

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p>PROTOCOL/ PROCEDURE</p>	<p>Original Date Issued: 11/01/2019</p> <hr/> <p>Last Revision Date: N/A</p>	<p>Current Review Date: 09/11/2019</p> <p>Current Review By: KP</p>	<p>Section: ADMINISTRATION</p>	<p>Protocol No: 009</p>	<p>Pages: Page 1 of 2 (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: 11/01/2019</p>	<p>Subject: DYFS Out of Home Placement Notification Protocol</p>			

I. Protocol

This protocol is to ensure that all youth involved in the Division of Youth and Family Services (DYFS) Youth Justice system whom are placed in out of home care are accounted for with an efficient and systematic process.

II. Scope

A. This protocol applies to **all youth who are in out of home care**, both pre-disposition or post-disposition, except the following:

- 1) Youth placed in Detention
- 2) Youth in the Milwaukee County Accountability Program (MCAP)
- 3) Youth placed in the DYFS Shelter
- 4) Youth on a Serious Juvenile Offender (SJO) court order
- 5) Youth placed in Bakari Center

B. This protocol is to ensure that all youth placed in out of home care are in placement facility that has an **active contract with DYFS**. If the placement is not via Wraparound or a CHIPS court order, then **DYFS is responsible** for the placement via a Fee For Service Agreement (FFSA).

III. Process

A. Contract Verification

To ensure that the youth being placed in out of home care is being placed in a facility that is contracted appropriately with DYFS, the following is required:

- 1) Ensure that a contract is approved & signed *prior* to placement.
- 2) Contact the Executive Assistant via email to verify whether there is an existing contract with the proposed placement.
- 3) If a contract is needed, the Executive Assistant will initiate & assist with the implementation of a contract.

B. Contract Initiation

1) In order to initiate a contract, please provide the Executive Assistant with the following:

- Youth's Name
- Date of Birth
- Agency Name
- Agency Contact Information
- Proposed Date of Placement

- 2) The Executive Assistant will then do the following:
 - Initiate an Option Agreement, for those agencies already contracted with Wraparound Milwaukee.
 - Initiate a new FFSA for agencies not contracted with Wraparound Milwaukee by forwarding the information to Contract Administration.

C. Notification Form Completion

- 1) The DYFS Out of Home Placement Notification form must be completed (*Refer to attached: DYFS Out-Of-Home Placement Notification Form*) and submitted within one (1) business day of the court order.
- 2) All forms must be sent to the following email address:
ccdcshelp@milwaukeecountywi.gov
- 3) Once received via email, the Administrative Assistant, or designee, will update the placement information in the Juvenile Program Management (JPM) system.
- 4) The form will be then forwarded onto the Fiscal Specialist and Administrative Assistant to arrange for the payment and invoicing, as needed.

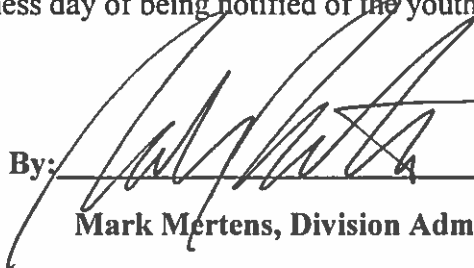
D. Wraparound Court Order Modification

If a youth becomes enrolled in Wraparound after initial placement, an updated form must be submitted (*even if the placement is the same*) to identify that Wraparound is now on the court order and will be taking over the payment for the placement. The form must be submitted within one (1) business day of the court order.

E. Missing Youth

If the youth is missing or is discharged/changed from their current out of home placement, the Discharge Information must be submitted (via bottom half of the Notification Form) within one (1) business day of being notified of the youth's missing status.

Reviewed & Approved By:



Mark Mertens, Division Administrator

DYFS OUT-OF-HOME PLACEMENT NOTIFICATION

Applies to: All out of home placements, except for those youth in Detention (including MCAP), DYFS Shelter, SJO youth and Bakari Center.

- If placement is not via Wraparound or a CHIPS court order, DYFS is responsible for the placement via a contract. A contract must be approved & signed *prior* to placement. Please contact Amber Vermote @ 257-5732 or via email, who will initiate & implement a contract.
- If a youth becomes enrolled in Wraparound after initial placement, an updated form must be submitted (even if the placement is the same) to identify that Wraparound is now on the court order and will be taking over the payment for the placement.

ADMISSIONS INFORMATION

Youth's Name: [Click or tap here to enter text.](#)

Juvenile ID: [Click or tap here to enter text.](#)

Family ID: [Click or tap here to enter text.](#)

Branch Number: [Click or tap here to enter text.](#)

Placement Date: [Click or tap here to enter text.](#)

Placement Type: [Choose an item.](#)

Name of Placement: [Click or tap here to enter text.](#)

DISCHARGE INFORMATION

If the youth is missing or is discharged/changed from their current out of home placement, the Discharge Information must be submitted in this portion of the form.

Discharge Date: [Click or tap here to enter text.](#)

Discharge Type (Type of Placement Discharge to): [Choose an item.](#)

Discharge Location: (Name of Placement Youth Discharged to): [Click or tap here to enter text.](#)

Discharge Reason: [Choose an item.](#)

Submitted by: [Click or tap here to enter text.](#)

Date Submitted: [Click or tap here to enter text.](#)

SEND THE COMPLETED FORM TO cccdcsdhelp@milwaukeecountywi.gov

Form Submission required within one (1) business day of the court order