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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

ELIZABETH HERTEL
DIRECTOR

February 28, 2022

Susan Mitchell
Samaritas - Southwest
4341 S Westnedge ST 2000
Kalamazoo, MI 49008

RE: License #: CB390258392
Investigation #: 2022C0444005
Samaritas - Southwest

Dear Ms. Mitchell:

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.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

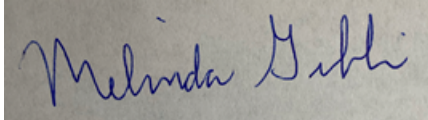
If you desire technical assistance in addressing these issues, please feel free to contact me. In any event, the corrective action plan is due within 15 days. Failure to submit an acceptable corrective action plan will result in disciplinary action.

FOR CWL ONLY

Please note that violations of any licensing rules are also violations of the MSA 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, Jessica VandenHeuvel, at (616) 204-6992.

Sincerely,

A handwritten signature in blue ink that reads "Melinda Gubbi". The signature is written in a cursive style with a small loop at the end of the last name.

Melinda Gubbins, Licensing Consultant
MDHHS\Division of Child Welfare Licensing
701 S. Elmwood, Ste. 11
Traverse City, MI 49684
(231) 342-3721

enclosure

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

I. IDENTIFYING INFORMATION

License #:	CB390258392
Investigation #:	2022C0444005
Complaint Receipt Date:	01/19/2022
Investigation Initiation Date:	01/19/2022
Report Due Date:	03/20/2022
Licensee Name:	Samaritas
Licensee Address:	8131 East Jefferson Avenue Detroit, MI 48214-2691
Licensee Telephone #:	(231) 773-6593
Administrator:	Kevin Majeske, Designee
Licensee Designee:	Kevin Majeske, Designee
Name of Facility:	Samaritas - Southwest
Facility Address:	4341 S Westnedge St. Ste. 2000 Kalamazoo, MI 49008
Facility Telephone #:	(269) 345-5776
Original Issuance Date:	12/09/2003
License Status:	REGULAR
Effective Date:	05/28/2020
Expiration Date:	05/27/2022
Capacity:	Unknown
Program Type:	CHILD PLACING AGENCY, PRIVATE

II. ALLEGATION(S)

	Violation Established?
Agency did not complete an accurate, full relative assessment prior to placing a child.	Yes
The agency is not maintaining an updated case record.	Yes
Additional Findings	
Agency did not complete the DHS 69 Foster Care/Juvenile Justice Action Summary prior to a planned placement change or within three business days of an emergency placement change.	Yes
Placement Change FTM did not occur	Yes

III. METHODOLOGY

01/19/2022	Special Investigation Intake 2022C0444005
01/19/2022	Special Investigation Initiated - Telephone contacted complainant
01/20/2022	Contact - Telephone call made Contacted Chief Administrator of Samaritas SW
01/24/2022	Inspection Completed On-site
01/24/2022	Contact - Face to Face Interview with staff onsite
01/24/2022	Contact - Face to Face Interview with staff onsite
01/24/2022	Inspection Completed-BCAL Sub. Compliance
02/17/2022	Pre-exit meeting

ALLEGATION:

Agency did not complete an accurate, full relative assessment prior to placing a child.

INVESTIGATION:

Program Manager 1 was interviewed face-to-face on January 24, 2022, at the agency. Program Manager 1 reported the initial DHS 5770 Relative Placement Safety Screen was incomplete and inaccurate. She further reported the supervisor approved it by mistake. Program Manager 1 reported the assigned Foster Care worker was told to complete another DHS 5770 but failed to do so in a timely manner.

Foster Care Worker was interviewed via telephone on February 9, 2022. Foster Care Worker (FCW) reported the child was scheduled to go to his grandmother's house from December 17, 2021-December 21, 2021, as part of a planned respite. Foster Care Worker (FCW) reported there was a miscommunication regarding the initial DHS 5770 that was completed on December 6, 2021. FCW reported there was

some confusion regarding adding the grandmother's living together partner on the DHS 5770 as they are not married. FCW reported grandmother and living together partner were both listed as perpetrators on Central Registry, however grandmother was expunged in 2018 and living together partner was expunged in November 2021. FCW acknowledged the DHS 5770's that were completed did not contain a summary of the CPS history.

Foster Care Supervisor was interviewed via telephone on February 10, 2022. Foster Care Supervisor reported the Foster Care Worker completed a DHS 5770 for grandmother, but he was not aware the Director needed to approve due to CPS and history for the household members. Foster Care Supervisor reported the Foster Care Worker completed another DHS 5770, however it was not completed timely. Foster Care Supervisor acknowledges there were some steps missed due to him being out of the office from December 20, 2021, through Christmas and the Foster Care Worker was out of the office the following week.

Documents Reviewed:

- MISACWIS provider record: DHS 5770 approved December 6, 2021. Document did not list LTP, missing summary of CPS history, both household members were on Central Registry, missing LTP's criminal history. Approved placement of youth.
- MISACWIS provider record: DHS 5770 approved January 10, 2022. Document is missing summary of CPS history for both household members. Approved placement of youth.
- MISACWIS provider record: DHS 3130A approved on January 18, 2022. Document is missing summary of CPS history and Central Registry placements for both household members.

APPLICABLE RULE	
FOM 722-03B	Relative Engagement and Placement
	The DHS-5770 must be completed prior to an emergency placement.

ANALYSIS:	<p>The agency is found in non-compliance as the DHS 5770 was not completed fully or prior to the child being placed with a relative. The child went to the relative home on 12/16/21 for respite and never returned to the licensed foster home. The agency did not approve the DHHS 5770 until 1/10/21.</p> <p><u>TECHNICAL ASSISTANCE</u></p> <p>It is noted there were two DHHS 5770 located in MiSACWIS that were approved. The first was dated 12/6/21 but lacked the required information within the form. The second was dated 1/3/22. It is recommended that should a report be created or approved in error, the agency needs to contact the help desk and upload that documentation into the documents hyperlink.</p>
CONCLUSION:	VIOLATION ESTABLISHED

ALLEGATION:

The agency is not maintaining an updated case record.

INVESTIGATION:

Program Manager 2 was interviewed face-to-face on January 24, 2022, at the agency. When asked about the placement date not matching the case record, Program Manager 2 acknowledged that the date of January 10, 2022, was the earliest date that could be used due to the DHS 3130A for the relative placement being approved on January 10, 2022.

Foster Care Worker was interviewed via telephone on February 9, 2022. Foster Care Worker (FCW) reported the child was scheduled to go to his grandmother's house from December 17, 2021-December 21, 2021, as part of a planned respite. FCW reported the biological mother had reported experiencing COVID symptoms and had a recent visit with the child. As a result, the foster parents requested the child be given a COVID test prior to returning to their home. FCW reported the agency made attempts to have the child tested but ran into issues due to testing locations requiring an appointment, which was difficult due to the holidays. FCW reported that the child's grandmother reported to the agency that she was able to take the child to the hospital where she is employed to have a COVID test completed, however, the test was not completed. FCW reported on December 30, 2021, the foster parents advised the Foster Care Supervisor they were not allowing the child back in their home. FCW reported she was out of the office on scheduled leave from December 28, 2021-December 31, 2021.

Foster Care Supervisor was interviewed via telephone on February 10, 2022. Foster Care Supervisor acknowledges there were some steps missed due to him being out of the office from December 20, 2021, through Christmas and the Foster Care Worker was out of the office the following week.

Documents Reviewed:

- MISACWIS Case File: Placement record for the child was reviewed on January 20, 2022. Relative placement was not entered despite child being in their household since December 17, 2021.
- MiSACWIS Case File: Case file was reviewed on January 20, 2022. There were no social work contacts regarding the placement change.
- MISACWIS Provider File: Provider record for relative was reviewed on January 20, 2022. There was no documentation uploaded for DHS 5770 dated December 6, 2021, DHS 5770 dated January 3, 2022, or DHS 3130A dated January 10, 2022.

APPLICABLE RULE	
FOM 722-05	Case Documentation
	MDHHS and private child placing agencies must maintain all case documentation in the child's electronic case record in MiSACWIS.
ANALYSIS:	The child went to relative's home for respite on December 17, 2021, and never left. On December 30, 2021, the foster parents advised the agency they were not willing to allow the child back in their home. MISACWIS shows the child's placement with relatives began January 10, 2022, which is not accurate.
CONCLUSION:	VIOLATION ESTABLISHED

ADDITIONAL FINDINGS:

Agency did not complete the DHS 69 Foster Care/Juvenile Justice Action Summary prior to a planned placement change or within three business days of an emergency placement change.

INVESTIGATION:

Program Manager 2 was interviewed face-to-face on January 24, 2022, at the agency. Program Manager 2 reported the DHS 69 form is now uploaded; however, it was not uploaded timely.

Documents Reviewed:

- MISACWIS Case File: DHS 69 completed on January 20, 2022. Date of placement in MISACWIS is January 10, 2022, however the child has been with the relative since December 16, 2021.

APPLICABLE RULE	
FOM 722-08E	Foster Care/Juvenile Justice Action Summary
	Prior to a planned placement change, or within three business days of an emergency placement change, the caseworker must complete the DHS 69.
ANALYSIS:	The agency is found in non-compliance as the placement change documented in MISACWIS is dated January 10, 2022. The DHS 69 form was completed on January 20, 2022.
CONCLUSION:	VIOLATION ESTABLISHED

ADDITIONAL FINDINGS:

No placement change Family Team Meeting occurred as required.

INVESTIGATION:

Foster Care Supervisor was interviewed via telephone on February 10, 2022. When asked whether a Family Team Meeting was held due to a placement change, Foster Care Supervisor stated that a Family Team Meeting was not held until the first week of February. Foster Care Supervisor acknowledged there were some steps missed due to him being out of the office from December 20, 2021, through Christmas and the Foster Care Worker was out of the office the following week.

Documents Reviewed:

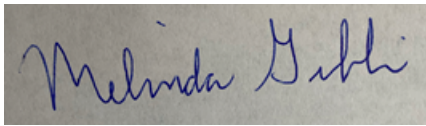
- MISACWIS Case File: there is not an FTM documented in MISACWIS for December 2021 or January 2022.

APPLICABLE RULE	
FOM 722-06B	Family Team Meeting
	FTMs must occur within the required time frames as outlined in the following tables: Placement preservation/disruption: At least three business days prior to a planned change of placement or no later than three business days after an unplanned placement change. Planned and unplanned placement changes include reunification, placement in a residential setting, step-down from a residential or hospital setting, return from AWOLP, or request for change in foster home/relative placements.

ANALYSIS:	The agency is found in non-compliance as a Family Team Meeting was not held within three business days after an unplanned placement change as outlined in policy.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

I recommend upon receipt of an acceptable corrective no change be made to the license status of this child caring institution



Melinda Gubbins
Licensing Consultant

2/23/2022

Date

Approved By:



February 28, 2022

Jessica VandenHeuvel
Area Manager

Date