

March 4, 2025

Tamara Hillstrom, Authorized Agent  
A Family Journey  
3445 Girard Avenue S  
Minneapolis, MN 55408

License Number 1035644 (Child Placing Agency)

## CORRECTION ORDER

Dear Ms. Hillstrom:

On February 4, 2025, a Department of Human Services (DHS) licensor conducted a licensing review at your facility located at 3445 Girard Avenue S, Minneapolis, MN 55408. As a result of this visit, DHS determined that you are in violation of one of the child placing agency rules and statutes. As a result, DHS is issuing this order which requires you to take the correction action as described below. Details of our findings are provided below. Our next steps and your options are also detailed.

### LICENSING VIOLATIONS

DHS determined that your program failed to follow licensing rules and statutes, as described below.

#### Adoption File 2

Violation: A home study update in adoption file 2 was approved on October 17, 2024, without a new DHS application or individual fact sheets, as required.

Rule Violated: Minnesota Rules, part 9545.0835, subpart 2.

Corrective Action Required: Submit documentation to your licensor within 30 days from when you received this order explaining how you plan to ensure ongoing compliance.

### RECOMMENDATIONS

The following recommendations are not requirements of the licensing rules and statutes that govern your services or facility. DHS has provided the recommendations below to call your attention to areas where your facility is in minimum compliance with the requirements of applicable rules or statutes. DHS recommends that you comply with the following recommendations to ensure that you continue to meet the requirements of applicable licensing rules and statutes.

Your failure to follow these recommendations will not result in a fine or action against your license at this time. However, should your failure to follow these recommendations result in a violation of rules or laws at a future date, you will be cited for noncompliance and DHS could issue a fine or other licensing action.

1. Recommendation: Upon review of the agency's notice of re-inspection documentation, the agency submitted three new financial audits since the last review. They included audits for fiscal years ending in 2019, 2020, and 2023). Although the agency submitted new audits, the audits were not in chronological order and failed to include fiscal years ending 2021 and 2022, indicating annual compliance. The agency must ensure annual compliance by the next review.

Effective July 1, 2025, agencies may submit a financial review rather than a certified audit.

Statute: Minnesota Statutes, section 245A.04, subdivision 10, item 4.

2. Recommendation: Upon review of the adoptive family file, it was noted that the agency was tracking background studies separately from the home study updates. When completing a home study update, a new application, individual fact sheets, and new background studies are required.

Statute: Minnesota Statutes, section 259.41, subdivision 4.

Rule: Minnesota Rules, part 9545.0835, subpart 2.

## **YOUR RIGHT TO REQUEST RECONSIDERATION**

You have the right to request reconsideration of this order in writing. Your request must:

1. Specify the parts of the correction order that are alleged to be in error;
2. Explain why they are in error; and
3. Include documentation to support the allegation of error.

If you are mailing your request, it must be received by DHS within 20 calendar days from when you received this order. If you do not meet this deadline, you lose your right to request reconsideration. The timeline to appeal began when you received this order. Please send it to:

Commissioner, Department of Human Services  
Office of Inspector General  
Legal Counsel's Office  
Attn: Licensing Legal Unit  
PO Box 64953  
St. Paul, MN 55164-0953

If your request is being personally delivered, it must be received by DHS within 20 calendar days from when you received this order. Please bring it to:

Commissioner, Department of Human Services  
Office of Inspector General

Tamara Hillstrom, Authorized Agent

March 4, 2025

Page 3

Legal Counsel's Office  
Attn: Licensing Legal Unit  
444 Lafayette Road North  
St. Paul, MN 55155

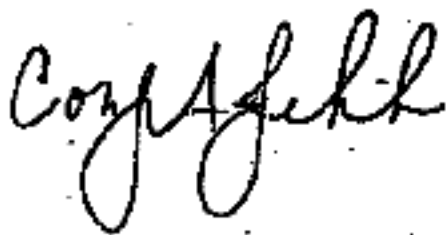
### Legal authority for this licensing action

- This action is taken under Minnesota Statutes, section 245A.06, subdivision 1.
- This child placing agency must maintain compliance with the licensing statutes and rules, specifically Minnesota Rules, 9545.0755 through 9545.0845; Minnesota Statute, section 245A.04 subdivision 10; Minnesota Statutes, section 245.03; and Minnesota Statute, section 259.37, subdivision 2.
- The timeline to request reconsideration of the order is provided in Minnesota Statutes, section 245A.06, subdivision 2.

### Questions

If you have any further questions regarding this matter, you may contact Melissa Maile, Licensing Consultant, at 651-431-4611.

Sincerely,

A handwritten signature in black ink, appearing to read "Cory Jelinek". The signature is written in a cursive, flowing style.

Cory Jelinek, Foster Care Licensing Supervisor  
Licensing Division  
Office of Inspector General