

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p>POLICY & PROCEDURE</p>	<p>Original Date Issued: 04/01/2019</p> <hr/> <p>Last Revision Date: N/A</p>	<p>Current Review Date: 01/25/2019</p> <p>Current Review By: MG</p>	<p>Section: OUT OF HOME CARE</p>	<p>Policy No: 039</p>	<p>Pages: Page 1 of 4 (1 Attachment)</p>
<p><input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS)</p> <p><input type="checkbox"/> Detention Center</p> <p><input type="checkbox"/> DYFS Services Network</p> <p><input type="checkbox"/> Purchase of Service Agencies</p>	<p>Current Effective Date: 04/01/2019</p>	<p>Subject: Central Staffing Process Policy Out of Home Care</p>			

I. Policy

It is the policy of the Division of Youth and Family Services (DYFS) to ensure that all youth placed outside the home will have appropriate opportunities and services thoroughly explored for them. The goal is to ensure that DYFS has made every effort to enhance the quality of life for each youth while in placement and return them safely to their family environment, all while maintaining community safety.

II. Participants

Central Staffing is a forum to guide decision-making and includes the following individuals:

- Parent/guardian
- Youth
- Section Manager(s)
- Human Service Worker (HSW) Supervisor(s)
- Administrative Coordinator (Bakari Residential Treatment Center placement requests only)
- Assigned Human Service Worker - Youth Justice (HSW-YJ)
- Wraparound Milwaukee Representative

III. Definitions

Residential Treatment Center (RTC)

An RTC is a live-in health care facility with a comprehensive treatment plan specific to meet the needs of the youth as it relates to substance abuse, mental illness, or other behavioral concerns.

Group Home

A group home is a home where a small number of unrelated people reside whom require care, support, or consistent supervision.

Department of Corrections (DOC)

A DOC Type 1 youth correctional facility for male or female youth is operated by the state and uses physical security mechanisms, such as fences and locked doors, in addition to control and surveillance by staff members to restrict the liberty of a youth committed to the facility by the court.

Milwaukee County Accountability Program (MCAP)

Male youth will be placed in the secure detention center for a minimum of 180 days. Youth are able to petition for passes on their 120th day in secure detention if they have met program benchmarks. Upon release from secure detention and after completion of the four (4) week pass progression, youth are

required to follow a customized intensive aftercare plan under DYFS provisions with community-based services. Please refer to *DYFS Policy #001: Targeted Monitoring Program-Milwaukee County Accountability Program* for additional program information.

Wraparound Milwaukee Program

Wraparound Milwaukee (<http://wraparoundmke.com/>) is a program that coordinates care for youth in Milwaukee County who have serious behavioral, emotional and mental health needs in order to help them stay in their home and/or community. Please refer to *DYFS Policy #046: Wraparound Referral and Teaming Process* for criteria, referral and teaming information.


IV. Procedure

A. Central Staffing Criteria

1. **Mandatory:** Youth identified on your caseload where safety and community protection are concerns that cannot be met within the current case plan and an out-of-home placement may be necessary.
2. **Mandatory:** Youth identified on your caseload placed outside the home per the court order.
3. **DOC or Waiver:** If the youth is transferred from out-of-home placement to out-of-home placement, the HSW does not need to re-staff the youth unless the youth is being considered for the DOC or a Waiver.
4. **Supervisor Staffing:** Based on a consultation with the HSW's immediate supervisor, a joint determination is made to Centrally Staff the case.


B. Central Staffing Request

1. The assigned HSW must first staff the case with their assigned supervisor or coverage to discuss the details of the Central Staffing request and determine if the requested placement is deemed appropriate.
2. Sign-up for the Staffing on the weekly Central Staffing Sign-up Sheet located in DYFS Management area – near the mailboxes. Sign-up must occur by the Friday prior to the scheduled Central Staffing.

 **Note:** Youth who do not require an out-of-home placement, but may have mental health needs can be referred to Wraparound Milwaukee without being Centrally Staffed. Wraparound Milwaukee is a mental health Health Maintenance Organization (HMO) for youth and families who voluntarily choose the support and services provided by Wraparound Milwaukee.

B. Central Staffing Packet

1. HSWs are responsible for thoroughly completing the Central Staffing packet. The packet must include the following information:
 - a. Central Staffing work sheet-located on the shared H-Drive
 - b. Youth Assessment Screening Instrument (YASI) Analysis, including the YASI wheel and behavioral analysis
 - c. Case Plan
 - d. Court Order or a print out of the CCAP notes

- e. Other pertinent documents, such as psychological evaluations, reports from Wraparound Milwaukee, school reports, police reports, provider reports, etc.
 2. HSWs are responsible for obtaining a signature on their Central Staffing packet from their assigned HSW supervisor or coverage prior to attending staffing.
 3. HSWs are required to notify all parties regarding the upcoming Central Staffing. HSWs are to contact the parent/guardian via telephone and also send a letter via United States Postal Services (USPS) inviting the family and any other appropriate team members, i.e. Care Coordinator, Screeners, to the Central Staffing. These actions must be documented in a case note.
-  ***Invites must occur five (5) to seven (7) days prior to the staffing to allow others to attend.***
4. HSWs will need to make two (2) copies of the Central Staffing packet after it has been reviewed and signed off by the HSW's Supervisor or coverage.
 5. The HSW must ***submit one (1) prepared packet by 11:30 a.m. on the day of Central Staffing*** to the Section Manager's mailbox located in DYFS Management area.

C. Central Staffing Locations

Every Tuesday, between 1:30 p.m. and 4:30 p.m., 15-minute time slots will be available for case reviews. There will be scheduled slots for both the Secure Detention visitation room as well as conference room #1524. Please refer to the sign-up sheet for available time slots (*See Attachment A: DYFS Central Staffing Sign-Up Sheet*).

- **Community Placement** – Central Staffing will be held in room #1524 of the Vel R. Phillips Youth and Family Justice Center, 10201 West Watertown Plank Road, Wauwatosa, WI 53226.
- **Secure Detention Placement** – Central Staffing will be held in the Milwaukee County Youth Detention Center visitation area, of the Vel R. Phillips Youth and Family Justice Center, 10201 West Watertown Plank Road, Wauwatosa, WI 53226.

D. Central Staffing Meeting

1. The HSW and HSW's Supervisor must be present at the Central Staffing.
2. The HSW is expected to present the following to all attendees:
 - a. Explain how the current case plan addresses the dynamic risk and protective factors identified in the YAS assessment.
 - b. Identify gaps in the current case plan that are contributing to the continued concerns.
 - c. Discuss other services, interventions or revisions to the case plan that could better address the concerns, i.e. what is missing and what would it take for the youth and family to be successful?
 - d. Present and discuss possible relative placements, if appropriate.
 - e. Seek consensus about a plan that meets the needs of the youth and family safely and in the least restrictive environment necessary.
3. The Central Staffing panel attendees will present any additional information.

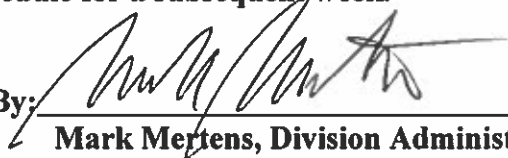
4. The Wraparound designee will complete follow-up with Wraparound associated staff as needed following the Central Staffing appointments within 48 hours.
5. A decision will not be discussed at the end of the Staffing; instead, DYFS Administration will make a final decision and complete the Internal Central Staffing Recommendation Sheet in JPM within 24 hours.
6. HSWs are responsible for informing the youth, their family, and all involved team members regarding DYFSs recommendation. This conversation should be done face-to-face with the youth and family, if possible. An email should be sent to all team members of the decision, i.e. Wraparound Milwaukee, Division of Milwaukee Child Protective Services, etc.

E. Central Staffing Follow-Up

1. HSWs are responsible for completing a Dispositional Court Report with DYFSs recommendation for the youth *per Court Report Policy*.
2. HSWs must meet with the youth and family and explain DYFSs recommendation to the courts. *****There should be no surprises when the youth goes to court. *****
3. If the Care Coordinator and family were not present at the Central Staffing, then the HSW is responsible for sending an email to the Care Coordinator (telephone call is accepted) to explain the decision of DYFS before completing the Dispositional Court Report.

✚ Note: All steps must be followed for Central Staffing, if the steps are not followed, the HSW will be asked to reschedule for a subsequent week.

Reviewed & Approved By:



Mark Mertens, Division Administrator

STAFFING SIGN-UP SHEET

STAFFING DATE: 12/31/2019

NOTE: PLEASE PRINT, INCLUDE JUVENILE'S D.O.B. AND DO NOT SKIP TIME SLOTS.
YOU MUST BRING YOUR UPDATED YASI MATERIAL

TIME	WORKER	EXT	JUVENILE	JUV DOB	REQUESTED PLACEMENT	STAFFING DECISION
1:30 - 1:45						
1:45 - 2:00						
2:00 - 2:15						
2:15 - 2:30						
2:30 - 2:45						
2:45 - 3:00						
3:00 - 3:15						
3:15 - 3:30						
3:30 - 3:45						

STAFFINGS ARE HELD EVERY TUESDAY

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MELISSA GRAHAM (X5750)