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MILWAUKEE COUNTY  
DEPARTMENT OF HEALTH  
& HUMAN SERVICES  
**BEHAVIORAL  
HEALTH SERVICES**

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Owner Dana James

Policy Area Wraparound  
(Wrap, REACH,  
youth CCS)-  
Administration

References 1. Wisconsin  
State Statute  
154

## #075 - Advance Directives

### I. POLICY

It is the policy of the Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced to as Wraparound Milwaukee) to inform enrollees ages 18 and older of their right of an Advance Directive. An Advance Directive is a written instruction, such as a living will or durable power of attorney for health care, recognized under Wisconsin law (whether statutory or recognized by the courts of Wisconsin) and relating to the provision of such care when the individual is incapacitated (per [WI § 154 Advance Directives](#)). This includes the enrollee's rights under Wisconsin law to make decisions concerning such medical care, including the right to accept or refuse medical or surgical treatment and the right to develop an Advance Directive.

*Note: This policy utilizes the term Care Coordinator, which is applicable to Wraparound/REACH/CCS/Youth Connect Care Coordinators and FISS Case Managers.*

### II. DEFINITIONS

- A. Advance Directive - Written instruction, such as a living will or durable power of attorney for health care, recognized under Wisconsin law and relating to the provision of such care when the individual is incapacitated
- B. Living Will - Document signed by a competent adult who authorizes withholding or withdrawing certain life-sustaining procedures if the individual has or develops a terminal condition
- C. Durable Power of Attorney for Health Care - Document signed by a competent adult designating someone that the person trusts to make health care decisions on their behalf, should he/she become incapacitated. Terminal illness is not required for the Durable Power of Attorney to take effect.

- D. Incapacity - Inability to receive and evaluate information effectively or to communicate decisions to such an extent that the individual lacks the capacity to manage his/her health care decisions

### III. PROCEDURE

If the enrollee is 18 years or older at the time of enrollment or turns 18 years old while enrolled, the Care Coordinator will inquire with the enrollee about the Advance Directive and the following procedure applies:

- A. If the enrollee has an Advance Directive the Care Coordinator will:
  - 1. Document the information within the client file (Electronic Health Record (EHR) - Synthesis)
  - 2. Request a copy of the Advance Directive for the client file
  - 3. Upload a copy of the Advance Directive in the client file
  - 4. Inquire with the enrollee on an annual basis about any changes/updates to the Advance Directive
  
- B. If the enrollee does not have an Advance Directive the Care Coordinator will:
  - 1. Document the information within the client file (EHR - Synthesis)
  - 2. If the enrollee chooses/requests, the Care Coordinator will assist the enrollee to complete an Advance Directive with the enrollee's medical physician
  - 3. Inquire with the enrollee on an annual basis about the enrollee's interest in completing an Advance Directive. Continue to document the information in the client file (EHR - Synthesis)

Note: If the enrollee is admitted into an Inpatient Health Care Facility (i.e.: medical or psychiatric facility) or placed in a Community-Based Residential Facility (CBRF), that facility's Advance Directive policy applies. Enrollees have a right to file a grievance with Wisconsin's Department of Health Services, Division of Quality Assurance, regarding noncompliance with Advance Directive requirements.

### IV. REFERENCES

[WI § 154 Advance Directives](#)

### Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/23/2022

Brian McBride: ExDir2 – Program Administrator 8/23/2022

Dana James: Integrated Services Manager- Quality Assurance 8/23/2022

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