EFFECTIVE

May 1, 2016.

Subject(s)

1. Prevention.
2. Medical Exams.
3. Medical Resource System.
4. Conflicting Opinions.
5. Social Work Contact.
6. Monthly case Consultation.
7. Visit Requirements.
8. Family Team Meetings.
9. CPS Supportive Services.
10. Responsibilities and Functions.

1) PREVENTION

PSM 711-5, Prevention

Definitions for Primary, Secondary and Tertiary Prevention.

Reason: Program Office Recommendation.

2) MEDICAL EXAMS

PSM 713-4, Medical Exams

A worker must contact the medical practitioner or other medical personnel who would have knowledge of the exam and ask him/her to interpret the findings to ensure a proper understanding as soon as possible following the exam.

Reason: Program Office Recommendation.

3) MEDICAL RESOURCE SYSTEM (MRS)

PSM 713-4, Medical Resource System

MDHHS maintains a contract with medical providers through the Medical Resource System (MRS). This contract provides a 24-hour, seven day/week statewide hotline for medical providers, MDHHS workers and law enforcement seeking medical information on cases involving CA/N.

To access this statewide hotline, counties must call (616) 391-1242, or can email ccptriage@spectrumhealth.org during usual business hours. After hours workers can page the triage team by

dialing 616-479-5858. After you dial this number you will only hear a beep, and after that beep must enter a return telephone number (area code included), followed by the # sign.

Reason: Contract Change.

4) CONFLICTING OPIONIONS

PSM 713-4, Conflicting Opinions

When cases appear to have conflicting medical opinions, caseworkers may consult with a pediatric specialist, or a physician with experience in assessing child abuse/neglect identified in their region. The Medical Resource System contract may also be utilized, where available.

Reason: Program Office Recommendation.

5) SOCIAL WORK CONTACT

PSM 713-10, Social Work Contacts

MiSACWIS is the official record of a case. Any notes taken by a caseworker of statements made by the child, respondent(s), or other witnesses must be accurately and comprehensively entered into MiSACWIS. Once these notes are entered into MiSACWIS, the hard copies need not and should not be maintained.

Reason: Program Office Recommendation.

6) MONTHLY CASE CONSULTATION

PSM 713-1, PSM 714-1, Monthly case consultation

The CPS worker must meet with his/her supervisor at least monthly for case consultation for every case. To record in MiSACWIS that the conference occurred, select Supervision in the contact type and in the narrative only document that the conference occurred.

Reason: Program Office Recommendation.

7) VISIT REQUIRMENTS

PSM 714-1, Visit Requirements

In order to ensure child-centered safety planning, a face-to-face contact must be made by the CPS worker with the primary caregiver, from each participating household, every 30 days following the date of disposition. The visit and discussion must include child-centered safety planning, addressing the child's needs, continued services and case goals.

Attempts to have at least quarterly contact with the identified perpetrator should occur in order to address child safety concerns and assess service provision.

Reason: Program Office Recommendation.

8) FAMILY TEAM MEETINGS

PSM 714-1, Family Team Meetings

A Link has been added to PSM 714-1. See FOM 722-06B for information about Family Team Meetings.

Reason: Program Office Recommendation.

9) CPS SUPPORTIVE SERVICES

PSM 714-2, CPS Supportive Services

Updates have been made to CPS Supportive Services specific to State Emergency Relief and the Family Reunification Account.

Reason: Program Office Recommendation.

10) RESPONSIBILTIES AND FUNCTIONS

PSM 714-4, PSM 715-4, Responsibilities and Functions

The CPS worker must transfer case responsibilities by completing the transfer in MiSACWIS, within five working days of placement. Prompt completion of the transfer is essential to allow foster care time to develop case plans which must be submitted to the court within 30 calendar days of a child's removal.

When the transfer is complete, CPS is no longer responsible for provision of services to the child and family. The CPS case must be closed in MiSACWIS once the case is successfully transferred to the Foster Care worker.

CPS would still be required to testify at necessary hearings and submit amended petitions when required.

Reason: Program Office Recommendation.

MANUAL MAINTENANCE INSTRUCTIONS

Changed Items ...

PSM 711-4
PSM 711-5
PSM 713-01
PSM 713-03
PSM 713-04
PSM 713-10
PSM 714-1
PSM 714-2
PSM 714-4
PSM 715-4