



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD WELFARE LICENSING
LANSING

ELIZABETH HERTEL
DIRECTOR

June 28, 2022

Stephanie Dettloff
Child & Family Services - Northeast Michigan
1044 US-23 N
Alpena, MI 49707

RE: License #: CB040201041
Investigation #: 2022C0114026
Child & Family Services - Northeast Michigan

Dear Ms. Dettloff:

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.

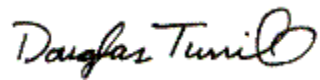
If you desire technical assistance in addressing these issues, please feel free to contact me. In any event, the corrective action plan is due within 15 days. Failure to submit an acceptable corrective action plan will result in disciplinary action.

FOR CWL ONLY

Please note that violations of any licensing rules are also violations of the 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 Kari Muntean, Area Manager, at 734-395-0920

Sincerely,

A handwritten signature in cursive script that reads "Douglas Turrill". The signature is written in black ink and is positioned above the printed contact information.

Doug Turrill, Licensing Consultant
MDHHS\Division of Child Welfare Licensing
Suite 11
701 S. Elmwood
Traverse City, MI 49684
(734) 395-0920

enclosure

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

I. IDENTIFYING INFORMATION

License #:	CB040201041
Investigation #:	2022C0114026
Complaint Receipt Date:	05/23/2022
Investigation Initiation Date:	05/24/2022
Report Due Date:	07/22/2022
Licensee Name:	Child Family Services of NE Michigan
Licensee Address:	1044 US-23 N Alpena, MI 49707
Licensee Telephone #:	(989) 356-4567
Administrator:	Stephanie Dettloff
Licensee Designee:	Stephanie Dettloff, Designee
Name of Facility:	Child & Family Services - Northeast Michigan
Facility Address:	1044 US-23 N Alpena, MI 49707
Facility Telephone #:	(989) 356-4567
Original Issuance Date:	05/01/1990
License Status:	REGULAR
Effective Date:	12/21/2020
Expiration Date:	12/20/2022
Capacity:	Unknown
Program Type:	CHILD PLACING AGENCY, PRIVATE

II. ALLEGATION(S)

	Violation Established?
It is alleged that the agency has not submitted adoption records to MDHHS for permanent retention one year following the final order of adoption as required.	Yes
Additional Findings	No

III. METHODOLOGY

05/23/2022	Special Investigation Intake 2022C0114026
05/24/2022	Special Investigation Initiated - Letter Email to Complainant
05/27/2022	Contact - Face to Face Interview CA
05/27/2022	Contact - Document Received
05/27/2022	Inspection Completed-BCAL Sub. Compliance
05/27/2022	Exit Conference

ALLEGATIONS:

It is alleged that the agency has not submitted adoption records to MDHHS for permanent retention one year following the final order of adoption as required.

INVESTIGATION:

On May 23, 2022, a special investigation was initiated into the allegation described above. The agency Chief Administrator was interviewed and an agency document was reviewed. Foster child files were reviewed. The complainant was also contacted via email. What follows is information obtained from the aforementioned sources.

On May 24, 2022, the names of the adoption files were requested from the complainant via email. This information was received from the complainant on the same date as well as the dates of the adoption finalization for each case.

The agency Chief Administrator was interviewed face to face onsite at the agency on May 24, 2022. The Chief Administrator was informed of the complaint at that time. During the interview the Chief Administrator acknowledged that the adoption files of Child A and Child C were not forwarded to the local DHHS office one year after the finalization of the adoption. The adoption finalization for Child A occurred on November 2, 2020, and the file was not forwarded to the local office until May 2, 2022. The adoption finalization for Child C occurred on November 23, 2020, and the file was not forwarded to the local DHHS office until April 22, 2022. The Chief Administrator stated that the adoption file for Child B was not forwarded to the local DHHS office. The adoption finalization for Child B occurred on November 17, 2020. The Chief Administrator provided an agency internal spreadsheet for my review.

DOCUMENT REVIEW:

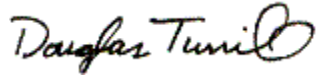
Agency Spreadsheet: The spread sheet documents that the adoption files of Child A and Child C were sent on the dates reported by the Chief Administrator.

Foster Child Files: The files of Child A, Child B, and Child C were reviewed and confirmed the dates of the finalization of adoptions.

APPLICABLE RULE	
R 400.12713	Adoption placement record.
	(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.
ANALYSIS:	The Chief Administrator acknowledged that the adoption files for Child A and Child C were sent to the local DHHS offices several months after one year deadline following the finalization of the adoptions. The Chief Administrator also acknowledged that the adoption file of Child B was not sent to the local DHHS office one year after the adoption was finalized.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan the recommendation is for continuance of the regular license.



June 16, 2022

Doug Turrill
Licensing Consultant

Date

Approved By:



June 28, 2022

Kari Muntean
Area Manager

Date