



WRAPAROUND MILWAUKEE 2012 POLICIES & PROCEDURES

Subject	Policy No.	Date Issued	Last Revision	Revised By	Effective Date
Access to Protected Health Information	046	8/1/03	3/24/10	MG	1/1/11
Administrative Review Board	019	1/1/12	11/15/11	MG/MF	1/1/12
After School Programs	051	8/15/05	11/16/11	WA	1/1/12
Care Coordinator Changes	006	9/1/98	12/9/10	DT	1/1/11
Care Coordinator Qualifications and Responsibilities	003	9/1/98	1/3/12	MJM	1/1/12
Care Coordination Supervisor Responsibilities	001	9/1/98	1/5/12	MJM	1/1/12
Caregiver Background Checks	057	1/1/07	11/18/11	PE	1/1/12
Change of Address - REACH/O-YEAH	031	1/1/09	10/7/10	SK/OF	1/1/11
Change of Placement	005	9/1/98	11/22/11	DT/AH	1/1/12
Client Chart Format	007	6/16/99	11/17/11	PE	1/1/12
Client Contact	032	8/10/04	11/16/11	PE	1/1/12
Client Rights	042	9/18/02	5/20/11	MG	1/1/12
Complaint / Grievance Process	008	9/1/98	7/20/11	MG	1/1/12
Confidentiality / Exchange of Information	009	9/1/98	7/22/11	PE/MG	1/1/12
Conflict Resolution	010	9/1/98	11/12/10	MJM	1/1/11
Consent/Acknowledgement and Authorization Forms	011	9/1/98	11/11/11	PE	1/1/12
Court Appearances	012	9/1/98	6/15/11	LCB	1/1/12
Crisis Stabilization/Supervision Services	036	10/3/02	11/16/11	PE	1/1/12
Critical Incident Reporting	014	9/1/98	8/23/11	MG	1/1/12
Cultural Competency / Diversity	033	2/15/01	6/6/08	PE	1/1/09
Day Treatment Prior-Authorization	045	5/31/03	11/10/11	DT	1/1/12
Discretionary Funds	015	9/1/98	9/1/10	PE	1/1/11
Disenrollments	016	9/1/98	10/6/11	DT	1/1/12
Dress Code	040	7/31/02	11/30/10	MJM	1/1/11
Electronic Signatures in Synthesis	056	4/3/06	11/18/10	AH	1/1/11
Employment Preparation and Placement Services	055	4/1/11	11/16/11	WA	1/1/12
Enrollment Criteria - Project O-YEAH	069	1/1/11	12/17/10	OF	1/1/11
Enrollment Criteria - REACH	049	9/9/08	12/8/10	SK	1/1/11
Enrollment Criteria - Wraparound	017	9/1/98	11/17/11	DT	1/1/12
Ethics and Boundaries	053	10/19/05	5/1/11	PE	1/1/12
Evaluation Data Requirements	026	9/1/98	9/8/11	PE	1/1/12
Family Support Services (MCFI)	018	9/1/98	11/18/11	PE	1/1/12
Fraudulent Activity	066	11/1/09	5/1/11	PE	1/1/12
Guardianship - Signatures Required	020	9/1/98	6/15/09	DT	1/1/10
Guardianship - Temporary	021	9/1/98	11/15/11	DT	1/1/12

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Subject	No.	Issued	Revision	By	Date
High Risk Youth Review	023	4/25/01	10/28/08	SG	1/1/09
Identification Badges	024	9/1/98	8/5/10	DDJ	1/1/11
In-Home Therapy	025	9/1/98	11/15/11	PE	1/1/12
Mandatory Reporting	034	6/21/01	5/20/11	MG	1/1/12
Mentoring	039	2/1/03	10/11/11	PE	1/1/12
Minimum Necessary Access to Client Information	044	5/21/03	5/17/11	MG	1/1/12
Mobile Urgent Treatment Team (MUTT)	027	9/1/98	6/15/09	CM	1/1/10
Monitoring of Provider Sanctions and Complaints	002	11/15/07	10/2/09	WA	1/1/10
Notice of Action to Enrollees	058	10/1/06	5/20/11	PE	1/1/12
Out-of-Home Care Authorizations	004	9/1/98	11/17/11	MJM/DT	1/1/12
Out-of-Network Services	041	7/31/02	5/25/11	WA	1/1/12
Parent Assistance Services	048	7/15/03	10/10/11	PE	1/1/12
Plan of Care (POC)	028	9/1/98	12/28/11	MJM/PE	1/1/12
Privacy Practices	047	8/1/03	10/8/09	MG	1/1/10
Progress Notes	037	9/1/02	11/16/11	PE	1/1/12
Provider Add/Drop	035	1/1/12	11/10/11	WA	1/1/12
Provider Agency Responsibilities and Guidelines	054	11/7/05	11/11/11	WA	1/1/12
Provider Applicant Right to Request Information	059	11/15/07	10/2/09	WA	1/1/10
Provider Credentialing	060	11/15/07	11/10/11	WA	1/1/12
Provider Credentialing Committee	061	11/15/07	12/7/10	WA	1/1/11
Provider Credentialing Confidentiality	062	11/15/07	5/25/11	WA	1/1/12
Provider Non-Discrimination Policy	063	11/15/07	7/19/11	WA	1/1/12
Provider Paper Claims Processing/Appeal System	065	6/1/09	11/17/11	JF	1/1/12
Provider Referral Form	038	8/20/02	10/7/11	WA	1/1/12
Psychiatric Hospital Admissions	022	6/21/01	6/8/06	MJM/CM	1/1/07
Recreation Programs	052	8/15/05	9/8/11	WA	1/1/12
Reporting of Provider Network Practitioner Sanctions	064	7/1/07	10/10/11	WA	1/1/12
Requests for Court Revisions/Extensions	013	9/1/98	11/28/11	LCB	1/1/12
Service Authorization Request (SAR)	030	9/1/98	11/18/11	JF	1/1/12
Shelter Care and Stabilization Centers	043	7/9/04	5/17/11	LCB	1/1/12
Transition Specialist Qualifications/Responsibilities	068	1/1/11	12/14/10	OF	1/1/11
Transportation Services	029	9/16/02	11/15/11	JF	1/1/12
Tutoring Services	050	7/15/03	10/10/11	PE	1/1/12
Use of Restraints / Seclusion	067	1/1/10	10/7/11	PE	1/1/12