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Owner Dana James

Policy Area FISS

## FISS #03- FISS Assessment Outcome and Recommendations

### I. POLICY

To refer families to the appropriate agency/resources for assistance with identified issues/needs following a completed FISS assessment.

### II. PROCEDURE

- A. FISS Referrals will be processed within one business day of receiving the referral. FISS Assessments will be scheduled based on the family's availability.
- B. Within four (4) business days of the completed FISS assessment, the FISS Case Manager will seek consultation with supervisor and clinical staff to discuss the assessment results and determine an outcome.
- C. Division of Milwaukee Child Protective Services (DMCPS) and Children, Youth and Family Service (CYFS) will be provided with all case records within one (1) business day of the referral to the respective agency. Community providers will be provided records upon request with the proper consent (legal guardian and youth if over the age of 14, per HIPAA and State Mental Health Law)
- D. Following the FISS assessment process, families will be referred to one of four places for assistance:
  1. Resources- families who have not attempted or are not familiar with services available in the community or through their insurance will be given specific resources to contact based on the needs identified in the assessment. (When appropriate, this could include a recommendation for a Wraparound System of Care

screening).

2. FISS case management- Families who need the assistance of a case manager will be referred to the FISS unit for in home case management. FISS case management is a short term program and the goal is stabilization and connection to sustainable community resources. While in FISS, families will receive case management, may be offered services through the Wraparound provider network, and will be given specific community resources to contact based on the assessed needs.
  3. CYFS- For parents to file a pro se JIPS petition under the chapter 938 statute. For families who have had significant voluntary/community resources and are requesting court intervention, and the issues fall primarily under 938, FISS staff will email a referral to Human Service Supervisor to include the FISS referral form and all FISS assessments.
  4. DMCPs- For parents to file a pro se CHIPS petition under the chapter 48 statute. For families who have had significant voluntary/community services and are requesting court intervention, and the issues fall primarily under chapter 48, FISS staff will call DMCPs access unit at 414-220-7233, indicating that the parents wish to file pro se. DMCPs will assign the family to the child welfare unit, and FISS program coordinator or designee will email the FISS referral and assessment to the DMCPs assigned IA worker and their supervisor.
- E. When the parent/guardian requests to file a pro se petition, the FISS assessor will provide an information sheet describing some facts about the court process.
- F. In situations where the parent/guardian is refusing services or insistent on filing a pro se against the recommendation of FISS staff, a referral will be sent to the appropriate agency (CYFS or DMCPs) and the FISS assessment will clearly indicate that FISS recommendation does not support the filing of a pro se petition.

## Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/31/2022
	Brian McBride: ExDir2 – Program Administrator	8/31/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/30/2022
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