
EFFECTIVE

August 1, 2015.

Subject(s)

1. Commencement time frames.
2. Assignment disputes.
3. Worker identification.
4. Law Enforcement Information Network (LEIN) request.

**1) Commencement
Time Frames****PSM 711-2, 711-6, 712-4, 712-6, 713-1, 713-3, Priority
Response:**

For Priority One Response complaints, commencement should occur as soon as possible after receipt of the complaint. Commencement **must** occur within 12 hours. A face-to-face contact **must** take place with each alleged victim within 24 hours.

For Priority Two Response complaints, commencement should occur within 24 hours after receipt of the complaint, when it is determined the child is not in imminent danger of harm. A face-to-face contact must take place with each alleged child victim within 72 hours.

Reason: Program office recommendation.

Communication Plan: Priority flow chart.

**2) Assignment
Disputes****711-6, Assignment Disputes**

Local MDHHS offices are responsible for transferring assignments from county to county. Disputes among counties should be resolved by the involved county directors with the Business Service Center directors involvement, if necessary.

Reason: Program office recommendation.

**3) Worker
Identification****PSM 713-1, General Instructions**

Children's Protective Services (CPS) staff must provide his/her name, show State of Michigan Identification, indicate that he/she

represents CPS and advise the individual of the specific complaints or allegations made against the individual when CPS contacts an alleged perpetrator or an individual responsible for the health or welfare of a child (MCL 722.628(2)).

Reason: Program office recommendation.

4) LEIN REQUEST

PSM 713-1, General Instructions

Any individual(s) for whom a criminal history check is requested via LEIN, must have documentation in MiSACWIS that he or she is connected to the active case prior to the request. The LEIN criminal history check must be requested in accordance with MDHHS LEIN policy.

Reason: Office of Inspector General's recommendation.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[PSM 711-2](#)

[PSM 711-6](#)

[PSM 712-4](#)

[PSM 712-6](#)

[PSM 713-01](#)

[PSM 713-03](#)