
EFFECTIVE

October 1, 2014.

Subject(s)

Protect MiFamily

This bulletin replaces PSB 2013-007.

FEW 100**Project Description**

Protect MiFamily is Michigan's federally approved title IV-E waiver child welfare demonstration project. The project is expected to run for five years, beginning August 1, 2013 and will serve approximately 300 families per year in select counties by providing direct engagement and community services. The goals are to reduce the risk of future maltreatment, preserve the family unit while preventing out of home placement, increase safety, build parental strengths and capacity and improve child well-being.

FEW 110**Target Population Defined**

The local DHS office will adhere to the following policy for determining waiver program eligibility.

Eligibility must be determined and Random Assignment performed on each family that meets the outlined criteria.

DHS shall not perform Random Assignment or designate any family to the waiver project that does not meet the following criteria.

Questions about family eligibility should be directed to central office waiver staff at MDHS-FEW@michigan.gov

FEW 120**Eligibility Qualification**

Each of the following circumstances must exist for families to be determined eligible for the waiver experimental or control group:

1. A Child Protective Services (CPS) investigation resulted in a Category II complaint disposition or a Category IV complaint disposition with high or intensive risk level as determined by

the DHS Structured Decision Making (SDM) Risk Assessment tool.

2. At least one household child is 0 through 5 years of age.
3. The family resides in a geographical area designated as a waiver demonstration site: Macomb, Muskegon, or Kalamazoo County.
4. CPS cases that are deemed or marked confidential.

FEW 130

Eligibility Disqualification

DHS shall not perform Random Assignment or designate a family to the waiver project when any of the following circumstances exists:

5. The child(ren) would be living in the same household with a parent or other adult who has been convicted of criminal sexual conduct against a child(ren).
6. The child(ren) would be living in the same household with a parent or other adult who has been substantiated by CPS for sexual abuse against a child(ren).

Note: If the above circumstances were not present at the time of random assignment, but subsequently occur (such as a perpetrator has moved in with the family after waiver services commence), central office waiver staff should be consulted.

7. The case was investigated by the Maltreatment in Care (MIC) unit due to the perpetrator(s) being a licensed foster care provider or employee of a child caring institution.

FEW 140

Family Moves

If a family randomly assigned to the waiver experimental group subsequently moves less than 10 miles beyond Macomb, Muskegon, or Kalamazoo County, the waiver contractor must continue to provide waiver services to the family.

If a family moves more than 10 miles beyond Macomb, Muskegon, or Kalamazoo County, the following may occur:

8. The waiver private agency will close the case and notify CPS immediately if the case remains open to CPS, or
9. The waiver private agency will continue to provide waiver services to the family if prior approval was obtained from central office waiver staff.

FEW 150

Unusual Circumstances

The following guidelines govern cases in which Random Assignment was performed, the family was designated to the experimental group, and subsequently, a petition for court jurisdiction was filed prior to 15-month waiver case closure. As a general rule, the waiver private agency will continue to service the family so long as children remain in the home and foster care has not assumed full family responsibility.

- Court declines to take jurisdiction, child(ren) remains in the household.
Waiver experimental case remains open and the family continues to receive waiver services provided by the waiver private agency.
- Court takes jurisdiction, but at least one child remains in the household.
If CPS retains case responsibility, the waiver experimental case remains open and the family continues to receive waiver services provided by the waiver private agency. If foster care assumes responsibility for servicing the case, the waiver private agency will close its case.

Exception: Exceptions may be granted. Please contact central office waiver staff at MDHS-FEW@michigan.gov

- The court orders the return of one or more household child(ren) within 21 days of the filing of the court petition.
- If CPS retains case responsibility, the waiver experimental case remains open and the family continues to receive waiver services provided by the waiver private agency.

After the children are removed, the waiver agency should maintain an open case, but pend service provision to the family. If the child(ren) is returned within 21 days, waiver service intervention by the waiver private agency will resume. If

the children are not returned within 21 days or if foster care assumes responsibility for servicing the case, the waiver private agency will close its case. ** Exceptions may be granted. Please contact central office waiver staff at MDHS-FEW@michigan.gov

- Court ordered out-of-home placement of the child(ren) exceeds 21 days from the filing of the court petition. Waiver experimental case is closed by the waiver private agency.

Note: Unless mitigated by the following FEW policies and guidelines, all CPS policies as outlined in PSM remain effective and must be followed, when applicable.

FEW 200

Waiver Experimental (X) Group

Designated child welfare program managers and supervisors in each demonstration site will perform random assignment to determine which families from the eligible target population will be referred to the waiver experimental (X) group. Families randomly assigned to the experimental (X) group will receive waiver services and supports for 15 months. The waiver private agency under contract with DHS is responsible for direct engagement and intervention with the family, case management, and collaboration with CPS and community service providers.

FEW 205

Referral to Waiver Private Agency

Upon determining via random assignment that a family has been designated to the waiver experimental (X) group, the CPS specialist will notify the family and complete the DHS-892-FEW. Within 24 hours, the CPS specialist will forward to the waiver private agency the documents bulleted below regarding the current investigation. Documents must be reviewed and approved by the CPS supervisor before sending. If it is not feasible to meet the 24 hour timeframe, documents should be forwarded as soon as possible. All documents shall be sent electronically, unless infeasible:

- Waiver Project Referral and Designation - DHS-892-FEW.
- Investigation Report – DHS-154.
- CPS Safety Assessment/re-assessments.
- CPS Risk Assessment/re-assessments.

- FANS and CANS, if applicable.

CPS must follow SRM-131 and make the necessary redactions, including reference to the CPS reporting source, on the DHS-154 report before sending it to the waiver private agency.

The CPS specialist shall notify the waiver private agency of immediate threats to child safety and any known threats to worker/provider safety.

FEW 210

Family Notification and Engagement

For families assigned to the experimental group, CPS shall meet with the family to communicate referral to the waiver project and provide:

- A description of the waiver services and supports that will be provided.
- The name of the waiver private agency.
- An explanation of how participation will benefit the family and potential consequences of nonparticipation.
- Westat Parent Consent Form provided and signed by the family.

Within 24 hours of receiving notification that a Category II case has been assigned to the waiver, CPS will convene a family team meeting. When the 24 hour timeframe is not feasible, CPS will attempt to convene the meeting as soon as possible. It is the responsibility of the CPS specialist to contact the family and waiver private agency to coordinate a time and place for the meeting. Families assigned to the waiver who have an open Category II CPS case should be informed that participation is necessary to reduce risk and ensure child safety. It should further be emphasized that successful participation and progress will likely result in closure of the CPS case (after risk is reduced) and may avert the need to file a court petition.

Families referred to the waiver project whose case will be closed Category IV should be informed that the risk of future maltreatment is high and that participation in waiver services has the potential to greatly benefit the family and may reduce the likelihood of future contact with CPS.

FEW 215**Informed Consent**

As soon as possible following random assignment and designation to the experimental group, CPS will provide the parent(s) with the Westat Parent Consent Form and request the Form be signed. After completion, the following must occur:

- Make two copies of the signed Form: Give one to the family and retain one in the file.
- Forward the original hard copy signed Form to the person in your office designated to collect the Forms and store them in a secure location.
- Send the Forms (original signed Forms, not copies) on a monthly basis to:

Westat Inc. c/o Raquel Ellis
1600 Research Blvd.
Rockville, MD 20850

FEW 220**Communication and Information Sharing****Open CPS cases**

Consistent with policy outlined in PSM, CPS will have ongoing case oversight responsibility for open Category II cases assigned to the waiver. As long as the CPS case remains open, CPS will maintain communication with the waiver private agency, share pertinent information, participate in team meetings, and receive updated reports and information.

CPS will notify waiver central office staff as soon as possible when a court petition has been filed involving a family assigned to the waiver.

Closed CPS cases

Consistent with CPS policy, after risk is reduced, CPS may decide to close a Category II case, even though the family's participation in the waiver continues. After the Category II CPS case is closed, and in all Category IV cases referred to the waiver, CPS will not maintain communication, oversight or information sharing with the waiver private agency. Likewise, in closed CPS cases, the waiver

private agency will not maintain communication with CPS or provide updates or reports. If the CPS case is closed, the waiver private agency must file waiver reports in the family's waiver file and retain the file at the waiver private agency.

FEW 225

Contact Standards for Open CPS Cases

For Category II cases assigned to the waiver experimental (X) group, face-to-face (F2F) contacts with the client by the waiver private agency may be counted as a F2F contact to replace a CPS specialist’s contact, in the same way as outlined in PSM 714-1 for Families First and Families Together Building Solutions. To be clear, the CPS specialist must still maintain a minimum of one face to face contact with the family per month, which must include contact with the child victim(s.) Minimum contact standards to be completed by the waiver private agency are:

Phase 1	Phase 2	Phase 3
Engagement & Case Planning	Engagement & Collaborative Monitoring	Support & Reduced Engagement
Verbal communication with the family within 24 hours of referral.	One F2F with the family every 7 days.	Monthly F2F contact with the family.
F2F within 72 hours of referral	Verify the safety of each child at least 1 time every 7 days.	Collateral contacts as needed.
2 F2F contacts with the family every 7 days.	Frequent and regular collateral contacts are expected.	
Verify safety of each child at least 1 time per week.	Consistent communication with CPS specialist for open CPS cases.	
Several collateral contacts per week.		
Consistent communication with CPS specialist for open CPS cases.		
<p>Note: The family may only advance to Phase 3 after the score on the CPS Risk Re-Assessment has reduced to low or moderate.</p>		

FEW 230

Service Agreement/Case Plan

The waiver private agency will complete a Waiver Case Plan - DHS-1091-FEW within 45 days of referral of the family to the experimental group. In situations in which there is an open Category II case, the waiver private agency will forward a copy of

the completed Case Plan to the CPS specialist. This Case Plan fulfills the CPS requirement for completing a Services Agreement (a separate CPS Services Agreement is not required).

FEW 235

Post-Investigative Services

For families referred to the waiver experimental (X) group, post-investigative services, including goal identification, resource identification, etc. will be completed by the waiver private agency.

FEW 240

Family Team Meeting

Families referred to the waiver experimental (X) group will participate in family team meetings convened and facilitated by the waiver private agency. In all waiver cases, the waiver private agency will convene a family team meeting between 21-45 days after the family was referred to the waiver.

A family team meeting may be convened at other times during waiver intervention and is required when there is a proposal to advance the family from waiver phase 2 to phase 3 and at 15-month case closure. The waiver private agency must provide CPS no less than seven days-notice to attend each family team meeting held concerning an open Category II case. When not feasible to provide 7 days-notice, the waiver private agency will notify CPS as early as possible.

After a case has been referred to the waiver experimental group and so long as the family maintains participation in the waiver, CPS is not required to convene separate family team meetings. However, CPS is not precluded from convening such meetings, if CPS determines it is necessary, including situations identified in PSM 715-2 (emergency removal or considered removal). If CPS convenes a family team meeting (also known as PPC, MiTeam, FTM), CPS must notify and seek participation of the waiver private agency, whenever feasible.

FEW 245

CPS Updated Service Plans

DHS-1239-FEW, Waiver Progress Reports, DHS-152, CPS USPs .
Completion of waiver Progress Reports by the waiver private

agency follows the same timetable as CPS USPs. The initial waiver Progress Report will be completed 60 days after the family is referred to the waiver, and every 90 days thereafter. In all cases in which there is an open Category II case, the waiver private agency will forward a copy of the completed Waiver Progress Report to the CPS specialist.

FEW 250

Problem Resolution

When local DHS staff identifies a problem with decision-making or actions taken by the contracted waiver private agency, the following steps may be taken towards resolution.

- Meet with the waiver private agency supervisor, program manager, or agency administration, and
- Inform DHS waiver central office staff of the issue and its resolution at MDHS-FEW@michigan.gov

Note: In no way does FEW policy prevent or limit CPS from taking whatever steps it determines necessary to investigate suspected abuse or neglect, address safety concerns, and/or take action to protect a child being serviced in the waiver.

FEW 300

Waiver Control (C) Group

Designated child welfare program managers and supervisors in each demonstration site will perform random assignment to determine which families from the eligible target population will be referred to the waiver control (C) group. Families randomly assigned to the control (C) group will receive services as usual and will not be referred to the waiver private agency. CPS will be responsible for tracking and reporting expenditures related to services and interventions applied to control (C) group families using the DHS-1229-FEW, Control Group Expenditure Data Collection.

Note: Waiver private agency staff, including supervisors and workers, may not be assigned or have responsibility for servicing families in the control group AND families in the experimental groups. To achieve required separation, agency staff personnel assigned to the waiver may not also be responsible for or provide

services to families referred to the agency for Families First, FTBS, Wraparound, or other family prevention/preservation service.

FEW 310

Informed Consent

As soon as possible following random assignment and designation to the control group, CPS will provide the parent(s) with the Westat Parent Consent Form and request the Form be signed. After completion, the following must occur:

- Make two copies of the signed Form: Give one to the family and retain one in the file.
- Forward the “original” hard copy signed Form to the person in your office designated to collect the Forms and store them in a secure location.
- Send the Forms (original signed Forms, not copies) on a monthly basis to:

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FEW 320

Tracking and Reporting Expenditures

For financial and accounting purposes as well as for the cost-analysis portion of the waiver evaluation, DHS must track services and expenditures applied to families in the control (C) group. This includes DHS and non-DHS services and expenditures. The Control Group Expenditure Data Collection, DHS-1229-FEW, must be completed and forwarded to the waiver central office staff on a monthly basis. Send to MDHS-FEW@michigan.gov