



WRAPAROUND MILWAUKEE

Plan of Care and Prior Authorization Approval Protocol When Youth are Missing from Care

Plan of Care Approval Protocol

Based on the requirements of Wraparound Milwaukee, and the principle that youth and families deserve adequate planning to support them in reaching their Vision, the Plan of Care policy states the initial Plan of Care must be completed within the first 30 days of enrollment, and subsequent Plans must be completed every 60-90 days, **even when youth are missing from care.** This includes the completion of Plans of Care for the purpose of disenrollment.

Prior to holding the Plan of Care Meeting in these circumstances, team members should be reminded to participate in and document efforts made to locate the youth and engage them in the Wraparound process. (This includes, but is not limited to, participation and follow through with the Runaway Protocol.) It is expected that the parent and/or guardian will be present at the Plan of Care Meetings when the youth is missing from care. When the youth returns, as applicable, the Child and Family Team should update the Plan of Care that was completed while the youth's whereabouts were unknown. If needed, this should be done by holding of another Plan of Care Meeting.

If a Plan of Care is not due while the youth is missing from care, the Child and Family Team should continue to meet as expected for the purposes of planning their efforts around supporting the youth in safely returning. In this case, the Crisis Plan may need to be updated, separate from a full Plan of Care update, to reflect the current circumstances and new efforts being made to assist in their return.

If Care Coordinators are uncertain about whether a Plan of Care should be completed in this circumstance, their Supervisor should connect with Wraparound Management prior to the Plan of Care Team Meeting occurring.

Prior Authorization Approval Protocol

As it relates to Prior Authorization approval - If a youth is present during a Plan of Care Team Meeting in which a Prior Authorization for Out of Home Care is discussed and approved, and subsequently their whereabouts becomes unknown, that Prior Authorization should be processed per the regular approval process in an effort to ensure expedient placement upon their return. In this situation, the youth had been involved in the decision-making process surrounding Out of Home Care.

If a Plan of Care Team Meeting must occur while a youth is missing from care, and they do not participate in the meeting, the Plan of Care generated from that meeting cannot be submitted for Prior Authorization purposes, but should be submitted to document the updated plan to assist the family, and support that child in returning. A subsequent Plan of Care Team Meeting would then need to occur once the youth has returned, so they can participate in any decision-making around Out of Home Care. The Plan of Care generated from this meeting would then be submitted for Prior Authorization approval.