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STATE OF MICHIGAN

JOHN M. ENGLER, GOVERNOR

DEPARTMENT OF SOCIAL SERVICES

235 South Grand Avenue, P.O.Box 30037, Lansing, Michigan 48909
Gerald H. Miller, Director

Division of Child Welfare Licensing
Agency/Institution Section
Michigan State Plaza Building
1200 Sixth Street
4th Floor North Tower
Detroit, Michigan 48226

December 15, 1995

Ms. Cheryl Pimlott, Executive Director
Pathway Family Center
Plum Hollow Office Park
22180 Nine Mile Road
Southfield Michigan 48034-6007

CERTIFIED MAIL

Re: Pathway Family Center
CA 63429

Dear Ms. Pimlott:

The purpose of this letter convey the following,

1. Summarize our meeting of September 9-28-95.
2. Convey the decision to continue the licensing process with the above referenced agency.
3. Request that the agency submit proposed compliance material for Part 3 of the Child Placing Agency Rules which is Foster Home Certification. This writer reviewed all of the proposed compliance material submitted by the former director, and part 3 was not included. All proposed compliance materials must be received by this writer within 30 days receipt of this letter.

On 9-28-95 at your request, this writer met with you and your staff member Dave Key. At the meeting you presented information regarding your agency and requested a continuance of the licensing process.

On 10-4-95, this writer met with Robert Bee, Director of Child Welfare Licence, and Bernice Burden, Area Manager, and a decision was made to continue the licensing process.

The proposed compliance materials submitted by the agency were not sufficient. In addition to the aforementioned missing Foster Home Certification proposed compliance materials, I am requesting that the agency submit additional proposed compliance materials for the following rules:

1. Rule 6110 Employment of chief administrator. The licensee shall employ a qualified, chief administrator and shall delegate to the chief administrator the responsibility for the administration of the agency...This rule tie bars 6124 Qualifications; chief administrator. A chief administrator at the time of appointment shall possess 1 of the following: (a) A master's degree in social work sociology, psychology, guidance and counseling, education, business administration, or public administration and 2 years of experience in a child caring institution or child placing agency. (a) A bachelor's degree with a major in social work, sociology, psychology, guidance and counselling, education, business administration, or public administration and 4 years of post bachelor's degree experience in a child caring institution or child placing agency..... There has been a change in chief administrators since the start of the licensing process. Please submit the qualifications of your chief administrator.

2. Rule 126. Qualifications; social service supervisor. A social service supervisor at the time of appointment to the position, shall possess 1 of the following: (a) A master's degree in social work and 1 year of experience as a social service worker. (b) A master's degree in sociology, psychology, or guidance and counselling and 2 years of experience as a social service worker. (c) A bachelor's degree in sociology, psychology, social work, or guidance and counseling and 4 years of experience shall be in a child placing agency. Please submit the qualifications of you social service supervisor. Will your social service supervisor supervise the social worker who certifies the foster homes?

3. Qualifications; social service worker. A social service worker at the time of appointment to the position shall possess a bachelor's degree with a major in sociology, psychology, social work or guidance and counselling or a master's degree in sociology, psychology, social work or guidance and counseling. Please submit the qualifications of your social service workers.

4. Social service aid. If a social service aid is employed, he or she shall be directly responsible to the social service worker or social service supervisor. A social service aid shall not have responsibility for case planning or selecting placements. Pathway plans to hire several para professionals. According to

this rule paraprofessional cannot have responsibility for case planning. Please indicate your plan for coming into compliance without using caseaids for case planning. Specifically caseaids cannot write any portion of an initial or updated service plan.

5. Rule 135 Staff Training. The agency shall provide initial and ongoing staff training for social service supervisors and social service workers, and social service aides related to their responsibilities as outlined in their job descriptions. Training shall consist of a minimum of 8 hours per year and shall include information regarding current child placing practices and laws and administrative rules relating to child placing in Michigan. Prior to the issuance of a licence the persons identified social service worker who will certify foster homes and the supervisor must complete DSS training for foster home certification. A list of training for the rest of this calendar year is included with this letter. A new listing will be send to the agency as soon as it is completed.

6. Rule 4139 Personnel policies. Personnel policies shall be in writing and shall identify the rights and responsibilities of the organization and staff. The policies shall specify hours of work, grievance procedures, sick leave, vacation and all other fringe benefits.....Please send a copy of the personnel policies.

7. Rule 142 Employee performance evaluation. There shall be a written evaluation of the employee's performance within 6 months after an employee's appointment and annually thereafter. Please submit a copy of the employee performance evaluation form you plan to use.

8. Rule 143 Personnel records. A confidential personnel record shall be maintained for each employee an volunteer. The record shall contain all of the following information:.....Please identify how the agency will come into compliance with each of the subsections of this rule.

9. Rule 148 Grievance An agency shall have written procedures for redressing concerns, disagreements, complaints, and grievance of parents, children, and foster parents to safeguard the legal rights of children served. Agency practices shall conform to these written procedures. The agency submitted a document entitled, "Pathway Family Center Recipient Rights Policies and Procedures." This document does not identify specific procedures for redressing grievances. It merely states in item 3 that the recipient may present grievances or suggested changes.....

10. Rule 204 Program Statement. (1) An agency authorized to place children in foster care shall have a current written program statement which includes all of the following: (A) Types of foster care provided. (b) Types of children accepted for foster care. (c) Types of services provided to the children, their families and their foster families. (2) The program statement shall be made available to individuals who make formal

inquiry for care of foster children, an agency foster parent or foster parents, a parent or parents, and referring agencies. The agency submitted a Program Statement which did not meet the specific requirements of this rule. The Program Statement must be very specific and meet the requirements of each subsection of this rule.

11. Foster home recruitment. An agency shall develop and maintain an ongoing recruitment program to assure an adequate number of suitable foster homes based on the following: (a) Types of foster care provided. (b) Age of children accepted for care. (c) Developmental needs of children. (d) Racial identity. (e) Sibling relationships. (f) Special needs. The agency did not submit information regarding proposed compliance to this rule. The agency must assure through a recruitment program that there shall be an adequate number of suitable foster homes. The agency is encouraged to look at the possibility of recruiting from the general public. The agency proposed plan of using clients only as foster parents will place the agency in constant jeopardy of not having a sufficient number of foster homes because some of the clients may not wish to foster, and some may not be suitable. At the 9-28-95 meeting Ms. Pimlott stated that if there are not a sufficient number of homes when a given client arrives, then that client will not be offered the service. Agency services should be offered to all eligible clients.

12. Rule 216 Foster family assessment. An agency shall initially and on an ongoing basis assess the foster family, including each member of the household, to assure proper care and training of a child placed in the foster home. This rule ties Rule 6304(c) Authorization to certify homes which states that an agency must have written procedures for assessing and certifying foster homes for licensure. Please submit the written procedures for assessing foster families.

13. Rule 218 Foster family study. (1) An agency shall make an initial thorough study of each foster family prior to placing a child with the family. The narrative summary of the family study shall assess all of the following: (a) Motivation for foster care. (b) Family's attitude toward accepting foster children. (c) Family's attitude toward foster children's parents. (d) Emotional stability, physical health and compatibility of foster parents. (e) Adjustment of own children, if any. (f) Child caring skills. (g) Strengths and weaknesses of each member of the household. (h) Types of children desired. (i) Types of children, if any for whom placement with the family would not be appropriate. (j) Recommendation as to the number, age, sex characteristics and special needs of children best served by this family. (k) Assessment of the need for training and a plan for providing the needed training. (2) The recommendation in subrule (1)(j) of this rule shall be consistent with the information in the narrative study. This rule also ties 302(b) Have written procedures for assessing..... What are

the agency's written procedures for assessing each subsection of this rule?

14. Foster parent orientation. The agency shall provide orientation to foster parents prior to placing a child in the home. This orientation shall include the agency's policies on discipline, parent and sibling visitation, health care, emergency procedures, education and religion. The agency stated in the information submitted that there will be an orientation program with the first 60 days that a child is enrolled in the Day Treatment Program. Please submit a copy of the planned Orientation Training Program for foster parents.

15. Foster home training. (1) The certifying agency shall assure that each foster home certified for an original license has been provided not less than 6 clock hours of training within the time period....(3) The training opportunities shall include all of the following (a) Behavioral, emotional, and physical needs of the children to be placed and methods to aid the development of the children. (b) The rights and responsibilities of foster parents and the agency. (c) Child management techniques, including methods of discipline. (d) Separation and the importance of the child's own family. (e) Supportive services available to the children and foster families. The agency reported that foster parents will receive 35 hours of training. Please submit a copy of the planned training program.

16. Rule 229 Foster home study reevaluations. An agency shall complete a written reevaluation of the foster family both when the foster home is renewed and annually. The family study reevaluation shall include all of the following. (a) An assessment of the foster family's ability to provide foster care. (b) A recommendation including the age, sex, characteristics, and special needs of children best served by this family. (c) A reassessment of the need for training and a plan for providing the needed training. This rule also ties bars 302 Authorization to certify homes. An agency must have written procedures for assessing....Please provide the agency procedure for making an assessment for each subsection of this rule.

17. Rule 234 Placement preparation. An agency shall document the preparation for each child placed in foster care, replaced or returned home. Preparation shall be appropriate to the child's age, individual needs, the circumstances necessitating placement, and the special problems presented. Pathway submitted the following regarding this rule: "The children at Pathway Family Center are aged 13-17. They will be informed during orientation.....Likewise if a child's foster home changes, he/she shall be informed verbally. Movement for foster children is often times very traumatic. Please submit specifically how a child will be prepared for the move. How long will the child be given to prepare for the move?"

18. Rule 240 Initial placement outline. Within five working days after an initial foster care placement, a brief outline documenting all of the following shall be entered in the child's case record: (a) Name, birthdate, sex, race, and other significant identifying physical information. (b) Date of placement. (c) Name, address, and marital status of parent or parents and the name and address of the legal guardian if any. (d) Names and whereabouts of siblings. (e) Religious preference. (f) Immediate and significant health needs. (g) The child's physical and emotional state at the time of placement. (h) The circumstances leading to the need for foster care. (i) Known out of home placements. (j) The immediate needs of the child and parents and services to be provided to meet these needs. Please submit a mock initial placement outline.

19. Rule 245 Education Within 10 school days of initial placement, provisions....The proposed compliance submitted by the agency implies that the agency will be conducting an ongrounds school. Please be more specific about the school program. Are you using certified teachers? Will all children in the program attend the ongrounds school?

20. Rule 260 Health and Dental program. An agency shall provide for a complete health and dental program for each child. (2) An agency shall have a written procedure for handling medical emergencies on a 24 hour, 7 day a week basis. A copy of the procedure shall be given to each foster home. The agency submitted as proposed compliance a contractual agreement with the biological parent to provide dental and health care. The rule clearly makes the agency responsible for dental and health care, therefore a contractual agreement with the biological parent is unacceptable.

21. Rule 265 Dental care. An agency shall provide... Again the agency submitted as proposed compliance a contractual agreement with parents which is not acceptable for compliance with this rule.

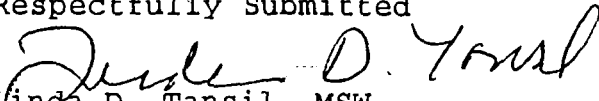
22. Rule 274 Content of initial service plan. The initial service plan shall include.....Please submit a mock initial services plan.

23. Rule 277 Content of updated services plan. Please submit a mock updated services plan.

24. Rule 280 Replacement documentation. Please submit a mock replacement-summary which meets the requirement of the rule.

If you have any questions regarding this letter please call at
313 256-3373.

Respectfully Submitted


Linda D. Tansil MSW
Child Welfare Licensing Consultant

cc Kathryn Cieszynski
Licensing Consultant, MDPH/Center for Substance Abuse