

<p>Milwaukee County Department of Health and Human Services Division of Youth and Family Services</p> <p><b>POLICY &amp; PROCEDURE</b></p>	<p>Original Date Issued: <b>07/01/2019</b></p> <hr/> <p>Last Revision Date: <b>N/A</b></p>	<p>Current Review Date: <b>6/6/2019</b></p> <p>Current Review By: <b>CS/KP</b></p>	<p>Section: <b>OUT OF HOME CARE</b></p>	<p>Policy No: <b>065</b></p>	<p>Pages: <b>Page 1 of 14</b> (4Attachments)</p>
<p><input checked="" type="checkbox"/> Division of Youth and Family Services (DYFS)</p> <p><input checked="" type="checkbox"/> Detention Center</p> <p><input checked="" type="checkbox"/> DYFS Services Network</p> <p><input checked="" type="checkbox"/> Purchase of Service Agencies</p>	<p>Current Effective Date: <b>08/01/2019</b></p>	<p>Subject: <b>Bakari Center Residential Care Center</b></p>			

## I. Policy

It is the policy of the Division of Youth and Family Services (DYFS) to promote and provide effective services that address risk and criminogenic factors among youth involved in the youth justice system. The DYFS Type II Residential Care Center (RCC), Bakari Center, provides an out-of-home placement option for youth in need of an intensive and comprehensive clinical treatment model.

## II. Program Description

Bakari Center is a 24-bed, Type II licensed RCC through the State of Wisconsin Department of Children and Families that provides 6 months of comprehensive clinical support to male youth while enrolled. Bakari Center also provides intensive support to the youth's family before, during, and after their transition home by using the evidence-informed Integrated Treatment Model (ITM), as well as Multisystemic Family Therapy-Family Integrated transitions (MST-FIT).

Bakari Center employs a model in which the youth and their families/caregivers will be involved in the evidence-informed treatment models related to the ITM & MST-FIT. Bakari Center is also a dispositional placement alternative to the Department of Corrections-Division of Juvenile Justice Corrections (DOC-DJC) for those youth that do not need to be in a secure facility. Youth in Bakari Center may also be enrolled with Wraparound Milwaukee.

## III. Program Components

### A. Integrated Treatment Model

ITM is a cognitive-behavioral milieu approach to working with youth who exhibit dysregulated behavior and emotional needs. ITM utilizes behavioral analysis to identify skills needed. Youth engage in practical skill-building that builds their capacities, strengthens their relationships with caregivers, and provides structural support for them to change their lives within the community. The intention and purpose of this clinical structure and support is to assist caregivers with helping their youth retain the skills and success they have gained at Bakari Center, once transitioned back home and into the community.

ITM consists of Dialectical Behavioral Therapy (DBT) and MST-FIT. ITM was developed specifically for youth with extensive histories of trauma and behavioral issues to help them develop problem-solving skills and improved interpersonal relationships. All staff interacting with the youth will be trained in DBT skills, and the youth will be encouraged to talk through and work out issues

using DBT skills. Along with supporting and educating youth, caregivers are also provided with an overview of DBT strategies. This allows the caregivers to use the same terminology as their children and hence supports the family in working through issues together. DBT includes mindfulness skills, distress tolerance skills, emotion regulation skills, interpersonal effectiveness skills and walking the middle path skills.

#### **B. Multisystemic Therapy-Family Integrated Transitions**

MST was designed to provide communities with affordable and effective remedies for serious, violent and chronic youth offenders. MST-FIT is an intensive six-month family and community-based treatment service that focuses on youth transitioning from facilities to communities. The goal of MST-FIT is to reduce youth criminal activity, substance abuse and antisocial behavior through an integrative, cost-effective, family-based treatment.

Bakari Center utilizes MST-FIT to assist youth as they transition from the ITM skills-based curriculum back into their homes. Youth are referred to the MST-FIT services approximately sixty (60) days prior to their respective planned transition day. The first two months of treatment focus on skill building, identifying vulnerability, drivers of behavior, triggers and emotional regulation. The transitional needs (mental and physical health, academic, housing, safety, support structure, monitoring, etc.) of youth and their families to assist the success of transitioning from the center to home will also be addressed. The next four months of treatment are focused on addressing all environmental systems that impact the youth in their home, including their family, school, teachers, neighborhood and friends. The MST-FIT model utilizes the elements of DBT, Motivational Interviewing (MI), and relapse prevention.

- ✦ All efforts will be made to locate and engage a parent/guardian or other identified caregiver for the youth. If a youth does not have a designated parent/guardian or other caregiver to engage in MST-FIT, other appropriate treatment must be provided to the youth to transition the youth to their home. This treatment plan will be developed with the youth, Bakari Center team, as well as any other providers on the team (e.g. Wraparound, etc.).

#### **C. Education**

Educational Services are provided directly to the youth within Bakari Center through three education staff from the Norris Academy School District. The first learning coordinator is located at Bakari Center on a daily basis, a second learning specialist who works with the youth virtually, and a third learning liaison, whose main focus is to work with and support the youth whom have or are in need of an Individualized Education Plan (IEP). The three educational staff will consult regularly and work with all Bakari Center staff to ensure that the learning space and other extra-curricular activities provided are intertwined with the treatment modalities that fall under ITM.

A plan will be developed to identify what is needed for the youth to be successful in school upon the youth's return home. When the youth begin to transition back to the community, the learning specialists will work with them on creating their plans and pathways for the future. The learning specialist will continue to work with the youth by tracking their progress toward high school graduation or equivalent. Youth also have the opportunity to continue their enrollment with Norris Academy School District to complete their education virtually, if entry back into a formal school system is not an option.

#### **D. Token Economy System**

Bakari Center utilizes an electronic token economy system which assists staff with monitoring skills and participation on a daily basis. All care team members have access to this electronic system and at any time youth may request the number of tokens they have accumulated. When staff members witness a youth engaging in positive behavior, using a Behavioral Chain Analysis (BCA) or a learned skill, staff members apply a reward electronically in the system, one point at a time with a written explanation. Youth have a weekly opportunity to spend their accrued tokens on items in the Bakari Center store or on supervised community outing experiences. A youth advisory council, established by the agency, will review the rewards available through the token system every six (6) months.

#### IV. Eligibility, Admission and Referral Processes (*Refer to Attachment A: Bakari Center Enrollment Process Flow Chart*)

##### A. Program Eligibility Criteria

Youth considered for Bakari Center should meet the below outlined eligibility criteria and must be court ordered into the out-of-home placement Bakari Center.

##### 1. Eligibility Criteria for Bakari Center RCC

- a. Adjudicated male youth between 13 and 17 years of age who are assessed via the Youth Assessment and Screening Instrument (YASI) with a “High” or “Moderate” Dynamic Risk Score for reoffending and who are on an order of supervision with Milwaukee County DYFS.
- b. Youth eligibility is determined based on adjudication of the following serious offenses:
  - 943.32(1)(B) Robbery with Threat of Force
  - 943.23(3) Drive or Operate Vehicle without Consent
  - 943.11 Entry into Locked Vehicle
  - 943.23(2) Take and Drive Vehicles without Consent
  - 346.04(3) Vehicle Operation Flee/Elude Officer
  - 948.60(2)(A) Possession of Dangerous Weapon by Child
  - 346.67(1) Hit and Run
  - 343.05(3)(A) Knowingly Operate without License-Cause Death
  - 943.32(2) Armed Robbery

✚ Referral criteria is not limited to the aforementioned offenses; however, youth should have multiple serious adjudications and/or a history of noncompliance with court orders and case plans before becoming eligible.
- c. Youth should have a supportive parent/guardian that is willing to be responsible for the youth’s supervision upon discharge. If the youth does not have a supportive parent/guardian, the assigned Human Service Worker (HSW) is responsible for seeking a supportive family member and/or making alternative arrangements. The HSW is to identify natural supports for the youth at the time they start working with the youth. The HSW may utilize Family Finding to identify a caregiver or natural supports for youth as well.
- d. Youth with significant mental health/diagnosis or concerns.
- e. Youth may be enrolled in Wraparound Milwaukee.
- f. Youth may be dual involved, such as with the DYFS and the Division of Child Protective Services (DMCPS).

## 2. Exclusionary Criteria for Bakari Center RCC

Youth are not eligible to participate in the program at Bakari Center if they meet the following criteria:

- a. Youth with a severe mental health need/diagnosis or concerns AND are either not stabilized on medication or are non-compliant with their medication regimen.
- b. Youth whom have not participated in inpatient treatment services and
  - Have an extensive history of substance abuse;
  - Substance abuse history has caused out-of-home placement; or
  - Substance abuse has been identified as the primary motivator for delinquent behavior.
- c. Youth whom are currently on adult supervision in addition to their juvenile order, or are pending adult charges that may negatively impact their ability to engage in programming.
- d. Youth adjudicated of Wis. Stat. §940.225(1) 1<sup>st</sup> and/or 2<sup>nd</sup> Degree Sexual Assault, or multiple sexual assault charges and who have not successfully completed sex offender treatment.
- e. Youth whose delinquency order expires in less than six (6) months from potential admission to Bakari Center.
- f. Youth experiencing suicidal or homicidal ideation at the time of admission.
- g. Youth experiencing psychosis at the time of admission.
- h. Youth assessed to have an IQ of 69 or lower, unless approved by Bakari Center and DYFS.
- i. Youth diagnosed with Autism Spectrum Disorder, Level 2 or 3.

## 3. Ineligible Youth Court Ordered to Bakari

Youth deemed inappropriate for Bakari Center based on the exclusionary criteria outlined in this policy may still be ordered to the program by judiciary. These cases must be staffed with the Bakari Center staff, HSW and HSW Supervisor to determine if there are other circumstances that were not considered or any changes that would warrant taking the case back before the courts for a motion to revise the dispositional order. If a youth is court ordered to Bakari Center, the expectation is that the youth is placed in Bakari Center, unless denied placement by Bakari Center due to not being able to meet the needs of the youth per their DCF license.

## B. Program Admission Process

If the above-outlines eligibility criteria are met, the HSW is then required to complete an admissions process for the youth.

### a. Admission Requirements (*Refer to Attachment B: Bakari Center RCC Admissions Process*)

- a. **Psychological Assessment:** A psychological assessment is completed to determine and to identify the youth's current diagnosis and treatment needs per the court or DYFS Central Staffing's outcome. All psychological assessments have to be completed within six (6) months of referral to Bakari. If there is no assessment on file, or is older than six months, then the following process must be followed:

- **Bakari Center Psychological Assessment Referral Process:**

- i. Complete the Central Staffing packet and participate in the Central Staffing.
- ii. Complete the Synthesis Referral form: "Assigned Agency" – Psychological Assessment Services, LLC., and "Service Being Requested to"- RTC–CCC-RTCCCC.
- iii. Include all documents per the DYFS Program Cheat Sheet

located on H:\DCSD Documents - June 2015.

- iv. Scan completed packet to DYFS Administration at [DCSDAdmin@milwaukeecountywi.gov](mailto:DCSDAdmin@milwaukeecountywi.gov) for processing.
- v. Obtain the court order or parental consent. If the assessment referral is submitted without a court order, parental consent is required. If the parent refuses to consent, the HSW can request a court order to proceed with the assessment at the next court proceeding.

b. **DYFS Central Staffing Decision:** *DYFS Policy Central Staffing Process (039)*.

### C. **Program Referral Process**

#### 1. **Program Referrals**

All Bakari Center program referral packets are required to be submitted to the DYFS Administration email ([DCSDAdmin@milwaukeecountywi.gov](mailto:DCSDAdmin@milwaukeecountywi.gov)) the same business day of the court order. All packets will be checked for accuracy by a DYFS Clerical Specialist, and will be returned to the assigned HSW for corrections, if necessary.

#### The referral packet must include:

- Multi-Program Referral Form
- Addendum to Delinquency Order for Temporary Physical Custody (TPC) Form, if applicable;
- Bakari Center Psychological Assessment;
- Court Docket or Court Order ordering placement into a *Type II RCC*
- Youth Assessment Screening Instrument (YASI) wheel;
- Case Plan;
- Court Report;
- Signed Probation Agreement;
- All Petitions;
- Visitation List;
- Medication List;
- School Records (including report cards); and
- Permanency Plan
- Out of Home Care Parts A & B
- If the guardian is anyone other than a parent, will include a copy of the Guardianship Court Order.

#### Provider Responsibilities:

- Acknowledge receipt of referral within 24 hours of receiving referral.
- Notify the assigned HSW via email or phone call that the youth will be transported to the Bakari Center within the same business day.
- Respond to [DCSDAdmin@milwaukeecountywi.gov](mailto:DCSDAdmin@milwaukeecountywi.gov) once youth is transferred to Bakari Center with date youth was transported.

#### 2. **Program Decisions and Notifications**



- a. **Wait List Notification** – If there are no openings at Bakari Center, the DYFS Administrative Coordinator and/or HSW Supervisor will collect the youth’s information and add it to the Bakari Center wait list, which will be maintained and monitored by the DYFS Administrative Coordinator.

Bakari Center staff is to initiate the admission process with the youth while they are on the wait list to avoid any delays in placement once a bed is available. This engagement should occur as soon as possible but no later than five (5) business days of receipt of the referral.

- b. **Program Acceptance Notification** – The assigned HSW is responsible for notifying the assigned DYFS Administrative Coordinator via email, of a youth court-ordered to Bakari Center, on the same business day. The following must be included in this email:
  - Youth name;
  - Date of birth;
  - Court order date

3. **Program Acceptance/ Transfer of Case** – All files are required to be submitted to the assigned HSW Supervisor for transfer within **one (1) business day** of a dispositional proceeding. The Bakari HSW Supervisor is responsible for notifying the Bakari Center Director and DYFS Administrative Coordinator via email of the newly assigned HSW. The youth’s Case Plan should be updated to reflect current goals for Bakari Center programming prior to transferring the case. Please follow the [DYFS Case Transfer Process Policy \(038\)](#) for further information on the expectations for case transfer.

✚ HSWs assigned to work with Bakari Center youth will receive cases on a rotational basis.

4. **Program Transportation to Bakari Center** – Youth will be transported to Bakari Center within one (1) business day of the admission packet being completed. Transportation will be coordinated between Bakari Center HSWs and Bakari Center Behavioral Case Managers. The Bakari Center team will notify the HSW within the same business day of the youth being transported to the Bakari Center via email or phone contact. *All court orders for release and transportation will be adhered to.*

5. **Youth Insurance Requirements** – All youth enrolled in Bakari Center must have health insurance applied for and accessed via the Forward Health program, unless they have private or state insurance. If a youth does not have health insurance, the Bakari Center HSW must initiate the insurance application process for that youth.

❖ Note: Forward Health Portal access is required to apply for health insurance for all youth placed in a RCC (*A select DYFS representative will maintain this access at all times to process applications for DYFS youth*).

- ❖ Within five (5) business days of receiving the file, the Bakari Center HSW must:
  - a. Complete the DYFS Financial Assistance Form ([Refer to Attachment C: Milwaukee County DHHS DYFS Financial Assessment Referral Form](#)) located on the shared (H) drive AND include the following:
  - b. A copy of court order placing the youth at Bakari Center.
  - c. All completed TPC orders signed by the court prior to the court ordering the current placement under the current case number.

- ✚ **NOTE:** The Addendum to Delinquency Order for Temporary Physical Custody generally used in court is NOT accepted by Forward Health.
- ✚ **NOTE:** An Order for Temporary Physical Custody, Form JD-1711, can be found in the youth's court file and must be used (*Refer to Attachment D: Order for Temporary Physical Custody*).
- ✚ **NOTE:** If the youth is in detention awaiting placement into the RCC program, each hearing will generate a TPC order. The copies of all of the TPC orders must be included in the packet.

d. Submit the DYFS Financial Assessment to the DYFS Fiscal Specialist.

## V. Role and Responsibilities of Parties

### A. DYFS Administrative Coordinator

1. Ensure the consistency and quality of programming is maintained.
2. Verify and track Bakari Center openings, transitions and wait list.
3. Address any programming issues or concerns by conducting site visits, bi-monthly or more frequently, as needed.
4. Attend staffings at Bakari Center when HSWs and/or HSW Supervisor is not available.
5. Ensure all program changes are documented and approved by the DYFS Administrator.
6. Collaborate with Bakari Center HSWs and Bakari Center HSW Supervisor to review policy and program requirements/updates, address concerns, and discuss successes.
7. Support the DYFS Continuous Quality Improvement Action Planning process.

### B. DYFS Human Service Worker

1. Please refer to *DYFS Policy Duties and Responsibilities of HSWs (008)*, as all regular HSW responsibilities apply to youth placed in the Bakari Center RCC. Additional responsibilities also apply as described herein.
2. Meet contact standards for the youth and family, as defined below:

#### Out-of-Home Placement:

- a. Meet with youth for an initial meeting at Bakari Center within 48 business hours of case being assigned.
- b. Conduct face-to-face contact with the youth a minimum of three (3) times per week.
- c. Conduct face-to-face contact with parent(s)/guardian(s) a minimum of two (2) times per month.
- d. Facilitate phone calls with parent(s)/guardian(s) a minimum of two (2) times per month.

#### In-Home Placement:

- e. Conduct face-to-face contact with the youth a minimum of three (3) times per month.
  - f. Conduct face-to-face contact with parent(s)/guardian(s) a minimum of one (1) time per month.
  - g. Facilitate phone calls with parent(s)/guardian(s) a minimum of one (1) time per month.
3. Attend all Bakari Center treatment team bi-weekly staffings and monthly team meetings.
  4. Submit an approved Visitor List for the youth to inform Bakari Center staff of who is approved to visit the youth and any restrictions regarding visitation at time of admission.
  5. Provide parent(s)/guardian(s) with a program overview of the ITM and Norris Academy School District educational curriculum.

6. Assist the parent(s)/guardian(s) with securing transportation to groups and meetings while their youth is in Bakari Center.
7. Coordinate petitioned and earned home passes with parent(s)/guardian(s) and the Bakari Center team.
8. Coordinate with the MST-FIT team and parent(s)/guardian(s) when the MST-FIT team is ready to engage in services with the family.
9. Schedule and attend sixty (60) day reviews with the court.
10. Complete all permanency plans within the first sixty (60) days of out-of-home placement and six (6) months after.
11. Submit YASI Case Plan within thirty (30) days of disposition to all service providers and update as required by the *DYFS Policy Case Planning Process (024)*.
12. Be involved with transition of youth back into the community after discharge. For youth with no active caregiver, HSWs will be more heavily involved with the transition process.
13. Ensure the court order is adhered to; represent DYFS in all court related matters.
14. Support the ITM at all levels of the program
  - a. Participate in all ongoing ITM booster sessions.
  - b. Ensure all services are in place and occurring as expected per youth's individual case plan.
  - c. Utilize ITM language with the youth and support families in understanding and developing the same language.
  - d. Enforce general rules of compliance within the RCC, appropriate school behavior, assignment/homework completion, and ITM participation in daily classes.

**C. DYFS HSW Supervisor**

1. Support the Bakari Center HSW and the ITM at all levels of the program.
2. Please refer to *DYFS Policy Duties and Responsibilities of HSW Supervisor (009)*.

**D. Wraparound Care Coordinator**

1. Support the ITM throughout the teaming process.
2. Provide and meet the youths needs based on applicable Wraparound policies and procedures.

**E. Bakari Center Director**

1. Responsible for the successful management of all RCC operations including, managing all program services, facility-related issues, staff, and coordinating services to meet the needs of the youth while in placement.
2. Plan, design, monitor, and implement systemic practices and continuous improvement activities that enhance the effectiveness of program operations and monitor fidelity to models and all food service related requirements.
3. Facilitate weekly team meetings with Bakari Center staff and education staff, along with collaborating with the RCC team to monitor compliance with the program.
4. Complete scheduling, provide on-call crisis management, and remain in regular contact with DYFS to provide updates.

**F. Bakari Center Manager**

1. Provide coverage for Director, responsible for oversight of licensure, quality assurance and treatment program/model including staff supervision of social work supervisor and behavioral case managers.



**G. Bakari Center Coordinator**

1. Provides assessment, supervision, coaching and quality assurance to the Resident Care Worker Supervisors, Lead Resident Care Workers, and Resident Care Workers. Responsible for overall day-to-day operations, arranging activities and learning opportunities for youth, and adherence to treatment models.
2. Participate as a primary person in the building coverage and operational plan.

**H. Bakari Center Social Work Supervisor**

1. Provide assessment and supervision of case work, service coordination and case management activities of social work staff, including resident services case workers, teachers, recreation staff and independent living staff.
2. Responsible for monitoring all program outcome measures and ensuring the program meets all required components.
3. Supports the Director to plan, design, monitor, and implement systemic practices and continuous improvement activities that enhance the effectiveness of program operations and monitors fidelity to models and all food service related requirements.
4. Data entry of weekly progress notes and service dosage documentation in the DYFS Synthesis database.

**I. Bakari Center Behavioral Case Manager**

1. Responsible for providing case management to youth.
2. Case management includes involving residents and their families in planning, implementing, and coordinating services and resources, and assisting with all aspects of transition planning.

**J. Bakari Center Resident Care Worker Supervisors**

1. Supervising and assessing RCWs as they interact with youth and provide for the day-to-day care and supervision of the youth's safety, health and overall wellbeing.

**K. Bakari Center Resident Care Workers (RCW)**

1. Responsible for direct care, nurturing, and supervision of the resident youth's safety, health and overall well-being.
2. Create and monitor the recreation program, including planning and implementation of recreational activities for youth.

**L. Clinical Supervisor**

1. Clinical and administrative supervisory responsibility for the MST-FIT teams.
2. Collaborate with the youth, their families, schools, community stakeholders, etc.
3. Data entry of weekly progress notes and service dosage documentation into the DYFS Synthesis database.
4. Maintain communication with the Bakari Center HSW and Wraparound Care Coordinator (if applicable).

**M. MST-FIT Clinical Therapist**

1. Conduct case work involving youth and their families in planning, implementing, and coordinating services and resources through MST-FIT.
2. Ensure the consistency, and quality of programming is maintained.

3. Attend staffings/consultations as needed with the MST-FIT team.

**N. Norris Academy School District Learning Coordinator**

1. Ensure fidelity in educational programming, daily agendas, and structuring educational opportunities within the four dimensions of learning.
2. Support technology needs and resources for youth learners.
3. Work with the virtual learning specialist to implement steps in meeting the youth's goals.

**O. Norris Academy School District Learning Liaison**

1. Collaborate with the youth and their families to develop meaningful IEPs that utilize the strengths of the youth.
2. Set goals intended to stimulate growth in the four dimensions of learning, wellness, employability, and citizenship.

**P. Norris Academy School District Virtual Learning Specialist**

1. Work with youth to co-create plans and pathways related to their career and educational interests.
2. Confer with youth to assess progress toward goals, including graduation or equivalent.
3. Assist youth with connecting to resources.

**VI. Transition from Bakari Center to Home (or Other Identified Permanent Placement)**

Transition planning starts on the first day that a youth is enrolled in Bakari Center and involves the entire team working with the youth and the youth's family, as well as any natural supports the youth and their family identify.

**A. Pre-Enrollment:** Prior to a youth being enrolled in Bakari Center, there should be an identified parent(s), guardian(s) or caregiver(s) that the youth will be transitioned home to upon discharge. This person must be engaged in the youth's program throughout the youth's time in Bakari Center. If no caregiver is designated, alternative treatment planning should occur, to include independent living options.

**B. Pass Progression Process:** Passes are based on treatment progress. Bakari Center Passes are viewed as opportunities to practice and refine skills developed to begin the transition process following treatment.

- ❖ Passes are not scheduled until a youth has resided at Bakari Center for a minimum of sixty (60) days. Exceptions will be made on a case-by-case basis for special circumstances, e.g. funerals, religious celebrations, etc. with DYFS' approval.
- ❖ Between sixty (60) and ninety (90) days after enrollment at Bakari Center, youth may only receive weekend day passes with hours based on the availability of the family. After ninety (90) days, with successful past day passes, youth are eligible to petition for overnight passes on weekends. For overnight passes to occur, the MST-FIT team or an alternative aftercare plan is required to be in place to support the family during the overnight pass. Bakari Center staff will provide transportation to and from passes in the event the family is unable to accommodate this.
- ❖ Upon returning from any type of pass, youth are subject to a search and are required to complete a urine analysis to ensure the youth has not used any substances that could create a medical concern

and that they are not in violation of their court order, if applicable. Both the youth and family will complete a Pass Debrief form to determine if the pass was successful. Criteria for an unsuccessful pass includes if the youth was not receiving supervision while in the community, a serious incident occurred, the youth runs away, the youth engaged in delinquent behavior, and/or the youth had police contact that resulted in further municipal tickets or delinquency referrals. The Pass Debrief forms will be kept on file and taken into consideration for future pass approvals.

- ❖ A youth and their family must meet the following criteria to be eligible for an initial pass.
  - The youth is not on a plan for extra help at the time of the pass.
  - A supervision plan is in place.
  - The youth completed a petition requesting each pass.
  - A pass plan has been developed with the team.
  - The family has received treatment information from the HSW on what the youth has learned while at Bakari Center, so that the family can be treatment coaches.
  - The family has completed a minimum of four (4) required on-site visits with the youth at Bakari Center in the first sixty (60) days.

**C. Pass Request Process:** Once the above criteria are met, the following will occur:

- ❖ Youth will create an initial petition to advocate they are ready for a pass. The petition must be submitted to the Case Manager fourteen (14) days prior to the end of the initial sixty (60) days and shared with the HSW prior to approval being granted.
- ❖ The initial petition and any ongoing pass requests will be reviewed on a weekly basis.
- ❖ Youth will submit their requests by the end of the day on Mondays. A youth's respective team will review the request and the Pass Eligibility Treatment Checklist. Youth will be notified by Wednesday of that same week whether they will receive a pass over the weekend, allowing both the youth and family time to prepare.
- ❖ If a youth engages in any egregious behavior, the treatment team reserves the right to revoke the pass to ensure safety and supervision but not to be used as punishment for the behavior. This should be in alignment with their progress in treatment and a natural consequence of their behavior.

**D. Bakari Center Discharge (out-of-home care):** At the time that the out-of-home placement at Bakari Center ends and the youth is returned home (or other designated placement), Bakari Center staff will email DYFS Administration at [DCSDAdmin@milwaukeecountywi.gov](mailto:DCSDAdmin@milwaukeecountywi.gov) to notify DYFS of the youths discharge from the placement. This is NOT program discharge.

**E. Program Discharge:** All program discharges will be at the discretion of the youth's team and will be in alignment with the court order and treatment plan.

If a youth is discharged from Bakari programming, the case will be transferred back to the HSW that had the case when the youth was initially court ordered to Bakari within three (3) business days. Please follow the *DYFS Case Transfer Process Policy (038)* for further information on the expectations for case transfer.

At the time of program discharge, Bakari Center staff will email DYFS Administration at [DCSDAdmin@milwaukeecountywi.gov](mailto:DCSDAdmin@milwaukeecountywi.gov) to notify DYFS of the youth's discharge and reason for program discharge.

## VII. Documentation Process

All youth receiving services from the Bakari Center program require documentation be entered into the DYFS Synthesis database. These requirements do not rely on the placement of the youth, but on their participation in the Bakari Center programming. Bakari Center staff are responsible for their own agency specific documentation requirements. There are two types of Synthesis data entry required, weekly Provider Notes and Placement Services Tab dosage.

### A. WEEKLY PROVIDER NOTE

For every youth receiving services in the Bakari Center Program, a weekly progress note must be entered in Synthesis to document the progress of the specific youth. A weekly progress note must be entered for every week the youth is receiving services from the Bakari Center program, whether the youth is in an out of home placement or placed back home.

The progress note is entered weekly into the Synthesis Provider Note area and must include the following information found in the following documents:

#### Residential Center Weekly Progress Note

- Overall Weeks Activities (Updates, Incidents, Visitation, etc.)
- Target Behaviors
- Skills to Address Target Behaviors
- Pass Schedule

#### MST-FIT Project Case Summary for Weekly Review:

- Overarching Primary FIT Goals
- Previous Intermediate Goals/Targets
- Treatment-interfering behavior
- Advances in treatment

### B. PLACEMENT SERVICES TAB

For every youth receiving services in the Bakari Center program, EVERY dose of service rendered MUST BE documented in the Synthesis Placement Service tab. These services must be entered for EVERY service rendered to the youth, regardless of the phase. These services include both those rendered via the ITM and MST-FIT.

Each dose of service that requires entry in to the Synthesis Placement Service tab includes the following:

1. Individual Therapy: Dialectical Behavior Therapy (DBT)
2. Family Therapy: Multi-systemic Therapy (MST)
3. Group Therapy: Dialectical Behavior Therapy (DBT)
4. Group Therapy: General Topics Group
5. Group Therapy: Culture-Specific Programming

✚ *Refer to the Synthesis Cheat Sheet maintained by DYFS Quality Assurance for data entry support.*

## VIII. Special Circumstances

### A. Serious Incident Reporting

All incidents that rise to the level as defined by Department of Children and Family (DCF) and DYFS that require reporting must be reported to the appropriate parties. Please refer to the *DYFS Serious and Critical Incident Reporting Policy (010)* for additional details on reporting.

## **B. Missing Youth**

If a youth goes missing from the program, either during their time in Bakari Center or while in the community, the following must occur:

### **Bakari Center**

Bakari Center staff are to notify the assigned Bakari Center HSW, HSW Supervisor, and DYFS Administrative Coordinator within one hour of being made aware of the youth missing via email. The email will include the following information:

- Identifying information
- Who was involved and what was their role
- Date and time of occurrence
- Description of what occurred
- Follow up actions taken
- Notifications made

Bakari Center staff will also notify the youth's parents/guardian within one hour of being made aware of the youth missing.

### **DYFS HSW**

The HSW is to make an attempt to contact the parent/guardian on a daily basis while the youth is missing from the center.

The HSW must contact any known associates or relatives in which the youth may have run to at least on a weekly basis. All efforts are to be documented in Synthesis.

Through the completion of the Capias process, the HSW will notify the court that the youth is missing from their court ordered placement pursuant to 938.51(4)(a)(b).

### **Team**

If a youth is missing from placement, the youth's team will meet within 48 business hours to determine next steps. If there is a wait list of kids for placement, the team will decide if and when a youth will be discharged from the placement and allow for another youth to be placed at Bakari. Upon return from missing status, the youth will be placed back at Bakari as soon as possible. If youth is in the detention facility, the Bakari HSW and Bakari team will meet with youth until youth returns to Bakari Center to continue programming. If the team feels that Bakari is no longer the appropriate treatment for the youth, the youth will be staffed with the DYFS Administrative Coordinator for further assessment and direction.

### **Youth**

If youth returns to Bakari at will, the following steps may be taken to ensure the safety of the youth and Bakari Center residents/staff:

- Bakari Center staff will transport the youth to the Milwaukee County Youth Detention Center for a proper search by the Youth Correctional Officer Supervisor and once completed, will return to Bakari with the youth.



- A medical evaluation will be scheduled within 48 hours by Bakari Center.
- Bakari Center team will conduct a UA on the youth upon their return.
- If it is suspected that youth has returned and is under the influence of a substance, youth will be either transported for medical attention or 911 will be called.
- HSW, HSW Supervisor, and Administrator Coordinator will be notified via email of date and time that youth returned and steps taken with the youth.

**IX. Program Evaluation and Outcomes Expectations**

**A. Continuous Quality Improvement (CQI) Process**

DYFS has a collaborative annual continuous quality improvement cycle in which all providers are required to participate. This includes mandatory meeting attendance, trainings and action planning. Please refer to *DYFS Policy Provider Continuous Quality Improvement Responsibilities (051)* for additional details regarding the CQI process.

**B. Performance Measures**

DYFS requires performance-based contracting for all contracted providers and this process has three phases of development (development, implementation and active). The development phase generally begins one year after the program has been operational. These performance measures are developed collaboratively between DYFS and the provider and are generally reflective of service recipient satisfaction, complaints against providers, compliance with Fee-for-Service Agreements, Purchase of Services contracts and/or policies and procedures, and Service Recipient Outcomes.

Reviewed & Approved By:

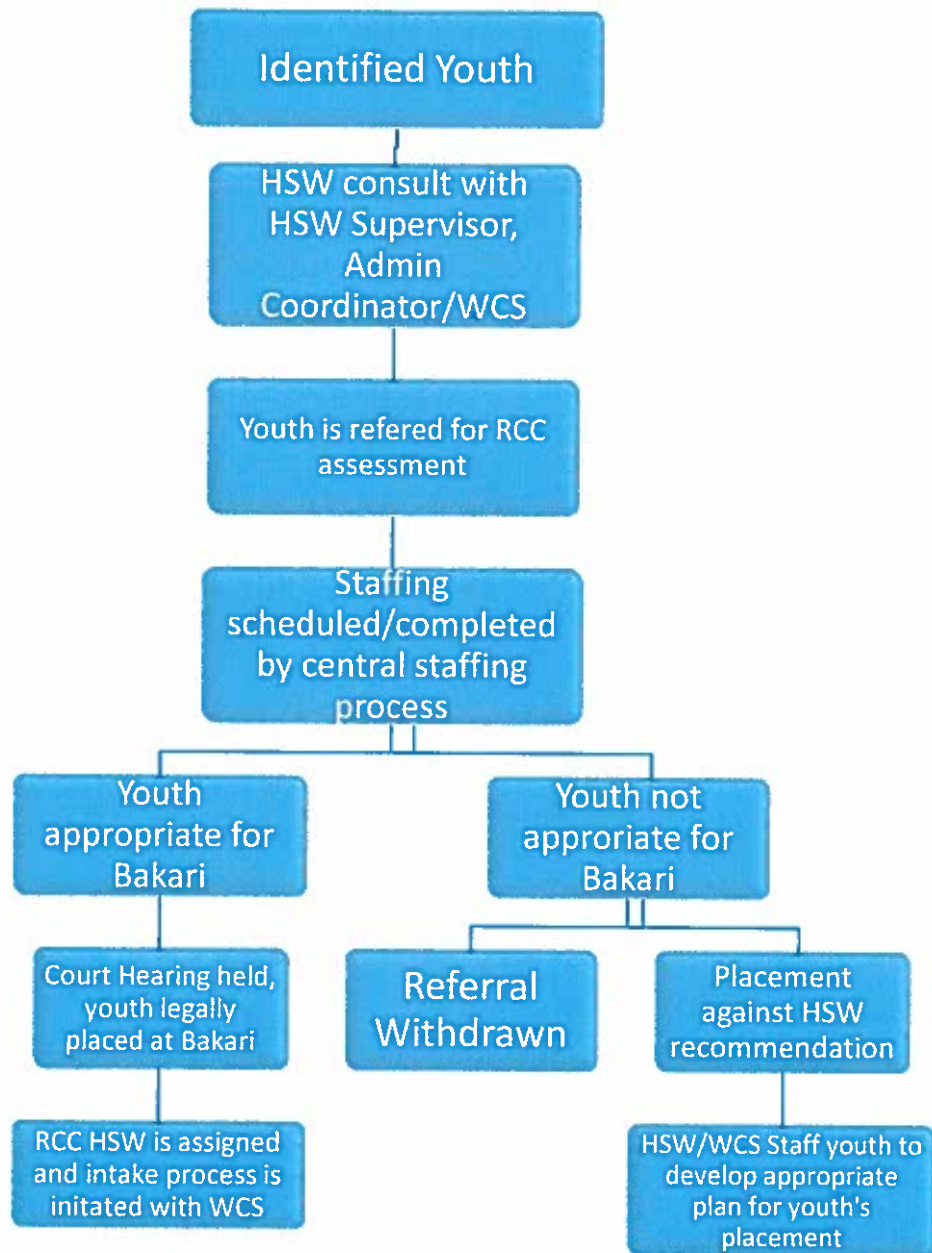


\_\_\_\_\_  
**Mark Mertens, Division Administrator**

# BAKARI CENTER ENROLLMENT PROCESS

## Process & Criteria for Enrollment

All staffings will be held at DYFS with HSW, Sections Manager, Wraparound representative and representative from WCS



## Bakari Center RCC Admissions Process

- 1. Notification of Openings:** The Program Manager or designee will notify HSW Supervisor and Administrative Coordinator of availability for referrals to Bakari Residential Center. If there are no openings at Bakari, the Program Manager will receive referrals to begin a waitlist and the process will continue as follows steps 1-8 and accepting placement will be determined once a bed is open.
- 2. Inquiries (Optional):** HSW's interested in making a referral should first staff with the HSW Supervisor and/or Administrative Coordinator. The HSW Supervisor or Administrative Coordinator will contact the Program Manager or designee by phone or e-mail to informally discuss whether a potential referral would be appropriate for Bakari Center.
- 3. Initial Program Agreement:** Prior to sending a formal referral, the HSW will review the Bakari Center brochure and MST-FIT program expectations with the family to see if they would be interested in the program. Once the family agrees, the HSW will have the family sign an *Intent to Participate & Consent to Interview*, stating the family understands the basis of the program and agrees to participate. This Intent to Participate form will be sent with the DYFS referral to the Program Manager or Designee.
- 4. Review Team:** The DYFS Administrative Coordinator will send e-mail the central staffing packet to the Director and Program Manager. The Program Manager or designee will set up an internal review meeting including WCS staff; Facility Director, Program Manager, and Social Work Supervisor within two business days of receipt of the referral.
- 5. Interview Process:** The Social Work Supervisor will interview the youth to ensure appropriateness for the program within one business day (if the youth is residing in Milwaukee County Juvenile Detention Center) and two business days (if the youth is residing in the community) of the referral.
- 6. Final Decision:** Following the interview, the WCS team will review within 1 business day to accept the referral and communicate intent to accept youth to DYFS. If court has not already taken place, DYFS will be able to bring the decision to the court.
- 7. Formal Referral Process:** The HSW and/or HSW Supervisor will submit the DYFS referral form and placement paperwork to the DYFS Administrative Support Specialist. The Administrative Support Specialist will send the referral to the Director and Program Manager.
- 8. Admissions Packet:** The Social Worker Supervisor will set up a time to meet with the parent/guardian (about 1.5 hours to review program & complete the admissions packet) within 1 business day depending on the parent's/guardian's schedule and availability.
- 9. Accepting Placement:** Within 1 business day of completing admissions packet, WCS staff will transport youth to Bakari Center if they are residing in Milwaukee County Juvenile Detention Center. If the youth is residing in the community at the time of acceptance, DYFS will coordinate transportation to Bakari Center.

# MILWAUKEE COUNTY DHHS DIVISION OF YOUTH AND FAMILY SERVICES

## FINANCIAL ASSESSMENT REFERRAL

Complete the following information on the child for whom Title IV/Medicaid benefits are being request:

**Name:** Click here to enter text. **DOB:** Click here to enter text. **Place of Birth:** Click here to enter text.

**Race:** Click here to enter text. **Ethnicity:** Click here to enter text. **SSN:** Click here to enter text.

**Juvenile ID:** Click here to enter text. **CCAP#:** Click here to enter text.

**Date of Petition:** Click here to enter text. **Next Court Date:** Click here to enter text.

**Child Placed at:** Click here to enter text.

**Address:** Click here to enter text.

**Date of Placement:** Click here to enter text.

**Child Removed from the Home of:** Choose an item. **If Other – Relationship to Child:** Click here to enter text.

**Date of VPA Order (If Applicable):** Click here to enter text.

**Mother's Name:** Click here to enter text. **DOB:** Click here to enter text. **Race:** Click here to enter text.

**Address or LKA:** Click here to enter text. **Phone:** Click here to enter text.

**Date Last Verified:** Click here to enter text.

**Employer:** Click here to enter text. **SSN:** Click here to enter text.

**Address:** Click here to enter text. **Phone:** Click here to enter text.

**Health Insurance:** Click here to enter text.

**Father's Name:** Click here to enter text. **DOB:** Click here to enter text. **Race:** Click here to enter text.

**Address or LKA:** Click here to enter text. **Phone:** Click here to enter text.

**Date Last Verified:** Choose an item.

**Employer:** Click here to enter text. **SSN:** Click here to enter text.

**Address:** Click here to enter text. **Phone:** Click here to enter text.

**Health Insurance:** Click here to enter text.

**Date of Removal:** Click here to enter text. **Worker's Name/Phone:** Click here to enter text.

Complete all of the information for each person in the home for which the child was removed:

Name	Relationship to Child	SSN	DOB	U.S. Citizen	Source of Income
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Did the child reside with any relative during the six months prior to the month the petition was filed, other than those listed above:  Yes  No Name and Relationship to Child: Click here to enter text.

Is the child deprived of one or both parents due to one of the following reasons:

		Mother	Father
Continued Absence:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Death:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Disabled:	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>

Was the child in Receipt of AFDC-MA in the month the petition was filed or in one of the six months prior to the month the petition was filed, or was the child removed from an AFDC-MA household?  Yes  No

Family Court Support Number/Paternity Number: Click here to enter text.

Worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Placement Terminated On: \_\_\_\_\_

Child's Current Placement:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_



STATE OF WISCONSIN, CIRCUIT COURT, MILWAUKEE COUNTY

For Official Use

IN THE INTEREST OF

Order for Temporary Physical Custody

- Secure
- Nonsecure

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Case No. \_\_\_\_\_

A hearing for temporary physical custody was held on [Date] \_\_\_\_\_, which is the effective date of this order.

THE COURT FINDS:

1. The child/juvenile is in the jurisdiction of this court under
  - delinquency (statutes): \_\_\_\_\_ or
  - JIPS (statutes): \_\_\_\_\_ or
  - CHIPS (statutes): \_\_\_\_\_
2. Probable cause exists to believe that the
  - A. Child/juvenile will commit injury to person or property of others.
  - B. Child/juvenile will \_\_\_\_\_  cause injury to self.  be subject to injury by others.
  - C. Parent(s), guardian, legal custodian or other responsible adult is
    - neglecting  refusing  unable  unavailable to provide adequate supervision and care.
  - D. Child/juvenile will run away or be taken away, making the child/juvenile unavailable for further court proceedings.
  - E. Parent(s) has relinquished custody of the child/juvenile.
3. Child/juvenile is not subject to or it is undetermined whether the child/juvenile is subject to the federal Indian Child Welfare Act. (If the child/juvenile is subject to the Indian Child Welfare Act, use the Indian Child Welfare Act version [IW-1711] of this order.)

For secure custody, the court further finds that probable cause exists to believe:

- 1. The child/juvenile has committed a delinquent act and there is a substantial risk of
  - physical harm to another.  running away.
- 2. The child/juvenile is a  fugitive from another state  runaway from a juvenile correctional facility, and there was no reasonable opportunity to return the child/juvenile.
- 3. A protective order was issued and the child/juvenile consents in writing to the custody.
- 4. The child/juvenile ran away or committed a delinquent act while in nonsecure custody and no other suitable alternative exists.
- 5. The child/juvenile is alleged/adjudicated delinquent and is a runaway from another county and would run away from nonsecure custody.
- 6. The child/juvenile is subject to adult criminal court jurisdiction and is under 15 years of age.

For secure custody in a jail, the court further finds:

- 1. No other juvenile detention facility approved by DOC or the county is available.
- 2. The child/juvenile presents a substantial risk of physical harm to others in the juvenile detention facility.

**For all custody outside of the home, the court further finds:**

1. Continuation of residence in the home at this time  is  is not contrary to the child's/juvenile's welfare.

\_\_\_\_\_

2. Reasonable efforts to prevent removal and return child/juvenile safely home were [Complete one of the following]  
 made by the department or agency responsible for providing services as follows:

\_\_\_\_\_

made by the department or agency responsible for providing services, although an emergency situation resulted in immediate removal of the child/juvenile from the home as follows:

\_\_\_\_\_

not required under §48.355(2d) and §938.355(2d), Wis. Stats. \_\_\_\_\_

- required, but good cause was shown why sufficient information is not available to enable the court to make the necessary findings. This hearing is continued until [Date – Not to exceed 5 days] \_\_\_\_\_.
- required, but the department or agency responsible for providing services failed to make reasonable efforts.

3. Reasonable efforts to place the child/juvenile in a placement that enables the sibling group to remain together were

- made.
- not required because the child/juvenile does not have siblings in out-of-home care.
- not required because it would be contrary to the safety or well being of the child/juvenile or any of the siblings.

4. As to the department or agency recommendation:

A. The placement location recommended by the department or agency is adopted.

OR

B. After giving bona fide consideration to the recommendations of the department or agency and all parties, the placement location recommended is not adopted.

5. The  mother  father was present and was asked to provide the names and other identifying information of three adult relatives of the child/juvenile or other adult individuals whose home the parent requests the court to consider as placements for the child/juvenile.

**THE COURT ORDERS:**

1. The child/juvenile is held in custody

A. In-home at \_\_\_\_\_

B. Out-of-home at \_\_\_\_\_ and into the placement and care responsibility of the department in the county where this order is issued, or the Division of Milwaukee Child Protective Services if this order is issued in Milwaukee County under Ch. 48, which has primary responsibility for providing services.

2. This is an out-of-home placement. The child/juvenile has one or more siblings in out-of-home care and the child/juvenile is not placed with all those siblings.

The department or agency shall make reasonable efforts to provide frequent visitation or other ongoing interaction between the child/juvenile and any siblings.

The department or agency is not required to provide for frequent visitation or other ongoing interaction because it would be contrary to the safety or well being of the child/juvenile or any siblings.

- 3. This is an out-of-home placement and the department or agency shall conduct a diligent search in order to locate and provide notice as required by §48.21(5)(e)2. or §938.21(5)(e)2., Wis. Stats., to all adult relatives of the child/juvenile, including the three adult relatives provided by the parents under §48.21(3)(f) or §938.21(3)(f), Wis. Stats., no later than 30 days from the date of the child's/juvenile's removal from the home, unless the search was previously conducted and notice provided.
- 4. While in a nonsecure placement above, the child/juvenile shall also be monitored by an electronic monitoring system.
- 5. Other conditions of custody: \_\_\_\_\_
- 6. The parent(s)/guardian shall contribute toward the expenses of custody/services in the amount of
  - \$ \_\_\_\_\_.
  - to be determined by [Agency] \_\_\_\_\_.
- 7. Transportation to the placement and any return to court shall be provided by \_\_\_\_\_
- 8. The next hearing date is \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.
- 9. The request for temporary physical custody is denied.
- 10. Other: \_\_\_\_\_

Name and Address of Placement:

**BY THE COURT:**

**DISTRIBUTION:**

- 1. Original - Court
- 2. Placement Facility
- 3. Child/Juvenile/Parents/Attorneys
- 4. Social Worker/Intake Worker

Circuit Court Judge     Circuit Court Commissioner

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Name Printed or Typed

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Date