transportation costs, excluding what is outlined in eligible expenditures.
5. Repairs and maintenance costs – equipment.
6. Repairs and maintenance costs – building.
7. Software and technology expenditures, excluding what is outlined in eligible expenditures.
8. Software general leases (for software and technology used for general support of court process).
9. County office supply allocation charges that support centralized functions not specific to CCF programs.
10. County phone landline allocation charges.
11. County copier allocation charges printing, binding, copies, postage for court processes and county business.
12. Liability insurance.
13. Services that were already accounted for under out-of-home care.
14. Rental/use costs for building(s).
15. Judicial expenditures, except as otherwise specified in the handbook.
16. Administrative/indirect expenditures, except as described in Indirect Cost Allotment section.

## **B. Out-of-Home Care and Eligible Expenditures**

### **See Admin Rule 400.2008**

Foster care, independent living, residential placements or placements in a county/court-operated detention facility are considered out-of-home placements.

Eligible out-of-home care expenditures are reimbursed at 50 percent. Reimbursement of eligible expenditures is subject to the approval of MDHHS, and the expenditures must be in the approved AP&B.

As part of the 50 percent reimbursement rate, courts and tribes must do the following:

- Use the approved statewide detention screening tool to inform the use of secure detention and follow the rules promulgated by SCAO for the use of the tool.

To be eligible for CCF reimbursement, out-of-home care expenditures must be in the approved AP&B, and all the following provisions apply:

- The care is ordered by the court or tribe, and the child is supervised by the court or the county MDHHS department.
- The care is voluntary, all the following provisions apply;
  - The child is under 18 years of age.
  - A written, signed agreement has been received from the child's parent, legal

guardian, or other custodian.

- Financial need is not the sole reason for the request for out-of-home care.
- A county department supervising children funded through the CCF shall document that it is approved as a child placing agency pursuant to the provisions of the Child Care Organizations Act, MCL 722.111 et seq.

Reimbursable expenditures for community based out-of-home care placements, such as licensed foster care placements, group homes, and unlicensed relative placements, include:

- Daily maintenance rate
- Non-scheduled payments
- Contracted daily administrative rate paid to private child placing agency for supervision and case management

Reimbursable expenditures for independent living arrangements, including rental home/apartment, college dormitory, unrelated caregiver, or licensed/unlicensed relative home, include:

- Independent living stipend
- Ward child payment
- Non-scheduled payments
- Contracted daily administrative rate paid to private child placing agency for supervision and case management

**Note:** Independent Living eligibility ends if the youth moves to a parental home. Purchased residential care is paid based on an established contracted daily rate, inclusive of all institutional costs, including administrative, social service, and child maintenance expenses. Court-supervised juvenile justice youth may be admitted to a residential facility that has a non-contracted per diem rate established prior to placement.

Many non-scheduled payments are not available to children in institutional care placements as these items are already included in the daily rate. Additional non-scheduled payments, including medical costs not otherwise covered by Medicaid or private insurance, may also be eligible for reimbursement.

## **B1. Direct Expenditures for County/Court-Operated Institutional Care**

1. Direct expenditures for county/court-operated institutional care must adhere to court/county/tribe published policies and rates, and may include: Salaries of county- or court-operated detention center, shelter care, day treatment or group care facility specific employees, including, but not limited to, all the following:
  - a. Management staff of a facility.
  - b. Direct service staff of a facility.
  - c. Mental health staff of a facility.
  - d. Support staff including clerical staff of a facility.
  - e. Janitorial, maintenance, or ground staff of a facility, or any combination of these.
  - f. Kitchen staff of a facility.
  - g. Security staff of a facility.
  - h. Circuit court employees who support CCF county- or court-operated detention center, shelter care, or group care facility.

2. Fringe benefits that are documented as part of county government/court/tribal compensation packages, policies, and/or documented in collective bargaining agreements (including payroll taxes, medical, vision and dental insurance, group life insurance, disability insurance, accident insurance, health savings accounts, retirement contributions, worker's compensation, and accrued severance benefits) of current, active county/court- operated detention center/shelter care/group care facility specific employees and circuit court administration that support the CCF county/court-operated detention center/shelter care/group care/day treatment facility.
3. Clothing for youth.
4. Food for youth.
5. Meals furnished to staff who are on duty at a county- or court-operated detention center, shelter care, or group care facility and assigned responsibilities for the supervision and care of the youth during facility mealtime.
6. Hygiene supplies for children, including shampoo, soap, or toothpaste.
7. Education costs for children who are temporary residents in a county- or court-operated detention center, shelter care, or group care facility and for whom attendance in a public school system or local education agency is not an option.
8. Utilities of a county- or court-operated detention center, shelter care, or group care facility, including water, gas, electric, trash, and sewer.
9. Janitorial supplies of a county- or court-operated detention center, shelter care, or group care facility.
10. Kitchen supplies of a county- or court-operated detention center, shelter care, or group care facility.
11. Laundry supplies or service of a county- or court-operated detention center, shelter care, or group care facility.
12. Linen supplies or service of a county- or court-operated detention center, shelter care, or group care facility, including towels and bedding.
13. Office supplies that are dedicated solely to the county- or court-operated detention center, shelter care, or group care facility.
14. Cellular telephones, landline telephones, and 2-way radios used for communication that are dedicated solely to the county- or court-operated detention center, shelter care, or group care facility.
15. Copy machine charges that are dedicated to the county- or court-operated detention center, shelter care, or group care facility.
16. Mattress, box spring, or bed frame used in a county- or court-operated detention center, shelter care, or group care facility.
17. Medical, dental, psychological, and psychiatric services, including medication, for children who are not covered by another source
18. Periodicals and books of a county- or court-operated detention center, shelter care, or group care facility.
19. Recreational supplies, programs, television with reasonable programming in a county- or court-operated detention center, shelter care, or group care facility.
20. Training for CCF-funded staff and in-service education directly related to the out-of-home program, excluding tuition grants or scholarships for college credit.
21. Mileage reimbursement rate costs for county owned or leased vehicles for transporting youth of a county/court-operated detention center/shelter care/group care/day treatment facility. Mileage reimbursement rates cover all costs of operating a vehicle, including maintenance, repairs, taxes, gas, insurance, and registration fees and must be approved in the AP&B cannot exceed the federal rate. Mileage must be documented by a detailed mileage log.
22. Drug testing for youth.
23. Birth certificates for youth.

24. Incentives for youth.
25. Interpreter fees for nonjudicial processes.
26. Printing, binding, and postage for materials relating to the education or correspondence relating to children in the county- or court-operated detention center, shelter care, day treatment, or group care facility.
27. Membership dues or fees for professional credential maintenance of staff who provide or support a service to youth under the CCF, or professional staff for whom professional licensure is required in their respective job description.
28. Contracted personnel, programming, or services, or any combination of these.
29. Non-scheduled payments that benefit youth, specifically child/case-specific expenditures specified and defined in the CCF handbook which are not included in the state-established per diem rate.
30. New services that the department may agree with counties and tribes to include that are not identified in this section that support eligible youth and families.
31. Client management software to allow for statewide juvenile justice data aggregation analysis, and reporting. NOTE: Client management software does not include the purchase of new equipment or hardware, or maintenance of equipment or hardware for the county/court-operated detention center, shelter care, group care, or day treatment facility.
32. The MJJAS/OYAS as the detention screening tool.

## **B2. Expenditures that are not reimbursable:**

1. General fund expenditures including salaries of county employees who peripherally support CCF activities (including but not limited county treasurer, county human resources department, law enforcement, and IT staff, jurist, county clerk, referee, and any other county administrative or financial staff).
2. Construction and other building or property improvement costs.
3. Property and equipment expenditures (including purchases of appliances, furniture, computers, vehicles, and fleet transportation costs).
4. Facility grounds and building maintenance costs (with the exception of salary/fringes costs of maintenance staff of facility).
5. Repairs and maintenance of equipment
6. Facility or building related supplies.
7. Facility-specific equipment purchases, leases, and general equipment rental.
8. Liability insurance.
9. Services that were already accounted for under community-based services.
10. Rental/use costs for building(s).
11. Cost related to facility or building licenses, including DCWL licenses and inspections.
12. Judicial expenditures, except as otherwise specified in the handbook.
13. Administrative/indirect expenditures except the indirect cost allotment.
14. Law enforcement transports

## **B3. Non-Reimbursable Expenditures and Unallowable Costs**

Expenditures that are not reimbursable as a direct or administrative/indirect cost and which should not be reported on the DHS-207 or DHS-206b monthly reports include, but are not limited to, the following:

1. Building leases, mortgages, and other building-related expenditures, except as specified in county/court-operated institutional care costs section.

2. Advertising/marketing costs.
3. Advisory councils as part of a judicial procedure.
4. Alcoholic beverages.
5. Contracted audit costs, cost allocation costs or other related financial services.
6. Bonding costs of county employees.
7. Public notices.
8. Cost of caring for youth determined to be developmentally delayed, cognitively impaired or mentally ill under the court's probate powers and placed in foster care while awaiting admission to a state institution.
9. Legal fees, defense or prosecution of criminal and civil proceedings, claims, appeals, and patent infringement.
10. Depreciation, use allowances or amortization for property, building, or permanent/fixed equipment.
11. Cost for board and care or administration rate for temporary court ward placed in non-licensed, non-relative placements.
12. Expenditures made from the CCF for youth committed to the MDHHS under Public Act 150 or Public Act 220 for foster care, institutional care, shelter homes, training schools, youth camps, and/or independent living.
13. Fines and penalties, including late fees, interest, and non-sufficient fund fees.
14. Fees for services not provided (no-show/no-call, missed appointments, etc.).
15. Fundraising costs.
16. Investment management costs.
17. Gifts, plaques and/or recognition dinners for staff, foster parents and/or volunteers.
18. Goods or services for personal use of the employee.
19. Housing and personal living expenses of the employee.
20. Labor relations costs.
21. Lobbying.
22. Royalties and other costs for use of patents and copyrights.
23. Taxes (other than payroll).
24. Termination and non-accrued severance costs.
25. Training and education, including licensing supervision and training, for contractual staff within the community-based service.
26. Reimbursement must not be made for costs associated with an otherwise eligible child or family, or both, if the reason for the unavailability of public assistance is due to intentional program violations and disqualifications of any public assistance.
27. Post employment retirement benefits.

### **C. Basic Grant**

#### **See MCL 400.117e and Administrative Rule R 400.2010**

Basic grant funding is a \$56,520 annual fund source for counties and tribes with a population of less than 75,000. Basic grant funds are reimbursed at 100 percent up to \$56,520 and must be in the approved AP&B. As part of the basic grant, counties and tribes must do all the following:

1. Use an approved risk screening tool to guide diversion and consent calendar decisions.
2. Use an approved risk assessment prior to disposition.
3. Use the approved statewide detention screening tool to inform the use of secure detention.
4. Develop and implement quality assurance plan.
5. Community-based services must be consistent with best, promising, or culturally appropriate practices or the services are supported by local practice-based evidence.



Basic grant funding may be used for:

1. Youth under jurisdiction of the court or tribal equivalent.
2. Youth that have at least two risk factors that are documented within the program description. The eligible criteria are the following risk factors:
  - a. History of confirmed abuse and/or neglect of the youth.
  - b. History of school truancy, suspensions, or expulsions.
  - c. Youth who has run away from home.
  - d. History or current use of alcohol or drugs
  - e. Ineffective, inconsistent, or nonexistent parental control.
  - f. Negative or delinquent peer relationships.
3. The creation or expansion of current programs that are alternatives to out-of-home placements for child welfare and juvenile justice youth.

### **Limitations of the Basic Grant**

The basic grant cannot be used to supplant or duplicate existing service costs or to pay for any judicial costs that are the responsibility of the court or tribe.

Basic grant funds cannot be used to pay for basic family needs otherwise available through other federal, state, or tribal public assistance programs.

## **V. Indirect Cost Allotment**

An indirect cost allotment equal to 10 percent of a county's total monthly gross expenditures will automatically be distributed to the county monthly. A county is not required to submit documentation to the department for any expenditures covered under the 10 percent payment. The indirect cost allotment will only be issued when both the DHS-207 and DHS-206b have been approved by MDHHS for the same month. The indirect cost allotment does not apply to basic grants.

Tribes requesting CCF reimbursement may opt to either receive a 10 percent indirect cost allotment on the monthly gross expenditures or apply their federally approved indirect cost rate to the community-based services eligible expenditures. The federally approved indirect cost rate must be in accordance with their federally approved indirect cost rate agreement, and these indirect costs must be included in their gross expenditure reporting for reimbursement (hereinafter referenced as tribe indirect cost option). Federally approved indirect cost rates should only be used for expenditures that are eligible for CCF reimbursement and budgeted as such. The tribe indirect cost option must be selected at the time of the tribe's AP&B submission, or the 10 percent indirect cost allotment will be used.

## VI. Child Care Fund Fiscal Factors

Direct expenditures incurred by the courts, county governments, and tribes that are related to services for CCF-eligible youth are eligible for reimbursement. The expenditures must be recorded in the county government or tribe's accounting system and may not be estimated, expected, encumbered, or future expenditures. If the direct expenditure benefits both reimbursable programs and non-reimbursable programs, the cost being requested for reimbursement must be prorated based on the proportional benefit. Proration should be based on reasonable criteria and current data.

A CCF direct expenditures eligible for reimbursement must include **all** the following:

- Be associated with a program that has been approved in the AP&B in MiSACWIS.
- Provide or support a direct service to an identifiable CCF-eligible youth under court jurisdiction (as defined below).
- Comply with the CCF Reimbursable Expenditures language of the handbook.
- Have associated costs, eligibility, and services documented.

CCF-eligible youth are:

- An MDHHS youth in either a Category I or II Children's Protective Services case.
- A juvenile justice youth for whom a petition, complaint, or referral has been filed and accepted by the court, and:
  - The community-based services provided must be consistent with best, promising, and culturally appropriate practices, or the community-based services must be supported by local practice-based evidence.
  - Is placed in court ordered out-of-home care, or
  - Has a plan for early exit from out-of-home care.

### A. Annual Plan & Budget (AP&B)

Reimbursement of eligible expenditures is subject to the approval of MDHHS, and all expenditures must be in the approved AP&B.

To be eligible for CCF reimbursement, each court, tribe, or county MDHHS must submit an AP&B on or before August 15. The AP&B should include a detailed description of the services to be provided, how the services to meet the needs of the community, and describe if the services are consistent with best, promising, or culturally appropriate practices, or if the services are supported by local practice-based evidence. The AP&B should also include the projected expenditures for the upcoming fiscal year. The AP&B is submitted in MiSACWIS. MiSACWIS is a web-based, secure, encrypted program accessible only with a user ID and password provided by the MiSACWIS security administrator. MiSACWIS allows the courts, tribes, and county MDHHS offices to complete a budget and amend an approved budget. The forms are electronically generated and approved by the circuit court, county government, local MDHHS, or tribe. The forms are then submitted, reviewed, and approved by MDHHS.

MiSACWIS will allow the court, tribe, or county MDHHS to start working on the budget documents for an upcoming fiscal year starting on May 1. Budget documentation consist of forms to be completed and uploaded in MiSACWIS, as well as online forms completed outside MiSACWIS. As forms are entered into MiSACWIS, all calculations will be automatically carried through to other forms in the system. The forms and documents required to be completed and signed as noted on the form, on or before August 15 include:

1. DHS-2094, Component Detail Report (Basic Grant, Diversion, Consent Calendar, Formal Probation, Facility). Each Component Detail Report must detail if the program or services are consistent with best, promising, and culturally appropriate practices or if the services are supported by local practice-based evidence, and demonstrate use of screening and assessment tools to inform case planning.
2. DHS-2091, County Child Care Budget Summary.
3. DHS-167, Community Based Services Certification.
4. DHS-168, Basic Grant Certification, if applicable

The following will be completed using an online format:

1. MDHHS Program Eligibility Determination online form ([link](#))
2. Point of Contact survey ([link](#))

The following do not need to be uploaded with annual budget and budget documentation, but must be available if requested, and will be required to be supplied during a monitoring review:

1. Chart of accounts (including descriptions and coding).
2. Annual Reimbursement Crosswalk Form – required to provide general ledger crosswalk details to support DHS-207/206b requests.

For tribes electing the tribe indirect cost option (explained in Indirect Cost Allotment section) rather than receiving the 10 percent allotment on the gross expenditures must show this on the DHS-2094 budget detail report as other costs. The other costs description must include the federally approved rate, the cost base it is applied to, and the calculated budget amount. Additionally, the tribe must submit their indirect cost negotiation agreement, including a detailed description of the cost base from the indirect cost base proposal, in MiSACWIS. Federally approved indirect cost rates should only be used for expenditures that are eligible for CCF reimbursement and budgeted as such. An AP&B is considered complete when all forms and documents listed above have been created, completed, submitted, and approved in MiSACWIS.

Although the DHS-2091 cannot be routed in MiSACWIS before all DHS-2094 forms are approved by MDHHS, it is expected that a DHS-2091 will be completed and saved in MiSACWIS as part of the budget package.

Once proper documentation is received, MDHHS will start the review process. Program(s) or budget(s) requiring additional information or information will be returned to the court, tribe, or county MDHHS via MiSACWIS. The court, tribe, or county MDHHS will be required to make corrections and/or additions, reapprove the form and alert MDHHS that the form has been completed.

MDHHS and the court, tribe, or county MDHHS will work cooperatively to ensure the necessary forms and documents are submitted and reviewed efficiently, with the goal of final approval within 30 business days from the date all forms and documents have been received by MDHHS. Final approval by MDHHS will be completed by October 15, provided all documents have been

completed and submitted.

### **Monthly reimbursement requests can be submitted following final approval of the AP&B Budget Amendments**

If a budget amendment is required, MDHHS must be notified of the amendment. Amendments need to include either comments within MISACWIS or an attachment that explains the specifics regarding the requested amendment. Unless otherwise specified, amendments cannot be applied or approved retroactively and are only effective with future service billings.

When an amendment is made that changes any amount on the DHS-2091 form, even if the total overall budget amount remains the same, an updated DHS-2091 with new signatures of all responsible parties will be required. This ensures that all responsible parties agree and acknowledge the amendment prior to department final approval.

Amendments to the AP&B should be completed prior to September 1 of that fiscal year to avoid any delays to the approval of the next fiscal year AP&B.

### **B. Monthly Reimbursement Request and Approval Process**

Monthly reimbursement requests can be submitted following final approval of the AP&B. Actual eligible expenditures incurred by the court, tribe, or county MDHHS should be placed on the correct line of the monthly DHS-207/206b for reimbursement. Reported expenditures must be tied to the county government or tribe's accounting system and may not be estimated, expected, encumbered, or include future expenditures.

The department and the court, tribe, or county MDHHS will work cooperatively to ensure the necessary forms and documents are submitted and reviewed in the most efficient manner possible, with the goal of final approval of a month's reimbursement request within 15 business days from the date all forms and documents have been received by MDHHS. Monthly reimbursement requests must be reviewed and approved in sequential order; therefore, it is critical that each month's reimbursement request is made near the month in which expenditures occurred. In the event a backlog of monthly reimbursement requests occurs because a circuit court, county government, county MDHHS or tribe is unable to submit monthly reimbursement requests timely, MDHHS will make every effort to work with the circuit court, county government, local MDHHS or tribe to catch up each month as quickly as possible with a goal of approvals being completed by the following month's reimbursement schedule; see Section *Payment Process*.

The CCF Reimbursement Unit Manager may remove an identified ineligible expenditure from the monthly DHS-207/206b prior to payment. Within three business days, notice will be provided electronically to the court, tribe, or county MDHHS of the removal of the expenditure. If the court, tribe, or county MDHHS disagrees with the determination, a hearing may be requested in front of an administrative law judge as outlined in Section *Administrative Hearing Request*.

### **Form DHS-207**

The form for reporting reimbursable court/tribal court CCF expenditures is the DHS-207, electronically signed by the judge or the judiciary alternate. The following monthly supporting documents are required to be submitted with every DHS-207:

- Detailed general ledger/transaction level history report supporting the time covered by the DHS-207.

- For tribes electing the tribe indirect cost option (explained in *Indirect Cost Allotment*), calculation information showing the cost base amount, the federally approved rate, and the calculated/reported amount. The cost base must comply with the indirect cost negotiation agreement base (for example, if a negotiation agreement base is modified total direct costs and the modification is to exclude the portion of contacts over \$25,000, then indicate the expenditure total included for each contract).
- Monthly Data and Case listing
  - Submit completed Child Care Fund Data document
  - Case Listing for each CCF funded program (facility, basic grant, institutional, foster care, community-based, and independent living) identified by provider, youth name or number, dates in and out of program, and caseworker.
- Non-scheduled payment detail (child/case and item/service) if not clear within the general ledger submitted.

Any changes or amendments made to the DHS-207 after submission require a new electronic signature by the judge or judge's alternate.

### **Form DHS-206b**

The form for reporting reimbursable county MDHHS/tribal social service Child Care Fund expenditures is the DHS-206b. The following monthly supporting documents are required to be submitted with every DHS-206b:

- Detailed general ledger/transaction level history report supporting the time covered by the DHS-206b.
- For tribes electing the tribe indirect cost option (explained in *Indirect Cost Allotment*), calculation information showing the cost base amount, the federally approved rate, and the calculated/reported amount. The cost base must comply with the indirect cost negotiation agreement base (e.g., if a negotiation agreement base is modified total direct costs and the modification is to exclude the portion of contacts over \$25,000, then indicate the expenditure total included for each contract).
- Monthly Data and Case listing
  - Submit completed Child Care Fund Data document
  - Case Listing for each CCF funded program (facility, basic grant, institutional, foster care, community-based, and independent living) identified by provider, youth name or number, dates in and out of program, and caseworker.
- Non-scheduled payment detail (child/case and item/service) if not clear within the general ledger submitted.

Any changes or amendments made to the DHS-206b after submission require a new electronic signature by the local MDHHS director or tribal equivalent.

### **C. Revenue**

**Note:** MiSACWIS uses the term *receipts* for revenue on the DHS-207 and DHS-206b.

The following provides examples of revenues to be reported within the applicable DHS-207 and DHS-206b form receipts categories:

**Net Probate Court Ordered Collections**

- Court ordered collections such as fines, fees, cost of care reimbursement

**Government Benefit Collections**

- Retirement, Survivors, and Disability Insurance (RSDI)
- Social Security
- Supplemental Security Income (SSI)
- Veterans Affairs (VA) Benefits
- Child Support

**Other Receipts**

- County/court-owned and operated detention facilities
- County/court-owned and operated institutional care facilities
- State/Federal food grants
- Other grants received for CCF programs

## **D. Payment Process**

The CCF reimbursement process occurs one time each month. MDHHS records the transactions of the monthly reconciliation and creates documentation for each county or tribe regarding all charges and offsets in that month. MDHHS issues any appropriate payment or submits an invoice for amount owed back to the state to the county or tribal treasurer of record.

### **Chargeback**

The chargeback process applies only to youth in out-of-home care who are also placed with MDHHS for care and supervision. Payments for these youth are made by MDHHS from MiSACWIS and include foster youth funded through Child Care Fund and State Ward Board & Care, and youth in state detention facilities. The chargeback report generates from MiSACWIS to detail the county/tribe's share in the cost of the child's care.

The chargeback report is run on the 5th day of the following month, at which time the chargeback unit and Federal Compliance Division (FCD) review the report for accuracy and any credits or adjustments are entered. The chargeback report is released by Central Office for county/tribal review and action. The report may also include any credits or adjustments due the county or tribe from prior months. Once reviewed and accepted in MiSACWIS by the county/tribe, the chargeback report is locked in and depending on the county/tribe's decision to opt in or out of offset, payment will be made. See MDHHS policy manual item FOM 902-19, Chargeback System, for more information.

### **Offset**

Counties and tribes must choose to opt in or out of the offsetting process associated with chargeback. If a county/tribe opts in to offset, the total chargeback amount will be offset by the DHS 206b/207 CCF reimbursement amount due to the county/tribe. If a county/tribe opts out of the offset process, the statement will have two amounts listed: the amount the county owes the state, and the amount the state owes the county.

## **E. Fiscal Year-End Projections**

Legislation requires that MDHHS budget and accounting divisions have an accurate estimate of any outstanding CCF account payables prior to the end of the department's fiscal year. In August of each year, a request will be made by MDHHS to report estimated year-end projections for unapproved DHS-207 and DHS-206b forms. MDHHS will send a reporting template to counties and tribes requesting estimations of any FY outstanding CCF account payables. Fiscal year-end projections must be turned in timely.

## **F. Documenting Personnel Time and Expenses**

To ensure accurate expenditure reporting for both community-based services and out-of-home care, including appropriate allocation of staff time and expenses, charges for salaries, wages and fringes must be based on records that accurately reflect the work performed. These records must:

1. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
2. Be incorporated into the official records of the court, county, or tribe.
3. Comply with the established accounting policies and practices of the court, county, or tribe.
4. Support the distribution of the employees' salaries, wages and fringes among specific activities or funding sources CCF reimbursable activities and other activities as described below.

When employees work solely on CCF reimbursable activities and 100 percent of their salaries, wages and fringes are reported on the monthly DHS-207/206b for reimbursement, the court, tribe or county MDHHS must have documentation to support that 100 percent of employees' work time was spent on CCF reimbursable activities. Examples of documentation to support that 100 percent of employees' work time was spent on CCF reimbursable activities include, but are not limited to, position descriptions that clearly indicate the employee's activities are 100 percent CCF reimbursable, and periodic statements (signed by the employees or supervisory officials having first-hand knowledge of the work performed by the employees) certifying that the employees worked solely on CCF activities for the period covered by the statements.

When employees work on both CCF reimbursable activities and other activities, the distribution of their salaries, wages and fringes to CCF reimbursable activities and other activities must be supported by either personnel activity reports or the time study system, each described below.

When using personnel activity reports to support the distribution of employees' salaries, wages and fringes to CCF reimbursable activities and other activities, the personnel activity reports must meet the following standards:

1. Reflect an after-the-fact distribution of the actual activity (CCF reimbursable activity and other activity) of each employee.
2. Account for the total activity (CCF reimbursable activity and other activity) for which each employee is compensated.
3. Be prepared at least monthly and must coincide with one or more pay periods.
4. Be signed by the employee.

The time study system described herein may be used to support the distribution of employees' salaries, wages and fringes to CCF reimbursable activities and other activities as a substitute to the personnel activity report system described above. The time study system allows the use of budget estimates (distribution percentages determined before the services are performed) for interim accounting purposes with subsequent adjustments to actual activity based on periodic



time studies. When using the time study system to support the distribution of employees' salaries, wages and fringes to CCF reimbursable activities and other activities, the time study system must meet the following standards:

1. Use budget estimates or other distribution percentages determined before the services are performed to distribute each employees' salaries, wages and fringes to CCF reimbursable activities and other activities. The budget estimates or distribution percentages must reflect a reasonable approximation of the planned activity.
2. Perform time studies at least once per quarter consisting minimally of a two consecutive week period for each quarter whereby each employee charged to the CCF program documents actual work activity in CCF reimbursable activities and other activities on personnel activity reports that meet the standards described above.
3. Use the time study results to calculate distribution percentages of actual CCF reimbursable activity and other activity for each employee to be used in the quarter in which the time study occurred.
4. Apply the calculated distribution percentages of actual CCF reimbursable activity (based on the time study) to actual salary, wages or fringes of employees to determine the actual cost of the CCF reimbursable activity for each employee for the quarter in which the time study occurred.
5. Compare the actual cost of CCF reimbursable activity for each employee based on the time study to the budget distributions (what had been reported) and calculate the differences.
6. Adjust for the differences calculated. All adjustments must be recorded in the detailed general ledger and included on the DHS-207/206b (with a comment explaining the adjustment). Adjustments for any differences should be made quarterly. All adjustments must be made so that the final amount charged to CCF (total amount charged for the year) is accurate, allowable, and properly allocated.

Budget estimates (for example, estimates determined before the services are performed) alone do not qualify as support for charges to CCF but may be used for interim accounting purposes with subsequent adjustments to actual activity based on periodic time studies as addressed above.

Records supporting the distribution of employees' salaries, wages and fringes must be available during monitoring reviews.

## **G. Contracts and Contractual Services**

Contracts and contracted services must meet standards set by the county, be monitored by the county, and be eligible for CCF reimbursement.

If a county permits an MDHHS sub-account for CCF, the county government/court remains responsible for administering the contracts and oversight of the associated funding.

All contracts and contract service providers must conform to the requirements published in county policies and procedures. Additionally, the expenditure of the CCF monies reported for state reimbursement for goods or services from a third party must comply with county policies on contract and bidding requirements per Mich Admin Code R 400.2006 and R 400.2031(k). Contracted caseworkers involved in court supervised cases must meet the educational and experiential requirements set forth in Supreme Court Administrative Order (SCAO) 1985-5. Contracted caseworkers involved in court supervised cases that started on or after October 1, 2021, must complete the MJJ certification training within two years after the latter of the initial contract date or the caseworker's starting date. Courts and court designees that use contracted

individuals to fulfill caseworker responsibilities must ensure the contracted individuals that are involved with court supervised cases meet the educational and experiential requirements set forth in SCAO 1985-5 and retain documented support evidencing the educational and experiential requirements have been met.

## **VII. Reporting**

### **A. Program Reporting**

**See MCL 400.117a (7) and (8)**

- 1. Submit Child Care Fund Data - Monthly and Annual Document** (refer to Section XVI. Child Care Fund Data)
- 2. Counting Days for Per Diem Rates**

When reporting data and requesting reimbursement for youth based on per diem placement rates, the last day of the youth's placement is not a billable day. Reimbursement is from the youth's date of placement to the night prior to their discharge date. Discharge days should not be counted in data reporting or reimbursement per diem request.

### **B. Fiscal Reporting**

Documentation submitted for AP&B and monthly reimbursement requests must be submitted to MDHHS directly from the court, tribe, or county MDHHS. Documentation submitted to MDHHS via a third party (contractor, service provider, etc.) will not be accepted unless there is an extenuating circumstance, and prior approval has been obtained from the state MDHHS office.

### **C. Out-of-Home Placements**

Foster care, independent living, and institutional care placements are considered out-of-home placements. The definitions of these terms can be found in the Glossary of Definitions.

When a youth is placed in an out-of-home placement in another county, *the placing county of jurisdiction* will claim the placement expenditure for reimbursement on monthly reimbursement forms.

### **D. Another County's Detention**

When a youth is placed in another county/court-operated detention, group, or shelter facility, *the placing county of jurisdiction* will claim the expenditure for reimbursement.

When a county/court receives payment from the placing county for the youth's board and care, that income should be reported in the *other receipts* section of the DHS-207.

### **E. Donated Funds**

**MCL400.117(c)(7)(a) and (b)**

1. Counties shall utilize and make available to the department, upon request, evidence of compliance with the following parameters with regard to CCF reimbursable claims:
  - a. Donated funds may be deposited into the county child care fund and are not subject to offset if either of the following applies:
    - i. The donor is not the intended recipient of a contract to be funded by the donated funds.

- ii. The donor is an intended recipient of a contract to be funded by the donated funds and the donor can document the source of the money comprising the donated funds.
- b. The following conditions apply to requests for reimbursement of expenditures from the county's donated funds program:
  - i. The county shall identify the donor of the funds and shall certify that the donor is not the recipient of a contract funded by the donated funds or the donor is the recipient of a contract funded by the donated funds and has documented the source of the money comprising the donated funds.
  - ii. Donated funds shall be identified by donor, source of money comprising the donated funds, the date the money was provided to the donor, and the date the donated funds were deposited into the county child care fund.
  - iii. The county must ensure transparency relating to service delivery by donor-funded providers. The county shall ensure donor-funded providers complete an annual certification of fund eligibility and shall make available to the department the solicitation, evaluation, and selection process of awarding a contract to a donor-funded provider.

Donations or donated funds are gifts of money received by the county or tribe from a donor. These funds will not be used to offset the cost of the program if the donated funds meet one of the following two criteria:

1. The donor is not the intended recipient of a contract to be funded by the donated funds.
  - For example, donations from a private donor are received by a county or tribe to support their probation program.
2. The donor is an intended recipient of a contract to be funded by the donated funds and the donor can document the source of the money comprising the donated funds.
  - For example, the local Community Mental Health (CMH) association sponsors a fundraiser intended specifically to support the Wraparound program. CMH donates the funds raised to the county or tribe specifically to administer the Wraparound program, and the county or tribe enters a contract with CMH to administer the local Wraparound program.

**Note:** Donations that are sourced from state or federal dollars (either directly or as a pass-through) are not eligible for reimbursement and must be used to offset the cost of programming.

### **Donated Funds Programs**

Donated funds programs are supported by donations made to the county or tribe (as outlined in #1 above). A donor-funded provider may provide donated funds to the county or tribe in return for a contract to administer a program (as outlined in #2 above). Donated funds can comprise all or a portion of the county or tribe's contribution to the program's funding and are not considered revenue nor subject to offset when requesting reimbursement through the monthly 207/206b.

The county or tribe must identify their donated funds by donor. Each donor must provide the source of donation (e.g., fundraiser), date the funds were provided to the donor, date the funds

were deposited into the county or tribe's child care fund and amounts. In addition, a county or tribe must obtain and review an annual certification of the donor-funded provider's fund eligibility (source of non-state/federal funds); said certification must be made available upon request during a monitoring review.

## **Revenue**

Revenue that is recognized on the monthly 207/206b is defined as any income generated through a service or program. Revenue includes funds collected on behalf of children in care (e.g., court-ordered child support or government benefits such as Supplemental Security Income (SSI)), which is used to offset the cost that youth's care. Revenue also includes funds received from another organization for a particular purpose (e.g., grants). Donations are not considered revenue.

## **Grants**

Grants are another form of revenue received by the county or tribe. Grants may be applied for by, or given to, the county or tribe to support a specific purpose. Grants may also include pass-through of funding from one organization, through another, to the county or tribe to be used for specific programming. Grants received by the county or tribe must be included in the Revenue line of the AP&B to offset the total cost of programming; the remaining balance of the program may then be submitted for reimbursement on the 207/206b.

- The National School Lunch Program is an example of a federal grant program.
- An example of a state pass through grant program are CASA grants. Michigan CASA receives state grant funds specifically designed to be passed through to support their local CASA programs.
- Other organizations such as United Way may also provide similar grants, which should be recorded as revenue and not donated funds.

## VIII. Monitoring Reviews

MDHHS is committed to ensuring high standards of integrity and accountability for public funds and improving government operations for the benefit of all Michigan citizens. As such, the MDHHS Children's Services Administration and Bureau of Audit work together to perform monitoring reviews of counties/tribes across the state to review reported expenses from monthly reimbursement requests (DHS-207/206b) and to validate compliance with the CCF reimbursement program. The monitoring reviews will not include an evaluation of the relevancy, quality, effectiveness, efficiency, or impact of the services provided to youth of the county's/tribe's CCF programs.

The objectives of the CCF on-site monitoring reviews generally include the following:

- To assess whether the county's/tribe's CCF program was compliant in recording and reporting accurate and allowable revenues and expenditures according to state laws, regulations, and departmental policy.
- To assess whether the county's/tribe's CCF program was compliant with employee and contractor requirements per the Supreme Court Administrative Orders and departmental policy.
- To assess whether the county's/tribe's CCF program was compliant with community-based services, basic grant, and out-of-home placement requirements according to state laws, regulations, and departmental policy.

The Bureau of Audit will notify the county/tribe of a planned monitoring review no less than 30 calendar days prior to the desired on-site start date. The Bureau of Audit will establish agreed-upon dates for a teleconference entrance meeting and the commencement of the monitoring review.

Preliminary information to be sent by the county/tribe prior to the entrance meeting will minimally include the following:

- Listing of all staff and titles that were charged to CCF during the review period.
- Detailed general ledger (revenues and expenditures) for the review period in Microsoft Office Excel and/or Txt file format, if requested
- County, tribe, or court policy on employee travel and meal reimbursement.
- County/tribe procurement policy.
- Court/tribe policies and procedures for CCF programs.
- Completed CCF questionnaire to be provided by the Bureau of Audit.
- Listing of youth placed out-of-state.

After the detailed preliminary information is provided, a reviewer will select a sample of fiscal, employee and youth case files for evaluation. The list will be sent to the county/tribe prior to the entrance meeting. The entrance meeting will minimally address the following:

- Description of the monitoring review including the objectives, review period, and items to be reviewed.
- Preliminary information to be sent prior to the monitoring review, and how it should be sent.
- Confirmation of review start date(s).

- Reviewer accommodations including workspace, agency liaison, internet connections and copy machine availability, if applicable.
- Review process including the exit meeting, and draft and final reports.

A documentation request will be provided. The county/tribe should have the requested documentation for the sampled items available for the start of the review so the reviewer can verify the sampled items are accurate and allowable. The documentation requested may include but is not limited to the following:

#### **A. Fiscal and Employee Review**

- Invoices, receipts, and any applicable contracts in effect during the review period with evidence of compliance with procurement standards.
- Supporting documentation that demonstrates expenditures are relatable to specific youth and/or program that is in the approved AP&B and are allocable to the CCF program.
- Employee position descriptions and payroll information (payroll register showing payroll salary and fringe benefit amounts for each staff member that reconciles to the payroll posting in the general ledger, and documentation of fringe benefit rates or percentages including invoices, rate sheets or actuarial studies).
- Certifications from staff that are 100 percent CCF Funded. Time studies/personal activity logs or timesheets for staff that work on more than one activity such as community-based services, out-of-home care, or non-CCF programs.
- Employee qualification documentation (education, hire date/work history, MJI certifications, risk assessment/tools training) to ensure employees have proper credentials for the position and meet SCAO requirements.
- Revenue documentation and deposit records for amounts related to specific youth or grants.
- Donated funds documentation including contracts, invoices, donor listings, deposit records, source of funds and funding eligibility certifications.

#### **B. Youth Case File Review**

The county/tribe should have the case file documentation or support described in **Section IX. Record Retention** for the sampled cases available at the start date of the monitoring review so the reviewer can verify compliance with CB, basic grant and out-of-home placement requirements according to state laws, regulations, and departmental policy.

Reviewers may also request additional information (policies, procedures, and support) beyond items specified above to enable a complete assessment of compliance and accomplishment of the objectives of the Child Care Fund monitoring reviews. Upon conclusion of the monitoring review, the reviewer(s) may hold an exit meeting, if requested, with county/tribe staff to share any identified exceptions; provide an opportunity for counties/tribes to provide any additional documentation, support, or perspective; and explain what additional documentation/support is needed and what further review work may need to be done. After all review work is completed,

and within 60 calendar days of completing the monitoring review including the receipt of all requested documentation from the county/tribe, MDHHS will provide the results of the review to the county/tribe. A preliminary analysis (draft report) will be issued that will include any exceptions and recommendations, a summary of any identified non-reimbursable expenditures, and other applicable schedules. The county/tribe must respond in writing within 30 calendar days of issuance of the preliminary analysis with planned corrective actions for any exceptions included in the report. The county's/tribe's written response will be incorporated into a final report. The final report will be issued only to the county/tribe's family court administrator, presiding judge, board of commissioners, MDHHS county director, and MDHHS Children's Services Administration management team. The final report will not be posted on the MDHHS website.

### **Recovery of Identified Non-Reimbursable Expenditures**

Non-reimbursable expenditures identified during the monitoring review that were reimbursed must be refunded to MDHHS. The final monitoring review report will include a summary of any identified non-reimbursable expenditures. When the final monitoring review report is transmitted to the court, county, or tribe and a refund is due, the transmittal letter will include instructions on the required refund including the amount due and where to send. This final monitoring review report will also include the appeal rights. With respect to appeal rights, if the court, county or tribe disagrees with Bureau of Audit identified non-reimbursable expenditures or the refund amount due, the Administrative Hearing Request Process described in Section XI is applicable.

### **Corrective Action Plan Evaluation Report**

Courts and tribes are responsible for taking prompt action when instances of non-compliance are identified during a CCF monitoring review. The CCF Program Office is responsible for following up and ensuring that courts and tribes take timely and appropriate action on all exceptions noted. To accomplish this, courts and tribes must complete a Corrective Action Plan Evaluation Report (CAPER) for each exception contained in the monitoring review report. The purpose of the CAPER is to confirm timely and appropriate corrective action on all exceptions noted in the monitoring review. The CAPER process was developed to avoid repeat audit findings and to meet CCF eligibility requirements. A CAPER template will be provided to the county or tribe within 45 days of the release of the final report. The CAPER must be completed and submitted within 90 calendar days of the final audit report issuance date.



## **IX. Record Retention**

The court's records of the CCF shall be retained in compliance with record retention general schedule #15 – Circuit Courts issued by the State Supreme Court Administration Office.

MDHHS subaccounts must retain records in accordance with the State of Michigan Records Retention and Disposal Schedule for Child Welfare Services and Support, Department of Technology, Management and Budget - Records Management Services Policy, which states CCF records must be maintained for six years plus the current fiscal year for a total of seven years.

### **Community-Based Services – Youth on Formal Probation**

- Intake form (if applicable)
- Detention screening tool (if applicable)
- Terms and Conditions of Probation Document (signed by youth and parent)
- Court order or signed agreement to participate in services
- All referrals, complaint(s) or petition(s) relevant to the community-based services provided
- Case plan or pre-dispositional court report that includes mental health screen information, risk and needs score, domain information, goals, objectives, interventions, and timeframes and contact required.
- Documentation of CB Program Services Provided, for example if a youth is in MST, the treatment plan, case notes, and progress reports should be included in the file.
- Progress Report, if applicable
- Discharge living arrangements and date, if applicable

### **Basic Grant**

- Intake form (if applicable)
- Detention screening tool (if applicable)
- Terms and Conditions of Probation Document (signed by youth and parent)
- Court order or signed agreement to participate in services
- All referrals, complaint(s) or petition(s) relevant to the community-based services provided
- Case plan or pre-dispositional court report that includes mental health screen information, risk and needs score, domain information, goals, objectives, interventions, and timeframes and contact required.
- Documentation of CB Program Services Provided, for example if a youth is in MST, the treatment plan, case notes, and progress reports should be included in the file.
- Progress Report, if applicable
- Discharge living arrangements and date, if applicable

### **Community-Base Services – Youth not on Formal Probation (Referral, Diversion, Consent Calendar)**

- Referral or intake form that includes date programming began and signed by both youth and parent /guardian, signed by youth and parent if applicable.

- Discharge living arrangements and date (if applicable)
- Mental health screening, risk screening, and risk and needs assessment tool as appropriate
- Case plan, consent calendar agreement, or diversion agreement, including utilization of mental health and risk screening tool to inform case plan or diversion agreement and **signed by youth and parent**
- Documentation of CB Program Services Provided, for example for if a youth is in MST, the treatment plan, case notes, and progress reports should be included in the file.
- Progress Report, if applicable
- Discharge living arrangements and date, if applicable

**For youth placed in out of home care, the case file must minimally include:**

- Court order placing the youth in out of home residential placement
- Detention screening tool, if applicable
- Progress Reports or Review Summaries that include mental health screening tool (if applicable), risk and needs updated score and risk level along with any changes to the goals, objectives, and interventions.
- Case plan or treatment plan from the residential placement indicating services provided and anticipated length of stay.

**For youth in out-of-state placement, the case file must also include (in addition to out-of-home care requirements):**

- Youth Placement Eligibility
- DHS-4332 - Interstate Compact Placement Request

## **X. Quality Assurance and Data**

Monitoring reviews will monitor compliance with use of screening and assessment tools requirements by reviewing youth case files – exceptions will be noted in the final monitoring review report when appropriate documentation cannot be provided, and non-compliance will be addressed in CAPER.

Monitoring reviews will also monitor compliance with screening tool and assessment training requirements by reviewing staff files – exceptions will be noted in the final monitoring review report when appropriate documentation cannot be provided, and non-compliance will be addressed in CAPER.

After CAPER submission, follow-up will occur at 90-day and 180-day intervals to monitor compliance with CAPER.

Monthly Data and Case Listing information will be provided with the DHS-207/206b submissions

## **XI. Administrative Hearing Request**

### **Authority for Administrative Hearing: MCL 400.117h(1) and (2)**

1. The department or a county may appeal a determination regarding reimbursement of a child care cost made under this act. The appeal shall be conducted according to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328.
2. An appeal from a final order issued in an administrative hearing shall be made to the circuit court of Ingham County, which court has jurisdiction with respect to the cases described in subsection (1) as in nonjury cases under the authority provided in section 631 of the revised judicature act of 1961, 1961 PA 236, MCL 600.631.

### **A. Administrative Hearing Request**

The court, tribe, or county must submit a request for administrative hearing using form MDHHS-5729, Payment/Adjustment Denial Hearing Request, within 90 calendar days from the date the final monitoring review report and transmittal letter are received by the court, county, or tribe.

If no request for hearing is received by MDHHS within 90 calendar days of the date the final monitoring review report and transmittal letter are received by the court, county or tribe, all findings in the monitoring review report will be final. Upon receipt of a request for hearing, the CCF program office will complete a DHS-3050, Hearing Summary. The DHS-3050 will include all relevant exhibits supporting the department's actions in the case. The CCF program office must file with the Michigan Office of Administrative Hearings and Rules (MOAHR) the DHS-3050, the MDHHS-5729, and any documents attached by the court, tribe, or county within 10 business days of the CCF program office's receipt of the request for hearing.

After the conclusion of the hearing, the administrative law judge will issue a decision and order. Following receipt of the administrative law judge's decision and order, either party may seek reconsideration or rehearing of the decision and order as provided in MCL 24.287. Either party may appeal a final administrative decision and order to the Ingham County Circuit Court under MCL 400.117h.

## **XII. MiSACWIS Access and Use**

MDHHS uses a statewide automated child welfare information system (SACWIS) called MiSACWIS for purposes of submitting AP&Bs and monthly reimbursement requests. Due to the confidential nature of information contained within MiSACWIS, specific protocols must be followed when access is requested or used. Each circuit court, county government, local MDHHS office, and tribe should have a designated Authorized Requestor who is responsible for authorizing the addition or removal of their office staff's MiSACWIS access.

MiSACWIS access requests are submitted through the Database Security Application (DSA). DSA is a web-based application for submitting and processing requests for access to applications. Users will complete the MiSACWIS Access Request Form within the DSA to request initial MiSACWIS access (new users), or on an annual basis (current users) to maintain MiSACWIS access.

Circuit courts, county governments, county MDHHS offices, and tribes should not allow contractors, or unauthorized persons access to MiSACWIS. Doing so violates the confidentiality and usage agreement and could result in loss of system use privileges.

Each county/court or tribe must have an Authorized Requestor, who will approve their organization's requests for MiSACWIS access. Authorized Requestors will also remove MiSACWIS access for staff at the time of their separation from CCF-related duties and/or employment.

### **MiSACWIS Security Computer-Based Training (CBT)**

All MiSACWIS users are required to protect the confidential data within MiSACWIS; users must understand their responsibility to protect this information and may lose the privilege of accessing MiSACWIS if they inappropriately release confidential information. Civil and criminal penalties may also apply depending on the applicable laws and regulations.

To assist users in understanding the security expectations for MiSACWIS, all new users are required to complete the MDHHS Privacy and Security computer-based trainings (CBTs) prior to accessing MiSACWIS; current MiSACWIS users are required to complete the training yearly. Instructions and a link for accessing the CBTs can be found on the MDHHS public [CCF Website](#).

### **XIII. Child Care Fund Handbook Revisions/Updates**

Child welfare and juvenile justice services in Michigan are funded and governed not by a single agency but by a combination of agencies that report to different branches of government. Although MDHHS is legally responsible for administering and operating the state CCF reimbursement program, there is a commitment by the department to provide better service to the public by maintaining regular dialogue with relevant stakeholders responsible for child welfare and juvenile justice services.

The partners can:

- Participate in the program and system decision-making process.
- Share responsibility for the successes and challenges of programming and services.
- Exchange input through a defined process to develop program and policy changes and improvements; and system needs, changes, and enhancements.
- Communicate needs and suggestions for funding of programs.
- Gain insight into the successes and challenges of each partner.

The approach to partnering improves the program by:

- Increasing program ownership, collaboration, and communication for improving and executing the program.
- Facilitating consistent application of program policies and directives, and
- dissemination of a uniform understanding of program definition and goals.
- Increasing opportunities for obtaining direct feedback from the customers and program partners for program improvement.

Revisions/updates to the CCF handbook, including any policy and procedural changes, will be determined as needed. The revisions to the CCF handbook will be communicated directly to courts, counties, and tribes via e-mail and in the annual CCF trainings to be held around the state. A current version of the CCF handbook is available on the MDHHS public [CCF website](#).

## **XIV. Glossary of Definitions**

**Administrative Costs/Expenses:** Administrative costs are operating expenses related to the organization or county as a whole as opposed to expenses related to individual departments. These include expenses associated with general business administration.

**Another County's Institutional Care Facility:** A Michigan county-operated detention, group care, or shelter care facility used by a different Michigan county/court/local MDHHS office.

**At Risk of Out-of-Home Placement:** If the community-based services were not available for the child and/or their parents, it is likely a formal request for placement into the foster care or juvenile justice system would occur. This is due to either the child or parent's behaviors, which present safety concerns, depending upon whether it would be a neglect/abuse case or juvenile justice case.

**AWOL/AWOLP (Absent Without Legal Permission):** Absent Without Legal Permission (AWOLP) is defined in [FOM 722-3A, Absent Without Legal Permission](#), and by the State Court Administrative Office as a child who is placed for care and supervision and who is absent from an approved placement without legal permission. Under MDHHS juvenile justice policy those youth solely adjudicated for a status offense are considered AWOLP if they leave any approved placement without legal permission or fail to return when required; see [JJM 722-03A](#).

**Best Practice:** A procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption.

**Case Plan:** Plans that have specific, measurable, achievable, relevant and time-bound goals throughout the term of juvenile court supervision. Case plans match applicable screening and assessment, such as the YLS, to services aimed at improving the youth's competencies and reducing recidivism.

**Caseworker:** Individuals, including, but not limited to, the case manager, probation officer, Multisystemic Therapy (MST) therapists, and foster care worker, who work directly with children and their families and other relevant individuals; and are primarily responsible for the face-to-face contacts; and development, implementation and review of plans for youth and their families. Court employees and contracted individuals that fulfill caseworker responsibilities involving court supervised cases must meet the educational and experiential requirements as set forth in Supreme Court Administrative Order (SCAO) 1985-5. Contracted caseworkers involved in court supervised cases must complete the Michigan Judicial Institute (MJi) certification training within two years after the latter of the initial contract date or the caseworker's starting date.

**Child Caring Institution (CCI):** A child care facility, which is organized for receiving minor children for care, maintenance, and supervision, usually on a 24-hour basis, in buildings maintained by the institution for that purpose, and operates throughout the year. A Child Caring Institution is defined in Act No. 116 of the Public Acts of 1973, as amended.

**Component:** A portion of the CCF budget.

For purposes of the DHS-2091 form, a component is the dollar amount listed under either the MDHHS or the court's specific type of care (Out of Home Care, CB, and County/Court-Operated Facilities). A county's budget can have components with different dollar amounts listed under

each type of care, dependent upon whether that county has an MDHHS subaccount.

For purposes of the DHS-2094 form, a component is each individual DHS-2094 form that is listed for an in-home care program.

**Community-Based (CB) Services:** Programs or services that are an alternative to out-of-home placements or will expedite a return home of a youth to the community. These services include respite care and shelter care less than 30 days pursuant to MCL 400.117a-400.117h.

**Contract service provider:** A person or organization that provides a specific service to another party in exchange for compensation. The terms and conditions of the service are usually outlined in a written contract or agreement between the parties.

**County Juvenile Officer (CJO):** An officer employed by the court to perform duties related to juvenile services. Also known as Juvenile Court Officer (JCO).

**County-Operated Facility:** A facility licensed or approved as a child caring institution to provide group care, shelter care, or detention administered and staffed by county employees.

**Court-Supervised Youth:** Direct supervision of a youth by a court that had acquired jurisdiction over the child pursuant to MCL 712A.2(a), and the court maintains care and custody and placement planning.

**Culturally Appropriate Practices:** Affirming culturally diverse individuals, families, and communities in an inclusive, respectful, and effective manner. Culturally appropriate services support and recognize a parent or child's cultural customs, traditions, and beliefs.

**Daily Rate:** The rate paid per day to a foster parent/relative that includes youth room and board, and defined supervision/supports/services by the foster care provider.

**Department or County Department:** The Michigan Department of Health and Human Services.

**Detention:** An institution that primarily provides care and supervision for youth pending adjudication for status or criminal offenses or pending placement in a treatment facility post-adjudication.

**DHS-206b:** A form within MiSACWIS used when there is a subaccount to request monthly reimbursement of eligible expenditures. This form is generated, submitted, and approved electronically within MiSACWIS.

**DHS-207:** A form within MiSACWIS that a local MDHHS, circuit court or tribe uses to request monthly reimbursement of eligible expenditures. This form is generated, submitted, and approved electronically within MiSACWIS.

**Foster Care:** Care provided to a juvenile in a foster family home, foster family group home, or child caring institution licensed or approved under MCL 722.111 to 722.128, or care provided to a juvenile in a relative's home under a court order. MCL 712A.13a (1) (e).

**Gross Expenditures:** The total adjusted expenditures included in a county's monthly expenditure report and submitted to the department.

**Group Care Facility (also known as a Children's Therapeutic Group Home):** A child caring



institution receiving not more than six minor children who are diagnosed with a developmental disability as defined in section 100a of the mental health code, 1974 PA258, MCL 300.1100a, or a serious emotional disturbance as defined in section 100d of the mental health code, 1974 PA 258, MCL 330.1100d. 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; (iii) is not a private home; (iv) is not located on a campus with other licensed facilities.

**Independent Living:** A living arrangement, including the youth's own residence, or living in the residence of an adult who has no supervisory responsibility for the youth, which are not reimbursable for title IV-E.

- Rental home/apartment.
- College dormitory.
- Unrelated caregiver.
- Licensed/unlicensed relative home.
- Friend/partner home.

**Institutional Care Placements:** Per diem purchased residential care or placement within a county/court-operated youth facility.

**Intentional Program Violation (IPV):** Intentional program violation consists of having intentionally made a false or misleading statement, or misrepresented, concealed or withheld facts; or committed any act that constitutes a violation of the Food Assistance Program (FAP), FAP regulations, or any state statute for the purpose of using, presenting, transferring, acquiring, receiving, possessing, or trafficking of FAP benefits or EBT cards. (Bridges policy)

**Judicial Costs:** Costs relating to or connected with the administration of justice. This includes, but is not limited to, filing fees, charges for serving summons and subpoenas, court reporter charges, court transcripts, copying papers and exhibits, witness fees, and attorney fees.

**Judiciary Alternate:** Security role in MiSACWIS that allows the user to act in the place of the judge. The judiciary alternate may review, route, and/or approve the DHS-167, DHS-168, DHS-207, DHS-2091, and the CCF package summary. This user may also add, create, amend, or edit data on these forms, view/add attachments, and view/print reports, except for the AP&B approval status report.

**Jurisdiction:** The authority given by law to a court to try cases and rule on legal matters within a geographic area and/or over certain types of legal cases. For the purposes of satisfying CCF eligibility, jurisdiction includes any complaint, formal/informal consent, diversion, legal filing, hearing, trial, and/or judgment before the court. CCF reimbursable service must be provided prior to dismissal of jurisdiction.

**Non-Scheduled Payment** (referenced as **Case Services Payments** in the MDHHS Foster Care Manual): Payments to individuals or organizations for items specified and defined in the CCF handbook, which are not included in established per diem rates.

**Offset Process:** The process MDHHS uses to determine the dollar amount to bill a county/tribe for state ward chargeback, share of neglect/abuse out-of-home care charges, or the remittance of state aid for the reimbursement of juvenile court and county department CCF expenditures.

**Out-of-Home Care:** Foster care, placement with an unlicensed relative, independent living,

residential placements or placements in a county/court-operated detention facility.

**Practice-based evidence:** Interventions and strategies that are accepted as effective by the local community and effectiveness is supported by local data.

**Promising Practice:** Programs that have some research evidence to indicate they produce positive outcomes for youth. Promising practices require additional supporting evidence to be considered evidenced-based.

**Research based:** Programs based on the best available research in the field that support the principles it incorporates, such as strategies, practices and components, but no specific research of its own evidence to support its effectiveness.

**Shelter Care Facility:** An institution, which primarily provides care for youth for assessment, short-term supportive care, or placement planning.

**State Facility:** A juvenile-justice campus-based facility owned and operated by the State of Michigan, of which there are two. Bay Pines Center provides secure residential detention, and residential treatment for both males and females between 12 and 20. Michigan Youth Treatment Center provides secure treatment for adjudicated males between 12 and 21, including specialized treatment programs.

**State Ward Board and Care (SWBC):** The state legislative appropriation to provide payment of foster care costs for state wards who are not eligible for title IV-E or the placement is not title IV-E reimbursable under specific criteria; see [FOM 901-8, Fund Sources](#).

**Unlicensed Relative Placement:** For purposes of placement with an unlicensed relative, a relative is defined by MDHHS as an individual who is at least 18 years of age and related to the child by blood, marriage, or adoption, as grand-parent, great-grandparent, great-great-grandparent, aunt or uncle, great-aunt or great-uncle, great-great-aunt or great-great-uncle, sibling, stepsibling, nephew or niece, first cousin or first cousin once removed, and the spouse of any of the above, even after the marriage has ended by death or divorce. A stepparent, ex-stepparent, or the parent who shares custody of a half-sibling shall be considered a relative for the purpose of placement. Tribal definitions of relative may differ from the MDHHS definition.

**Vendor:** A dealer, distributor, merchant, contractor, or other seller providing goods, or services that are required for the conduct of the program.

**Ward Child:** Child or children of minor parents who are placed in the same foster care setting as the parent(s).

**Youth:** Individual who is not emancipated under 1968 PA 293, MCL 722.1 to 722.6, who lives with a parent or caretaker, and who is either of the following: (i) Under the age of 18. (ii) Age 18 and a full-time high school student, a person who is less than 18 years of age who is the subject of a referral, complaint or delinquency petition or juveniles who are within or likely to come within the court's jurisdiction under section 2 of chapter XIA of the probate code of 1939, 1939 PA 288, MCL 712A.2, or within the jurisdiction of the court of general criminal jurisdiction under section 606 of the revised judicature act of 1961, 1961 PA 236, MCL 600.606, if that court commits the juvenile to a county or court juvenile facility under section 27a of chapter IV of the code of criminal procedure, 1927 PA 175, MCL 764.27a.

## **XV. Definition of Approved Tools**

### **MJJAS/OYAS (Michigan Juvenile Justice Assessment System/Ohio Youth Assessment System)**

MJJAS/OYAS is a research-based, validated assessment instrument developed by the University of Cincinnati Corrections Institute (UCCI) and is also known as the Ohio Youth Assessment System © (OYAS).

MJJAS/OYAS is a structured decision-making risk assessment tool which identifies the likelihood of a youth engaging in future criminal behavior and informs appropriate risk classification. MJJAS/OYAS has a suite of tools which include Diversion (MJJAS/OYAS-DIV), Detention (MJJAS/OYAS-DET), Disposition (MJJAS/OYAS-DIS), Residential (MJJAS/OYAS-RES), and Reentry (MJJAS/OYAS-RET).

1. **MJJAS/OYAS-DIV** is designed to help determine if youth can be safely diverted from the juvenile justice system. The tool can be completed through a file review and/or face-to-face interview with the youth in approximately 10 minutes.
2. **MJJAS/OYAS-DIS** is designed to be used with youth adjudicated by the court. The tool considers the youth's overall risk to reoffend and criminogenic needs, while also identifying responsivity factors and case management strategies to facilitate successful intervention. The tool consists of seven domains including: juvenile justice history; family and living arrangements; peers and social support networks; education and employment; pro-social skills; substance abuse, mental health, and personality; and values, beliefs, and attitudes.
3. **MJJAS/OYAS-DET** is designed to be administered on youth being considered for detention, to aid in the decision on whether to place the youth. The results will provide the court with the level of risk the youth poses. The tool can also be used on the backend in determining whether to release a youth or continue their placement in detention. The tool consists of 6 items and can be completed through a brief face-to-face interview, which takes approximately 10 minutes to complete. The MJJAS/OYAS-DET screening tool is the identified tool for use in Michigan.

Training and certification are required to administer all tools included in the MJJAS/OYAS suite.

### **YASI (Youth Assessment and Screening Instrument)**

YASI is a juvenile risk assessment tool that assesses risk, needs, and protective factors in at-risk and justice-involved youth. The YASI looks to identify both the dynamic (changeable) and static (unchangeable) risk factors of youth to assist professionals with determining risk to recidivate, manage caseloads, and target services to youth with higher needs. YASI is specifically designed for youth and includes research-based predictors of delinquent behavior and critical factors in promoting outcomes. The information collected during assessment guides the creation of a case plan tailored to each youth's identified needs and strengths.

The YASI includes both a pre-screen and full assessment which are used to assist in making initial service decisions as well as case plan development. Youth are rated as low, medium, or high risk to reoffend and is appropriate for use on youth between the ages of 12 and 18.8

1. YASI pre-screen consists of 31 items and can be completed in approximately 20-40 minutes.
2. YASI full assessment consists of 90 items scored across 10 domains: legal history; family; school; community and peers; alcohol and drugs; mental health; violence and

aggression; attitudes; skills; and employment and free time. It takes between 30 and 60 minutes to administer.

Training and certification are required to administer both YASI pre-screen and full assessment.

### **YLS/CMI (Youth Level of Service/Case Management Inventory)**

YLS/CMI 2.0™ is a gender-informed, culturally informed, strengths-focused risk/needs tool that classifies and predicts re-offending within male and female juvenile populations.<sup>9</sup> The tool is appropriate for use on youth between the ages of 12 and 18.

YLS/CMI 2.0™ consists of 42 risk/needs factors scored across 8 domains: prior and current offenses; family circumstances/parenting; education/employment; peer relations; substance abuse; leisure/recreation; personality/behavior; and attitudes/orientation. Information from the YLS can be utilized to assist probation departments in determining the appropriate level of supervision for youth, help establish case plan goals, and to better allocate department resources in order to achieve the effective outcomes for youth and their families.<sup>10</sup> The YLS/CMI full assessment also has a short-form available for use in risk screening.

Training and certification are required to administer both the YLS/CMI short form and full assessment.

### **CAFAS (Child and Adolescent Functional Assessment Scale)**

CAFAS is used in assessing a youth's day-to-day functioning across critical life subscales and for determining whether a youth's functioning improves over time. The CAFAS is widely used to inform decisions about level of care, type and intensity of treatment, placement, and need for referral. CAFAS is designed for ages 5 to 19 and can be quickly completed by practitioners in 10 minutes.

Training and certification are required to administer the tool.

### **MAYSI-2 (Massachusetts Youth Screening Instrument)**

The MAYSI-2 is a behavioral health screening tool designed especially for juvenile justice programs and facilities. It identifies youths 12 through 17 years old who may have important, pressing behavioral needs. Its primary use is in juvenile probation, diversion programs, and intake in juvenile detention or corrections.<sup>13</sup>

The MAYSI-2 is a self-report inventory of 52 questions which provide scores in the following 7 scales: alcohol/drug use; angry-irritable; depressed-anxious; somatic complaints; suicide ideation; thought disturbance; traumatic experiences. The MAYSI-2 can be completed by a youth in 5-10 minutes.

Formal training and certification are not required to administer the tool, provided the user knows and attends to its proper administration according to the MAYSI-2 manual, although formal training is available on the use of the tool.

## **XVI. Child Care Fund Data**

### **A. Monthly and Annual DHS-207/DHS-206b Reporting**

#### **Total Youth**

1. Total youth placed on Diversion for the month
2. Total youth placed on Diversion for the FY
3. Total youth placed on the Consent Calendar for the month
4. Total youth placed on the Consent Calendar for the FY
5. Total youth placed on Formal Probation for the month
6. Total youth placed on Formal Probation for the FY
7. Total youth placed in secure detention for the month
8. Total youth placed in secure detention during the FY
9. Total youth placed in DL foster care for the month
10. Total youth placed in DL foster care for the FY
11. Total youth placed in in-state residential placement for the month
12. Total youth placed in in-state residential placement for the FY
13. Total youth placed in out-of-state residential placement for the month
14. Total youth placed in out-of-state residential placement for the FY