

## OVERVIEW

Case managers must complete a placement exception request (PER) when there is a need to waive placement standards to maintain sibling and caregiver bonds or to meet the medical, emotional, and psychological needs of children in care. PERs must be completed, reviewed, and approved in the electronic case record. For placement standards and requirements, see [FOM 722-03, Placement Selection and Standards](#).

## SCOPE

The policy requirements described in this item apply to foster care cases and, when specified, juvenile justice cases.

Contracted child placing agencies (CPA) operating under the child welfare continuum of care model in Kent County must follow the placement exception approval paths outlined in [FOM 915A, Child Welfare Continuum of Care Program Requirements](#).

In bifurcated counties, the Michigan Department of Health and Human Services (MDHHS) child welfare director reviews and grants approvals for PERs in place of the county director. Bifurcated counties include:

- Genesee
- Kent
- Oakland
- Macomb
- Wayne

**Note:** In Wayne County, the district manager may serve as a designee for the child welfare director for final approval of a PER.

## VERBAL APPROVAL

Case managers must obtain verbal approval whenever it is not administratively possible to complete and approve the PER in the electronic case record prior to the placement. Verbal approval must be granted prior to the placement or placement change. Except as otherwise noted, verbal approval must be granted by the individual responsible for final approval of the written PER in the electronic case record.

When a placement is made using verbal approval, the case manager must document the verbal approval in the PER. The PER

must be approved in the electronic case record within 30 calendar days of the date of verbal approval.

## SIBLINGS PLACED APART

Siblings in out-of-home placement must be placed together unless circumstances exist that allow for an exception. An exception may be made for the following reasons:

- One of the siblings has exceptional needs that can be met only in a specialized program or facility.
- Placing the siblings together is harmful to one or more of the siblings.
- The size of the sibling group makes one placement impractical, notwithstanding diligent efforts to place the siblings within the same home.

If siblings are separated for reasons other than above, the split cannot be considered an exception; however, the case manager must document the split reasons below in a PER:

- Court ordered placement of one or more of the children, causing a split.
- One or more of the siblings is in an independent living placement.
- One or more of the siblings is in a pre-adoptive or guardianship placement.
- Children are half-siblings and are placed with respective relatives.
- Other. Siblings are split for a reason other than those listed above.

The case manager must include an explanation of the reason(s) for the split sibling placement in the narrative section of the PER.

Efforts to place the siblings together must be reassessed on a quarterly basis and documented in the case service plan. After the initial sibling split PER is approved, a new sibling split PER is not required unless one or more of the siblings change placements and

at least one sibling continues to be placed separately from their siblings.

**Exception:** Sibling split PERs are not required for siblings who are placed apart due to one or more siblings being placed or returned to a parental home or placed in a temporary break placement.

### Approval Path for MDHHS- Supervised Cases

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or designee reviews and approves the PER.

### Approval Path for Placement Agency Foster Care (PAFC) Supervised Cases

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC second line manager reviews and routes the PER.
4. PAFC director reviews and routes the PER.
5. MDHHS county director or designee reviews and approves the PER.

**Exception:** The PAFC director may provide verbal approval if the MDHHS county director or designee cannot be reached.

## PLACEMENT LIMITATIONS

A PER must be completed if placement will result in any of the following:

- More than three foster children in the foster home or relative caregiver's home.
- More than five total children, including the foster family or relative caregiver's biological and adopted children.
- More than three children under the age of three residing in the foster home or relative caregiver's home.

The reason for the exception request must be documented in the narrative section of the PER. It must include:

- Case-specific information inclusive of the best interest of the child being placed.
- The caregiver's support system and any services being offered to the family to support additional children in the home.
- Names, ages, genders, and any special needs of the children or adults in the home and any children proposed for placement in the home and the time required daily to address the identified special needs.
- If applicable, the current licensing capacity and whether a change in foster home license capacity or variance is required. Reasons for a variance for licensing capacity changes include:
  - To allow a parenting youth in foster care to remain with the child of the parenting youth.
  - To allow siblings to remain together.
  - To allow a child with an established meaningful relationship with a family to remain with the family.
  - To allow a family with special training or skills to provide care to a child who has a severe disability.
  - If a variance or change in foster home license capacity is needed, include whether the request has been sent to the MDHHS Division of Child Welfare Licensing (DCWL) and the date the request was sent.
- List any CPS and foster home licensing complaints within the last 12 months, including disposition or findings, details of any corrective action plans, and whether corrective action plans have been completed.
- Indicate all bedroom sizes, dimensions, occupants and proposed occupants in each bedroom, and bed or crib size and type.
- A list of all attempts to locate other placements not requiring an exception request including agency name and date.

**Approval Paths for  
Licensed Homes*****MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS county director or child welfare director reviews and routes the PER.
4. DCWL consultant reviews and routes the PER.
5. DCWL director reviews and approves the PER.

***PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. DCWL consultant reviews and routes the PER.
6. DCWL director reviews and approves the PER.

**Approval Paths for  
Unlicensed  
Relatives*****Wayne County MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS district manager reviews and approves the PER.

***Wayne County PAFC-Supervised Cases***

The following approval path must be used for Wayne County cases supervised by PAFC providers:

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.

3. PAFC director reviews and routes the PER.
4. MDHHS district manager reviews and approves the PER.

***MDHHS-Supervised Cases in All Other Counties***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS county director or child welfare director reviews and approves the PER.

***PAFC-Supervised Cases in All Other Counties***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and approves the PER.

**PROXIMITY TO THE  
CHILD'S FAMILY**

Case managers must consult with their supervisor prior to placing a child more than 75 miles from the home from which the child entered custody. The case manager must document the supervisor consultation in the electronic case record by checking the Over 75 Miles from the Removal Address box in the child's Placement Details screen and entering the date of consultation with the supervisor.

**PLACEMENT OF A  
CHILD IDENTIFIED  
WITH HIGH-RISK  
BEHAVIORS**

A child determined by a clinical assessment to be at high risk for perpetrating physical violence or sexual assault against other children cannot be placed with other children in foster care, not so determined without an appropriate assessment concerning the safety of all children in the placement; see [FOM 722-03, Placement Selection and Standards](#). An exception may be made for the following approved situations:

- Placement will keep siblings together and the child does not pose a direct risk to their siblings.
- Placement will reunite siblings, the child's behavior has stabilized, and appropriate safety plans are in place.

- An assessment concerning the safety of all children in the placement has been completed and it has been determined that the placement is equipped to meet the needs of the child with high-risk behaviors and the other children in the placement.

### Approval Path for MDHHS- Supervised Cases

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS county director or child welfare director reviews and approves the PER.

### Approval Path for PAFC-Supervised Cases

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and approves the PER.

## INTERVENTION IN A RESIDENTIAL CARE PROGRAM

No child may receive intervention in a child caring institution (CCI) unless **all** the following apply:

- The child's needs cannot be met in any other type of placement.
- The child's needs can be met in the specific facility requested.
- The facility is the least restrictive placement to meet the child's needs.
- All community resources have been exhausted.

### Initial Interventions

The Residential Placement - Initial PER must be approved prior to the child's admission.

For initial interventions in a residential care program, the following must be documented in the narrative section:

- Description of the child's needs which require intervention in a residential care program.
- Efforts to maintain the child in the community, including support services the child is receiving.
- Treatment services available in the residential care program to address the child's needs.
- Identified family for placement upon discharge and efforts being made to engage the family in the child's treatment program.

### **Continued Intervention Beyond Three Months**

Continued placement of a child in a residential care program must be approved every 90 days following the child's initial placement using the following PER types:

- Residential Placement - Three Months.
- Residential Placement - Six Months.
- Residential Placement - Nine Months.
- Residential Placement - 12 Months.
- Residential Placement - Beyond 12 Months.

For intervention in a residential care program lasting three or more months, the case manager must document the following in the narrative section of the PER:

- The child's behaviors and needs that require continued intervention in a residential care program and an explanation regarding why the child's treatment needs cannot be met in a less restrictive setting.
- The child's progress in treatment since the last request.
- Any seclusions and restraints since the last request.
- Identified family for placement upon discharge from the program and the family's involvement in the child's treatment program since last request.



The case manager must select all applicable residential PER reasons in the electronic case record and provide explanation for each reason in the narrative section of the PER.

If the residential PER includes multiple PER reasons, the appropriate PER approval path must be followed for each reason; see *Residential Placement Exception Reasons* in this item.

### **Approval Path for MDHHS- Supervised Cases**

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and approves the PER.

### **Approval Path for PAFC-Supervised Cases**

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and approves the PER.

### **Placements for 12 or More Months**

Children must not receive intervention in a residential care program for 12 months or more without prior approval from the Business Service Center (BSC) director. The BSC director must approve residential placements that are 12 months or more from the date of the initial placement and every three months thereafter until the child's discharge from the residential care program.

### ***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews and approves the PER.

***Approval Path for PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews and approves the PER.

**RESIDENTIAL  
PLACEMENT  
EXCEPTION  
REASONS**

Multiple PER reasons may be included within a residential PER. Approvals must be obtained from the final approver for each reason included in the PER. If multiple approvals are required within one PER, each approver must document their approval in the routing comments of the PER and route to the next approver until all approvals are obtained. The final approver must use the approval function in the electronic case management system to formally approve the PER.

Residential PER reasons must be routed and approved as indicated below.

**Pre-10 Placement  
Exception Request**

The Children's Services Administration (CSA) senior deputy director must grant final approval for the following residential PER types for a child under the age of 10:

- Residential Placement - Initial.
- Residential Placement - Six Month.
- Residential Placement - 12 Month.
- Every other Residential Placement - Beyond 12 Months Residential PER, beginning with the *second* PER of this type, until the child is discharged from the residential care program.

The BSC director must grant final approval for all other residential PERs for children under 10 years of age.

Approval must be granted prior to admission or prior to the end of the previously granted request and cannot be granted for periods of more than 90 calendar days.

### ***Information to be Provided in the Pre-10 PER***

The case manager must include the following information in the pre-10 PER:

- Documentation of the efforts being made to maintain or return the child to a family setting, including support services and other interventions that have been sought or used to maintain the child in the community.
- The projected time frame for placement to a less restrictive setting.
- Description of the child's behaviors and needs that require intervention in a residential care program.
- The results of the fetal alcohol spectrum disorder (FASD) pre-screening; see [FOM 802, Mental Health, Behavioral and Developmental Needs of Foster Children](#). The case manager must include results of any previously completed FASD diagnostic evaluations.
- If the child is currently in a residential care program, documentation supporting the reasons more time is needed to achieve treatment goals and the progress the child is making.

### ***Areas of Impairment***

In addition to the information required in the PER, the case manager must include supporting documentation in the case service plan that demonstrates impairment in each of the following areas, including:

- **School**
  - Provide a school report document such as an Individualized Education Plan (IEP) or an independent professional evaluation supporting the contention that a serious school problem exists.
  - Description of specific efforts made to meet the child's educational needs in the community.

- Intervention in a residential setting for preschool-aged children will rarely be approved. However, if such an intervention is determined necessary to meet the child's needs, document non-organic developmental delays that can only be addressed in the residential setting.
- **Community**
  - Difficulties within the community may be documented in the case service plan.
  - Indicators of dysfunction may include contacts with law enforcement agencies or dysfunctional peer relationships within the school or neighborhood settings.
- **Family**
  - The child's behaviors and needs that are unable to be successfully treated in the community while placed in a family setting must be clearly documented in the case service plan.
  - A thorough assessment to support the decision that a family setting cannot meet the child's needs, or a placement history that demonstrates a pattern of failed placements in family settings and includes appropriate placement change narratives, must be provided.

### ***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews the PER, requests approval from the CSA senior deputy director if required, and provides notice to the [Regional Placement Unit \(RPU\) mailbox \(MDHHS-Residential-RPU@michigan.gov\)](mailto:MDHHS-Residential-RPU@michigan.gov) for abuse/neglect cases or the [Juvenile Justice Assignment Unit \(JJAU\) mailbox \(JJAU@michigan.gov\)](mailto:JJAU@michigan.gov) for juvenile justice cases; see *Pre-10 Approval Email* in this item.

6. When required, the CSA senior deputy director reviews and approves residential services.
7. When required, the BSC director documents the CSA senior deputy director's approval and date of approval, including any special notes related to the approval, in the electronic case record approval path.
8. BSC director ensures all other necessary approvals for other PER reasons in the request, if applicable, are obtained, and approves the PER in the electronic case record.

### ***Approval Path for PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews the PER, requests approval from the CSA senior deputy director if required, and provides notice to the [RPU mailbox \(MDHHS-Residential-RPU@michigan.gov\)](mailto:RPU@michigan.gov) for abuse/neglect cases or the [JJAU mailbox \(JJAU@michigan.gov\)](mailto:JJAU@michigan.gov) for juvenile justice cases; see *Pre-10 Approval Email* in this item.
6. When required, CSA senior deputy director reviews and approves residential services.
7. When required, the BSC director documents the CSA senior deputy director's approval and date of approval, including any special notes related to the approval, in the electronic case record approval path.
8. BSC director ensures all other necessary approvals for other PER reasons in the request, if applicable, are obtained, and approves the PER in the electronic case record.

### ***Pre-10 Approval Email***

When a pre-10 PER requires approval by the CSA senior deputy director, the BSC director must email [MDHHS-CSA-DirectorApprovals@michigan.gov](mailto:MDHHS-CSA-DirectorApprovals@michigan.gov) and include the following:

- Subject line: CSA Approval Requested for Pre-10 Residential Services.
- For abuse/neglect cases, carbon copy (cc) [the RPU mailbox \(MDHHS-Residential-RPU@michigan.gov\)](mailto:MDHHS-Residential-RPU@michigan.gov).
- For juvenile justice cases, cc the JJAU mailbox ([JJAU@michigan.gov](mailto:JJAU@michigan.gov)).
- Child's name, date of birth, and age.
- Child's case ID.
- Child's current placement.
- Name of recommended residential program.
- For initial placements and placement changes, the anticipated date of admission.
- A copy of the PER narrative for the child and any relevant assessments.

Upon receipt of the CSA senior deputy director's approval, the BSC director must:

- Document the CSA senior deputy director's approval and date of approval, including any special notes related to the approval, in the electronic case record approval path.
- Ensure any other necessary approvals are obtained, including DCWL and JJAU.

### ***Initial Shelter Placement of Children Under Age 10***

The CSA senior deputy director must grant final approval for placement of a child under the age of 10 in an emergency shelter; see *Emergency Shelter Care Programs* in this item.

### **Pre-13 Placement Exception Request**

The BSC director must grant final approval for all referrals of a child at least 10 years of age but under the age of 13 for residential services. The first line of the PER narrative for a pre-13 request must state, "pre-13 placements requiring BSC director approval" to ensure appropriate approval.

Approval must be granted prior to admission or prior to the expiration of the previously granted request and cannot be granted for periods of more than 90 calendar days.

***Information to be Provided in the Pre-13 PER***

Pre-13 PERs must contain the same information and documentation of areas of impairment as pre-10 PERs; see *Pre-10 Placement Exception Request* in this item.

***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews and approves the PER.
6. Ensure any other necessary approvals are obtained, including JJAU, MCI, and DCWL.

***Approval Path for PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews and approves the PER.
6. Ensure any other necessary approvals are obtained, including JJAU, MCI, and DCWL.

**Placement of a  
Dual/MCI Ward**

Placement of a dual ward into a residential abuse/neglect residential care program or juvenile justice residential care program

requires approval through a PER. Dual wards include delinquent wards supervised by the court.

***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC, for or a Pre-10 PER, Pre-13 PER, 12 months PER, or beyond 12 months PER, review and route the PER.
6. JJAU reviews and routes the PER. JJAU only is required to review dual wards placed in a juvenile justice residential care program.
7. For youth with a legal status 44, 52 or 94 being placed in a juvenile justice residential program, the MCI superintendent reviews and routes the PER; see [FOM 901-6, Legal Status](#).
8. DCWL reviews and approves the PER.

***Approval Path for PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. JJAU reviews and routes the PER.
6. BSC, for or a Pre-10 PER, Pre-13 PER, 12 months PER, or beyond 12 months PER, review and route the PER.
7. For dual wards with legal status 52 or 94 being placed in a juvenile justice residential program, the MCI superintendent reviews and routes the PER; see [FOM 901-6, Legal Status](#).
8. DCWL reviews and approves the PER.



**Placement of an  
Abuse/Neglect  
Ward into a  
Juvenile Justice  
Residential  
Program**

Placement of an abuse/neglect youth into a **secure** juvenile justice residential care program is prohibited. Cross placement of an abuse/neglect youth into a non-secure juvenile justice residential care program requires written or verbal consent from the youth's lawyer-guardian ad litem (L-GAL) and the court, as well as approval of the residential PER by DCWL prior to placement. The PER must be approved by DCWL every 90 days and contain the following information in the narrative:

- A list of all contracted abuse/neglect placement efforts, including program name, person contacted, date of referral, and reason for rejection.
- A statement documenting consent was obtained by the L-GAL and court, the date consent was obtained, and any other pertinent information shared by the L-GAL or the court regarding the placement, if applicable.
- Documentation of the specific efforts being made to maintain the child in or return the child to a family setting, including support services and other interventions that have been used to maintain the youth in the community.
- Projected time frame for the movement to a less restrictive setting.
- Reason placement into a juvenile justice program is appropriate for the youth.
- How the program will meet the youth's needs.

After the PER for a juvenile justice program has been approved in the electronic case record, a residential record must be created by the JJAU. To create the residential record, the MDHHS foster care case manager or monitoring case manager must email the following information to the JJAU ([JJAU@michigan.gov](mailto:JJAU@michigan.gov)):

- Youth's first and last name.
- Person ID.

- Case ID for the open foster care case.
- Provider name.
- Provider ID.
- Placements begin date.
- Service type.
- Service description.
- Name and phone number of case manager and supervisor to contact with any questions.

***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC, for or a Pre-10 PER, Pre-13 PER, 12 months PER, or beyond 12 months PER, review and route the PER.
6. JJAU reviews and routes the PER.
7. For MCI wards, the MCI superintendent reviews and routes the PER.
8. DCWL reviews and approves the PER.

***Approval Path for PAFC Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC, for or a Pre-10 PER, Pre-13 PER, 12 months PER, or beyond 12 months PER, review and route the PER.
6. JJAU reviews and routes the PER.

7. For MCI wards, the MCI superintendent reviews and routes the PER.
8. DCWL reviews and approves the PER.

### **Placement of a Juvenile Justice Ward into an Abuse/Neglect Residential Program**

Cross-program placement of a juvenile justice child in an abuse/neglect residential care program requires written court order and approval from JJAU and DCWL through a PER. The juvenile justice specialist must obtain and document the following information in the narrative of the PER:

- The number of straight delinquent wards that will be placed in the residential program.
- The number of licensed beds for the agency's specific contracted abuse/neglect program.
- The total number of delinquent wards.
- The number of licensed beds for the specific residential program.

Based on this information, DCWL must verify the agency is within their limit for the total number of straight delinquent wards that can be placed in their program. The JJAU must review the PER and the court order. The PER narrative must include a list of all placement efforts, including program name, person contacted, date of referral, and reason for rejection. The court order should be uploaded to the document hyperlink under the contracted abuse/neglect residential placement in the electronic case record.

#### ***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.

4. MDHHS county director or child welfare director reviews and routes the PER.
5. JJAU reviews and routes the PER.
6. DCWL reviews and approves the PER.

### **Change in Residential Care Program**

When a child is moved from one residential care program to another, a change in residential services must be approved through a PER. The case manager must document the following in the narrative section of the PER:

- The reason the child is moving to another residential care program.
- The behaviors that the child is exhibiting which require intervention in a residential care program.
- The specific treatment that the child will receive in the new program to better meet their needs.
- The planned next placement and what efforts are being made to assist the family in participating with the child's treatment program.

If a child moves to a new residential care program within the first 90 days of the initial residential PER, a new initial residential PER will auto generate for the remaining time frame. If the child moves after the initial 90 days, the appropriate PER must be manually generated on the new placement for the remaining time frame.

#### ***Approval Path***

For any change in residential care program, follow the approval path for that specific PER type or PER reason.

### **Facility Not Under Contract with MDHHS**

If an abuse/neglect or juvenile justice child is receiving treatment in a residential care program that is not under contract with MDHHS, the narrative in the PER must include a list of all efforts to secure

treatment with contracted residential care programs, including program names, persons contacted, dates of referrals, and reasons for rejection.

**Note:** After DCWL approves the PER, the service authorization to the provider must be routed to FCD; see [FOM 903-08, Payment Requiring Special Processing](#).

### ***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. DCWL reviews and approves the PER.

### ***Approval Path for PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. DCWL reviews and approves the PER.

Youth found medically ready for discharge from a psychiatric hospital, but a new placement has not yet been identified yet, must obtain written non-contracted hospital overstay approval. The request must include the following:

- Bill, invoice, or payment agreement (with the Medicaid daily rate listed).
- All information written on a MDHHS memo.
- Request for approval from the county director, the BSC director, and DCWL.

This non-contracted approval is given outside of the electronic case management system since a residential PER cannot be created under a medical vendor.

### **Admission Outside of the Contracted Bed Capacity**

If admission of an abuse/neglect or juvenile justice child for intervention in a residential care program will exceed the contracted bed capacity but will not exceed the agency's total number of licensed beds, and treatment in the facility is in the child's best interest, a PER must be completed.

#### ***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. DCWL reviews and approves the PER.

#### ***Approval Path for PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. DCWL reviews and approves the PER.

### **TREATMENT FOSTER CARE Initial Referral**

When a child is referred to the Treatment Foster Care Program approval must be obtained through a PER. The child may be placed in a treatment foster home for the following reasons:

- The child is being discharged from intervention in a psychiatric hospital or facility.
- The child is stepping down from a residential service into the community and requires a highly structured placement.
- The child has a recent psychiatric diagnosis and one of the following domains on the Child Assessment of Needs and Strengths (CANS) is scored with the highest level of impairment:
  - Mental Health and Well-Being.
  - Substance Abuse.
  - Sexual Behavior.
- Child is under age seven with exceptional and intensive mental health and behavioral needs and has experienced multiple placements with poor response to mental health treatment. Intervention in a residential setting would be the only alternate option.

Documentation must be provided in the narrative of the PER to explain the need for treatment foster care and the services to be provided. Indicate if the child is receiving any services from a serious emotional disturbance (SED) waiver.

## Extension

Approval for treatment foster care placements exceeding 12 months must be obtained through a PER. The following must be documented in the narrative of the PER to explain the reason the child requires placement beyond 12 months:

- Anticipated next placement.
- Expected discharge date.
- Current length of stay.
- Specific reasons for extension request.
- Services that have been provided to the child to date.
- Services to be provided to move towards discharge.

## Approval Path

The following approval paths are used for initial referrals and extensions.

***MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and approves the PER.

***PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director approves the PER.

**ONE-TO-ONE  
SUPERVISION**

If a child requires a short-term one-to-one intervention to stabilize the child's behaviors and ensure safety, a PER must be approved prior to implementing the service.

If the shelter or residential care program is requesting one-to-one supervision, the program must submit a request in writing on their letterhead so the case manager can complete the PER. The written one-to-one supervision request must be uploaded to the document hyperlink under the shelter or residential placement in the electronic case record. The narrative in the PER must include the following:

- The child's needs that require one-on-one supervision.
- The program's attempts to meet the child's needs with the current ratio and treatment approach.
- The number of hours requested.
- The approved hourly rate.

Upon approval of the PER, see [FOM 903-09, Case Service Payments](#).

**Approval Path for  
MDHHS-  
Supervised Cases**

1. MDHHS case manager completes the routes the PER.



2. MDHHS supervisor reviews and routes the PER.
3. MDHHS second line manager reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. DCWL reviews and approves the PER.

### **Approval Path for PAFC-Supervised Cases**

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. DCWL reviews and approves the PER.

### **EMERGENCY SHELTER CARE PROGRAMS**

#### **Initial Placement**

The BSC director must approve placement of children ages 10 and older in an emergency shelter care program. Initial approval may be granted for up to 30 calendar days.

#### **Time Limit for Placement**

Placement in an emergency or shelter facility must not exceed 30 calendar days unless one of the following circumstances exists:

- The child has an identified and approved placement, but the placement is not available within 30 calendar days of the child's entry to an emergency or temporary facility.

- The child's behavior has changed so significantly that the purpose of assessment is critical for the determination of an appropriate placement.

If one or more of these circumstances exist, the case manager must complete a PER for approval to extend the emergency shelter placement beyond 30 days.

**Note:** Children must not remain in an emergency shelter facility for more than 45 days.

## Approval Path

### ***MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS county director or child welfare director reviews routes PER.
4. BSC director reviews and approves the PER.

***Exception:*** For children under age 10, the BSC director must review the PER and, if appropriate, request the CSA senior deputy director's approval by email. The BSC director must document the CSA senior deputy director's decision in the PER; see *Initial Shelter Placement of Children Under Age 10* in this item.

### ***PAFC-Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews and approves the PER.

***Exception:*** For children under age 10, the BSC director must review the PER and, if appropriate, request the CSA senior deputy director's approval by email. The BSC director must

document the CSA senior deputy director's decision in the PER; see *Initial Shelter Placement of Children Under Age 10* in this item.

### ***Initial Shelter Placement of Children Under Age 10***

The CSA senior deputy director must approve placement of a child under the age of 10 in an emergency shelter care program. To obtain approval, the BSC director must review the request and, if appropriate, request approval from the CSA senior deputy director via email to [MDHHS-CSA-DirectorApprovals@michigan.gov](mailto:MDHHS-CSA-DirectorApprovals@michigan.gov). The email must include the following:

- Subject line: CSA Approval Requested for Pre-10 Shelter Services.
- For abuse/neglect cases, carbon copy (cc) the [RPU mailbox \(MDHHS-Residential-RPU@michigan.gov\)](mailto:MDHHS-Residential-RPU@michigan.gov).
- For juvenile justice cases, cc the [JJAU mailbox \(JJAU@michigan.gov\)](mailto:JJAU@michigan.gov).
- Child's name, date of birth, and age.
- Child's case ID.
- Child's current placement.
- Name of the proposed emergency shelter care program.
- Anticipated date of admission.
- Projected time frame for placement in a less restrictive setting.
- The child's behaviors or needs that require placement in an emergency shelter care program.
- Efforts being made to find and secure a placement for the child in a family setting, including support services and other interventions that have been sought or used to maintain the child in the community.
- Reasons that placement in the emergency shelter program is needed to achieve treatment goals and the progress the child is making in current services.

- Results of the FASD pre-screening; see [FOM 802, Mental Health, Behavioral and Developmental Needs of Foster Children](#). If a full FASD diagnostic evaluation was completed, the case manager must also include those results.

## Repeated Placement

Children must not be placed in an emergency shelter care program more than one time within a 12-month period. An exception may be made for child who are:

- Absent without legal permission (AWOLP).
- Facing a direct threat to their safety, or who are a threat to the safety of others such that immediate removal is necessary.
- Experiencing behavior changes so significant that a temporary placement for the purposes of assessment is critical to determine an appropriate placement.

If one or more of these circumstances exist, a PER must be completed.

Children aged 14 and under who are experiencing a second or greater emergency or temporary facility placement within one year must not remain in the emergency or temporary facility for more than seven calendar days.

Children ages 15 and older who are experiencing a second or greater emergency or temporary facility placement within one year must not remain in the emergency or temporary facility for more than thirty calendar days.

### ***Approval Path for MDHHS-Supervised Cases***

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS county director or child welfare director reviews routes PER.
4. BSC director reviews and approves the PER.

***Approval Path for PAFC Supervised Cases***

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director reviews and routes the PER.
5. BSC director reviews and approves the PER.

**COURT-ORDERED  
JUVENILE  
DETENTION**

If the court orders a child to remain in detention for more than 30 calendar days, a PER must be approved prior to the 30th calendar day.

Children must be removed from detention when the court order for detention ends; see [JJM 470, Detention Alternatives, Detention and Jail Requirements](#).

**Approval Path for  
MDHHS-  
Supervised Cases**

1. MDHHS case manager completes and routes the PER.
2. MDHHS supervisor reviews and routes the PER.
3. MDHHS county director or child welfare director reviews and approves the PER.

**Approval Path for  
PAFC-Supervised  
Cases**

1. PAFC case manager completes and routes the PER.
2. PAFC supervisor reviews and routes the PER.
3. PAFC director reviews and routes the PER.
4. MDHHS county director or child welfare director approves the PER.

**JOB AIDS**

The following job aids are available on this topic in the MiSACWIS Communications Website by logging into MiSACWIS and selecting Help & Training → Child Welfare Technology Communications → Resources → Placement.

- PER PAFC Guide.
- PER MDHHS Guide.
- PER Consortium Guide
- Completing a Manual PER.
- Completing a System Generated PER.
- PER Triggers and Ticklers.
- Placement Exception Requests FAQs.

**POLICY CONTACT**

Questions about this policy item may be directed to the [Child-Welfare-Policy@michigan.gov](mailto:Child-Welfare-Policy@michigan.gov).