

 <b>WRAPAROUND MILWAUKEE Policy &amp; Procedure</b>	Date Issued:  9/1/98	Reviewed: <b>10/5/12</b> By: <b>LCB</b> Last Revision: <b>10/19/12</b>	Section:  <b>LIAISONS</b>	Policy No:  <b>012</b>	Pages:  <b>1 of 1</b> (2 Attachments)
	<input checked="" type="checkbox"/> Wraparound <input checked="" type="checkbox"/> Wraparound-REACH <input type="checkbox"/> FISS <input checked="" type="checkbox"/> Project O-Yeah	Effective Date:  <b>1/1/13</b>	Subject:  <b>COURT APPEARANCES</b>		

**I. POLICY**

It is the policy of Wraparound Milwaukee that Care Coordinators be prepared for and present in a professional and knowledgeable manner at all Court hearings. New Care Coordinators must be accompanied by either their Supervisor, a Lead Care Coordinator, or a member of the Wraparound Milwaukee Management Team for all court appearances for the first six months of their employment. After that time period, Supervisors are expected to determine, through frequent performance reviews, which Care Coordinators are prepared to make competent presentations to the Court alone. However, it is highly recommended that all Care Coordinators be accompanied by a Lead or Supervisor during all Court hearings.

**II. PROCEDURE**

- A. Prior to court appearances, whenever there is an unresolved legal issue, the Care Coordinator should request, and then facilitate, a pre-court conference. This conference should include all legal parties and Child & Family Team members.
- B. When appearing in Court, all Care Coordinators must identify themselves to the Court as Wraparound Milwaukee employees. (It has caused confusion among Court employees when Care Coordinators identify themselves by Agency rather than as Wraparound Milwaukee staff.) Each Wraparound representative should also state their role with Wraparound (i.e., Supervisor, Lead, Care Coordinator, Mentor, etc.).
- C. When appearing in Court, all Wraparound Milwaukee personnel must dress in appropriate, professional attire (*see Dress Code Policy #040*).
- D. When appearing in Court, all cell phones, pagers and portable electronic devices must be turned off or set to silent.
- E. Wraparound Milwaukee Care Coordinators must present a written report to the Court for every Court appearance. This should either be in the form of a Wraparound Milwaukee CHILDREN’S COURT ORDER PROGRESS REPORT (*see Attachment 1*) or a Wraparound Milwaukee REQUEST FOR REVISION AND/OR EXTENSION OF DISPOSITIONAL ORDER (*see Attachment 2 & Policy #013 – Court Extensions*). **With rare exceptions, Court Letters must be written by the Care Coordinator and approved by the Court Liaison at least seven (7) business days prior to the Court hearing. Failure to have these letters written, or to have them written within these time frames, will result in an administrative penalty of \$125 per occurrence. Copies of the final Court Letter should be shared with ALL Team Members and Court Personnel at least 48 working hours prior to the Court date.**
- F. During court appearances, the Care Coordinator must be prepared to verbally present supplemental information to the court to enable the court to make a fully informed decision. This verbal presentation should include further explanation of information about the youth and family, further explanation about information in the court report and updated information not available at the time the court report was written. This verbal presentation should also include Care Coordinator requests to be heard by the court, to be allowed to provide information to the court, or to request a sidebar or Judge’s Chambers conference, as appropriate.
- G. Care Coordinators must provide a copy of the Docket Sheet to the Wraparound Milwaukee Liaison within seven (7) days of every court hearing. Care Coordinators must also provide a copy of the Temporary Physical Custody Order (TPC) to the WM Liaison within seven (7) days of any court hearing that removes a youth from the home of their parent or guardian.
- H. If you need assistance or have any questions related to court appearances, you may contact your assigned Wraparound Milwaukee Liaison.

Reviewed & Approved by: Bruce Kamradt  
Bruce Kamradt, Director

**WRAPAROUND MILWAUKEE  
Court Appearances Policy  
Attachment 1**

*(Date)*

**The Honorable** *(Judge's full name here)*  
**Milwaukee County Children's Court Center**  
**10201 W. Watertown Plank Road**  
**Wauwatosa, WI 53226**

**Dear Judge** *(name)*:

**RE: Children's Court Order Progress Report**

**Court No:**

**Case Type:** *(CHIPS or Delinquent or JIPS)*

**Order Expires:**

**Child's Name:**

**Birthdate:**

**Age:**

**Caretaker** *(name & relationship)*:

**Address:**

**Phone:**

**Mother:**

**Address:**

**Phone:**

**Father:**

**Address:**

**Phone:**

**Wraparound Milwaukee, under contract with** *(Delinquency Management Services and/or the Bureau of Milwaukee Child Welfare)* **is providing this report to the Court for its consideration in the matter currently in front of this court.**

- I. Public Safety:** *This should include (but is not limited to) summary (with detail as needed) of Wraparound Milwaukee's Safety Plan. State the risk of the action you are*

*requesting, or the plan you are describing. Explain how we will provide control for that risk. Define how Community/Public Safety is provided (how we will meet the community's safety needs). Address issues of the Child & Family Team regarding the placement, the school, the police and the community.*

**II. Accountability:** *Define the child's reintegration plan. What actions are the child (specifically), any members of the child's family that are specifically addressed in the court order, and the Child & Family Team planning and executing to satisfy court-ordered conditions. What progress has been achieved toward this satisfaction? State how we will meet the victim's (if applicable) safety and service needs. What actions/activities are prepared for the child to perform in the home, school and community? What has occurred that now enables this child to do what is acceptable in the community?*

**III. Current Situation/Competencies:** *(This should contain 2 to 3 paragraphs). Description of current situation should include the competencies and skills gained by the child and family. It should include progress toward meeting treatment needs, fulfillment of court-ordered conditions, the supports and services Wraparound Milwaukee has provided and the outcomes of those services.*

**Wraparound Milwaukee respectfully requests that the Court consider this information in the process of the current judicial review.**

**Signatures:**

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Care Coordinator

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Care Coordinator Supervisor

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Care Coordination Agency

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Wraparound Milwaukee Liaison

**WRAPAROUND MILWAUKEE**  
**Court Appearances Policy**  
**Attachment 2**

(Date)

**The Honorable** (*Judge's full name here*)  
**Milwaukee County Children's Court Center**  
**10201 W. Watertown Plank Road**  
**Wauwatosa, WI 53226**

**Dear Judge** (*name*):

**RE: Request for Revision (and/or) Extension of Dispositional Order**

**Court No:** \_\_\_\_\_ **Case Type:** (*CHIPS or Delinquent or JIPS*)

**Order Expires:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Caretaker** (*name & relationship*): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Mother:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Father:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**In the interest of** (*Child's Name*), **a person under the age of 18:**

**A Petition for** (*Revision/Extension, whatever is appropriate*) **is being filed in Milwaukee County Children's Court. Wraparound Milwaukee, under contract with** (*Delinquency Management Services and/or the Bureau of Milwaukee Child Welfare*) **is providing this report to the Court for its consideration in this matter.**

- I. Public Safety:** *This should include (but is not limited to) summary (with detail as needed) of Wraparound Milwaukee's Safety Plan. State the risk of the action you are requesting.*

*Explain how we will provide control for that risk. Define how Community/Public Safety is provided (how we will meet the community's safety needs). Address issues of the Child & Family Team regarding the placement, the school, the police and the community.*

**II. Accountability:** *Define the child's reintegration plan. What actions are the child (specifically), any members of the child's family that are specifically addressed in the court order, and the Child & Family Team planning and executing to satisfy court-ordered conditions. What progress has been achieved toward this satisfaction? State how we will meet the victim's (if applicable) safety and service needs. What actions/activities are prepared for the child to perform in the home, school and community? What has occurred that now enables this child to do what is acceptable in the community?*

**III. Current Situation/Competencies:** *(This should contain 2 to 3 paragraphs). Description of current situation should include the competencies and skills gained by the child and family. It should include progress toward meeting treatment needs, fulfillment of court-ordered conditions, the supports and services Wraparound Milwaukee has provided and the outcomes of those services.*

**Based upon the information contained in this report, Wraparound Milwaukee is recommending (state your recommendation). Wraparound Milwaukee requests that the Court consider this information in the process of its judicial determination of the (Revision/Extension) of the current (Delinquent/JIPS/CHIPS) order.**

**Signatures:**

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Care Coordinator

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Care Coordinator Supervisor

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Care Coordination Agency

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Wraparound Milwaukee Liaison