

EFFECTIVE

Immediately.

SUBJECT

1. Changes in intake process.
2. Changes in post-investigative services.
3. Online manual policy pages.

Reason: Dwayne B. v Granholm, et al. consent decree, audit recommendations.

**1) Changes in
Intake Process****PSM 712-5**

Policy is revised to include inquiries into the foster care status of the child(ren) associated with the complaint. These inquiries will be supported by SWSS clearances conducted by Children's Protective Services (CPS) Intake to determine if a foster child is part of the CPS complaint.

The reporting person must be asked if anyone affiliated with the case is a licensed foster care provider, day care provider or relative provider. This must include a check of any child associated with the case in SWSS soundex. Intake staff will document if any children on the complaint are listed as foster children.

These clearances are required and must be documented in the complaint source comment section in SWSS.

**2) Changes in
Post-Investigative
Service****PSM 714-1**

Policy is revised to remove Contracted In-Home Service Provider Meeting All Face-to-Face Contacts. Previous policy allowed for the replacement of all CPS face-to-face contact standards through a contracted in-home service provider, in certain situations, with the approval of the county director.

This section is being removed from policy and is no longer allowable.

Standards for face-to-face contacts, allowing for contracted providers to replace all but one of the required CPS contacts, remain in effect.

**3) Online manual
policy pages.**

Pages will be updated with the February 2010 policy.

**MANUAL
MAINTENANCE
INSTRUCTIONS**