

 WRAPAROUND MILWAUKEE Policy & Procedure	Date Issued: 1/1/12	Reviewed: 10/24/11 By: MG/MF Last Revision: 11/15/11	Section: ADMINISTRATION	Policy No: 019	Pages: 1 of 2
	<input checked="" type="checkbox"/> Wraparound <input type="checkbox"/> Wraparound-REACH <input type="checkbox"/> FISS <input type="checkbox"/> Project O-Yeah	Effective Date: 1/1/12	Subject: ADMINISTRATIVE REVIEW BOARD (ARB) HEARINGS		

I. POLICY

In cooperation with Milwaukee County Delinquency and Court Services (DCS), it is the policy of Wraparound Milwaukee to schedule and conduct Administrative Review Board (ARB) hearings for all youth enrolled on Delinquency- or JIPS-only court orders. If a youth has a concurrent CHIPS order, the Bureau of Milwaukee Child Welfare assumes the legal responsibility for conducting the ARB hearing.

In compliance with Wisconsin Statute 48.38(5) requirements, ARB hearings are scheduled at six (6) month intervals for youth in any type of out-of-home placement.

II. PROCEDURE

- A. When a youth is initially placed in a legal out-of-home placement, a Meeting Type of ARB-Tentative is entered on the Scheduling tab for six (6) months from the INITIAL out-of-home placement date.
 1. While the first ARB meeting is not scheduled until a Legal Change of Placement to out-of-home care is done, any time the youth had spent in any temporary out-of-home care is included in calculating the 6-month review date. For example, if a youth moves from home, is placed in Detention for 2 months and then is placed in a group home, the initial ARB review will be scheduled for 6 months from the date of the placement in Detention. However, runaway days are not considered when determining the initial out-of-home date.
 2. For youth in out-of-home care at enrollment (whether a temporary or legal placement), DCS staff will inform Wraparound Milwaukee of the initial out-of-home date for ARB purposes.
- B. If a youth moves home prior to the tentative ARB date, the ARB-Tentative entry is deleted from the Scheduling tab after confirmation of the move. Confirmation is done via Progress Note entries or calls to the care coordinator.
- C. Forty-five (45) days prior to the ARB date, letters are sent to the youth, parent/guardian, probation officer, care coordinator and placement provider to notify them of the scheduled meeting. Each party also receives a Report Form that can be completed for review at the hearing if they are unable to attend. The Meeting Type on the Scheduling tab is updated from ARB-Tentative to ARB-Confirmed.
- D. The Wraparound Care Coordinator is responsible for completing a Permanency Plan Review Report on Synthesis. The Report must be completed and approved at least seven (7) calendar days prior to the ARB date.
- E. Care Coordinator must submit school records at the time of the scheduled ARB for any youth enrolled more than six weeks into an educational setting.
- F. Care Coordinator attendance is required at each ARB meeting, as these are legal court hearings. If a care coordinator is unable to attend, the Supervisor or Lead Worker should provide coverage.

- G. After the ARB hearing, a Summary of Plan Review Report and a copy of the Permanency Plan Report are filed with the Court. Copies of these documents are also mailed to the youth, parent/guardian, probation officer, care coordinator and placement provider.
- H. The Synthesis Scheduling tab is updated to reflect attendance at the ARB, and another tentative ARB meeting is entered for six (6) months after the ARB date.

III. SPECIAL CIRCUMSTANCES

- A. If a youth moves home prior to a scheduled ARB hearing, the hearing can be cancelled after confirmation that the move has occurred. An email will be sent to the care coordination and probation officer. The care coordinator is responsible for notifying the youth and family that the meeting has been cancelled.
- B. If a youth disenrolls from Wraparound prior to a scheduled ARB hearing, Wraparound Milwaukee is still responsible for holding the ARB, since Wraparound was the legal party that sent the hearing notices.
 - 1. An exception to this rule is youth disenrolled to the Department of Corrections (DOC). Once the child moves to the DOC placement, the Department of Corrections assumes responsibility for ARB hearings.
- C. If a youth turns 18 during enrollment, ARB hearings are no longer required.

Reviewed & Approved By: Bruce Kamradt
Bruce Kamradt, Director