



Michigan Supreme Court

State Court Administrative Office

Trial Court Services Division

Michigan Hall of Justice

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Jennifer Warner
Director

MEMORANDUM

DATE: April 27, 2016

TO: Circuit Court Administrators
Family Division Administrators
Juvenile Registers
Juvenile Court Operated Residential Facilities

FROM: Noah A. Bradow, Management Analyst

RE: Clarification of DHHS Memo Regarding MiSACWIS Reporting of Seclusion and Restraint Incidents for Court-Operated Facilities

On February 10, 2016, the Department of Health and Human Services (DHHS) issued a memo addressed to both child caring institutions and court-operated residential facilities informing them that the Juvenile Justice On-Line Technology (JJOLT) system was no longer available to report restraint and seclusion information. Those who entered this information into JJOLT will now be required to use MiSACWIS.

Upon issuance of the memo, SCAO received concerns from court-operated facilities regarding the required use of MiSACWIS to report this information. We have addressed these concerns with DHHS and have issued this memo to clarify that court-operated facilities are not required to report restraint and seclusion information in MiSACWIS. While the memo was addressed to both child caring institutions and court-operated facilities, the language of the memo requires only child caring institutions to use MiSACWIS to report this information. However, court-operated facilities may enter the information if they so desire. If so, please see the DHHS memo regarding MiSACWIS access, as well as seclusion and restraint incident reporting instructions.¹

Please contact Noah A. Bradow at bradown@courts.mi.gov or 517-373-2451 with any questions.

¹ The DHHS memo is attached for your convenience.



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LANSING

RICK SNYDER
GOVERNOR

NICK LYON
DIRECTOR

MEMORANDUM

DATE: February 10, 2016

TO: Child Caring Institutions and Court Operated Residential Facilities
Approved Governmental Units

FROM: Christine Rehagen, Director, Division of Child Welfare Licensing

SUBJECT: CCI Letter 2016-01: Reporting Seclusion and Restraint in MiSACWIS

This memo updates previous information on reporting requirements for seclusions and restraints. The Juvenile Justice On-Line Technology (JJOLT) system is no longer available and the seclusion and restraint reporting mechanism is now in Michigan Statewide Automated Child Welfare Information System (MiSACWIS).

All Child Caring Institutions (CCIs) are required to enter seclusion/restraint incident reports in MiSACWIS if either seclusion and/or restraints are used in the facility. (CCI-COF Letter 2013-1). Incident reporting in MiSACWIS is required beginning February 19, 2016, for facilities who have not already implemented this requirement. This timeframe allows facilities to submit the required MiSACWIS Security Agreement: Non-MDHHS Employee (DHS-815), if not already completed. Exception: For those programs not using seclusion/restraints, notification of such must be sent to Carol Slottke at slottkec1@michigan.gov, with a copy to your licensing consultant by February 19, 2016, to be exempt from the seclusion/restraint reporting requirement.

Please refer to the following MiSACWIS resources to obtain MiSACWIS access and seclusion/restraint incident reporting instructions:

- Instructions on how to gain access the MiSACWIS program and enter seclusion and restraint information for your facility can be found at the MiSACWIS Training Web page: www.michigan.gov/misacwistraining under the heading, Child Caring Institutions. If you are a first time MiSACWIS user, begin with **Security Training**.
- The **Getting Started Guide-Seclusion and Restraint Users** provides an overview of how to access and complete the seclusion/restraint incident reporting requirements. Please note: the MiSACWIS Incident Report has multiple uses however the "Getting Started Guide" has streamlined instructions for documenting the seclusion/restraint requirements.
- The Seclusion and Restraint Reporting webinar presentation provides step by step instructions for MiSACWIS users reporting seclusions/restraints.
- MiSACWIS related questions should be referred to the MiSACWIS Help Desk: 855-659-6599.

The MiSACWIS Security Agreement: Non-MDHHS Employee (DHS-815) can be obtained by contacting your Division of Child Welfare Licensing (DCWL) licensing consultant or Carol Slottke at slottkec1@michigan.gov. If your facility does not have an identified MiSACWIS "Authorized Requestor", please send the completed DHS-815 to Carol Slottke.