



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

June 29, 2022

Lynn Sepolen
St Vincent Catholic Charities-Child Welfare
2800 West Willow
Lansing, MI 48917

RE: License #: CB330201019
Investigation #: 2022C0112013
St Vincent Catholic Charities-Child Welfare

Dear Ms. Sepolen:

Attached is the Special Investigation Report for the above referenced facility. Due to the violations identified in the report, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- Indicate how continuing compliance will be maintained once compliance is achieved.
- Be signed and dated.

If you desire technical assistance in addressing these issues, please feel free to contact me. In any event, the corrective action plan is due within 15 days.

Please note that violations of any licensing rules are also violations of the MISEP and your contract.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available, and you need to speak to someone immediately, please contact the area manager at (616)204-6992.

Sincerely,

A handwritten signature in cursive script that reads "Holly K. Austin".

Holly Austin, Licensing Consultant
MDHHS\Division of Child Welfare Licensing
Suite 200
121 Franklin Street SE
Grand Rapids, MI 49507
(269) 330-7082

enclosure

**MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD WELFARE LICENSING
SPECIAL INVESTIGATION REPORT**

I. IDENTIFYING INFORMATION

License #:	CB330201019
Investigation #:	2022C0112013
Complaint Receipt Date:	05/20/2022
Investigation Initiation Date:	05/24/2022
Report Due Date:	07/19/2022
Licensee Name:	St Vincent Catholic Charities
Licensee Address:	2800 West Willow Lansing, MI 48917
Licensee Telephone #:	(517) 394-9450
Administrator:	Lynn Sepolen, Administrator
Licensee Designee:	Andrea Seyka, Designee
Name of Facility:	St Vincent Catholic Charities-Child Welfare
Facility Address:	2800 West Willow Lansing, MI 48917
Facility Telephone #:	(517) 323-4734
Original Issuance Date:	03/01/1991
License Status:	REGULAR
Effective Date:	04/17/2021
Expiration Date:	04/16/2023
Capacity:	Unknown
Program Type:	CHILD PLACING AGENCY, PRIVATE

II. ALLEGATION(S)

	Violation Established?
Facility has not submitted records to MDHHS for permanent retention one year following the final order of adoption as required. There are 5 records that have not been submitted.	Yes

III. METHODOLOGY

05/20/2022	Special Investigation Intake 2022C0112013
05/24/2022	Special Investigation Initiated - Letter Email to complainant requesting additional information
06/03/2022	Inspection Completed On-site
06/03/2022	Contact - Face to Face Pre-Exit
06/03/2022	Inspection Completed-BCAL Sub. Compliance

ALLEGATION:

Facility has not submitted records to MDHHS for permanent retention one year following the final order of adoption as required. There are 5 records that have not been submitted.

INVESTIGATION:

On 5/23/2022 I was assigned to investigate an allegation submitted through the on-line complaint form in which the Complainant stated that the agency has not submitted 5 records one year following the final order of adoption.

On 5/24/2022 I emailed the complainant requesting the names of the 5 files mentioned in the complaint to which she responded with names, case Id numbers, dates of birth, and adoption finalization dates for Youth's A, B, C, D, and E.

INTERVIEW

On 6/3/2022 I completed an on-site visit to the agency where I viewed the storage of closed adoption files and interviewed Chief Administrator.

Chief Administrator reported the files named in the complaint have not yet been distributed to the applicable local DHHS offices. She reported the agency currently has 8 boxes full of closed adoption files that were prepared prior to the 2020 stay-at-home order was issued that have not yet been distributed. She reported the agency no longer has support staff and there are 2 case managers assisting Chief Administrator in getting the files prepared for distribution. She reported the agency is utilizing a spreadsheet to track finalized adoption files and will be adding calendar reminders to ensure timeliness of distribution. Chief Administrator reported she has

had difficulty getting cooperation from local offices in identifying a staff member to whom the files can be delivered.

DOCUMENT REVIEW

On 6/3/2022, Chief Administrator provided me with a hard copy of a list the agency staff compiled of all finalized adoption filed still needing to be brought or sent to local DHHS offices. The following files currently remain overdue for distribution:

- Youth A – Finalized 10/21/2020
- Youth B – Finalized 10/26/2020
- Youth C – Finalized 11/2/2020
- Youth D – Finalized 11/2/2020
- Youth E – Finalized 11/5/2020
- Youth F – Finalized 4/7/2021
- Youth G – Finalized 3/18/2020
- Youth H – Finalized 4/26/2021
- Youth I – Finalized 4/26/2021
- Youth J - Finalized 4/26/2021
- Youth K – Finalized 3/17/2020
- Youth L – Finalized 1/13/2020
- Youth M – Finalized 11/2/2020
- Youth N – Finalized 3/17/2021
- Youth O – Finalized 2/5/2020
- Youth P – Finalized 11/18/2020
- Youth Q – Finalized 11/2/2020
- Youth R – Finalized 8/19/2020
- Youth S – Finalized 8/26/2020
- Youth T – Finalized 1/19/2021
- Youth U – Finalized 10/29/2019
- Youth V – Finalized 1/10/2020
- Youth W – Finalized 1/13/2020
- Youth X – Finalized 3/1/2020
- Youth Y – Finalized 3/4/2020
- Youth Z – Finalized 3/18/2020
- Youth AA – Finalized 3/26/2020
- Youth BB – Finalized 5/4/2020
- Youth CC – Finalized 6/10/2020
- Youth DD – Finalized 8/12/2020
- Youth EE – Finalized 8/12/2020
- Youth FF – Finalized 8/31/2020
- Youth GG – Finalized 10/27/2020

APPLICABLE RULE	
ADM 1030	Disposition of Records for MDHHS Supervised Children
	For both MDHHS and contracted adoption agency cases, the local MDHHS office or contracted agency must retain all adoption case records for one year after finalization of the adoption. One year (between 12-13 months) past the adoption finalization date, a contracted adoption agency must send the original record to the local MDHHS office; copies must not be maintained by the contracted adoption agency; see licensing rule R400.12713-Adoption Placement Record.
ANALYSIS:	<p>A violation has been established due to the agency identifying 33 files that have not been sent to the local MDHHS office within the required timeframe.</p> <p><u>Consultation</u></p> <p>I suggested Chief Administrator reach out directly to DHHS directors and if she continues to not receive timely or adequate responses, reach out to the applicable BSC Director for assistance.</p>
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

Upon receipt of an acceptable CAP, I recommend no change to the license status.



June 27, 2022

Holly Austin
Licensing Consultant

Date

Approved By:



June 29, 2022

Jessica VandenHeuvel
Area Manager

Date