## **CORRECTIVE ACTION PLAN (CAP)**

## Michigan Department of Health and Human Services Division of Child Welfare Licensing

Facility Name		License #	Date
West MI Partnership for Children		CB410381414	6/6/2023
Type of Inspection			
⊠ Renewal/Interim	Special Investigation#		
Inspecting/Investigating consultant name			
Melinda Gubbins			
Michigan Department of Health and Human Services – Division of Ch	ild Welfare Licensing		
Address			
701 S. Elmwood, Ste. 11			
City		State	Zip Code
Traverse City		Mi	49684
Description of CAP (Optional)			

In response to the above noted licensing inspection/investigation, please accept the following corrective action plan to bring the facility into compliance with licensing rules.

CAP following Interim Inspection conducted on 6/1/23

Licensing Rule Violation	Is this subseq violatio the sa rule wi 2 year	complianc achievement this is a subsequer violation for same rule, exp why the previ	t. If nt the olain ous	Individual responsible for CAP implementation	Time frame for implementation	Plan for ongoing maintenance, including time frame	Date implemented or completed on
Type in the	Answe	This section		This section	This is the	This section is	This is the
licensing rule	r yes	reflects the		must note	date that	to report how	date that
number, policy	or no	immediate remed	ies	the persons	each CAP	your program will	documents
number, Contract	as to	or actions your		responsible	item was	ensure the items	when all of
or MISEP	whethe	<pre>program took/is</pre>		for	initially	in the Plan for	the CAP
violation in	r this	taking to corre	ct	implementing	implemented	Compliance	items have
this section.	is a	the violation.		the CAP, as	or is going	section are	been
I.e.,	repeat			relevant to	to be	completed and	completed in
	violatio	Keep information	n	the	implemented.	sustained. This	full. This
Rule 1 Resident	n in	concise.		violation	All items	is where you	could be the
Restraint	the last			and to each	must be	outline what	same as the
	two (2)	All items must	be	CAP item. Be	implemented	oversight is in	timeframe
Or	years.	concrete,		sure to	and	place to ensure	for
	This	measurable, and		include all	completed	ongoing	implementati
FOM 722-06b	include	verifiable.		persons	within a	compliance. This	on, but it
Family Team	s			responsible,	maximum of	might be	may be
Meetings	special	Make sure to st	ate	and not just	six (6)	implementation of	later. All
	investi	how you will		the Chief	months of	new policies/	items must
Or	gation	document each		Administrato	CAP	procedures,	be completed
	s and	item.		r. Just	submission.	increased	within a
MISEP 6.7	interim			their titles		supervision, new	maximum of
Maximum children	1	If documents ar		are needed.		tracking or audit	
in a foster home	renewa	referenced, make	е			tools, etc. These	of CAP
	1	sure to attach	to			items must also	approval.
	inspect	the email.				be concrete and	
	I					verifiable. Make	
	reports	If this is a				sure to state how	
	icpoits	repeat violation	n,			you will document	
	•	you must report				each item.	

F		why the previous CAP was unsuccessful in this section. Your CAP items above should address any deficiencies that prevented the previous CAP from being successful.			Dates should be included in this section if the proposed ongoing maintenance will cease at some point and not incorporated into everyday practice by facility/agency.	
Use the following rows for each additional violation in the same manner until all violations have a CAP.						
CPA Rule 400.12214 Compliance with 1975 PA 238	No	The onboarding checklist on WorkforceGo, WMPC's PEO software, has been updated to include the DCWL Clearance form/check. The onboarding checklist is completed by the hiring supervisor and WorkforceGo requires the onboarding checklist to be 100% complete before the employee is	Rhoda Kreuzer, Human Resources.	3/30/2023	The DCWL Check will remain on the onboarding checklist for all new hires after March 2023. HR audits employee files on a quarterly basis to ensure ongoing compliance. Any deficits are immediately remediated by HR.	

	1			-1	1	
		onboarded. HR				
		audits employee				
		files on a				
		quarterly basis to				
		ensure ongoing				
		compliance.				
CWCC Contract:	Yes	All WMPC agencies	Melissa	6/1/2023	Medical/Dental	
Attachment I.		began using the	Cottengim,		workgroup meets	
KPI: Medical-		Kent HLO to assist	Director of		monthly, added as	
Initial. At		with scheduling	Performance		a standing agenda	
least 85% of the		initial medical	and Quality		item. PQI team	
children		appointments for	Improvement		will track and	
supervised by		all youth entering			monitor each	
the Grantee will		care. =			initial medical	
have an initial					appointment,	
medical		WMPC and PAFC have			aggregate/analyze	
examination		also begun monthly			the data, and	
within 30 days		case conferences			present to the	
of removal.		for all missed			WMPC Network at	
		visits from the			least monthly.	
		prior month. WMPC			This will allow	
		plans to monitor			us to monitor the	
		the effect of this			effectivenes = of	
		process by			the HLO process	
		documenting the			in real time and	
		results of the			adjust the	
		case conference on			procedure based	
		an excel sheet,			on the data.	
		including				
		reason(s)				
		appointment was				
		missed and efforts				
		agency made.				
		Meeting notes will				
		be recorded on a				
		word template or				
		OneNote and				
		distributed to the				
		group at the end				
		of each meeting.				
	1		1	<u> </u>		

CWCC Contract:	Yes	A new procedure	Melissa	5/02/2023	Medical/Dental	
Attachment I.		was introduced	Cottengim,		workgroup meets	
KPI: Medical-		(May 2023) whereas	Director of		monthly, added as	
Periodic (Well		PAFC notifies WMPC	Performance		a standing agenda	
Child) / Yearly.		prior to missed	and Quality		item. PQI team	
Following an		visits to assist	Improvement		will track and	
initial medical		with barriers.	_		monitor each	
examination, at		WMPC and PAFC have			periodic medical	
least 95% of		also begun monthly			appointment,	
children		case conferences			aggregate/analyze	
supervised by		for all missed			the data, and	
the Grantee		visits from the			present to the	
shall receive		prior month. WMPC			WMPC Network at	
periodic medical		plans to monitor			least monthly.	
examinations and		the effect of this			This will allow	
screenings		process by			us to monitor the	
according to the		documenting the			effectiven of	
guidelines set		results of the			the HLO process	
forth by the APA		case conference on			in real time and	
and/or yearly		an excel sheet,			adjust the	
medical		including			procedure based	
examinations and		reason(s)			on the data.	
screenings.		appointment was				
		missed and efforts				
		agency made.				
		Meeting notes will				
		be recorded on a				
		word template or				
		OneNote and				
		distributed to the				
		group at the end				
		of each meeting.				
CWCC Contract:	Yes	A new procedure	Melissa	5/02/2023	Medical/Dental	
Attachment I.		was introduced	Cottengim,		workgroup meets	
KPI: Dental-		(May 2023) whereas	Director of		monthly, added as	
Initial. At		PAFC notifies WMPC	Performance		a standing agenda	
least 90% of		prior to missed	and Quality		item. PQI team	
children		visits to assist	Improvement		will track and	
supervised by		with barriers.			monitor each	
the Grantee		WMPC and PAFC have			initial dental	

results of the case conference on an excel sheet, including reason(s) appointment was missed and efforts agency made.  Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Foster Care Service Plans-Timely Case Plans At least 95% of children supervised by the Grantee shall have an initial at the state of		<u> </u>	documenting the				
case conference on an excel sheet, including reason(s) appointment was missed and efforts agency made.  Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Yes Review of KPIs/Best Bailey, Service Plans-Timely Case Plans-Timely Case Plans Sub Committee as a At least 95% of children supervised by the Grantee shall have an initial to the substitute of the supervised by the Grantee shall have an including to the supervised by the			_				
an excel sheet, including reason(s) appointment was missed and efforts agency made.  Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Foster Care Service Plans- Timely Case Plans Sub Committee as a at least 95% of children supervised by the Grantee shall have an issistal.  At least 95% of children specified with the state of the group to service shall have an issistal.							
including reason(s) appointment was missed and efforts agency made.  Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Yes Review of KPIs/Best Bailey, Fractices has been Timely Case Plans—Timely Case Plans—Sub Committee as a added to the EMT Sub Committee as a standing agenda item. The meeting occurs monthly and the Grantee shall have an institic!  sinciple including reason(s) appointment was missed and efforts agency made.  Krystle 7/1/2023 EMT Subgroup will document meeting notes including insights from the Coare data review and best practices.  Meeting notes are documented and distributed to the group to							
reason(s) appointment was missed and efforts agency made. Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Foster Care Service Plans- Timely Case Plans At least 95% of children supervised by the Grantee shall have an initial  reason(s) appointment was missed and efforts agency made. Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Krystle Bailey, Manager of Care Coordination Care Coordination  .  Coordination Dest practices. Meeting notes are documented and distributed to the group to			· ·				
appointment was missed and efforts agency made.  Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Foster Care Service Plans- Timely Case Plans At least 95% of children supervised by the Grantee shall have an initial			_				
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agency made.  Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Yes Review of KPIs/Best Bailey, Manager of Service Plans-Timely Case Plans Timely Case Plans Sub Committee as a Standing agenda item. The meeting occurs monthly and has representation shall have an initial							
Meeting notes will be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Yes Review of KPIs/Best Bailey, Manager of Care Sub Committee as a Standing agenda item. The meeting supervised by the Grantee shall have an initial.  Meeting notes will be recorded on a word template or OneNote and distributed to the group to supervised on a word template or OneNote and distributed to the group to supervised on the group to supervised by the Grantee shall have an initial.							
be recorded on a word template or OneNote and distributed to the group at the end of each meeting.  Children's Yes Review of Krystle 7/1/2023 EMT Subgroup will document meeting notes including notes including insights from the data review and has representation from WMPC and all							
word template or OneNote and distributed to the group at the end of each meeting.  Children's Foster Care Service Plans- Timely Case Plans At least 95% of children supervised by the Grantee shall have an initial			_				
OneNote and distributed to the group at the end of each meeting.  Children's Yes Review of Krystle 7/1/2023 EMT Subgroup will document meeting notes including notes including insights from the data review and has representation shall have an initial.							
distributed to the group at the end of each meeting.  Children's Yes Review of Krystle Bailey, Manager of Care Plans-Timely Case Plans Sub Committee as a Standing agenda item. The meeting occurs monthly and the Grantee shall have an initial.			-				
group at the end of each meeting.  Children's Yes Review of Krystle 7/1/2023 EMT Subgroup will document meeting Manager of Practices has been added to the EMT Sub Committee as a Standing agenda item. The meeting occurs monthly and the Grantee shall have an initial.							
Children's Yes Review of Krystle 7/1/2023 EMT Subgroup will document meeting notes including notes including insights from the group to							
Children's Yes Review of Krystle 7/1/2023 EMT Subgroup will document meeting notes including insights from the data review and best practices.  Sub Committee as a standing agenda children supervised by the Grantee shall have an initial.  Review of Krystle 7/1/2023 EMT Subgroup will document meeting notes including insights from the Care Coordination addata review and best practices.  Coordination Meeting notes are documented and distributed to the group to							
Foster Care Service Plans- Timely Case Plans At least 95% of children supervised by the Grantee shall have an initial							
Service Plans- Timely Case added to the EMT Care Plans Sub Committee as a Sub Committee as a Standing agenda children supervised by the Grantee shall have an initial standing agenda added to the EMT Coordination added to the EMT Coordination care insights from the Coordination data review and best practices.  Manager of Care insights from the Coordination data review and best practices.  Meeting notes are documented and distributed to the group to		Yes	Review of	Krystle	7/1/2023	EMT Subgroup will	
Timely Case  Plans  At least 95% of children supervised by the Grantee shall have an initial added to the EMT  Care  Coordination  Meeting notes are documented and distributed to the group to			KPIs/Best			document meeting	
Plans At least 95% of children supervised by the Grantee shall have an initial Sub Committee as a standing agenda item. The meeting occurs monthly and has representation from WMPC and all			Practices has been	Manager of		notes including	
At least 95% of children supervised by the Grantee shall have an initial standing agenda coordination . Standing agenda item. The meeting occurs monthly and has representation from WMPC and all coordination . Standing agenda . Meeting notes are documented and distributed to the group to	_		added to the EMT	Care		insights from the	
children supervised by the Grantee shall have an initial  item. The meeting occurs monthly and has representation from WMPC and all  best practices.  Meeting notes are documented and distributed to the group to			Sub Committee as a	Coordination		data review and	
supervised by occurs monthly and the Grantee shall have an from WMPC and all			standing agenda			best practices.	
the Grantee has representation shall have an from WMPC and all the group to			item. The meeting			Meeting notes are	
shall have an from WMPC and all the group to			occurs monthly and			documented and	
initial from WMPC and all the group to			has representation			distributed to	
'initial			from WMPC and all			the group to	
PAFCs The purpose     share information			PAFCs. The purpose			share information	
service plan of this agenda and best	_					and best	
completed within item is to allow practices within	_		item is to allow			practices within	
30 days of entry into foster care for requar review the network.			for regmar review			-	
and of metrics and			<b>1</b>				
quarterly dissemination of			dissemination of				
thereafter in best practices.	<u> </u>		best practices.				
accordance with							
the guidelines in							
FOM							

Children's	Yes	Review of	Krystle	7/1/2023	EMT Subgroup will	—
Foster Care	162	KPIs/Best	Bailey,	,,1,2023	document meeting	
Timely Case		Practices has been	Manager of		notes including	
Service Plan		added to the EMT	Care		<b>J</b>	
Approvals					insights from the	
At least 95% of		Sub Committee as a	Coordination		data review and	
children		standing agenda	•		best practices.	
supervised by		item. The meeting			Meeting notes are	
the Grantee		has representation			documented and	
shall have a		from WMPC, all			distributed to	
case		five PAFCs, and X			the group to	
service plan		and meetings			share information	
approved within		bimonthly. The			and best	
14 days of case		purpose of this			practices within	
worker		agenda item is to			the network.	
submission to		allow for regular				
the		review of metrics				
supervisor for		and dissemination				
review (FOM 722-		of best practices.				
09 Policy).		_				
All	Yes	PAFC and WMPC	Melissa	6/15/2023	Director meetings	
subcontractor		directors meet bi-	Cottengim,		occur bimonthly	
CAPs must be		weekly. A	Director of		via Teams and	
reviewed and		standing agenda	Performance		minutes of the	
approved by the		item of (	and Quality		meeting are	
Grantee prior to		updates has been	Improvement		recorded and	
submitting to		added as a			distributed to	
DCWL.		reminder for			participants at	
		directors to send			the end of each	
		any CAPs to WMPC			meeting.	
					mee criig.	
		prior to DCWL.				

Corrective Action Plans must be signed by the Chief Administrator.

The Chief Administrator must sign the initial corrective action plan (required).

Signature Soma Sportman	Title Chief Executive Officer	Date 6/22/23 6/29/23
Signature	Title	Date

Signature	Title	Date					
Signature	Title	Date					
Please accept my signature as confirmation this corrective action plan has been fully implemented. (Must be signed by the Chief Administrator).							
Signature	Title	Date					
CA re-signs when fully implemented	Include title	Pe-signed					