



**GREATER HOPES**  
a belonging place

2453 28th Street SW  
Wyoming, MI 49519  
(616) 451-0245  
greaterhopes.org

**Greater Hopes Family Services**  
**Policy Manual**  
**addressing**  
**LICENSING RULES FOR CHILD PLACING**  
**AGENCIES**  
**EFFECTIVE 1-20-2020**



Division of Child Welfare Licensing

State of Michigan Department of Health and Human Services

[www.michigan.gov/dhslicensing](http://www.michigan.gov/dhslicensing)

## **EMERGENCY CONTACTS:**

**\*\*If anyone is in need of emergency assistance for safety or medical reasons call 911 first.**

**\*\*Suspected abuse or neglect of a child: (855) 444-3911**

**\*\*Other case related emergencies or unusual incidents:**

**Office 616.451.0245 OR Cathy Raidna's cell: 616.451.0200**

Families must adhere to new policies upon receipt of new policies, however, grace may be extended upon agreement of worker, supervisor and chief administrator when the former policy also continued to meet the needs of the child placed in care as long as current DHHS policy is followed as well.



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Only the highlighted sections above apply to our current programs.



## **PART 1. GENERAL PROVISIONS**

### **R 400.12101 Definitions.**

Rule 101. As used in these rules:

- (a) “Act” means 1973 PA 116, as amended, being MCL 722.111 to 722.128, and known as the child care organization licensing act.
- (b) “Agency” means a child-placing agency as defined in section 1 of the act.
- (c) “Chief administrator” means the person designated by the licensee as having the day-to-day responsibility for the overall administration of a child placing agency and for assuring the care, safety, and protection of children and families served.
- (d) “Concurrent planning” means simultaneously planning for reunification and alternative permanence.
- (e) “Contribution” means the payment of money or donation of goods or services.
- (f) “Corporal punishment” means hitting, paddling, shaking, slapping, spanking or any other use of physical force as a means of behavior management except as provided in R 400.12313(4).
- (g) “Department” means the Michigan Department of Human Services.
- (h) “Deemed status” means a status conferred on an organization based on a professional standards review by a national accrediting organization that recognizes that the organization’s programs meet certain effectiveness criteria.
- (i) “Emergency placement” means a placement that is made in response to a sudden unexpected occurrence which demands immediate action.
- (j) “Foster child” means a person who meets all of the following criteria:
  - (i) Resides in an out of home placement based on a court order or who has been reunified with a parent or guardian but continues under the wardship and supervision of the court or is temporarily placed by a parent or guardian for a limited time in a foster home as defined by section 1 of 1973 PA116, MCL 722.111 or has been released by a parent to the department or a child placing agency under to section 22 of 1939 PA 288, MCL 710.22.



(ii) Is placed with or committed to the department for care and supervision by a court order under section 2 of 1939 PA 288, MCL 712A.2.

(iii) Is less than 18 years of age or is 18 years of age or older and was in foster care before turning 18 year of age and agrees to remain in care following termination of court jurisdiction.

(k) "Foster home" means foster family home or foster family group home, as defined in section 1 of 1973 PA 116, MCL 722.111.

(l) "Human behavioral science" means a degree from an accredited college or university in any of the following:

(i) Social work.

(ii) Psychology.

(iii) Counseling and guidance.

(iv) Child development.

(v) Criminal justice.

(vi) Family and child ecology.

(vii) Sociology.

(viii) Family community services.

(ix) Family studies.

(x) Family Life Education.

(xi) Human Services.

According to SRM 103, 06/01/2021 it also means: Behavioral Science, Community Development, Community Services, Counseling (Psychology), Criminal Justice (Administration), Early Childhood Studies, Education, Education of the Emotionally Disturbed, Education of the Gifted, Family Ecology, Family Life Education - Spring Arbor University, Family Studies, Family and/or Child Development, Forensic Psychology, Gerontology, Guidance/School Counseling, Human Development and Family Studies - Michigan State University, Human Services, Interdisciplinary Studies in Social Science, Law Enforcement, Psychology, Social Work, Sociology, Special Education.



(m) “Independent living” means the placement, by an agency, of a youth who is not less than 16 years old in his or her own unlicensed residence, the residence of an adult who does not have supervisory responsibility for the youth, or in a residence under the control of the agency. The authorized agency or governmental unit retains supervisory responsibility for the youth.

(n) “Infant” means a child between birth and 12 months of age.

(o) “Licensing authority” means the administrative unit of the department that has responsibility for making licensing and approval recommendations for a child placing agency.

(p) “Licensee designee” means the individual who is authorized by the board of directors, or the governing body for a public agency, to act on behalf of the corporation or organization on licensing matters.

(q) “Member of the household” means any person, other than a foster child, who resides in a foster or adoptive home on an ongoing or recurrent basis.

(r) “Parent” means a legal parent and includes a custodial parent, noncustodial parent, or adoptive parent.

(s) “Placement” means moving a child to an out-of-home living arrangement for purposes of foster care, adoption, or independent living, or from out-of-home placement to another out-of-home placement.

(t) “Social service supervisor” means a person who supervises a social service worker. A social service supervisor may also function as a social service worker in the temporary absence of the social service worker if the provisions of R 400.12205 are met.

(u) “Social service worker” means a person who performs social services functions covered by these rules.

(v) “Staff” means a person who is any of the following:

(i) Employed by an agency.

(ii) A volunteer for the agency.

(iii) A person who is under contract to the agency.

(w) “Substantial noncompliance” means repeated violation of the act or an administrative rule promulgated under the act, or noncompliance with the act, a rule promulgated under the act,



or the terms of a license that jeopardizes the health, safety, care, treatment, maintenance, or supervision of individuals receiving services or, in the case of an applicant, individuals who may receive services.

(x) “Substitute care provider” means a person who provides care and supervision in the absence of the foster parent for any length of time.

(y) “Tribe” means a federally recognized tribe.

(z) “Willful noncompliance” means that after receiving a copy of the act, the rules promulgated under the act, and a copy of the terms of the license if applicable, an applicant or licensee knows or had reason to know that his or her conduct is a violation of the act, the rules promulgated under the act, or the terms of the license.

History: Eff. January 1, 2001, Am. Eff. May 1, 2007, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12101 Definitions. Our policy is to comply with this rule.



**R 400.12102 Rule variance.**

Rule 102. (1) Upon the written request of an applicant or agency, the department may grant a variance from an administrative rule if the alternative proposed ensures that the health, care, safety, protection, supervision, and needed services of children are maintained.

(2) The decision of the department, including the conditions for which the variance is granted, shall be entered upon the records of the department and a signed copy shall be sent to the applicant or agency. The variance may be time-limited or may remain in effect for as long as the agency continues to ensure that the health, care, safety, protection, supervision, and needed services to children are maintained.

History: Eff. January 1, 2001.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12102 Rule Variance. Our policy is to comply with this rule.

Procedure If a variance is needed, the applicant or the agency shall complete a Rule Variance Worksheet or other such writing that matches the worksheet to be submitted to the department.

A separate Greater Hopes' variance to GHFS policy may be extended upon agreement of worker, supervisor and chief administrator when the former GHFS policy, or proposed variance, also continues to meet the needs of the child placed in care and does not otherwise violate these rules.

**R 400.12103 Staff exception.**

Rule 103. An agency who has a person in a position that is regulated by these rules and who was approved before the effective date of these rules shall be considered qualified for the position.

History: Eff. January 1, 2001.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12103 Staff exception.

Our policy is to comply with this rule.





**R 400.12104 Deemed status.**

Rule 104. (1) The department may accept, for the purpose of determining rule compliance, evidence that the child placing agency is accredited by the council on accreditation or other nationally recognized accrediting body whose standards closely match state licensing regulations.

(2) All of the following apply to deemed status:

(a) The organization may request deemed status when the accreditation site inspection is less than 12 months old.

(b) When deemed status is requested, an organization shall submit a copy of the most recent accreditation report to the department.

(c) An organization shall only be eligible for deemed status if the license is on a regular status.

(3) The acceptance of accreditation in subrule (1) of this rule does not prohibit the department from conducting on-site inspections or investigations of any rule at intervals determined by the department.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12104 Deemed Status

Our policy is to comply with this rule.

**R 400.12105 Public review.**

Rule 105. An agency shall make all written policies, procedures, and program statements, required by these administrative rules, available for review by the public.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12105 Public Review. Our policy is to comply with this rule.

The manual can be found online at [Orientation Additional | Private Infant Adoption - Michigan Adoption Center \(greaterhopes.org\)](https://www.greaterhopes.org/orientation-a-additional/) or [greaterhopes.org/orientation-a-additional/](https://www.greaterhopes.org/orientation-a-additional/)



## **PART 2. AGENCY SERVICES**

### **R 400.12201 Department authorization.**

Rule 201. An agency shall comply with the provisions of part 2 of these rules to be authorized by the department to provide regulated services.

History: Eff. January 1, 2001.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12201 Department authorization.

Our policy is to comply with this rule.

### **R 400.12202 Policy and procedures.**

Rule 202. An agency shall have and follow written policies and procedures for all of the following:

- (a) Financial stability.
- (b) Facilities.
- (c) Required staff.
- (d) Staff qualifications.
- (e) Staff responsibilities.
- (f) Job descriptions.
- (g) Orientation and training.
- (h) Grievance handling.
- (i) Privacy safeguards.
- (j) Personnel records.
- (k) Record Management.
- (l) Compliance with 1975 PA 238, MCL 621.

History: Eff. January 1, 2001, Am. Eff. March 1, 2007.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12202 Policy and procedures. Our policy is to comply with this rule.



**R 400.12203 Financial Stability**

Rule 203. (1) An agency shall initially and annually develop and implement a plan of financing for the operation of the agency in carrying out its programs and meeting the requirements for licensing. A plan of financing shall include all of the following:

- (a) A listing of all income sources and the anticipated amount of income for the current fiscal year.
- (b) An annual budget for the current fiscal year.
- (c) A copy of the income and expenditures from the previous fiscal year.
- (d) A copy of the nonprofit tax return from the previous fiscal year.
- (e) An audit of all financial accounts conducted annually by an independent certified public accountant not administratively related to the agency. A copy of the audit shall be available to the department upon request.

(2) Subdivision (d) and (e) of subrule (1) do not apply to a governmentally operated agency.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

**~~~~~GREATER HOPES FAMILY SERVICES POLICY~~~~~**

R 400.12203 Financial stability. Our policy is to comply with this rule. See next page.



## **2022 Plan of Financing**

R 400.12203 Financial stability. Rule 203.

(1) An agency shall initially and annually develop and implement a plan of financing for the operation of the agency in carrying out its programs and meeting the requirements for licensing. A plan of financing shall include all of the following:

(a) A listing of all income sources and the anticipated amount of income for the current fiscal year.

\*\$18,667.87 positive balance in the start of 2022 with no debt carried forward outside of commercial loan on building

\*Anticipated \$388,200 in Program Fees for Services

\*Anticipated donations of \$3600

(b) An annual budget for the current fiscal year. Completed

(c) A copy of the income and expenditures from the previous fiscal year. Completed

(d) A copy of the nonprofit tax return from the previous fiscal year. 2020 Completed, 2021 in process

(e) An audit of all financial accounts conducted annually by an independent certified public accountant not administratively related to the agency. A copy of the audit shall be available to the department upon request. Our policy is to comply with this rule.



**R 400.12204 Facilities. Rule 204.**

- (1) An agency shall provide and maintain sufficient office space, equipment, and supplies to ensure the delivery of services.
- (2) An agency shall have physical office space with a Michigan street address.
- (3) An organization may maintain satellite offices when the following conditions are met:
  - (a) The agency has notified the department in writing prior to opening the satellite office and has received approval to open the satellite office.
  - (b) The agency provides on-site supervision at the satellite office at least 2 days a week.
  - (c) The files are made available for review at the agency main location when requested by the department.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12204 Facilities. Our policy is to comply with this rule.



## **R 400.12205 Required staff. Rule 205.**

(1) An agency shall employ or contract for all of the following staff positions:

- (a) Chief administrator.
- (b) Social service supervisor.
- (c) Social service worker.

(2) An agency shall appoint a chief administrator who possesses at least 1 of the following:

(a) A master's degree in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, business administration, or public administration from an accredited college or university and 2 years of experience in an agency or child caring institution, at least 1 of which is in a management capacity.

(b) A bachelor's degree in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, business administration, or public administration from an accredited college or university and 4 years of post- bachelor's degree experience in an agency or child caring institution, at least 2 of which are in a management capacity.

(3) An agency shall report any change of chief administrator by the next business day to the department.

(4) An agency shall appoint a social service supervisor who possesses the qualifications in either of the following:

*NOTE BELOW: (a) A master's degree from an accredited college or university in a human behavioral science or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences and 1 year of experience as a social service worker in an agency, or a child caring institution, or in an agency in a child welfare function.*

*(b) A bachelor's degree from an accredited college or university in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, and 4 years of experience as a social service worker, 2 years of which are in an agency or in a child caring institution, or in an agency in a child welfare function.*



(5) An agency shall appoint a social service worker who possesses at least a bachelor’s degree from an accredited college or university with a major in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences.

(6) A person who is employed by the agency or who has a contract with the agency and who fulfills more than 1 function specified by subrule (1) of this rule shall meet the requirements for each position.

(7) If a social service worker also has social service supervisor responsibilities, as permitted under subrule (6) of this rule, then the worker shall not supervise his or her own tasks as a social service worker.

(8) An agency shall employ or contract for a sufficient number of competent staff to carry out the provisions covered by these rules. The workload for each staff member shall not be more than any of the following:

- (a) Five social service workers per supervisor.
- (b) Fifteen children assigned to a social services worker for purposes of providing direct services in foster care, independent living, adoption, or post adoption services or a combination thereof.
- (c) Thirty certified or enrolled foster homes per social service worker.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12205 Required staff. Our policy is to comply with this rule and UPDATE FROM SRM 103 06/01/2021

MDHHS and private agency caseload-carrying staff and supervisors and MDHHS specialized support staff must have at minimum a bachelor's degree in a qualifying major or a bachelor's degree in any major with at least 30 semester credits in one or more of the qualifying degrees; see Qualifying Degrees in this item. Exception: Health liaison officers (HLO) must have at minimum a bachelor's degree in any major. In addition, MDHHS and private agency child welfare supervisors must have three years of experience in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.



**R 400.12206 Staff qualifications. Rule 206.**

(1) An agency shall require a staff member who has ongoing contact with children or parents to be a person who has the ability, experience, education, and training to perform the duties assigned.

(2) An agency’s policy on staff qualifications shall state all of the following:

(a) A person who has unsupervised contact with children may not have been convicted of either of the following:

(i) Child abuse or neglect.

(ii) A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

(b) A person who is listed on the central registry as a perpetrator of child abuse or child neglect shall not have unsupervised contact with children.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

**~~~~~GREATER HOPES FAMILY SERVICES POLICY~~~~~**

R 400.12206 Staff qualifications. Our policy is to comply with this rule.

See also R 400.12208 Job Descriptions.





## **R 400.12207 Staff responsibilities. Rule 207.**

(1) An agency shall designate that the chief administrator is responsible for the day-to-day operation of the agency and for ensuring compliance with the applicable provisions of these rules.

(2) An agency chief administrator shall be administratively responsible for all of the following functions:

(a) Not less than once annually, conduct a written assessment and verify the agency's compliance with the applicable provisions of these rules.

(b) Assess all disrupted and unplanned removals of children from foster homes, independent living, and adoptive homes to identify systemic trends and patterns of those disrupted and unplanned removals.

(c) Within 6 months, develop and implement a written plan to correct noncompliance identified in subdivision (a) of this subrule and address causes of disrupted and unplanned removals identified in subdivision (b) of this subrule.

(d) Provide space for staff and children served to be interviewed privately by police, regulatory staff, or other entities investigating activities of the agency related to safety of children and compliance with statute and promulgated rules.

(3) An agency shall require that social service workers be directly responsible for all of the following activities:

(a) Placing and supervising children in out-of-home care. Social service workers shall work directly with the children, their families, and other relevant individuals and be primarily responsible for the development, implementation, and review of service plans for the children and their families.

(b) Assessing and certifying private family homes for licensure and supervising the homes.

(c) Conducting evaluations of private family homes for purposes of adoption.

(d) Assessing of children for adoptive placement.



(4) An agency shall require social service aides to be directly responsible to a social service worker or social service supervisor. A social service aide may provide clearly defined support functions, but shall not have responsibility for any of the following:

- (a) Case planning.
- (b) Selecting placements.
- (c) Foster home certification.
- (d) Making visits required under R 400.12419, R 400.12505, R 400.12711 or R 400.12806.
- (e) Conducting adoptive family evaluations.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12207 Staff responsibilities. Our policy is to comply with this rule.

See also R 400.12208 Job Descriptions.



**R 400.12207 Staff Responsibilities and Disruption and Unplanned Removal WORKSHEET**

Prepare this worksheet for staff discussion.

Child(ren) involved:

Placement type and name of home:

Date of placement in this home:

Date and specific event that led to removal:

Date of removal:

Review: Trauma Informed Removal at [youtube.com/watch?v=jLJxnicw\\_QA&feature=youtu.be](https://www.youtube.com/watch?v=jLJxnicw_QA&feature=youtu.be)

1. Always communicate to the child what is happening. Address their underlying fears, tell them fears are normal. Ask the child what questions they have.
2. Always look for something the child can take from the home to bring with them that can offer comfort and safety, a transitional object.
3. Tell them about where they are going.
4. Stay with the child for a while. Tour the home. Explain what happens next. Decide your next visit with the child.
5. Ask the child what will help him feel safer. Ask child about rituals they are used to and if they can be incorporated into the new home.

Where is the child now/type of placement?

Can child return to former placement?

How many moves has this child had since first placed in care?

Since first placed via Greater Hopes?

Names of other reports describing events that led to this removal:

Date of first suspicion that removal may be coming:

What were the risks of NOT removing the child:

Efforts made to support family, child and prevent removal:

What thoughts do you have about this situation that have not been addressed? Completed

by: \_\_\_\_\_ Date: \_\_\_\_\_ Chief

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



**R 400.12207 Staff Responsibilities and Outcome Measurement WORKSHEET To be completed by caseworker or supervisor for each child in care at case closing.**

1. Child's name \_\_\_\_\_
2. Placement with \_\_\_\_\_
3. Type of placement \_\_\_\_\_
4. Primary adoption facilitator \_\_\_\_\_
5. Post Placement Requirements \_\_\_\_\_
6. Is there any reason for concern about the child's well-being after case closure? \_\_\_\_\_

If yes, skip to question 8.

**7. If no, please sign off** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Chief Administrator** \_\_\_\_\_ **STOP HERE**

8. Please describe your concerns about the child's well-being.
9. Please describe the special assistance needed to address the above concerns about the child's well-being.
10. Please describe the family's attitude and effort to follow the above recommendations.
11. Review the applicable part of the Licensing Rules. Please note any areas of non-compliance and what corrective action will be taken.
12. Based on supervisory visits and previous reports about the child(ren) and family, what positive aspects can be noted with respect to this placement?

Identify how you can continue to encourage these areas of growth in order to reduce risk to children, youth, and families served.

How can these strengths help address concerns?

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Chief

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



**R 400.12208 Job descriptions.**

Rule 208. (1) An agency shall have a current written job description for each staff position.

(2) Each job description shall contain all of the following information:

- (a) Prescribed duties and functions.
- (b) Specific education, knowledge, experience, and skills necessary to provide services to children and families served by the agency.
- (c) Lines of authority.

(3) An agency shall give copies of job descriptions to staff at the time of employment in a specified position and when the job description is revised.

(4) Practice shall conform to the job description.

**History:** Eff. January 1, 2001.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400. 12208 Job descriptions.

Our policy is to comply with this rule.



**JOB DESCRIPTION (R 400.12208)**

**Chief Administrator**

We require a staff member who has ongoing contact with children or parents to be a person who has the ability, experience, education, and training to perform the duties assigned.

We will not hire a person for positions involving unsupervised contact with children who have been convicted of either of the following: Child abuse or neglect, or a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

We will not hire a person for a child placing agency position who is listed on the central registry as a perpetrator of child abuse or child neglect as they shall not have unsupervised contact with children.

An agency shall require a staff member who has ongoing contact with children or parents to be a person who is of good character and emotionally stable and who has the ability, experience, education, and training to perform the duties assigned.

An agency shall have a written assessment of all criminal convictions of prospective staff before hiring or assigning a person to a position covered by these rules. The assessment shall take into account the nature of the convictions, when the convictions occurred, and evidence of rehabilitation.

All employees shall have completed and cleared a Central Registry check. According to Enrolled House Bill No. 6202, Regular Session of 2002 State of Michigan, 91st Legislature:

Before a staff member or unsupervised volunteer may have contact with a child who is in the care of a...child placing agency, the staff member or volunteer shall provide the... child placing agency with documentation from the [Department] that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect. For individuals who are employed by or volunteer at a...child placing agency, the ...child placing agency shall comply with this subsection not later than the date on which that ... child placing agency's license is issued or first renewed after the effective date of the amendatory act that added this section. As used in this subsection, "child abuse" and "child neglect" mean those terms as defined in section 2 of the child protection law, 1975 PA 238, MCL 722.622.



## **Duties and Functions**

The chief administrator is responsible for the day-to-day operation of the agency and for ensuring compliance with the applicable provisions of the licensing rules. An agency chief administrator shall be administratively responsible for all of the following functions:

- (a) Not less than once annually, conduct a written assessment and verify the agency's compliance with the applicable provisions of CPA rules.
- (b) Assess all disrupted and unplanned removals of children from foster homes, independent living, and adoptive homes to identify systemic trends and patterns of those disrupted and unplanned removals.
- (c) Within 6 months, develop and implement a written plan to correct noncompliance identified in subdivision (a) of this subrule and address causes of disrupted and unplanned removals identified in subdivision (b) of this subrule.
- (d) Provide space for staff and children served to be interviewed privately by police, regulatory staff, or other entities investigating activities of the agency related to safety of children and compliance with statute and promulgated rules.
- (e) Select, appoint and supervise qualified staff.
- (f) Prepare, review and uphold non-profit incorporation requirements and standards (Act 162, Public Acts of 1982).
- (g) Work and communicate with the Board of Directors as required by P.A. 162.

## **Experience/Education/Knowledge/Skills**

An agency shall appoint a chief administrator who possesses a master's degree in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, business administration, or public administration from an accredited college or university and 2 years of experience in an agency or child caring institution, at least 1 of which is in a management capacity.

Under CPA R400.12101 "Human behavioral science" means a degree from an accredited college or university in any of the following: Social work, Psychology, Counseling and guidance, Child development, Criminal justice, Family and child ecology, Sociology, Family community services, Family studies, Family Life Education, Human Services or according to SRM 103, 06/01/2021 it



also means: Behavioral Science, Community Development, Community Services, Counseling (Psychology), Criminal Justice (Administration), Early Childhood Studies, Education, Education of the Emotionally Disturbed, Education of the Gifted, Family Ecology, Family Life Education - Spring Arbor University, Family Studies, Family and/or Child Development, Forensic Psychology, Gerontology, Guidance/School Counseling, Human Development and Family Studies - Michigan State University, Human Services, Interdisciplinary Studies in Social Science, Law Enforcement, Psychology, Social Work, Sociology, Special Education.

The chief administrator must have knowledge of current ethical, practical, legal, social, and open adoption practice standards. Necessary skills include time management, an ability to understand contracts, human resources management, word processing, ability to be flexible through learning, and crisis and case management.

### **Training Requirements**

The Chief Administrator is required to complete 16 hours pre-service training. The Chief Administrator must complete 15 hours of training annually thereafter that may include information regarding current child placing practices, laws and administrative rules relating to child placing in Michigan, and other topics as requested or recommended for Supervisors by DHHS.

### **Lines of Authority**

The Chief Administrator is responsible to the Executive Director of Greater Hopes Inc. and to the department.

### **Additional Expectations/Responsibilities**

It is expected that staff members will act in a manner that will offer dignity and respect to each person with whom they come in contact. They will act with honesty and integrity within the bounds of appropriate social work ethics. Staff members are expected to balance their personal and professional lives. It is requested that when this staff member's family and his or her individual job duties begin to compete on an on-going basis, that this be brought to the attention of the Board of Directors.





**JOB DESCRIPTION (R 400.12208)**

**Child Placement Supervisor (Social Service Supervisor)**

We require a staff member who has ongoing contact with children or parents to be a person who has the ability, experience, education, and training to perform the duties assigned.

We will not hire a person for positions involving unsupervised contact with children who have been convicted of either of the following: Child abuse or neglect, or a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

We will not hire a person for a child placing agency position who is listed on the central registry as a perpetrator of child abuse or child neglect as they shall not have unsupervised contact with children.

An agency shall require a staff member who has ongoing contact with children or parents to be a person who is of good character and emotionally stable and who has the ability, experience, education, and training to perform the duties assigned.

An agency shall have a written assessment of all criminal convictions of prospective staff before hiring or assigning a person to a position covered by these rules. The assessment shall take into account the nature of the convictions, when the convictions occurred, and evidence of rehabilitation.

All employees shall have completed and cleared a Central Registry check. According to Enrolled House Bill No. 6202, Regular Session of 2002 State of Michigan, 91st Legislature:

Before a staff member or unsupervised volunteer may have contact with a child who is in the care of a...child placing agency, the staff member or volunteer shall provide the... child placing agency with documentation from the [Department] that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect. For individuals who are employed by or volunteer at a...child placing agency, the ...child placing agency shall comply with this subsection not later than the date on which that ... child placing agency's license is issued or first renewed after the effective date of the amendatory act that added this section. As used in this subsection, "child abuse" and "child neglect" mean those terms as defined in section 2 of the child protection law, 1975 PA 238, MCL 722.622.



### **Duties and Functions**

- 1) Supervise and mentor social service staff, no more than five workers.
- 2) Review and approve basic service functions.
- 3) Assist in the selection and appointment of qualified staff.
- 4) Review and uphold licensing requirements and standards as outlined by the State of Michigan, Licensing Rules For Child Placing Agencies.
- 5) Review and uphold non-profit incorporation requirements and standards according to Act 162, Public Acts of 1982.
- 6) Provide direct services as needed to meet demands of clients.

### **Experience/Education/Knowledge/Skills**

- (a) A master's degree from an accredited college or university in a human behavioral science or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences and three years of experience in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.
- (b) A bachelor's degree from an accredited college or university in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences, and three years of experience in a child welfare agency, a child caring institution, or in an agency performing a child welfare function.

Under CPA R400.12101 "Human behavioral science" means a degree from an accredited college or university in any of the following: Social work, Psychology, Counseling and guidance, Child development, Criminal justice, Family and child ecology, Sociology, Family community services, Family studies, Family Life Education, Human Services or according to SRM 103, 06/01/2021 it also means: Behavioral Science, Community Development, Community Services, Counseling (Psychology), Criminal Justice (Administration), Early Childhood Studies, Education, Education of the Emotionally Disturbed, Education of the Gifted, Family Ecology, Family Life Education - Spring Arbor University, Family Studies, Family and/or Child Development, Forensic Psychology, Gerontology, Guidance/School Counseling, Human Development and Family Studies - Michigan State University, Human Services, Interdisciplinary Studies in Social Science, Law Enforcement, Psychology, Social Work, Sociology, Special Education.



The social service supervisor must have knowledge of current ethical, practical, legal, social, and open adoption practice standards. Necessary skills include time management, word processing, ability to be flexible through learning, and crisis and case management.

### **Training Requirements**

Each social service supervisor is required to complete 16 hours pre-service training and not less than 15 hours of training relating to his or her current position within the first year of being assigned to the position. Additionally, each supervisor must complete 15 hours of training annually thereafter that includes information regarding current child placing practices, laws and administrative rules relating to child placing in Michigan, and other topics as requested of or recommended for workers by DHHS.

### **Lines of Authority**

The Child Placement Supervisor is responsible to the Executive Director.

### **Additional Expectations/Responsibilities**

It is expected that staff members will act in a manner that will offer dignity and respect to each person with whom they come in contact. They will act with honesty and integrity within the bounds of appropriate social work ethics. Staff members are expected to balance their personal and professional lives. It is requested that when a staff member's family and his or her individual job duties begin to compete on an on-going basis, that this be brought to the attention of the Executive Director.



**JOB DESCRIPTION (R 400.12208)**

**Child Placement Specialist (Social Service Worker)**

We require a staff member who has ongoing contact with children or parents to be a person who has the ability, experience, education, and training to perform the duties assigned.

We will not hire a person for positions involving unsupervised contact with children who have been convicted of either of the following: Child abuse or neglect, or a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

We will not hire a person for a child placing agency position who is listed on the central registry as a perpetrator of child abuse or child neglect as they shall not have unsupervised contact with children.

An agency shall require a staff member who has ongoing contact with children or parents to be a person who is of good character and emotionally stable and who has the ability, experience, education, and training to perform the duties assigned.

An agency shall have a written assessment of all criminal convictions of prospective staff before hiring or assigning a person to a position covered by these rules. The assessment shall take into account the nature of the convictions, when the convictions occurred, and evidence of rehabilitation.

All employees shall have completed and cleared a Central Registry check. According to Enrolled House Bill No. 6202, Regular Session of 2002 State of Michigan, 91st Legislature:

Before a staff member or unsupervised volunteer may have contact with a child who is in the care of a...child placing agency, the staff member or volunteer shall provide the... child placing agency with documentation from the [Department] that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect. For individuals who are employed by or volunteer at a...child placing agency, the ...child placing agency shall comply with this subsection not later than the date on which that ... child placing agency's license is issued or first renewed after the effective date of the amendatory act that added this section. As used in this subsection, "child abuse" and "child neglect" mean those terms as defined in section 2 of the child protection law, 1975 PA 238, MCL 722.622.



### **Duties and Functions**

- (a) Placing and supervising children in out-of-home care. Social service workers shall work directly with the children, their families, and other relevant individuals and be primarily responsible for the development, implementation, and review of service plans for the children and their families.
- (b) Assessing and certifying private family homes for licensure and supervising the homes.
- (c) Conducting evaluations of private family homes for purposes of adoption.
- (d) Assessing of children for adoptive placement.
- (e) Upholding licensing requirements and standards as outlined by the State of Michigan, Licensing Rules For Child Placing Agencies.
- (f) Upholding non-profit incorporation requirements and standards according to Act 162, Public Acts of 1982.

### **Experience/Education/Knowledge/Skills**

An agency shall appoint a social service worker who possesses at least a bachelor's degree from an accredited college or university with a major in a human behavioral science, or in another major where 25% of the course credits earned toward the degree are in human behavioral sciences.

Under CPA R400.12101 "Human behavioral science" means a degree from an accredited college or university in any of the following: Social work, Psychology, Counseling and guidance, Child development, Criminal justice, Family and child ecology, Sociology, Family community services, Family studies, Family Life Education, Human Services or according to SRM 103, 06/01/2021 it also means: Behavioral Science, Community Development, Community Services, Counseling (Psychology), Criminal Justice (Administration), Early Childhood Studies, Education, Education of the Emotionally Disturbed, Education of the Gifted, Family Ecology, Family Life Education - Spring Arbor University, Family Studies, Family and/or Child Development, Forensic Psychology, Gerontology, Guidance/School Counseling, Human Development and Family Studies - Michigan State University, Human Services, Interdisciplinary Studies in Social Science, Law Enforcement, Psychology, Social Work, Sociology, Special Education.



The social service worker must have knowledge of current ethical, practical, legal, social, and open adoption practice standards. Necessary skills include time management, word processing, ability to be flexible through learning, and crisis and case management.

### **Training Requirements**

Each social service worker is required to complete 16 hours pre-service training and not less than 15 hours of training relating to his or her current position within the first year of being assigned to the position. Additionally, each worker must complete 15 hours of training annually thereafter that includes information regarding current child placing practices, laws and administrative rules relating to child placing in Michigan, and other topics as requested of or recommended for workers by DHHS.

### **Lines of Authority**

The Child Placement Specialist is responsible to the Child Placement Supervisor or Executive Director as assigned.

### **Additional Expectations/Responsibilities**

It is expected that staff members will act in a manner that will offer dignity and respect to each person with whom they come in contact. They will act with honesty and integrity within the bounds of appropriate social work ethics. Staff members are expected to balance their personal and professional lives. It is requested that when a staff member's family and his or her individual job duties begin to compete on an on-going basis, that this be brought to the attention of the staff member's immediate supervisor.



**JOB DESCRIPTION (R 400.12208)**

**Social Service Aide, Volunteer, Intern, Extern, or Field Placement**

We require a person who has ongoing contact with children or parents to be a person who has the ability, experience, education, and training to perform the duties assigned.

We will not utilize a person for positions involving unsupervised contact with children who have been convicted of either of the following: Child abuse or neglect, or a felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of offering to volunteer.

We will not utilize a person for a child placing agency position who is listed on the central registry as a perpetrator of child abuse or child neglect as they shall not have unsupervised contact with children.

An agency shall have a written assessment of all criminal convictions of prospective help before hiring or assigning a person to a position covered by these rules. The assessment shall take into account the nature of the convictions, when the convictions occurred, and evidence of rehabilitation.

All volunteers or employees working as a volunteer under the CPA rules who have unsupervised contact with children in our care shall have completed and cleared a Central Registry check. According to Enrolled House Bill No. 6202, Regular Session of 2002 State of Michigan, 91st Legislature:

Before a staff member or unsupervised volunteer may have contact with a child who is in the care of a...child placing agency, the staff member or volunteer shall provide the... child placing agency with documentation from the [Department] that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect. For individuals who are employed by or volunteer at a...child placing agency, the ...child placing agency shall comply with this subsection not later than the date on which that ... child placing agency's license is issued or first renewed after the effective date of the amendatory act that added this section. As used in this subsection, "child abuse" and "child neglect" mean those terms as defined in section 2 of the child protection law, 1975 PA 238, MCL 722.622.



### **Duties and Functions**

- 1) Adhere to licensing requirements and standards as outlined by the State of Michigan, Licensing Rules For Child Placing Agencies.
- 2) Adhere to non-profit incorporation requirements and standards according to Act 162, Public Acts of 1982.
- 3) Support staff member who is supervising you as directed. This may include but is not limited to performing tasks related to clerical duties, running agency errands, proofreading non-confidential documents.

This position shall not have responsibility for any of the following:

- (a) Case planning.
- (b) Selecting placements.
- (c) Foster home certification.
- (d) Making visits required under R 400.12419, R 400.12505, R 400.12711 or R 400.12806.
- (e) Conducting adoptive family evaluations.

### **Experience/Education/Knowledge/Skills**

Must possess a desire to support and encourage human dignity and service to others. Academic interns will need to meet all criteria as outlined by their college, university or program.

This person must be aware of or willing to learn current ethical, practical, legal, social, and open adoption practice standards. Necessary skills may include time management, word processing, ability to be flexible through learning, and task management.

### **Training**

Agency provided training will vary with each assignment.

### **Lines of Authority**

Non-paid participants are responsible to a Greater Hopes, Inc. staff member as assigned, and for students, within the requirements of an educational program involved.

### **Additional Expectations/Responsibilities**

It is expected that representatives of Greater Hopes, Inc. will act in a manner that will offer dignity and respect to each person with whom they come in contact. They will act with honesty and integrity within the bounds of appropriate social work ethics.





**R 400.12209 Orientation and training.**

Rule 209. (1) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 16 hours of orientation after initial appointment and before assumption of assigned duties.

(2) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 15 hours of training relating to his or her current position within the first year of being assigned to the position.

(3) An agency shall ensure and document that each social service worker and each social service supervisor receives not less than 15 hours of planned training relating to his or her current position annually after the time periods specified in subrules (1) and (2) of this rule.

(4) The orientation and training specified in subrules (1) and (2) of this rule for each social service worker shall include all of the following topics:

- (a) Characteristics and needs of children and families served by the agency.
- (b) Requirements of applicable statutes relating to the services the agency provides that are subject to these rules.
- (c) Agency expectations for the social service worker to facilitate and supervise the care of children and to work with families that are served by the agency.
- (d) Agency expectations for the social service worker’s role and responsibility with foster parents and other persons who provide care or services to children and families served by the agency.
- (e) Agency expectations for developing, maintaining, and reviewing initial and updated service plans for children and families served by the agency.

**History:** Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

**R 400.12209 Orientation and training.**

Our policy is to comply with this rule. This page may be printed and used as a checklist to insure orientation has occurred properly. Place in personnel file.



**R 400.12210 Grievance handling.**

Rule 210. (1) An agency shall have a written grievance handling procedure.

(2) The procedure shall provide for all of the following:

(a) Safeguard the legal rights of children, their families, foster families, releasing parents, and adoptive families served.

(b) Address matters that relate to compliance with the act, rules promulgated under the act, and the agency’s written policies and procedures regarding services covered by these rules.

(c) Delineate the method of initiating the procedure.

(d) Specify time frames for decisions.

(3) An agency shall provide a grievant with a written copy of the grievance resolution.

**History:** Eff. January 1, 2001.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400. 12210 Grievance handling.

Our policy is to comply with this rule.

**See [greaterhopes.org/adoption-documents/](http://greaterhopes.org/adoption-documents/)**

Grievance Procedure Form GH45



**R 400.12211 Privacy safeguard.**

Rule 211. (1) An agency shall safeguard the privacy of a child and his or her family.

(2) An agency shall not use a child’s identity for publicity purposes unless a positive value accrues to the child.

(3) An agency shall obtain the written consent of a parent or legal guardian before using a child, a picture of a child, or a child’s name in any form of agency publicity.

History: Eff. January 1, 2001.

**~~~~~GREATER HOPES FAMILY SERVICES POLICY~~~~~**

**R 400.12211 Privacy safeguard.**

Our policy is to comply with this rule.

**See [greaterhopes.org/adoption-documents/](http://greaterhopes.org/adoption-documents/)**

- Release of Information – General Form GH50
- Release of Information – Agency Form GH51
- Release of Information – Profile Materials Form GH52
- Release of Information – Images Form GH53
- Release of Information – Parent Form GH54
- Release of Information – Former Employer Form GH55



**R 400.12212 Personnel records.**

Rule 212. (1) An agency shall maintain a personnel record for each staff member.

(2) The personnel record shall contain all of the following information before employment may occur:

- (a) Name.
  - (b) Verification of education.
  - (c) Work history.
  - (d) Three references obtained from persons who are unrelated to the staff person.
  - (e) A record of any convictions other than minor traffic violations from either of the following:
    - (i) The Michigan state police or the equivalent state or Canadian provincial law enforcement agency where the person usually resides.
    - (ii) An entity accessing either Michigan state police records or equivalent state or Canadian provincial law enforcement agency where the person usually resides.
  - (f) If the employee has criminal convictions, the chief administrator or his or her designee shall complete a written evaluation of the convictions that addresses the nature of the conviction, the length of time since the conviction, and the relationship of the conviction to regulated activity.
  - (g) A written statement from the employee regarding any convictions.
  - (h) Documentation from the department that the person has not been named in a central registry case as the perpetrator of child abuse or neglect in Michigan or in any state where the person lived in the 5 years preceding hire.
- (3) The personnel record shall contain both of the following:
- (a) A written evaluation of a staff member’s performance within a probationary period or not later than 6 months after the staff member assumes his or her current responsibilities. After the initial evaluation, a written evaluation shall be conducted each year.
  - (b) A copy of the job description for the staff member’s current position.
- (4) An agency shall maintain an orientation and training record for staff members.

**History:** Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12212 Personnel records.

Our policy is to comply with this rule.

Each staff member must have a version of this rule in some form on file.



**R400.12209 Orientation and training/ R 400.12212  
Personnel records/ R400.12214 and Compliance with 1975 PA 238.**

**PERSONNEL RECORD WORKSHEET**

Employee Name \_\_\_\_\_

Verification of Education: Degree(s) \_\_\_\_\_ Diploma or transcript on file \_\_\_\_\_

Application completed or resume (work history) \_\_\_\_\_ References on file\_\_ 1 \_\_2 \_\_3

Record of convictions other than minor traffic violations from MSP \_\_\_\_\_ or ICHAT \_\_\_\_\_

Employee's written statement regarding convictions: \_\_\_\_\_

Documentation from the Department that the person has not been named in a central registry case as a perpetrator of child abuse or neglect in Michigan or in any state where the person lived in the five years preceding hire. States to check: MI \_\_\_\_ ( ) \_\_\_\_ ( ) \_\_\_\_

Performance Evaluation completed within six months \_\_\_\_\_ (Annually thereafter)

Start date \_\_\_\_\_ Date of assumption of duties \_\_\_\_\_

Job Description on file for \_\_\_\_\_

Employee has received and read Act No.238 of the Public Acts of 1975, Child Protection Law. Employee understands that non-compliance with this act will result in termination of employment. Employee understands that if he/she witnesses such a crime that it is his/her responsibility to report this on an FIA 3200 and to the Executive Director who will report it to the Board. Completed: \_\_\_\_\_

Employee understands that should his/her ability to perform assigned duties be impaired by alcohol, illegal or legal substances, or prescription drugs while in contact with clients or while performing other job responsibilities that disciplinary action may result which may include termination of employment. Completed: \_\_\_\_\_

Employee has received a copy of the personnel policies and understands that personnel practices shall conform to written policies. Completed: \_\_\_\_\_



Orientation occurred on \_\_\_\_\_ with this employee and \_\_\_\_\_.

Topics included:

\_\_\_\_(a) Characteristics and needs of children and families served by the agency.

\_\_\_\_(b) Requirements of applicable statutes relating to the services the agency provides that are subject to these rules.

\_\_\_\_(c) Agency expectations for the social service worker to facilitate and supervise the care of children and to work with families that are served by the agency.

\_\_\_\_(d) Agency expectations for the social service worker's role and responsibility with foster parents and other persons who provide care or services to children and families served by the agency.

\_\_\_\_(e) Agency expectations for developing, maintaining, and reviewing initial and updated service plans for children and families served by the agency.

\*\*Training and hours may also be documented by internal logs, course description, certificates of completion, etc.



**R 400.12213 Record Management.**

Rule 213. An agency shall do all of the following with respect to maintenance of required records:

- (a) Protect each record against destruction and damage.
- (b) Keep each record in a uniform fashion.
- (c) Store and maintain each record in a manner to ensure confidentiality and to prevent unauthorized access.

**History:** Eff. January 1, 2001.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12213 Record Management.

Our policy is to comply with this rule.

**R 400.12214 Compliance with 1975 PA 238.**

Rule 214. An agency shall develop a written plan and implement the plan to assure compliance with 1975 PA 238, MCL 722.621, and known as the child protection law.

**History:** Eff. March 1, 2007.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12214 Compliance with 1975 PA 238.

Our policy is to comply with this rule. See **PERSONNEL RECORD WORKSHEET R400.12212.**



### **PART 3. FOSTER HOME CERTIFICATION**

GREATER HOPES DOES NOT CERTIFY HOMES FOR FOSTER CARE

### **PART 4. FOSTER CARE SERVICES**

GREATER HOPES DOES NOT PROVIDE FOSTER CARE SERVICES

### **PART 5. INDEPENDENT LIVING SERVICES**

GREATER HOPES DOES NOT PROVIDE INDEPENDENT LIVING SERVICES





## **PART 6. ADOPTION EVALUATION SERVICES**

### **R 400.12601 Department authorization.**

Rule 601. An agency shall be authorized by the department to evaluate applicants for adoption.  
History: Eff. January 1, 2001.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

### **R 400.12601 Department authorization.**

Our policy is to comply with this rule.



**R 400.12602 Program statement.**

Rule 602. (1) An agency shall have and follow a current written program statement.

(2) The statement shall include all of the following information:

(a) Services and functions provided directly or indirectly.

(b) Geographical area covered.

(c) Eligibility requirements for adoptive parents.

(d) A clear delineation of fees, charges, or other consideration or thing of value for adoption services that includes specific charges for expenses and services within and outside the agency, and differentiates between the charges that are refundable and the charges that are not refundable.

(e) Training requirements.

(3) An agency shall document that the statement was provided to all persons making inquiry about the agency’s services.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12602 Program statement.

Our policy is to comply with this rule.

See [greaterhopes.org/orientation-a-additional/  
Program Statement](http://greaterhopes.org/orientation-a-additional/Program Statement)

See addendums for unique situations at:  
[greaterhopes.org/gh-docs/program-statement-exigent.pdf](http://greaterhopes.org/gh-docs/program-statement-exigent.pdf)  
[greaterhopes.org/gh-docs/program-statement-attorney-aided.pdf](http://greaterhopes.org/gh-docs/program-statement-attorney-aided.pdf)



**R 400.12603 Policy and procedures.**

Rule 603. (1) An agency shall have and follow written policies and procedures for the adoption services provided.

(2) The policies and procedures shall cover at least all of the following areas:

- (a) Orientation.
- (b) Training requirements.
- (c) Adoptive evaluation.
- (d) Agency recommendation.
- (e) Adoption evaluation record.
- (f) Grievance policy as required by R 400.12210.

(3) An agency shall document that the policies and procedures were provided to all persons making inquiry about the agency’s services.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015

**~~~~~GREATER HOPES FAMILY SERVICES POLICY~~~~~**

**R 400.12603 Policy and procedures.**

Our policy is to comply with this rule.



**R 400.12604 Orientation.**

Rule 604. (1) An agency shall provide an orientation for prospective applicants for adoption before an adoptive application is provided. The orientation shall include a review of all of the following:

- (a) Program statement, policies, and procedures.
  - (b) Needs and characteristics of children available for adoption.
  - (c) Services and resources available.
  - (d) Fees and charges.
  - (e) Legal process.
  - (f) Training requirements.
  - (g) Post adoption service availability.
- (2) An agency shall, upon request, provide an adoptive application to an interested family.
- (3) An agency may consider an application withdrawn after 90 days if the applicant fails to cooperate with the completion of the evaluation process.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12604 Orientation.

Our policy is to comply with this rule.

See all of [greaterhopes.org/orientation-a-additional/](http://greaterhopes.org/orientation-a-additional/)  
and especially Orientation Worksheet



## **R 400.12605 Adoptive evaluation.**

Rule 605. (1) An agency social service worker shall complete a written adoptive evaluation within 90 days of the family signing an adoption application and prior to approving a family for adoption.

(2) The report shall include the dates and places of contacts and persons interviewed or observed.

(3) The report shall be an assessment of all of the following:

(a) Visits at the residence of the applicants for adoption to conduct observations of, and interviews with, each member of the household to determine all of the following:

(i) Marital and family status and history, including current and past level of family functioning and relationships and any incidents of domestic violence.

(ii) Educational history and any special skills and interests.

(iii) Employment history, current financial status, including property and income, money management skills and outstanding financial obligations.

(iv) Physical, mental, and emotional health of each member of the household.

(v) Any history of substance abuse of each member of the household.

(vi) Parenting skills and attitudes toward children.

(vii) Methods of discipline of children.

(viii) Adjustment and special needs of the applicant's own children, including children not living in the home. (ix) Strengths and weaknesses of each member of the household.

(x) Experiences with own parents and any history of out-of-home care.

(xi) Reasons for adopting.

(xii) Previous licenses or experience in providing child foster care, child day care, or adult foster care.

(xiii) Willingness to accept an adoptive child with the child's individual characteristics, needs, and background.

(xiv) Willingness to parent cross-racially or cross-culturally and to create an atmosphere that fosters the racial identity and culture of an adopted child.

(xv) Willingness and ability to understand an adopted child's attachment to the birth family and other significant relationships.

(xvi) An understanding of and willingness to participate in concurrent planning.

(xvii) Willingness and ability to give an adopted child guidance, love, and affection and accept the child as a member of the household.

(xviii) Existence of social support system and alternate care providers.

(b) Previous adoption evaluations or placements.

(c) Previous criminal convictions, and substantiated child abuse or neglect investigations or concerns brought to the agency's or department's attention for any member of the household.

(d) Three current references from persons not related to the applicants. There shall be an evaluation of any negative references.

(e) A medical statement for each member of the household that indicates that the member has no known condition that would affect the care of an adoptive child. The statement shall be signed by a physician, physician's assistant or nurse practitioner within the 12-month period before the adoptive evaluation.

(f) Safety and maintenance of the applicant's house and property, including but not limited to: sufficient beds and sleeping space, pets, guns and other weapons, and water hazards.

(g) Assessment of the neighborhood, schools, community, and available resources for the purpose of adoption.

(h) The plan for guardianship of the child or children in the event of the parent or parents' death or permanent disability preventing continuation of parental responsibility.

(i) The family's plan to discuss adoption with any child adopted.

(j) Training needs of the family.



(k) The age, number, gender, race, ethnic background, and special characteristics of children preferred by the applicants.

History: Eff. January 1, 2001, Am. Eff. March 1, 2007, Am. Eff. January 5, 2015

**~~~~~GREATER HOPES FAMILY SERVICES POLICY~~~~~**

R 400.12605 Adoptive evaluation.

Our policy is to comply with this rule.

If a concern arises about a prospective adoptive parent after completion of an approved adoptive evaluation, the agency must reevaluate the area of concern and make a recommendation as to the family’s current qualification or eligibility to have an approved adoptive evaluation.



**R 400.12606 Training requirements**

Rule 606. An agency shall document that an applicant for adoption has, at a minimum, had training in all of the following areas:

- (a) Separation.
- (b) Attachment and bonding.
- (c) Child development, including safe sleep practices for children under 1 year of age.
- (d) Behavioral and emotional needs of adoptive children.
- (e) Impact of adoption on the family.
- (f) Post adoption service availability.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12606 Training requirements

Our policy is to comply with this rule.

Additionally our families are required to attend 8 sessions of Helping Your Child Succeed prior to finalization of an adoption or their first annual Adoptive Evaluation, whichever comes first.

Training shall be recorded using this form from [greaterhopes.org/adoption-documents/Training Log – Direct Consent \(Fillable PDF\) Form GH60](http://greaterhopes.org/adoption-documents/Training-Log-Direct-Consent-Fillable-PDF-Form-GH60)



**R 400.12607 Agency recommendation.**

Rule 607. (1) An agency shall recommend the appropriate action consistent with the facts contained in the adoptive evaluation. An agency shall make a written recommendation based on the findings of the adoptive family evaluation.

(2) The recommendation shall include all of the following:

- (a) Be in writing.
- (b) Contain approval or denial of the applicants for adoption by a social service supervisor.
- (c) If approved, the number, gender, age, race, ethnic background, and special characteristics of adoptive children who may be placed in the adoptive applicants' home. A child's racial, ethnic, and cultural identity, heritage, and background may only be considered if an assessment of the individual child indicates that such consideration is in the best interests of the child.
- (3) If an agency concludes that an individual is not approved, then the basis for the decision shall be specified in the recommendation.
- (4) An agency shall provide the applicants for adoption with a signed and dated copy of the evaluation and recommendation upon its completion.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12607 Agency recommendation.  
Our policy is to comply with this rule.

**R 400.12608 Adoptive family evaluation record.**

Rule 608. (1) An agency shall retain a case record for each applicant for adoption.

(2) The record shall contain all of the following:

- (a) Orientation documentation as required by R 400.12604.
- (b) Adoptive evaluation as required by R 400.12605.
- (c) Record of training provided
- (d) Documentation agency policies were provided to applicants
- (e) All documents pertaining to adoption evaluation required by R 400.12605
- (f) Agency recommendation as required by R 400.12606.
- (3) An agency shall retain each record for not less than 3 years after the agency's termination of services to the applicant.
- (4) If a branch or associate office of a child-placing agency ceases to operate, then the branch's or office's adoption records shall be forwarded to the central office of the branch or associate office.
- (5) If a child-placing agency ceases operation, the agency's adoption records shall be shredded or returned to the applicant if services to the applicant were terminated 3 or more years before the closure. Records shall be forwarded to the department's central office adoptions for all other records.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12608 Adoptive family evaluation record.  
Our policy is to comply with this rule.





## **PART 7. ADOPTION PLACEMENT SERVICES**

### **R 400.12701 Department authorization.**

Rule 701. An agency shall be authorized by the department to receive and place children for purposes of adoption.  
History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12701 Department authorization.

Our policy is to comply with this rule.



**R 400.12702 Program statement.**

Rule 702. (1) An agency shall have and follow a current written program statement.

(2) The statement shall include all of the following information:

(a) Types of adoptions provided by the agency, including whether the agency accepts children released under the safe delivery act, section 20 of 1939 PA 288, MCL 712.20.

(b) Procedures for selecting adoptive parents for a child, including the role of the child’s parent or guardian in the selection process.

(c) The extent to which the agency permits or encourages exchange of identifying information or contact between biological and adoptive parents.

(d) A clear delineation of fees, charges, or other consideration or thing of value for adoption services. The delineation shall include specific charges for expenses and services within and outside the agency and shall differentiate between the charges that are refundable and the charges that are not refundable.

(e) Services and functions provided directly or indirectly, including both of the following:

(i) Counseling services and any other available services to a person who is releasing a child for adoption.

(ii) Counseling services and any other available services to a child being released for adoption based on the needs of the child.

(iii) Counseling services or post-finalization services provided to adoptive parents or to the adoptee. (

f) Geographical area covered.

(3) An agency shall document that the statement has been provided to all persons making inquiry to release a child for adoption and to prospective adoptive parents.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12702 Program statement.

Our policy is to comply with this rule.

See all of [greaterhopes.org/orientation-a-additional/](http://greaterhopes.org/orientation-a-additional/)  
and especially Orientation Worksheet



**R 400.12703 Policy and procedures.**

Rule 703. (1) An agency shall have and follow written policies and procedures for the adoption services provided.

(2) The policies and procedures shall cover all of the following areas:

- (a) Safeguarding rights.
- (b) Release.
- (c) Recruitment.
- (d) Orientation.
- (e) Evaluation.
- (f) Placement selection.
- (g) Adoptive parent information.
- (h) Supervision.
- (i) Intercountry services.
- (j) Adoption placement record.

**History:** Eff. January 1, 2001, Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12703 Policy and procedures.

Our policy is to comply with this rule.



**R 400.12704 Safeguarding rights.**

Rule 704. An agency shall prescribe safeguards relating to the needs and rights of all of the following entities:

- (a) Birth parents who are considering release, or who have released, a child for adoption
- (b) The child who becomes available for adoption.
- (c) The adoptive parents who apply to adopt or adopt a child.

**History:** Eff. January 1, 2001, Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12704 Safeguarding rights.

Our policy is to comply with this rule.

Additionally, each party has a right to a separate attorney and separate representation within Greater Hopes.

A placing parent is always informed of their right to make a voluntary adoption plan, or to stop one that is in motion.

A child's wishes for adoption are always considered and a child age 14 and up is made aware of his ability to consent to his own adoption or not.

All parties are given information to assist in their experience with Greater Hopes.

Each party is treated with dignity, respect and diligence.

Adoptive and placing parents are to be viewed as experts in their own lives and in their own households and staff must take this expertise into consideration when making recommendations for treatment plan options.

Confidentiality must be upheld at all times. Cases are discussed only with direct parties to an adoption and other case related professionals and only in private settings.



**R 400.12705 Release.**

Rule 705. (1) An agency social service worker shall document that information has been provided for birth parents before the birth parents release their rights to a child unless the child is relinquished under the safe delivery of newborns act, 1939 PA 288, MCL 712.1 to 712.20.

(2) The information shall include a review of all of the following:

- (a) Program statement, policies, and procedures.
- (b) Legal process for adoption.
- (c) Services and resources available.
- (d) Meaning and consequences of a release.

**History:** Eff. January 1, 2001., Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

**R 400.12705 Release.**

Our policy is to comply with this rule.

See WORKSHEET next page



**R 400.12705 Release WORKSHEET**

R 400.12705 Release.

Rule 705. (1) An agency social service worker shall provide an orientation for birth parents before the birth parents release their rights to a child.

(2) The orientation shall include a review of all of the following:

- (a) Program statement, policies, and procedures.
- (b) Legal process for adoption.
- (c) Services and resources available.
- (d) Meaning and consequences of a release.

I certify that I have been provided an orientation prior to my decision to release my rights to a child. This orientation covered the following:

- \_\_\_\_\_ (a) Greater Hopes program statement, policies, and procedures
- \_\_\_\_\_ (b) Legal process for adoption
- \_\_\_\_\_ (c) Services and resources available to me in the state of Michigan
- \_\_\_\_\_ (d) Meaning and consequences of a release

In addition to reviewing the above materials, I have asked and had answered all my questions relating to the release of a child. \_\_\_\_\_

I also understand that my signature on this paper **IN NO WAY FINALIZES MY RELEASE.**

I understand that this is merely a review of Greater Hopes policy, my rights, the resources available to me and the consequences of the release

Signature of releasing parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of worker \_\_\_\_\_ Date \_\_\_\_\_



**R 400.12706 Recruitment.**

Rule 706. (1) An agency shall have an ongoing recruitment program to ensure an adequate number of suitable adoptive parents for the timely placement of all children serviced by the agency who are available for adoption.

(2) An agency shall recruit adoptive parents for children served by the agency considering all of the following criteria:

- (a) Ages and developmental needs of children.
- (b) Racial, ethnic and cultural identity of children.
- (c) Sibling relationships of children.
- (d) Special needs of children.

(3) There shall be a child specific recruitment plan for any child the agency is responsible for who is available for adoption and who does not have an identified family. The child specific plan shall be based on the child evaluation, as required by R 400.12708, and updated every 90 days.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

**~~~~~GREATER HOPES FAMILY SERVICES POLICY~~~~~**

R 400.12706 Recruitment. Our policy is to comply with this rule.

(1) Recruitment activities occur regularly for children who may be brought to our agency for placement by their own parents, guardians or other relatives with authority to make an adoption plan. Recruitment happens via our Website, Facebook, at community events, through activities with various community groups, and via a variety of other media. This happens on a regular basis at Orientation meetings, and as needed for specific children who may be harder to place.

(2) Our Adoptive Family Support Group meets regularly at least monthly with at least one staff member. This group discusses GHFS customer service, programming, placement practices, training and they offer much input about how we can work best with the families to achieve good outcomes for everyone involved. We regularly discuss the need for families to meet the needs of all children described above.



**R 400.12707 Orientation.**

Rule 707. An agency shall document that an orientation for the adoptive parents has been provided, consistent with the requirements of R 400.12604, before they are determined suitable to parent an adopted child.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12707 Orientation.

Our policy is to comply with this rule.

See all of [greaterhopes.org/orientation-a-additional/](http://greaterhopes.org/orientation-a-additional/)  
and especially Orientation Worksheet





**R 400.12708 Child evaluation.**

Rule 708. (1) A social service worker shall complete a written assessment of each child available for adoption within 60 days of the child being referred for adoption. The assessment shall include all information available in the foster care file from the date the child entered care and shall meet all requirements of section 27 of 1939 PA 288, MCL 710.27.

(2) An agency shall have on file a written adoptive family evaluation and agency recommendation as required under R400.12605 and R 400.12607 before approving the adoptive parents for each adoptive placement and before referring a child to, or placing a child in, the home for purposes of adoption.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12708 Evaluation.

Our policy is to comply with this rule.

Reports required under R 400.12708 Evaluation and R 400.12710 Adoptive parent information will occur according to the information required under each rule.



## **R 400.12709 Placement selection.**

Rule 709. (1) An agency shall document how all of the following factors were assessed in selecting appropriate adoptive parents:

- (a) The physical, emotional, medical, and educational needs of the child.
- (b) The child's needs for continued contact with the birth parent, siblings, relatives, foster parents, and other persons significant to the child.
- (c) The racial, ethnic, and cultural identity, heritage, and background. The child's racial, ethnic, and cultural identity, heritage, and background may only be considered if an assessment of the individual child indicates that such consideration is in the best interests of the child.

(2) An agency shall place a child with agency-approved adoptive parents consistent with the needs of the child identified in subrule (1) of this rule, the child evaluation required by R 400.12708 and the agency's adoptive parent recommendation as required by R 400.12607.

(3) An agency shall require a social service supervisor, or chief administrator if the placement is recommended by a social service supervisor, to approve or deny the recommendation for placement by the social service worker. The approval shall be documented in the record.

(4) An agency may approve overnight pre-placement visits to a family being considered for adoption of a child. Preplacement visits may only occur under the following conditions:

- (a) If the placement selected is a licensed foster home, the certifying agency gives approval prior to any visits starting.
- (b) There is an approved child evaluation.
- (c) There is an approved family evaluation.
- (d) The child evaluation has been shared with the prospective adoptive family prior to any preplacement visits occurring.
- (e) Planning for pre-placement visits is focused on the best interests of the child.
- (f) There is a written plan for transitioning the child from the foster home to the adoptive home.
- (g) Unless there are exceptional circumstances, that the transition period will not exceed 3 calendar months. A transitional period of more than 3 calendar months shall be approved in writing by the MCI superintendent or the court with jurisdiction over the child.
- (h) Overnight visitation is done in compliance with section 1 of 1973 PA 116, MCL 722.111(i).

(5) A public or private agency may place a child in an unlicensed home for the purposes of adoption if all of the following conditions have been met:

- (a) The adoptive parents have received orientation in accordance with the requirements of R 400.12604 and R400.12707.



(b) The evaluation of the prospective adoptive parents has been completed in accordance with the requirements of R400.12605 and the placement is consistent with the recommendation completed in accordance with R 400.12607.

(c) Supervisory approval of the placement has been documented in accordance with the requirements of subrule (3) of this rule.

(d) The adoptive petition has been filed with the court or consent to adopt has been granted by the authorized agency representative.

(6) The provisions of this rule do not prohibit a temporary placement made under section 23d of 1939 PA 288, MCL710.23d.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12709 Placement Selection

Our policy is to comply with this rule.

(2) Our agency assists placing parents in their actions of Temporary Placements and Direct Consent Placements for their children

(3) In the event our agency social workers or supervisors make placement decisions (under agency releases or Safe Delivery Placements), we shall “require a social service supervisor, or chief administrator if the placement is recommended by a social service supervisor, to approve or deny the recommendation for placement by the social service worker. The approval shall be documented in the record.” Otherwise, the child’s parent(s) make the placement decisions with our assistance.

See R 400.12709 and 400.12711 Placement Selection WORKSHEET





**R 400.12709 and 400.12711 Placement Selection DOCUMENTATION WORKSHEET**

Placing Parent(s) or Guardian(s) \_\_\_\_\_  
Child(ren): \_\_\_\_\_  
Prospective Adoptive Family \_\_\_\_\_

Rule 709 (1) (a-c) and Rule 711(1-3) An agency shall document how all of the following factors were assessed in selecting appropriate adoptive parents:

This placement was a direct consent adoption under the PROBATE CODE OF 1939, Act 288 of 1939 which states “(2) A parent or guardian shall personally select a prospective adoptive parent in a direct placement. The selection shall not be delegated.” Therefore we followed that section (2) and this section of the law,

(3) In a direct placement the prospective adoptive parent, an adoption attorney, or a child placing agency shall provide information about a prospective adoptive parent to the parent or guardian before placement. This information shall include the specific information contained in a preplacement assessment as described in section 23f of this chapter, and may include additional information requested by the parent or guardian. The information does not have to include identifying information described in section 27(3) of this chapter. The parent or guardian and the prospective adoptive parent shall determine whether to exchange identifying information and whether to meet each other.

Therefore the placing parents having the power to select the appropriate adoptive parents. Our staff member, \_\_\_\_\_, assisted placing parent(s) \_\_\_\_\_ in planning for a Temporary Placement in Anticipation of Direct Consent Adoption after discussing the following factors on \_\_\_\_\_:

- (a) The physical, emotional, medical, and educational needs of the child.
- (b) The child’s needs for continued contact with the birth parent, siblings, relatives, foster parents, and other persons significant to the child.
- (c) The racial, ethnic, and cultural identity, heritage, and background. The child’s racial, ethnic, and cultural identity, heritage, and background may only be considered if an assessment of the individual child indicates that such consideration is in the best interests of the child.

Further, according to Rule 709 this parent(s)’ placement selection was recommended by:

Printed name of Child Placement Specialist: \_\_\_\_\_  
Signature \_\_\_\_\_  
Approved by Printed name of Child Placement Supervisor: \_\_\_\_\_  
Signature \_\_\_\_\_



**R 400.12710 Adoptive parent information.**

Rule 710. (1) An agency shall provide adoptive parents with all of the following information before the placement of a child:

- (a) Child’s name.
- (b) Date, time, and place of birth including hospital, city, state, and country.
- (c) Medical, social, and educational history of the child.
- (d) Child’s racial, ethnic, and religious background.
- (e) Description of the child’s family of origin, including age and gender of family members, relationship to the child, and medical, social, and educational history of each member of the family.
- (f) Circumstances necessitating placement of the child.
- (g) Child’s preparation for placement and attitude toward the adoption.
- (h) Placement history.
- (i) Any other known information to enable the adoptive parent to provide a stable, safe, and healthy environment for the child.

(2) An agency shall provide adoptive parents with any additional information that becomes available to the agency after the placement of the adoptive child.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12710 Adoptive parent information.

Our policy is to comply with this rule.

Reports required under R 400.12708 Evaluation and R 400.12710 Adoptive parent information will occur according to the information required under each rule.



**R 400.12712 Supervision.**

Rule 712. (1) An agency shall provide post-placement supervisory visits for the adoptive family at the adoptive parent’s home as needed to assure the safety and well-being of the child, but not less than once every month, after the placement of a child and until the final order of adoption.

(2) An agency shall assess and record the child’s and adoptive family’s adjustment and, where needed, include plans to assist the child or adoptive family.

(3) An agency shall keep the adoptive parents informed of the results of the agency’s continuing assessment of the placement at the conclusion of each visit.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12712 Supervision.

Our policy is to comply with this rule.

Adoptive families are to receive a copy of the quarterly Supervision Reports.



**400.12713 Adoption placement record.**

Rule 713. (1) An agency shall permanently retain a case record for each adoptive child after adoptive placement except as identified in subrule 5 of this rule.

(2) The record shall contain all of the following:

(a) Orientation documentation as required by R 400.12707.

(b) Evaluation documentation as required by R 400.12708.

(c) Placement documentation as required by R 400.12709.

(d) Supervision documentation as required by R 400.12711.

(3) If a branch or associate office of a child-placing agency ceases to operate, then the agency shall forward the branch’s or office’s adoption records to the central office of the branch or associate office.

(4) If a child-placing agency ceases to operate, then the agency shall forward its records to the Michigan department of human services.

(5) The Michigan department of human services must permanently retain all adoption records for children adopted from Michigan’s child welfare system. The adoption agency must forward any adoption records for children adopted from the Michigan child welfare system to the department one year after finalization of the adoption. The adoption agency may not retain the original copies or any other copies of the adoption records.

History: Eff. January 1, 2001, Am. Eff. January 5, 2015.

~~~~~**GREATER HOPES FAMILY SERVICES POLICY**~~~~~

R 400.12713 Adoption placement record. Our policy is to comply with this rule.