

 WRAPAROUND MILWAUKEE Policy & Procedure	Date Issued: 9/1/98	Reviewed: 10/5/12 By: LCB Last Revision: 10/19/12	Section: LIAISONS	Policy No: 013	Pages: 1 of 2 (1 Attachment)
☒ Wraparound ☐ Wraparound-REACH ☐ FISS ☐ Project O-Yeah	Effective Date: 1/1/13	Subject: REQUESTS FOR COURT REVISIONS / EXTENSIONS			

I. POLICY

It is the policy of Wraparound Milwaukee to provide written Court Reports as required under Wisconsin State Statutes 48.33 and 48.38. This policy further serves the purpose of providing for the continuation of services by Wraparound Milwaukee in cases for which it is deemed appropriate.

II. PROCEDURE

A. Revision/Extension of a CHIPS Order.

1. The Child and Family Team (including the Bureau of Milwaukee Child Welfare Case Manager) have met on at least a monthly basis prior to the expiration of the Court Order, and have agreed that it is in the youth's best interest to request a Revision and/or Extension of the Court Order.
2. The Care Coordinator submits this request addressed to the Court in the form of a REQUEST FOR REVISION AND/OR EXTENSION OF DISPOSITIONAL ORDER (*see Attachment*) to their Supervisor within 10 days after this final decision to request a Revision has been made. This letter must address all questions/concerns contained in the court letter outline
3. The Care Coordinator and their Supervisor must review the Court Letter and revise it as needed. The Care Coordination Supervisor then approves the letter in Synthesis, which sends it to the Wraparound Milwaukee Liaison for review or revision. If revisions are needed, it is returned to the Care Coordination Supervisor, who must then facilitate revisions and ensure that the letter is re-submitted until it is approved by the WM Liaison. An approved letter must be entered in Synthesis no later than seven (7) **business** days prior to any court hearing.
4. The WM Liaison submits the final approved copy to the assigned BMCW Case Manager and the BMCW Supervisor. This is accompanied by a Cover Memo requesting the BMCW to do one of the following and then to inform the WM Care Coordinator of the court date as soon as it is known:
 - a. Submit the letter, with their signatures added, to their Court Liaison to have their Court Liaison write the Petition and schedule the Court Date.
 - b. Attach the Wraparound letter to their own Court Letter and then submit it to their Court Liaison to write the Petition and schedule the Court date.
 - c. Contact the WM Liaison immediately, if they are not in agreement with the letter.
5. **Court Letters not submitted within this required timeframe must be distributed to all legal parties by the Care Coordinator or Supervisor after all reviews are completed.**

B. Revision/Extension of a Delinquent Order.

1. The Child and Family Team (including the Probation Officer) have met on at least a monthly basis prior to the expiration of the Court Order, and have agreed that it is in the youth's best interest to request a Revision/Extension of the Court Order.
2. The Care Coordinator submits the request in the form of a REQUEST FOR REVISION AND/OR EXTENSION OF DISPOSITIONAL ORDER (*see Attachment*) to their Supervisor within ten days after this final decision to request a Revision has been made. If the Probation Officer prefers to write a Court Letter, the Care Coordinator must still submit their own Request for Revision and/or Extension of Dispositional Order. This letter must address all questions/concerns contained in the court letter outline.

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3. The Care Coordinator and their Supervisor must review the Court Letter and revise it as needed. The Care Coordination Supervisor then approves the letter in Synthesis, which sends it to the Wraparound Milwaukee Liaison for review or revision. If revisions are needed, it is returned to the Care Coordination Supervisor, who must then facilitate revisions and ensure that the letter is re-submitted until it is approved by the WM Liaison. An approved letter must be entered in Synthesis no later than seven (7) **business** days prior to any court hearing.
4. The WM Liaison submits the final approved copy to the assigned Probation Officer and Probation Supervisor. This is accompanied by a Cover Memo requesting that the Probation Officer do the following:
 - a. Prepare a Petition using the information in the Court Letter and schedule a Court Date.
 - b. Contact the WM Liaison immediately, if they are not in agreement with the Letter.
 - c. Inform the WM Care Coordinator of the Court date as soon as it is known.
5. **Court Letters not submitted within this required timeframe must be distributed to all legal parties by the Care Coordinator or Supervisor after all reviews are completed.**

C. Revision/Extension of a JIPS Order.

1. For cases in which the Court Order decrees that the Bureau of Milwaukee Child Welfare assumes case management responsibility, Wraparound personnel must follow the procedure for the Revision or Extension of a CHIPS Order.
2. For cases in which the Court Order decrees that the Probation Department assumes case management responsibility, WM personnel must follow the procedure for the Revision/Extension of a Delinquency Order.

D. Revision/Extension of Dual or Multiple Orders.

1. Each Court Order must be treated as a separate entity and a decision to revise or extend should not be contingent upon the existence or lack of another form of Court Order.
2. When the Child & Family Team has made the decision to request a Revision/Extension of a Court Order on a youth with dual or multiple court orders, the specific procedure for the respective types of court order must be utilized.

E. Filing Court Letters with the Court.

1. The original signed Court Letter must be filed at the branch window at least 48 hours before the scheduled Court Hearing, with four (4) additional copies for all other legal parties.
2. **Court Letters are not to be faxed or emailed.**

F. For All Orders.

Care Coordinators must provide a copy of the Docket Sheet to the Wraparound Liaison within seven (7) **business** days of every court hearing. Care Coordinators must provide a copy of the Temporary Physical Custody Order (TPC) to the WM Liaison within seven (7) **business** days of any court hearing that removes a youth from the home of their parent or guardian.

Reviewed & Approved by: _____



Bruce Kamradt, Director

WRAPAROUND MILWAUKEE
Requests for Court Revision/Extensions Policy
Attachment

(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:

Care Coordinator

Care Coordinator Supervisor

Care Coordination Agency

Wraparound Milwaukee Liaison