

 <p>Children's Services Agency</p> <p>Communication Issuance</p> <p>20-081</p>	Subject/Title	COVID-19 Response: Agency Plans for Resuming In Person Casework
	Type	<input checked="" type="checkbox"/> Informational Memorandum <input type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
	Issuance Date	06/02/20
	Obsolete Date	06/09/20
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	Due Date:	06/09/20
	Due to	BSC Directors (MDHHS); CWSS analyst (PAFC)
<i>Distribution</i>	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> Other: Mentor Contractors	

This guidance is provided to plan for resumption of in person child welfare casework. As it becomes safe for businesses to open and social activities to occur in Michigan, in person child welfare activities will gradually resume, consistent with the Governor's Safe Start plan and state and local public health decisions. Check the State of Michigan website www.michigan.gov/coronavirus regularly for pertinent updates and resources.

The Children's Services Agency recognizes that the status of the disease, availability of local resources, and case circumstances vary across the state. Rather than creating a one size fits all approach, we are asking each local Michigan Department of Health and Human Services (MDHHS) office and private child placing agency to develop their plans to safely resume in person casework to the fullest extent possible. While subject to change based on federal, state, and local guidelines, following is the tentative timetable for statewide planning and resumption of in person casework:

- June 2 – Local MDHHS offices and private agencies develop plans.
- June 9 – Local MDHHS offices submit plans to the applicable Business Service Center (BSC) director and private agencies submit plans to the applicable Child Welfare Services and Support (CWSS) analyst.
- June 13 – Gradual implementation of in person casework plans.
- June 30 – Full implementation of in person casework plans.
- July, August, September – Review plans regularly and modify as needed.

Submission of In Person Casework Plans

By Tuesday, June 9, 2020, each MDHHS county office and private agency is being asked to submit a plan for resuming in person child welfare casework across all program types: children's protective services (CPS), foster care, juvenile justice, adoption, licensing, and including casework activities performed by: Health Liaison Officers (HLOs), Michigan Youth Opportunities Initiative (MYOI)

Coordinators, Education Planners, Permanency Resource Monitors (PRMs), and local Quality Assurance (QA) analysts. Plans for local MDHHS offices should be submitted to the applicable BSC director; private agency plans should be submitted to the applicable CWSS analyst.

Implementation of In Person Casework Plans

Beginning on or after June 13, 2020, local offices and private agencies should begin to implement their plans for in person casework. Implementation will involve caseworkers, field specialists and analysts assessing each of their cases to determine when and how in person casework can safely resume. The time between June 13 and June 30 is intended to allow agencies to gradually reach full implementation by June 30. Please consider the following supplemental guidance as you develop your plans.

Supplemental Guidance for Safe Resumption of In Person Child Welfare Casework: Programs and Staff

As noted above, plans should address safe resumption of in person activities in the following programs: CPS, foster care, juvenile justice, adoption, licensing, and specialty staff positions, like HLOs, MYOI Coordinators, Educational Planners, PRMs and local QA analysts.

Activities

Plans should describe how staff will accomplish myriad in person activities, including but not limited to: client interviews, travel, transporting, family team meetings, group case conferences, home visits, screening and assessments, safety planning, mentoring and support, direct service provision, removals, placements and replacements, on-site evidence collection, facility inspections and evaluations, court and mediation participation, and inter-agency coordination (among agencies, courts, service providers, others).

Plans should describe the default strategies that will be used when in person contact or in person participation is determined to be unsafe or infeasible based on local conditions and individual staff and/or case circumstances.

Best Practices and Safety Protocols

Plans should describe protocols to address staff and client safety to mitigate spread of COVID-19, including but not limited to: dissemination and use of personal protective equipment (PPE), staff self-screening for symptoms, pre-arrangement of appointments, pre-screening of participants, respiratory etiquette and hand hygiene, sanitation of cars and common spaces, and safe-distancing expectations in homes, group settings, and during transporting.

Communication and Dissemination of Information and Monitoring

Plans should identify how management will communicate expectations and protocols and disseminate resources and information about COVID-19 safety to staff and clients, as needed. Plans should clearly communicate the expectation that staff will stay home and notify their supervisor when sick. Plans should allow flexibility and accommodate staff who are at high-risk for health complications due to COVID-19. The plan should specify a strategy for periodic review and modification.

Resources

The following resources are offered to assist in planning and implementation:

- Cleaning and Disinfecting
<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- Personal Protective Equipment (PPE)
https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98156---,00.html
- Applying and Removing Sterile Gloves
<https://www.youtube.com/watch?v=yIrqilC3YmY>
- Mask Wearing 101: How to Properly Use & Re-use a Mask
<https://www.youtube.com/watch?v=JwPWdkbyizw>
- Prevent Getting Sick
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
- High Risk Populations
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk-old.html>
- MI Safe Start: A Plan to Re-Engage Michigan's Economy
https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf
- Centers for Disease Control and Prevention (CDC) Workplace Decision Tool
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/workplace-decision-tool.html>
- Michigan Communications Resources Webpage
https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98281---,00.html
- CDC Guidance Businesses and Workplace
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>