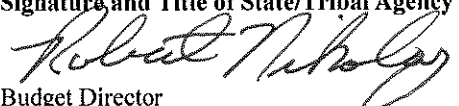


CFS-101, Part I: Annual Budget Request for Title IV-B, Subpart 1 & 2 Funds, CAPTA, CFCIP, and ETV

Fiscal Year 2011, October 1, 2010 through September 30, 2011

1. State or Indian Tribal Organization (ITO): Wisconsin Dept. of Children & Families		2. EIN: 26-2265832	
3. Address: 201 E Washington Avenue, Room G200, PO Box 8916, Madison, WI 53708-8916		4. Submission: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revision	
5. Total estimated title IV-B Subpart 1, Child Welfare Services (CWS) Funds		\$4,881,947	
a) Total administration (not to exceed 10% of title IV-B Subpart 1 estimated allotment)		\$228,700	
6. Total estimated title IV-B Subpart 2, Provides Safe and Stable Families (PSSF) Funds. This amount should equal the sum of lines a - f.		\$5,075,836	
a) Total Family Preservation Services		\$1,127,850	
b) Total Family Support Services		\$1,127,850	
c) Total Time-Limited Family Reunification Services		\$1,127,850	
d) Total Adoption Promotion and Support Services		\$1,015,167	
e) Total for Other Service Related Activities (e.g. planning)		\$379,500	
f) Total administration (FOR STATES ONLY: not to exceed 10% of title IV-Bsubpart 2 estimated allotment)		\$297,619	
7. Total estimated Monthly Caseworker Visit (MCV) Funds (FOR STATES ONLY)		\$301,408	
a) Total administration (FOR STATES ONLY: not to exceed 10% of estimated MCV allotment)		\$6,708	
8. Re-allotment of title IV-B subparts 1 & 2 funds for States and Indian Tribal Organizations:			
a) Indicate the amount of the State's/Tribe's allotment that will not be required to carry out the following programs: CWS \$ 0 , PSSF \$ 0 , and/or MCV(States only)\$ 0 .			
b) If additional funds become available to States and ITOs, specify the amount of additional funds the States or Tribes requesting: CWS \$500,000 , PSSF \$500,000 , and/or MCV(States only) \$100,000 . Wisconsin will accept any funds that become available.			
9. Child Abuse Prevention and Treatment Act (CAPTA) State Grant (no State match required): Estimated Amount plus additional allocation, as available. (FOR STATES ONLY)		\$465,654	
10. Estimated Chafee Foster Care Independence Program (CFCIP) funds		\$2,127,412	
a) Indicate the amount of State's or Tribe's allotment to be spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)		\$150,000	
11. Estimated Education and Training Voucher (ETV) funds		\$713,219	
12. Re-allotment of CFCIP and ETV Program Funds:			
a) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out CFCIP Program		\$0	
b) Indicate the amount of the State's or Tribe's allotment that will not be required to carry out ETV Program		\$0	
c) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for CFCIP Program		\$100,000	
d) If additional funds become available to States or Tribes, specify the amount of additional funds the State or Tribe is requesting for ETV Program		\$50,000	
13. Certification by State Agency and/or Indian Tribal Organization. The State agency or Indian Tribe submits the above estimates and request for funds under title IV-B, subpart 1 and/or 2, of the Social Security Act, CAPTA State Grant, CFCIP and ETV programs, and agrees that expenditures will be made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 2011.			
Signature and Title of State/Tribal Agency Official		Signature and Title of Central Office Official	
 Budget Director			

CFS-101 Part II: Annual Estimated Expenditure Summary of Child and Family Services

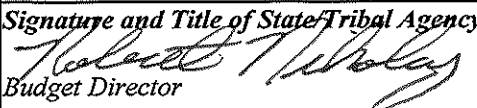
State or Indian Tribal Organization (ITO) Wisconsin Dept. of Children & Families

For FFY OCTOBER 1, 2010 TO SEPTEMBER 30, 2011

SERVICES/ACTIVITIES	TITLE IV-B			(d) CAPTA*	(e) CFCIP	(f) ETV	(g) TITLE IV- E	(h) STATE, LOCAL, & DONATED FUNDS	(i) NUMBER TO BE SERVED		(j) POPULATION TO BE SERVED	(k) GEOG. AREA TO BE SERVED
	(a) Subpart I- CWS	(b) Subpart II- PSSF	(c) Subpart II- MCV *						Individuals	Families		
1.) PREVENTION & SUPPORT SERVICES (FAMILY SUPPORT)	729	1,128						23,000	25,000	20,000	General Population	Statewide
2.) PROTECTIVE SERVICES	1,145							21,200		27,000	Families In Child Protective Services	Statewide
3.) CRISIS INTERVENTION (FAMILY PRESERVATION)	1,753	1,128						24,100	6,000	5,000	Families In Child Protective Services	Statewide
4.) TIME-LIMITED FAMILY REUNIFICATION SERVICES	1,027	1,128						8,000	4,000	6,000	Families in Out of Home Care	Statewide
5.) ADOPTION PROMOTION AND SUPPORT SERVICES			1,015					20,000	Adopt 750	4,680 PARCS	Adoptive Families	Statewide
6.) FOR OTHER SERVICE RELATED ACTIVITIES (e.g. planning)			379					Included in the above				Statewide
7.) FOSTER CARE MAINTENANCE: (a) FOSTER FAMILY & RELATIVE FOSTER CARE							16,328	30,500	5,700		Children in Out of Home Care	Statewide
(b) GROUP/INST CARE								Included in the above			Children in Out of Home Care	Statewide
8.) ADOPTION SUBSIDY PMTS.							46,377	45,000	9,000		Adoptive Children	Statewide
9.) GUARDIANSHIP ASSIST. PMTS.												Statewide
10.) INDEPENDENT LIVING SERVICES					1,810			1,000	4,000		Foster Youth	Statewide
11.) EDUCATION AND TRAINING VOUCHERS						699		400	400		Foster Youth	Statewide
12.) ADMINISTRATIVE COSTS	228	298	7				36,675					
13.) STAFF & EXTERNAL PARTNERS TRAINING				466	317	14	2,953	700				
14.) FOSTER PARENT RECRUITMENT & TRAINING								350				
15.) ADOPTIVE PARENT RECRUITMENT & TRAINING								500				
16.) CHILD CARE RELATED TO EMPLOYMENT/TRAINING								CCDG & TANF Funds	N/A		Low Income Families & Foster Parents	
17.) CASEWORKER RETENTION, RECRUITMENT & TRAINING			294					400				
18.) TOTAL	4,882	5,076	301	466	2,127	713	102,333	174,750				

* States Only, Indian Tribes are not required to include information on these programs

CFS-101, PART III: Annual Expenditures for Title IV-B, Subparts 1 and 2, Chafee Foster Care Independence (CFCIP) and Education And Training Voucher (ETV) : Fiscal Year 2008: October 1, 2007 through September 30, 2008

1. State or Indian Tribal Organization (ITO): Wisconsin		2. EIN: 26-2265832		3. Address: 201 East Washington, Room G200, PO Box 1816, Madison, WI 53708-8916			
4. Submission: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revision							
Description of Funds	Estimated Expenditures	Actual Expenditures	Number served		Population served	Geographic area served	
			Individuals	Families			
5. Total title IV-B, subpart 1 funds	\$4,917,465	\$4,917,465	16,500	24,000	Child Welfare	Statewide	
a) Total Administrative Costs (not to exceed 10% of title IV-B, subpart 1 total allotment)	\$213,081	\$158,323					
6. Total title IV-B, subpart 2 funds (This amount should equal the sum of lines a - f.)	\$4,811,436	\$4,811,436	31,000	24,000	Families in Child Protective	Statewide	
a) Family Preservation Services	\$1,084,925	\$1,212,561					
b) Family Support Services	\$1,084,925	\$1,176,232					
c) Time-Limited Family Reunification Services	\$1,084,925	\$997,568					
d) Adoption Promotion and Support Services	\$962,287	\$962,201					
e) Other Service Related Activities (e.g. planning)	\$329,500	\$222,216					
f) Administrative Costs (FOR STATES: not to exceed 10% of total title IV-B, subpart 2 allotment after October 1, 2007)	\$264,874	\$240,658					
7. Total Monthly Caseworker Visit Funds (STATE ONLY)	\$71,426	\$71,426					
a) Administrative Costs (not to exceed 10% of MCV allotment)	\$1,112	\$0					
8. Total Chafee Foster Care Independence Program (CFCIP) funds	\$1,983,421	\$1,983,421					
a) Indicate the amount of allotment spent on room and board for eligible youth (not to exceed 30% of CFCIP allotment)	\$150,000	\$104,777	5,630/ Room & Bd 185		Foster Youth	Statewide	
9. Total Education and Training Voucher (ETV) funds	\$668,109	\$668,109	193		Foster Youth	Statewide	
10. Certification by State Agency or Indian Tribal Organization (ITO). The State agency or ITO agrees that expenditures were made in accordance with the Child and Family Services Plan, which has been jointly developed with, and approved by, the Children's Bureau, for the Fiscal Year ending September 30, 2011.							
Signature and Title of State/Tribal Agency Official		Date	Signature and Title of Central Office Official		Date		
 Budget Director		6/28/10					

Citizen Review Panel Annual Report
For the Period **January 1 – December 31, 2009**

Name of Panel:	Child Abuse Review Team [CART]
Contact Person:	Christopher A. Logan

- I. Briefly describe the number and type of meetings held in 2009:
 - a. Types of CART Meetings
 - i. CART Meeting - This is CART's main meeting every 2nd Thursday of the month. Directors and executives from each of the CART organizations come together to discuss the issues from a multi-disciplinary standpoint. In 2009, there were 12 meetings of approximately 2 hours in length. (See attached CART Roster)
 - ii. Protocol Subcommittee meeting. The "Joint Protocol" is the document created by CART to govern interactions between the members of CART in joint investigations of neglect and abuse. These meetings are designed to help craft and modify the protocol. In 2009, there were 10 meetings of at 1.5 hours in length.
 - iii. Mental Health Subcommittee meeting. These meetings bring together members of CART as well as members of the mental health provider community. They are designed to study the issues of mental health in the neglect/abuse arena, monitor trends, and make recommendations for implementing better trauma informed care amongst the member of CART. In 2009, there were 10 meetings of approximately 2 hours in length.
 - iv. Multi-Disciplinary Case Staffing. Each month, cases a referred for staffing. There is a detailed review of cases where there are multi-disciplinary issues. Each month there can be no more than 2 cases reviewed. In 2009, there were 10 meetings of approximately 2 hours in length.
 - v. Child Fatality Review Meetings. These meetings have their own governing protocol, and are held at the request of the BMCW following the death of a child in care, or that has had bureau involvement. Given the changeover in leadership at the bureau and within CART itself, there were no CFR's conducted in 2009.
 - vi. Workgroup Meetings. From time to time, issues arise that require the creation of ad hoc "workgroups" to cover urgent or emerging issues in more detail.
 - b. CART Activities in 2009
 - i. Evaluating local child protection services
 1. CART's mission is to provide a multi-disciplinary team that works collaboratively to enhance the safety and well-being of children and families through an effective response to child maltreatment.

2. As 2009 was a transition year, and due to turnover of staffing CART activities were limited in 2009. With the help of members of CART volunteering, CART was able to function in its core areas, including:
 - a. regular monthly meetings
 - b. case reviews
 - c. protocol development
3. In addition, a great deal of time and effort went towards developing a job description for a new “Director position” as well as towards the recruitment and hiring to fill the position.
 - ii. Evaluating local and State progress under the State CAPTA Plan
 - a. CART covers only Milwaukee County
 - b. CART continually staffs cases and systems that are in need of review and makes recommendations for changes to the Multi-disciplinary Joint Protocol or other systems as necessary to improve the Milwaukee County response to neglect and abuse. These changes are directed for Milwaukee County only.
 - iii. Review of cases, child fatalities and near fatalities
 1. Though no CFR cases were reviewed in 2009, CART continues to review cases through the monthly MDT staffing. In 2009, approximately 20 cases were reviewed.
 - iv. Review of the extent to which the child protective services system is coordinated with the foster care and adoption programs.
 1. Aside from cursory inclusion as part of an MDT or CFR, or in the event of abuse or neglect incidents within these program, CART typically does not cover foster care or adoption programs.
 - v. Public outreach and comment
 1. CART presents its findings annually to the Partnership Council in Milwaukee, which is CART’s sole public face. In February of 2009, Mark Lyday reported to the Partnership Council on CART activities.

II. Please describe other panel activities or issues addressed in 2009

2009 was an important year for CART. The staffed position in CART was changed from a more administrative position to a director/managerial one. The hope for the Team was that a Director may be met with greater success in maneuvering through complex and difficult issues. The new CART Director started in November of 2009.

CART’s role as a catalyst for communication continued throughout 2009. Bringing together diverse groups with varying interests is not only

difficult but also crucial to improving the systems the County of Milwaukee utilizes to address child welfare issues.

III. Describe any challenges or difficulties the panel encountered in 2009:

In 2009, there was a vacancy in CART staffing, which ultimately led to the creation of the new CART Director position, which was filled in November of 2009.

IV. Recommendations to improve child protection services at the local level:

CART continues to utilize the MDT and CFR processes to provide constructive feedback from a multi-disciplinary perspective to the Bureau of Milwaukee Child Welfare. These recommendations fulfill an important part of the multi-disciplinary approach in Milwaukee County and serve as the primary feedback for CART as a CRP.

V. Recommendations to improve child protection services at the State level: CART encourages the State to continue to find and provide more funding to the BMCW and other government entities striving to make our community safer for its children.

VI. Recommendations to improve State support of local CRPs:

Though CART is made up of a number of entities involved in child abuse and neglect, it does exist as an entity itself, and has staff and a budget. As such, we would welcome additional financial assistance from the State in helping to defray the costs around conducting good Child Fatality Reviews.

VII. Indicate if training and/or technical assistance is needed or desired in 2010. Specify the areas in which you would like to receive training or assistance.

None at this time

Please send an electronic copy of the completed annual report to Paula Brown at PaulaL.Brown@wisconsin.gov . Thank you.



Jim Doyle
Governor

Reggie Bicha
Secretary

Cyrus Behroozi
Administrator

State of Wisconsin

**Department of Children and Families
Division of Safety and Permanence**

201 E. Washington Ave., Room E200
P.O. Box 8916
Madison, WI 53708-8916

Telephone: 608-266-8787
Fax: 608-266-5547
dcf.wisconsin.gov

June 14, 2010

Child Abuse Review Team
Christopher Logan, Director
Sojourner Family Peace Center
P O Box 080319
Milwaukee WI 53208

Dear Mr. Logan:

Thank you so much for your annual report of the Child Abuse Review Team (CART). Your role as the Director has helped immensely in clarifying the roles and responsibilities of the CART as it relates to the Division of Safety and Permanency and specifically, the Bureau of Milwaukee Child Welfare.

I appreciate your assessment of the multi-disciplinary and child fatality review processes. I agree that they fulfill an important part of providing constructive feedback as a Citizen Review Panel. I am especially pleased with the process changes that will result in the child fatality reviews having a greater multi-disciplinary approach, which will ultimately benefit the children and families in Milwaukee County.

Your annual report addresses funding in several ways. You suggest that more State funding is needed in order to improve child safety. While we agree that adequate funding for programs is always a priority, it would be helpful if over the next year, the CART can identify specific areas for additional funding. In terms of defraying costs of the child fatality reviews, BMCW will continue to look for ways to support the work of CART.

Please know that the Department of Children and Families and the Division of Safety and Permanency greatly appreciate the work done by CART. We couldn't agree more that bringing together diverse groups with varying interests is crucial to improving the systems that address child welfare.

Sincerely,

A handwritten signature in black ink, appearing to read "Cyrus Behroozi".

Cyrus Behroozi
Administrator

cc: Arlene Happach, Director
Bureau of Milwaukee Child Welfare

Citizen Review Panel Annual Report
For the Period **January 1 – December 31, 2009**

Name of Panel:	Marathon County Citizen Review Panel
Contact Person:	Nicole DeBettignies, Deputy Director

Briefly describe the number and type of meetings held in 2009:

Our CRP meets as a full group quarterly 5 times; in 2009 there were 4 quarterly meetings and one special meeting of the full group. The subcommittees are set up to meet 8 times a year and our CRP has two subcommittees, Public Information and Membership. Our CRP also has an Executive Committee made up of the CRP Chair and Vice Chair, the coordinator and Director of DSS. The committee met approximately four times during 2009. Members from the CRP also attended a statewide CRP meeting and also National CRP Conference.

Where applicable, please describe the panel's activities in regards to:

1. Evaluating local child protection services
 - Reviewed the Quality Service Review data including the work plan that DSS had developed.
 - Reviewed local United Way information on the various focuses they are taking that impact children. Providing further discussion about what role the CRP may take in these focus areas in the future.

2. Evaluating local and State progress under the State CAPTA Plan
 - Reviewed 2007 State CAN Report with the panel and highlights from Marathon County.
 - Reviewed federal policy changes related to Child Welfare received from the National CRP Conference.
 - Reviewed the National CRP study to reflect on where Marathon County's CRP is in it functioning related to the data.
 - Marathon County CRP advocated against proposed state funding cuts to the CPS system by writing a letter to legislatures.

3. Review of cases, child fatalities and near fatalities
 - Marathon County has a separate Child Death Review Team. In December representatives from the Child Death Review Team presented to our committee per a request of several CRP members. The outcome of the meeting resulted in a decision to have a Child Death Review Team member serve also on the CRP. This will allow for coordination and collaboration of both committees.

4. Review of the extent to which the child protective services system is coordinated with the foster care and adoption programs
 - ❑ Marathon County CRP no longer has a Foster Care parent on the committee so an effort for 2010 Membership Committee will be to recruit and obtain FC representation.

5. Public outreach and comment
 - ❑ The Public Information Committee developed a brochure regarding Child Protective Services for Schools. This was done with the input of two school representatives on the CRP. This brochure was provided to schools as a way to create a better understanding of CPS and increase partnerships in protecting children.
 - ❑ In March the Public Information Committee coordinated a SW recognition event on behalf of the CRP to recognize SW in the all the work they do.

Please describe other panel activities or issues addressed in 2009:

- ❑ Updated by-laws and officer term limits.
- ❑ Participated in the National CRP Conference in Wyoming.
- ❑ Participated in a statewide meeting facilitated by Blake Jones in the creation of addressing statewide issues for all WI CRP's to focus on.
- ❑ Reviewed and discussed the Alternative Response Model Proposal.
- ❑ Reviewed Marathon Counties Community Response data.
- ❑ Developed a new member orientation process.
- ❑ Evaluated membership in relation to the CAPTA guidelines.

Describe any challenges or difficulties the panel encountered in 2009:

- ❑ Panel turnover continues to be a challenge especially regarding replacing them and orientation to new members.

Recommendations to improve child protection services at the local level:

- ❑ Continue to evaluate services and programs that result in good outcomes for children and families.
- ❑ Coordination with the Child Death Review Team.

Recommendations to improve child protection services at the State level:

- ❑ Evaluate policies and practices that are outdated or ineffective as it relates to the practice of Child Protective Service workers.
- ❑ Continue to research and offer best practice models to improve outcomes to children and families.

Recommendations to improve State support of local CRPs:

- ❑ Move forward statewide issue related to Child Death Reviews for all CRP's to work on.

Indicate if training and/or technical assistance is needed or desired in 2010. Specify the areas in which you would like to receive training or assistance.

- ❑ Training regarding Public Notification on egregious incidents and child deaths.

Please send an electronic copy of the completed annual report to Paula Brown at PaulaL.Brown@wisconsin.gov . Thank you.



Jim Doyle
Governor

Reggie Bicha
Secretary

Cyrus Behrooz
Administrator

State of Wisconsin

**Department of Children and Families
Division of Safety and Permanence**

201 E. Washington Ave., Room E200
P.O. Box 8916
Madison, WI 53708-8916

Telephone: 608-266-8787
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June 14, 2010

Marathon County Citizen Review Panel
Vicki Tylka, Director
Marathon County Department of Social Services
400 E. Thomas St.
Wausau WI 54403-6498

Dear Ms. Tylka:

The Division of Safety and Permanence (DSP) received the 2009 Marathon County Citizen Review Panel Annual Report and will include this information in Wisconsin's FFY 2011 Federal Annual Progress and Services Report. This letter provides the written response required by the Child Abuse Prevention and Treatment Act regarding the recommendations of the panel.

Recommendations to improve child protection services at the local level:

- **Continue to evaluate services and programs that result in good outcomes for children and families.**
- **Coordination with the Child Death Review Team.**

Recommendations to improve child protective services at the state level:

- **Evaluate policies and practices that are outdated or ineffective as it relates to the practice of Child Protective Service workers.**
- **Continue to research and offer best practice models to improve outcomes to children and families.**

Recommendations to improve State support of local CRPs:

- **Move forward statewide issue related to Child Death Reviews for all CRPs to work on.**
- **Training regarding Public Notification on egregious incidents and child deaths.**

Three of Marathon County CRP's recommendations concern child death reviews and/or the new laws regarding public notification of child deaths, serious injury and egregious incidents of abuse and neglect. The Department has issued two numbered memos, developed consistent statewide protocols for independent reviews, and started to provide additional guidance and direction in these areas. Development of needed systems to ensure efficiency and accuracy in collecting and providing this

information is in progress. The DSP will continue to work with the panels and county agencies to address the CRP child fatality review project and the public notification requirements introduced in the Child Welfare Disclosure Act. A statewide CRP meeting where these issues will be discussed and addressed is currently being planned by the state and local CRP coordinators for August. The DSP Case Practice Review Specialist (State CRP coordinator) will continue to coordinate with the panel coordinators and provide additional support at meetings, through video conferencing, and other communications.

The DSP applauds your efforts to continue to evaluate services and programs that result in good outcomes for children and families at the local level. We want to assure that CRP members are informed and able to provide feedback on state and federal policies and statutes. The DSP would like to learn from the Marathon County, as well as all of the citizen review panels, about specific policies and practice that agencies and panels believe are outdated or ineffective and any ideas panels may have on tackling this recommendation. Please plan to work directly with the case practice review specialist to discuss these identified areas at your local and statewide CRP meetings.

We value our Citizen Review Panels and the important work that we do in partnership to enhance child protective services for Wisconsin's children and families. Thank you for your timely submission of this annual report and your continued dedication to the Citizen Review Panel.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cyrus Behroozi', written in a cursive style.

Cyrus Behroozi
Administrator

Citizen Review Panel Annual Report
For the Period **January 1 – December 31, 2009**

Name of Panel:	Milwaukee Child Welfare Partnership Council
Contact Person:	Janel Hines

Briefly describe the number and type of meetings held in 2009:

There were thirteen Executive Committee meetings in 2009. The Executive Committee is an advisory committee which, on behalf of the Council, receives and reviews reports from Council committees, the Milwaukee Child Abuse Review Team (CART), the Bureau of Milwaukee Child Welfare (BMCW), the Division of Safety and Permanence, the Department of Children and Families and other organizations. The Executive Committee receives written and in-person monthly updates regarding child fatalities and egregious events.

There were four Partnership Council meetings in 2009. The Council was provided information on BMCW performance, policy, issues and initiatives. The Partnership Council receives quarterly updates on child fatalities and egregious events.

Where applicable, please describe the panel's activities in regards to:

1. Evaluating local child protection services
In the first quarter of 2009 the Bureau of Milwaukee Child Welfare conducted medical reviews of cases involving children age 3 and under who had been in out of home care 10 months or less. A two-part process was created. First a medical evaluation was conducted by physicians at the Child Protection Center (CPC). Then a case review was conducted to determine how well the needs of children and families were identified and met. The Executive Committee and full Council received regular updates. The Health Committee provided input in the development of the process and the format for the final report. The final report was presented at the September 2009 Community meeting.
2. Evaluating local and State progress under the State CAPTA Plan
Council and Executive Committee members, Pastor Ivy, Linda Davis, Coleen Ellingson, Debra Blanks and Judge Skwierawski attended a statewide Citizen Review Panel meeting in July 2009 with Blake Jones of the University of Kentucky.
The Citizen Review Panels from across the state decided to focus on one issue year each year identified in the State CAPTA Plan. The first statewide focus will be child fatalities.
3. Review of cases, child fatalities and near fatalities
The Council received reports on child fatality reviews conducted by CART. BMCW staff presented case reviews. The BMCW Director provided reports child death and egregious incident reports monthly to the Executive Committee and quarterly to the Council.

4. Review of the extent to which the child protective services system is coordinated with the foster care and adoption programs

In the spring of 2009, with the financial support of the Child Welfare Philanthropy Group, the Department of Children and Families brought in national experts, Paul Vincent and Kelly Peterson of the Child Welfare Policy and Practice Group to conduct a comprehensive needs assessment of all children placed in out-of-home care and a review of foster care recruitment and retention efforts. The Utah Foster Care report was created. The report outlines strategies to improve recruitment and retention efforts in foster care. The Executive Committee and Council received regular updates, provided input and will track the implementation plan developed by the BMCW and Children's Service Society of Wisconsin (CSSW)

5. Public outreach and comment

The Council held two community meetings. The meetings provided the public an opportunity to hear about the work of the Bureau of Milwaukee Child Welfare and the Department of Children and Families, to ask questions and comment on services. All Partnership Council meetings and Executive Committee meetings are open to the public unless closed session discussions are on the agenda. Partnership Council and Executive Committee meetings are well attended by the public and the media. The Council provided an opportunity for public comment at each Council meeting.

Please describe other panel activities or issues addressed in 2009

- Health Committee members Dr. Earnestine Willis, Linda Davis along with State and partner agencies participated in a "mini summit" aimed at determining how the Bureau can conduct timely health screens on children entering care. The summit resulted in a pilot program that became standard practice that facilitated timely health screen for children entering care.
- The Bureau is working to partner nurses with case managers to help ensure safety of children. The Health Committee worked with BMCW leadership to help determine how to best use the nurses in the delivery of child welfare services.
- Council members worked with BMCW/DCF leadership to review the child death review process in Milwaukee and statewide. A protocol will be developed in 2010.
- Council members participated in the interview process for the new Director of the Bureau of Milwaukee Child Welfare. The new Director, Arlene Hapbach, began in October 2009.
- The Adoption and Out-of-Home Care Committee spent the year continuing to monitor the progress of the post termination contact law through the legislature. Committee members were of assistance in the drafting of the bill and provided testimony at the hearing in the assembly.

- Council members participated on the Region 3 transition team. December 2008 one of the BMCW's private contract partners, La Causa, decided not to renew its 2009 contract with the Department of Children and Families to provide Ongoing Case Management and Safety Service for the Bureau of Milwaukee Child Welfare. The transition team worked with DCF to both secure a replacement agency and to address the primary goal of ensuring child safety and continuity of services to families. The transition process will include regular community meetings. The Partnership Council and Executive Committee received regular updates. Integrated Family Services was selected and began serving families in May. The transition was accomplished without disruption, while keeping the safety of children and continuity of services top priority.

- The Secretary of DCF asked the Partnership Council to provide recommendations to be considered in future planning for ombudsman services in Milwaukee. Council Chair, Pastor Ivy, formed an ad hoc workgroup to meet with DCF staff and develop recommendations on its direction, approach and outcomes. Linda Davis, Francine Feinberg, Mary Sowinski and Dr. Earnestine Willis participated on the workgroup. The workgroup's recommendations were recently adopted by the Partnership Council Executive Committee. The two recommendations were to implement an external client complaint resolution and advocacy process and to develop a substantive internal client complaint process.

Describe any challenges or difficulties the panel encountered in 2009:

Recommendations to improve child protection services at the local level:

The Public Policy Committee presented recommendations to improve outcomes for youth aging out of care. The recommendations were passed by the Executive Committee. The recommendations were to:

1. Conduct an evaluation of the BMCW's independent living program through the state's Quality Assurance division;
2. Create clear criteria for determining which independent living services are provided for which youth, based on the individual needs of youth in the system; and
3. Investigate other models of independent living programs that will provide guidance on best practices and improved outcomes for youth in Milwaukee child welfare system.

The Partnership Council passed a recommendation that the Bureau of Milwaukee Child Welfare and its contract agencies become accredited through the Council on Accreditation.

Recommendations to improve child protection services at the State level:

Recommendations to improve State support of local CRPs:

Indicate if training and/or technical assistance is needed or desired in 2010. Specify the areas in which you would like to receive training or assistance.

A State CRP Coordinator facilitated session to review CAPTA and the role of the Citizen Review Panels.

Please send an electronic copy of the completed annual report to Paula Brown at PaulaL.Brown@wisconsin.gov . Thank you.



Jim Doyle
Governor

Reggie Bicha
Secretary

Cyrus Behroozi
Administrator

State of Wisconsin

**Department of Children and Families
Division of Safety and Permanence**

201 E. Washington Ave., Room E200
P.O. Box 8916
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June 14, 2010

Milwaukee Child Welfare Partnership Council
Arlene Happach, Director
Bureau of Milwaukee Child Welfare
1555 North Rivercenter Drive, Suite 220
Milwaukee WI 53212

Dear Ms. Happach:

The Division of Safety and Permanence (DSP) received the 2009 Citizen Review Panel Annual Report of the Milwaukee Child Welfare Partnership Council and will include this information in Wisconsin's FFY 2011 Federal Annual Progress and Services Report. This letter provides the written response required by the Child Abuse Prevention and Treatment Act regarding the recommendations of the panel.

Recommendations to improve child protection services:

- **Conduct an evaluation of the BMCW's independent living program through the state's Quality Assurance division;**

An evaluation of the Bureau of Milwaukee Child Welfare (BMCW) independent living program was part of the April 2010 Child and Family Services Review (CFSR). Foster care youth focus groups were conducted to assess system strengths and areas needing improvement. The findings from the focus groups and individual case reviews will be considered in the development of the State's Performance Enhancement Plan. Independent Living is also addressed in the Quality Service Reviews conducted by the state's Bureau of Program Integrity through the performance indicator, "*Progress to Independence*."

- **Create clear criteria for determining which independent living services are provided for which youth based on the individual needs of youth in the system;**

Wisconsin state statutes require all youth over the age of 15 to have a documented Independent Living Transition Plan (ILTP) in their permanency plans. The ILTP and the Independent Living Checklist form are tools developed by the state and county agencies and are commonly used to determine which independent living services should be provided and to document the goals and action steps for each youth. Other assessment tools frequently used by Wisconsin programs are the Ansell Casey Life Skills

Assessment and the Daniel Memorial Assessment. Independent Living Coordinators work directly with the youth to develop service plans that combine the assessment information and youth input.

- **Investigate other models of independent living programs that will provide guidance on best practices and improved outcomes for youth in the Milwaukee child welfare system.**

Wisconsin is part of the Chapin Hall Midwest Study Evaluation of the Adult Functioning of Former Foster Youth. The report establishes strong correlations between the ability to remain in care until the age of 21 years and more successful outcomes for youth as adults. The Department of Children and Families (DCF) is in the process of analyzing these implications and the feasibility of extending care in Wisconsin. The fourth wave of the Midwest Study will be completed in 2010. Data from this report will shape future independent living services for youth in and exiting care. Specifically, DCF will analyze the correlation of successful outcomes at age 23 for youth who had remained in care after age 18.

Because several of your panel's recommendations are regarding older youth and independent living services, you may want to meet with the BMCW Independent Living Coordinator and/or the State Independent Living Coordinator to further discuss the program and address other questions you may have in this area. If interested in such a meeting, please arrange this through your panel's CRP Coordinator.

- **The Partnership Council passed a recommendation that the Bureau of Milwaukee Child Welfare and its contract agencies become accredited through the Council on Accreditation.**
The Bureau of Milwaukee Child Welfare will be working with the Partnership Council on strategic planning. Accreditation will be considered in planning for the future of child welfare in Milwaukee County.
- **Request for a State CRP Coordinator facilitated session to review CAPTA and the role of the Citizen Review Panel.**
The DSP Case Practice Review Specialist, who is the statewide CRP Coordinator, will work with the Partnership Council coordinator to plan and schedule this during 2010.

Thank you for your timely submission of this annual report. The activities and initiatives described confirm the important work that the Partnership Council performs on behalf of Milwaukee County children and families.

Sincerely,



Cyrus Behroozi
Administrator

CITIZEN REVIEW PANEL ANNUAL REPORT

January 1, 2009 to December 31, 2009

Panel: Outagamie County Citizen Review Panel

Contact Person: Melissa Blom, Division Manager - Children, Youth and Families Division, Outagamie County Department of Health and Human Services.

Briefly describe the number and type of meetings held in 2009.

On the following dates Outagamie County Citizen Review Panel meetings were convened: January 7, 2009; April 8, 2009; May 6, 2009; July 30, 2009 (statewide meeting); September 2, 2009 and November 4, 2009.

The meetings are held at the Outagamie County Extension Office. The co-chairs of the panel consist of Pastor Larry Creamer and Andrea Alpert-Buss, the manager of Parent Connection at Family Services Inc. The meetings occur over the lunch hour and boxed lunches are provided. Clerical support attends meetings to take minutes. A roster is attached of our current panel members.

The Panel's Activities in Regard to:

1. **Evaluating Local Child Protection Services.** In 2009, two case review presentations were conducted by Outagamie County staff. The first review occurred on January 7, 2009, involving a closed case in which the family member also attended with her Ongoing Child Protection social worker to present the success of her involvement in the system. The second case review occurred on May 6, 2009, once again by an Ongoing Child Protection worker with her supervisor. During the January case presentation, the family member identified communication and support as valuable assets to her recovery. The case manager indicated that the turning point in the case was when the family member began following through with services. Family Training Program and AODA services were key services provided that assisted in the success of this mother. A recommendation that came out of this review was concern for the lack of cooperation with Interstate Compact on the Placement of Children. Outagamie County had a great deal of difficulty in obtaining follow through from the receiving state. Another identified issue was support to Kinship providers. The panel asked numerous questions regarding the level of service, support, and training offered to Kinship providers. This is something that Outagamie County may want to explore in the future. The May presentation identified the lack of mental health services to children.
2. **Evaluating Local and State Progress Under the State CAPTA Plan.** In 2009, the Citizen Review Panel approved of the State's CAPTA Plan and did not make any recommendations to change the plan.
3. **Review Cases, Child Fatalities, and Near Fatalities.** The Outagamie County Child Fatality Review Team is a thriving, well-attended monthly meeting. The co-chairs that run the program are Kathy Stromberg, Appleton Public Health, and Jean Coopman-

Jansen, SANE Nurse Examiner from Appleton Medical Center. Dates of the meetings are as follows: January 13, 2009; February 10, 2009; March 10, 2009; April 14, 2009; May 12, 2009; June 9, 2009; August 11, 2009; September 8, 2009; October 13, 2009; November 10, 2009 and December 8, 2009. On average there are approximately 20 to 35 community members present. The meetings occur at Outagamie County Administration Building over the lunch hour, where a catered meal is present. Clerical support attends to take minutes. In 2009, twenty-six (26) child fatalities were reviewed.

- A sub-committee determined that the Fatality Review Team would continue to review all child fatalities, including natural or premature infant deaths.
 - Outagamie County's team was awarded a \$5,000 mini-grant by the Children's Health Alliance to be used in 2010-2011 for education of panel members and prevention.
 - A public service announcement was developed on *Unsafe Sleep, The ABCs of Sleep*. The current PSA is played on local radio stations, usually in the late evening/early morning hours. Permission was granted by the Baltimore City Health Department/First Candle Program to use their slogan of *ABCs (A-Alone, B-on Back, C-in Crib) of Sleep*.
 - Seven (7) people attended the local Child Death Review Conference held on January 29, 2009 and several more panelists attended the fall conference.
 - A Public Health intern student, Tammy Albrecht, conducted a safe sleep study, examining the practices of local health care providers in giving information to parents regarding safe sleep.
 - The August 11, 2009 meeting was devoted solely to a presentation regarding how to conduct a domestic violence fatality review. Outagamie County, in its Mission Statement, at inception, made it a point to also include reviewing domestic violence related fatalities. We have yet to conduct such a review. Recently, in our community, a domestic homicide occurred. Emily McCauliffe, from the Milwaukee Homicide Review Commission, was asked to present at the meeting on her expertise on the topic of domestic violence reviews. This meeting was very informative and gave Outagamie County a baseline for where to start in terms of how to conduct an effective domestic violence review (please refer to minutes from that meeting).
 - A presentation by Jessie Hefferman, from Harmony Cafe GLBT Services, after review of a fatality that involved a GLBT person.
 - Four trends noticed in 2009 fatality reviews included prematurity, suicide, unsafe sleeping, and alcohol use/alcohol-related fatalities.
4. **Review of a Coordinated Effort between Child Protective Services System and the Foster Care and Adoption Program.** In 2009, the foster parents did receive the handbook that originated from the State. The Outagamie County Citizen Review Panel in 2009 did not evaluate the foster care system.
 5. **Public Outreach.** Outagamie County's number one outreach program consisted of implementation of the NOAHH Program (Neighbors Offering a Helping Hand). In April, two meetings occurred to approximately 20 organizations in Outagamie County

regarding how to become a NOAHH partner. Penny Jane Strauss, Volunteer Services Coordinator in the Youth and Family Services Division of Outagamie County, is the NOAHH Coordinator. Currently, we have over 12 partners who have provided special service or assistance to over 20 families. The program is a huge success. Two meetings occurred with the NOAHH partners in 2009 to evaluate their involvement and what more can be done. I envision more community involvement in 2010 as the word spread.

6. **Other Panel Activities Addressed in 2008.** The Citizen Review Panel co-chairs, Pastor Larry Creamer and Andrea Alpert-Buss, appreciated the staff of Children, Youth and Families during the March division meeting. Pastor Larry Creamer did a very nice inspirational talk to the staff.

Attendance at the National Citizen Review Panel Conference in Jackson Hole, Wyoming: Melissa Blom and Andrea Alpert-Buss attended the National Citizen Review Conference in May in Jackson Hole, Wyoming. This three-day conference was filled with informative, supportive, and technical ideas from other Citizen Review Panels across the nation, including guest speakers and recruitment strategies. A presentation regarding the conference was made to the Outagamie County Citizen Review Panel at the September 2009 meeting. A major note is the implementation on a federal level of the Fostering Connections Act. Wisconsin will see changes as a result of this federal act.

Outagamie County also attended a statewide strategic planning session on July 30 in Wisconsin Dells. This training was facilitated by Paula Brown and Blake Jones, the national representative from the University of Kentucky, regarding where Wisconsin should focus its efforts. The five panels consisting of two panels from Milwaukee, one from Marathon County, Pierce County, and Outagamie County met all day to strategically plan for a statewide initiative. The topic chosen for implementation was improving child fatality/egregious incident reporting in the State of Wisconsin involving child maltreatment. Two co-chairs were chosen, Linda Davis from the Milwaukee Partnership, as well as Melissa Blom from Outagamie County. Several telephone conferences were arranged with the five state panel coordinators to determine whether or not this effort would move forward.

In the fall of 2009, Outagamie County Citizen Review Panel began to develop a priority list of issues facing child welfare in Outagamie County. A presentation of the top three local issues was conducted. Those issues included: (1) Lack of medical, mental health, and dental care access for children; (2) Crossover kids in the CPS/Juvenile Delinquency departments; and (3) the current Guardian ad Litem system in Outagamie County. After the three presentations, a vote was made by the panelists to determine what the 2010 Outagamie County local issue would be. It was determined that the Guardian ad Litem Program would be evaluated with the intent to make recommendations about its current practices.

Describe any Challenges or Difficulties the Panel Encountered in 2009.

The current panel did experience a concern regarding participation. Since the fall of 2009, several new members have been added to the roster. The challenge was made for all members to ask someone new. We also made recommendations to begin utilizing master level intern students from the universities to assist with moving projects forward.

Recommendations to Improve Child Protection Services at the Local Level.

- What does the State of Wisconsin plan on doing to recoup the loss of IV-E incentive dollars and to continue to assist local counties in funding prevention programs?
- What does the state plan on doing to address the lack of access to medical, mental health, and dental care for all children in the system?
- How to address children who may be deprived/neglected but not meet standards or statutory levels of neglect for intervention that, as a result of that deprivation, end up committing status offenses as young adolescents and/or criminal activity. What can Outagamie County do to prevent children from entering the juvenile justice system?
- Examining the current Guardian ad Litem appointment/recruitment, training, expectations, and work of our current Guardian ad Litem that are assigned to child welfare children.

Recommendations to Improve Child Protection Services at the State Level.

Outagamie County participated in the State strategic planning session that occurred on July 30. As a result of that meeting, all panels agreed that focusing our efforts on one topic, that being improving child fatality reporting regarding egregious incidents in the CPS system was an achievable goal. A draft work plan has been developed and presented to Outagamie County's Citizen Review Panel. At the same time that this strategic planning session occurred, shortly thereafter the Secretary of the Department of Children and Families requested a work group to be formulated to better define egregious incidents and fatality reporting as well as develop a protocol for independent reviews at the local county level.

Recommendations to Improve State Support of Local Citizen Review Panels.

Paula Brown has been instrumental in assisting the panels in coming together to organize the strategic plan as well as promoting panels continuing their work at the local level. Due to budget constraints, positions have not been filled in the Department of Children and Families, and Outagamie County recognizes Paula's absence from our meetings due to her inability to attend meetings. She is available by phone and once again has been instrumental in arranging phone conferences with the panel coordinators to assist them in any way needed. This issue may need to be visited by Outagamie County's Review Panel in the future. While attending the National Citizen Review Conference, it became clear that other states have more effective programs when they utilize their CAPTA dollars to contract with one agency whose sole responsibility is to review the practice of local and state CPS. This can be done on an advocacy group basis or by state level contracted agency/agencies. Oftentimes, counties are feeling the burden of just providing effective early intervention/prevention and child protective services in a community, let alone organize a panel group made up of citizens that are focused on and committed to evaluation of the current system and making recommendations.

Indicate Training and/or Technical Assistances Needed or Desired in 2010.

Outagamie County may need assistance in receiving information regarding statewide Guardian ad Litem practices as we move forward with this local Guardian ad Litem evaluation. Continued assistance in recruitment of members, providing pertinent information and a vehicle for making recommendations other than the annual report is important. Outagamie County looks forward to continuing its efforts as one of five Citizen Review Panels in the State of Wisconsin. We hope to make recommendations to the state regarding our state and local initiative for 2010.

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Jim Doyle
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Secretary

Cyrus Behroozi
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State of Wisconsin

**Department of Children and Families
Division of Safety and Permanence**

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June 14, 2010

Outagamie County Citizen Review Panel
Rosemary Davis, Director
Outagamie County Department of Health and Human Services
410 S. Walnut
Appleton WI 54911

Dear Ms. Davis:

The Division of Safety and Permanence (DSP) received the 2009 Outagamie County Citizen Review Panel Annual Report and will include this information in Wisconsin's FFY 2011 Federal Annual Progress and Services Report. This letter provides the written response required by the Child Abuse Prevention and Treatment Act regarding the recommendations of the panel.

Recommendations to Improve Child Protection Services at the Local Level.

- **What does the State of Wisconsin plan on doing to recoup the loss of IV-E incentive dollars and to continue to assist local counties in funding prevention programs?**

The DSP is committed to seeking alternate ways to earn IV-E funding due to federal government policy changes and increased audit activity that have resulted in a decrease of close to \$25 million annually of foster care revenue in Wisconsin. For example, the Levels of Care licensing proposal is one way that will assist Wisconsin in earning back some of the lost revenues. However, major improvements in IV-E revenue depend on the federal government abolishing the linkage between IV-E and the old AFDC income limits. The Outagamie County Citizen Review Panel along with the other CRP's can advocate with the Wisconsin congressional delegation regarding the need to reform the IV-E program.

- **What does the state plan on doing to address the lack of access to medical, mental health, and dental care for all children in the system?**

Access to providers, particularly specialized providers (e.g., dental, child mental health) is an ongoing area of concern across the state. Although the new MA program, Badgercare Plus, extends physical, mental and dental health care coverage, concerns regarding the availability and accessibility of providers continue. Quality Service Review focus group participants have reported ongoing collaboration between child welfare agencies with local medical and dental providers to

increase accessibility to medical and dental services for children in foster care. Wisconsin Oral Health Programs through DHS are also connecting with children through school districts. The Department will continue to work with DHS to coordinate and address the health, dental care and mental health needs of children and families, including children in out-of-home care placements.

- **How to address children who may be deprived/neglected but not meet standards or statutory levels of neglect for intervention that, as a result of that deprivation, end up committing status offenses as young adolescents and/or criminal activity. What can Outagamie County do to prevent children from entering the juvenile justice system?**

Prevention is critical to protecting children, strengthening families and building communities. The Department continues to work with other state agencies, including DHS, DWD and DOC, to address the ongoing needs of children and families served by the state, including juvenile justice statutory or program improvements. In addition, there are counties that have found some success providing early intervention services to prevent children from entering the juvenile justice system utilizing Brighter Futures Initiative, Promoting Safe and Stable Families, Substance Abuse, and other funding. The Douglas County Brighter Futures program is a collaborative effort between the Douglas County Department of Health and Human Services, the county's three school districts, and two subcontracted mental health providers (Human Development Center and Northwest Passage Ltd.) providing early intervention and prevention services to Douglas County youth aged 8-12 years old and their families. These families have little or no formal social service involvement and are just beginning to experience early signs of at-risk behaviors such as poor school performance, lack of social skills, and/or lack of parenting and/or discipline skills. The Iron County Project is designed for early intervention with youth and/or families experiencing difficulties. Assistance is provided to increase the child and/or family functioning by helping develop positive coping skills, problem solving skills, anger management, social skills, and building on the existing strengths of the family. Upon your request, we can arrange for the State Brighter Futures Coordinator to provide the panel with more information on these and other prevention initiatives.

- **Examining the current Guardian ad Litem appointment/recruitment, training, expectations, and work of our current Guardian ad Litem that are assigned to child welfare children.**

This is an important area for CRP review since this is managed at the county level and has a direct impact on the permanency planning practices for young children in out of home care. Court stakeholder concerns were noted during the Court Improvement Program reviews regarding the consistency of guardian ad litem (GAL) representation across the state and adherence to the minimum statutory requirements for guardians ad litem, including adherence to the special requirements and cultural considerations for Indian children as provided by ICWA. Recently, a subcommittee of the circuit court Chief Judges evaluated concerns related to GALs within the state and developed recommendations, including revisions to related court forms, to better ensure the consistency and adequacy, including training, of a child's representation by the GAL in the court

process. In addition, recent state legislation, effective January 2010, requires consultation with the child regarding the development and modification of the permanency plan.

Recommendations to Improve Child Protection Services at the State Level.

- **Outagamie County participated in the State strategic planning session that occurred on July 30. As a result of that meeting, all panels agreed that focusing our efforts on one topic, that being improving child fatality reporting regarding egregious incidents in the CPS system was an achievable goal. A draft work plan has been developed and presented to Outagamie County's Citizen Review Panel. At the same time that this strategic planning session occurred, shortly thereafter the Secretary of the Department of Children and Families requested a work group to be formulated to better define egregious incidents and fatality reporting as well as develop a protocol for independent reviews at the local county level.** Development of consistent statewide protocols for independent reviews and needed systems to ensure efficiency and accuracy in collecting and providing egregious incident and fatality information is in progress. Melissa Blom is a valued member of the DCF coordinated committee that is discussing and developing an updated process. The group has not met recently due to the retirement of the project leader, but the project will continue with the group meeting again in 2010.

The DSP will continue to work with CRP's and counties to address coordination and training related to the statewide Child Death Review project. Melissa Blom has taken a leadership role with the statewide Child Death Review project and is effectively moving it along for further review and discussion at a statewide CRP panel tentatively planned for August.

The recent implementation of the Child Welfare Public Disclosure Act may also impact the process for fatality reviews. The DSP will continue to partner with the panels regarding the implementation of this Act that resulted in the public notification to panels. Together we can determine the role of the panels in the disclosure process.

Recommendations to Improve State Support of Local Citizen Review Panels.

- **Paula Brown has been instrumental in assisting the panels in coming together to organize the strategic plan as well as promoting panels continuing their work at the local level. Due to budget constraints, positions have not been filled in the Department of Children and Families, and Outagamie County recognizes Paula's absence from our meetings due to her inability to attend meetings. She is available by phone and once again has been instrumental in arranging phone conferences with the panel coordinators to assist them in any way needed. This issue may need to be visited by Outagamie County's Review Panel in the future. While attending the National Citizen Review Conference, it became clear that other states have more effective programs when they utilize their CAPTA dollars to contract with one agency whose sole responsibility is to review the practice of local and state CPS. This can be done on an advocacy group basis or by state level contracted agency/agencies. Oftentimes, counties**

are feeling the burden of just providing effective early intervention/prevention and child protective services in a community, let alone organize a panel group made up of citizens that are focused on and committed to evaluation of the current system and making recommendations.

DSP is in the process of filling vacancies that Paula Brown has been assisting in covering. The DSP agrees that support to the local panels is important, particularly with the new initiatives being undertaken by the panels. As State CRP coordinator, Paula will continue to work directly with the panels through attendance at local meetings and other CRP activities, whenever possible. While other states may contract with one agency to review the practice of local and state CPS, the current model of independence and flexibility in Wisconsin's county operated, state supervised child protective services system has been productive. However, this is a topic that Outagamie County may request to include on the agenda for the statewide CRP meeting. The DSP in partnership with the panels will facilitate discussion and explore other potential models for Wisconsin citizen review panels.

Indicate Training and/or Technical Assistances Needed or Desired in 2010.

- **Outagamie County may need assistance in receiving information regarding statewide Guardian ad Litem practices as we move forward with this local Guardian ad Litem evaluation. Continued assistance in recruitment of members, providing pertinent information and a vehicle for making recommendations other than the annual report is important.**

The Department works with the Director of State Courts Office (DSCO) Children's Court Improvement Program (CCIP) to support ongoing efforts to evaluate the state's child welfare system performance. This includes co-sponsorship of the Guardian ad litem Conference each year. Please contact the State CRP Coordinator if you would like additional support or need specific information concerning this and other activities.

We value our Citizen Review Panels and the important work that we do in partnership to enhance child protective services for Wisconsin's children and families. Thank you for your timely submission of this annual report and your continued dedication to the Citizen Review Panel.

Sincerely,



Cyrus Behroozi
Administrator

Citizen Review Panel Annual Report
For the Period **January 1 – December 31, 2009**

Name of Panel:	Pierce County Citizen Review Panel
Contact Person:	Cassandra Malloy

Briefly describe the number and type of meetings held in 2009: 2 Community Information Recruiting meetings were held, 3 individual applicant interview/information meetings were held.

Where applicable, please describe the panel's activities in regards to:

1. Evaluating local child protection services – None so far as there have been no formal meetings of the Citizen Review Panel yet outside of recruitment meetings and activities.
2. Evaluating local and State progress under the State CAPTA Plan - None so far as there have been no formal meetings of the Citizen Review Panel yet outside of recruitment meetings and activities.
3. Review of cases, child fatalities and near fatalities – None so far as there have been no formal meetings of the Citizen Review Panel yet outside of recruitment meetings and activities.
4. Review of the extent to which the child protective services system is coordinated with the foster care and adoption programs – None so far as there have been no formal meetings of the Citizen Review Panel yet outside of recruitment meetings and activities.
5. Public outreach and comment – For recruitment purposes, the newly forming Citizen Review Panel was advertised in local newspapers, at three local events, and by Cassandra Malloy at meetings with school staff and our Community Response Program Advisory Committee.

Please describe other panel activities or issues addressed in 2009: Cassandra Malloy attended the National Citizen Review Panel Meeting in Jackson Hole, WY in May. Cassandra Malloy and two new panel members attended the Statewide Strategic Planning Meeting in Wisconsin Dells in July.

Describe any challenges or difficulties the panel encountered in 2009: Recruiting and establishing a new panel during Cassandra's first year of employment with Pierce County has been challenging. While recruitment has been slow, it is the goal of Pierce County to have true citizen representation on the panel and, while it is more difficult to recruit volunteers, it is felt that this will be a great benefit to Pierce County's Child Protection System and the citizens it serves.

Recommendations to improve child protection services at the local level: None so far as there have been no formal meetings of the Citizen Review Panel yet outside of recruitment meetings and activities.

Recommendations to improve child protection services at the State level: None so far as there have been no formal meetings of the Citizen Review Panel yet outside of recruitment meetings and activities.

Recommendations to improve State support of local CRPs: It would be helpful to establish some toolkits or templates similar to what Minnesota has for their Citizen Review Panels. This would provide some consistency across the state's Citizen Review Panels and give them some extra support for activities such as recruitment, retention, media campaigns or public outreach, etc.

Indicate if training and/or technical assistance is needed or desired in 2010: Specify the areas in which you would like to receive training or assistance. None identified at this time.

Please send an electronic copy of the completed annual report to Paula Brown at PaulaL.Brown@wisconsin.gov . Thank you.



Jim Doyle
Governor

Reggie Bicha
Secretary

Cyrus Behroozi
Administrator

State of Wisconsin

**Department of Children and Families
Division of Safety and Permanence**

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June 14, 2010

Pierce County Citizen Review Panel
Tamara Kincaid
412 West Kinne Street
P O Box 670
Ellsworth WI 54011

Dear Ms. Kincaid:

The Division of Safety and Permanence (DSP) received the 2009 Pierce County Citizen Review Panel Annual Report and will include this information in Wisconsin's FFY 2011 Federal Annual Progress and Services Report. This letter provides the written response required by the Child Abuse Prevention and Treatment Act regarding the recommendations of the panel.

Recommendation to improve child protection services:

It would be helpful to establish some toolkits or templates similar to what Minnesota has for their Citizen Review Panels. This would provide some consistency across the state's Citizen Review Panels and give them some extra support for activities such as recruitment, retention, media campaigns, or public outreach, etc.

The Division of Safety and Permanence appreciates this recommendation and could not agree more that the development of toolkits or templates for Citizen Review Panels would help provide support and consistency for panels in improving the systems that address child welfare. Since you are familiar with Minnesota's tools and templates we would applaud your taking the lead on researching this. The DSP Case Practice Review Specialist will reach out to the national expert to inquire about tools nationwide. We suggest that all of the information is brought to the attention of all of the panels, possibly starting with coordination through the state and local CRP Coordinators. The DSP Case Practice Review Specialist will work with the Pierce County CRP if you would like additional support and ensure that this is addressed in 2010.

We value our Citizen Review Panels and the important work that we do in partnership to enhance child protective services for Wisconsin's children and families. Thank you for your timely submission of this annual report and your continued dedication to the Citizen Review Panel.

Sincerely,

A handwritten signature in black ink, appearing to read "Cyrus Behroozi".

Cyrus Behroozi
Administrator

**An Examination of Issues Related to Funding
of Tribal Child Welfare Services:**

**A Report and Recommendations to the
Leadership of the Tribes of Wisconsin
and to the
Secretary of the Wisconsin
Department of Children and Families**

by

The Alternative Funding Workgroup

January 31, 2009

Alternative Funding Workgroup Report

The Alternative Funding Workgroup, consisting of representatives of the eleven Tribes in Wisconsin and the Department of Health and Family Services (now the Departments of Health Services and Children and Families), has met seventeen (17) times since the establishment of the Workgroup in June 2007. The intent of the group was to examine issues related to the funding of Tribal child welfare agencies, examine alternatives, and provide recommendations to improve Tribal child welfare funding mechanisms. The Workgroup also identified other groups that should assume primary or shared responsibility for various future tasks (as identified by the brackets). The establishment of the Workgroup was initially proposed by the Indian Child Welfare Directors' Group in the document entitled "Tribal Priorities." [See Appendix A for membership of the Workgroup.]

The mission of the Workgroup, which was discussed over several meetings, is to "Explore, define, and recommend funding options for child welfare services to children and families subject to Tribal jurisdiction (excluding delinquency), including administration, case management, prevention, protective services, and Tribal court-ordered out-of-home care placements." In its efforts to respond to that mission, the Workgroup examined issues in the topic areas identified below.

Priority 1: Creation of Tribal Unit within the Department of Children and Families

Issues Discussed: The Workgroup discussed the creation of a "Tribal Affairs Unit" within the new Department of Children and Families. The Workgroup believes that the structure of the "Tribal Affairs" unit should be designed to recognize and facilitate the government-to-government relationship, should be based on a dialogue with Tribes, and should create an environment within which the positions function most effectively. [Workgroup, ICW Directors' Group, Tribal Leadership] The Workgroup also believes that a fundamental responsibility of the unit should be to work with the Federal government and other State agencies, including the Department of Health Services, on child welfare issues affecting Tribes, both programmatic and fiscal. The Workgroup also believes that it is critical that the "Tribal Affairs" unit have a philosophical orientation that should be jointly defined by the Tribes and the Department. The Workgroup recommended the following activities to support this structure:

Activity	Responsibility
Contact Tribal leadership	Tribal Representatives
Great Lakes Inter-Tribal Meeting in May 2008	Tribal Representatives (Ho-Chunk)
Intent/Purpose of Tribal Affairs Unit <ul style="list-style-type: none"> • Advocate for Tribal positions • Unfiltered communication with Secretary • Work with other Federal and State agencies • Coordinate all Tribal issues within the Department • Contract administration 	Tribal Representatives
Input to Department on this issue	Department Representatives
Input to Transition Team and other decision-makers (e.g., Henry Wilde, Diane Waller, Brian Vigue)	Tribal Representatives

The Workgroup expressed its interest in assuring that the unit should be involved in working with Tribes in setting the agendas for consultation and other meetings with DCF and the Department of Health Services (DHS). A special emphasis should also be placed on the coordination of training areas and activities. [ICW Directors' Group]

Recommendations: The Workgroup recommends that:

- The Department should fill both of the two Tribal positions. (Also see the third recommendation under Priority 3.)
- The Department should have clear expectations for the Tribal positions.
- The expectations for the positions should be established following consultation with the Tribes.
- The positions should be flexible so that they can function as Tribal ambassadors to the State and State ambassadors to the Tribes, depending on the issue involved.
- A primary function of the positions should be to facilitate communication (i.e., to serve as “translators” between the Department and the Tribes).
- Among the major initiatives that should be undertaken immediately are:
 - training on the Indian Child Welfare Act (both pre- and post-codification)
 - establishing a process to facilitate the use of Qualified Expert Witnesses
 - providing technical assistance and consultation on Title IV-E Agreements between the Tribes and the Department and the Tribes and the Federal government.
- The positions should be developed so that they complement both sovereignties for the betterment of children and families.
- The Department should provide information to all Tribes regarding the functions of the positions and how they relate to other Tribal-oriented positions (e.g., the Tribal Affairs Unit in the Department of Health Services, the Indian Child Welfare Consultant in the Division of Safety and Permanence).

Priority 2: Federal Title IV-E Funding

[Note: Title IV-E is a section of the Federal Social Security Act that provides partial reimbursement to agencies for the costs of administrative services to and out-of-home care costs for eligible children removed by the court from their homes. It was created with the enactment of the Adoption Assistance and Child Welfare Act of 1980.]

Issues Discussed: The Workgroup examined existing agreements between States and Tribes and determined that it could be advantageous to develop such agreements for use in Wisconsin. The Workgroup, in conjunction with John Tuohy and David Timmerman of the Office of Program Evaluation and Planning (OPEP), has virtually completed most of a State/Tribal Title IV-E Agreement under which Tribes could claim maintenance and administrative costs from the Federal government through the Department's IV-E claiming process. (*Implementation of this Agreement would not require any statutory changes.*) A significant issue remaining before the Agreement can be completed relates to the methodology for conducting time studies of Tribal child welfare staff.

On October 7, 2008, President Bush signed H.R. 6893, The Fostering Connections to Success and Increasing Adoptions Act of 2008, into law. One of the provisions of this new law would allow Indian Tribes to contract with the Federal government to provide Title IV-E reimbursement

directly to a Tribe independently or to Tribes that have entered into a consortium. Depending upon any regulations to be issued by the Federal government, there may be positives and negatives relative to whether a Tribe or Tribes would choose to deal directly with the Federal government or continue to work with the State through the IV-E Agreement. This is a determination that each Tribe will need to make.

Recommendations: The Workgroup recommends that:

- The Workgroup continue to develop a State/Tribal Title IV-E Agreement in spite of the new Federal law.
- Until the details of the Federal requirements are known, all options should remain available to assure that each Tribe has the opportunity to pursue whatever avenue is most advantageous.
- Staff of the Department of Children and Families be available to provide technical assistance to all of the Tribes regardless of whether or not any Tribe participates in Title IV-E through a State/Tribal Agreement or directly with the Federal government.
- The Department of Children and Families should assure that State staff are available to work with Tribes on the implementation of Tribal-Federal and Tribal-State Title IV-E Agreements.
- The Department of Children and Families, in consultation with this Workgroup, utilize a method of time allocation that is least intrusive on Tribes and Tribal child welfare and finance staff.

Priority 3: Jurisdiction

Issues Discussed: No other issue affects the work of all three of the groups identified above more than the issues related to jurisdiction (i.e., whether the State and Tribes have concurrent jurisdiction or whether one of those parties has exclusive jurisdiction in various areas of the child welfare system). With regard to the Indian Child Welfare Act, there is exclusive and concurrent jurisdiction for child custody proceedings. In the area of child protective services, there is the issue of jurisdictional authority to conduct investigations/initial assessments of child abuse and neglect reports. In general terms, there are jurisdictional issues resulting from Wisconsin's status as a mandatory P.L. 280 State. There are issues regarding Tribes reassuming jurisdiction under ICWA (which currently includes the Forest County Potawatomi Community, the Red Cliff Band of Lake Superior Chippewa Indians, and the Lac Courte Oreilles Band of Lake Superior Chippewa), the State retroceding its authority/responsibility under P.L. 280, and whether, in fact, Tribes can assume full jurisdiction without any retrocession by the State. [Note: The Menominee Indian Tribe of Wisconsin is the only Wisconsin Tribe which, for historical reasons, is not included under the ambit of P.L. 280.]

As a result, a subcommittee of the Workgroup has developed a plan to examine all of the issues related to jurisdiction and to create a position paper that would then be presented to the leadership of each Tribe and the Department, with the hope that there is agreement followed by a joint approach to the Federal government indicating what it is that the State and the Tribes mutually agree is the respective authority of each government. Because we have not been able to obtain comprehensive, consistent, or unambiguous responses to these issues for many years, the Workgroup believes that this approach will result in the most effective and efficient resolution of any outstanding questions. The attorney representing the Forest County Potawatomi on the Workgroup drafted a legal document which was presented to the Department of Children and Families in order to assist in analyzing steps which needed to be taken jointly by Tribes and the

Department in achieving mutual goals. In turn, the Department drafted a legal document that cited additional and, in part, contrary authorities. Both documents are being revised to assist the Workgroup in creating a strategic plan that will guide future efforts in achieving the identified priorities.

Recommendations: The Workgroup recommends that:

- The Department and the Tribes develop, by June 2009, a document identifying the jurisdictional authority of Tribes and jointly submit that document to interested Federal agencies.
- The Department be prepared to assist in consultation and the drafting of agreements between Tribes and Counties – or the State – as required to implement systemic changes resulting from Tribes exercising jurisdictional authority over certain aspects of the child welfare system.
- The Department employ an attorney who has expertise in Indian law, in general, and Indian child welfare law, in particular. Existing resources are inadequate to absorb this specific field of complex law.

Priority 4: Strategic Plan

Issues Discussed: As indicated in Appendix A, the Workgroup is comprised of both attorneys and child welfare professionals from Tribes and the Department. The ICWA Codification Workgroup is comprised of those same Tribal representatives and the Inter-Tribal Child Welfare Directors' Group consists of the child welfare professionals. As a result, there has been some “bleeding” of issues among these three groups. The Alternative Funding Workgroup has made some recommendations to the latter group for consideration for inclusion in any strategic plan (including the Tribal Priorities document) that relate to funding or that may be affected by funding.

Recommendations: The Workgroup recommends that:

- The State and Counties recognize Tribal court orders, including the placement of Indian children in out-of-home care (ICW Committee).
- Counties enforce Tribal court orders, especially restraining orders related to child abuse or neglect and domestic violence (ICW Committee).
- There be appropriate coordination of cases among Tribes, Counties, and the State involving child welfare, juvenile justice, and other systems (ICW Committee).
- The State/Tribal Consultation Policy be the avenue for communication between DCF and Tribes, both formal and informal, and that that Policy be a “living document” that can be fine-tuned by mutual agreement as experiences may suggest (ICW Committee).
- The Department and the Tribes mutually support the codification of ICWA into State statutes as drafted and revised, after consultation with stakeholders, by the joint Codification Workgroup (Codification Workgroup).
- The Department, in consultation with Tribes, establish standards and administrative rules regarding ICWA and other Tribal issues as may be deemed appropriate or required by law (ICW Committee).

Priority 5: State, Tribal, and County Relationships

State/Tribal Relationship for Child Welfare Services

Issues Discussed: As noted previously, the Workgroup has discussed the significant level of services and other assistance currently provided by the Tribes for their members – and the funding associated with those services and assistance. In the absence of those services, Counties would be under even greater pressures than they are currently. *As a result, it is the position of the Workgroup that one cannot discuss public child welfare in Wisconsin without including the Tribes as significant partners in the service system.*

While Tribes do receive some limited funding from the Departments of Health Services and Children and Families for social services programs, there is no concerted effort on or targeted funding for child welfare services. As a result, *the Workgroup is currently examining some possible options for a more comprehensive relationship for child welfare services between the State and the Tribes.* In preparation for fuller discussions on this topic, the Workgroup has been discussing the need for definitions. The illustration in Appendix B indicates some of the complexity related to this topic.

While good, logical arguments can be made for the inclusion of any of the groups in “child welfare,” it is critical that the discussion around funding be based on a common definition. The Workgroup is continuing those discussions so that a universe is created for ongoing discussions related to funding for Tribal child welfare programs, including costs associated with out-of-home care placements.

The Workgroup has discussed, in general terms, a variety of approaches including full State funding, “shared risk” funding between the State and Counties, and the State and Tribes working together to lobby for increases in Federal funding. Under any of these options, the funding could apply to any or all of the groups identified above as potential constituents of “child welfare.”

As a part of this discussion, the Workgroup has also discussed the potential for and difficulties in obtaining required information from all affected parties to even begin to estimate the costs involved. As well, it must be established that “one size” may not be appropriate in the case of all Tribes – or possibly even all of the affected Counties.

One source of information for Indian children in placement is the data provided through eWiSACWIS. The system permits county caseworkers to enter an identified Indian child and then allows the caseworker to enter whether that child is subject to the Indian Child Welfare Act. The eWiSACWIS data includes Children in Need of Protection or Services (CHIPS), Juveniles in Need of Protection or Services (JIPS), and delinquents placed in Title IV-E reimbursable facilities. The following tables provide placement and cost trends over a four year period reported in eWiSACWIS. [Note: These figures do not include Indian children placed by Tribal courts whose placements are funded by Tribes.]

TABLE 1 - Wisconsin Tribal Children in OHC

	2005	2006	2007	2008*
Bad River	48	32	29	35
Forest County Potawatomi	8	7	8	5
Ho-Chunk Nation	62	63	57	53
Lac Courte Oreilles	42	45	45	44
Lac Du Flambeau	26	32	41	33
Menominee Nation	95	113	113	111
Oneida	69	84	102	109
Red Cliff	11	21	20	20
Sokaogon	23	19	19	22
St. Croix	8	10	7	6
Stockbridge- Munsee	5	5	8	8
Sub Total	395	431	449	446

* Information for 2008 is unofficial and unpublished; numbers are collected as of 11/30/08.

The information reflects the year-end count of a County agency entering the identified Wisconsin Tribal membership of an Indian child in out-of-home care per the requirements of identification of an Indian child under the authority of the Indian Child Welfare Act of 1978.

TABLE 2 – Out-of-Home Care Costs

2005	2006	2007	2008
\$3,732,562	\$3,801,336	\$4,117,638	\$3,343,606

Total annual maintenance costs for Indian children identified in the placement page on eWiSACWIS as placed in foster care, group care, treatment foster care, and residential care, but does not include Kinship Care or any administrative costs. The shown costs apply to those identified Indian children in Table I.

TABLE 3 – Other Native American and Unknown Indian Children

	2005	2006	2007	2008
Other Native American	86	102	130	126
Unknown	718	777	756	750
Total	804	879	886	876

The eWiSACWIS provided additional information pertaining to children “identified” as Indian children. When a county caseworker has contacted an out-of-state Tribe for confirmation of an Indian child’s Tribal membership, eWiSACWIS records the child as “Other Native American.” The data show a smaller amount of Indian children as members of other tribes. County caseworkers responsible for entering information used the “Unknown” selection in the system to acknowledge that the child was Indian, but did not identify the child as a member of any Tribe. According to the data, the “Unknown” category is used approximately three times as often in

eWiSACWIS as the combined number of cases in which a Wisconsin Tribe was identified. At this point in time, it is difficult to draw conclusions for the high rate of identified Indian children in the “Unknown” category without further examination. However, there are a number of possible reasons for this information:

- At the inception of the case, children were identified as Indian but the information to confirm the status of the child was not available at the time.
- Information was not received from a Tribe confirming membership of the child.
- Information was received by the county agency at a later time in the case, but not entered into eWiSACWIS.
- County caseworkers did not complete the confirmation process for determining an Indian child’s membership status at all.

The numbers generated from eWiSACWIS reveal disturbing consequences for Indian children in the State of Wisconsin.

Table 4 – Overall Percentages and Comparisons of Identified Indian Children in Out-of-Home Care.

	2005	2006	2007	2008
Tables I and II combined totals of identified Indian children in out-of-home care	1199	1314	1336	1325
Number of total children in out-of-home care statewide	7624	7283	7396	7390
Identified Indian children in out-of-home care as a percentage of all children in out-of-home care	15.7%	18.0%	18.1%	17.9%

As the above information is viewed, it is important to be cognizant of the reporting factors as they may show errors in entering data into eWiSACWIS. Despite the limitations of accuracy in the information, preliminary conclusions indicate an overwhelming representation of identified Indian children in out-of-home care. Most concerning in the data extracted from the eWiSACWIS related to Indian children is that Indians in Wisconsin make up 1% of the population.

Recommendations: The Workgroup recommends that:

- The Departments of Children and Families and Health Services work with the Tribes and Counties in identifying the demographic and financial information necessary to establish meaningful budget proposals for at least partial State funding of Tribal child welfare programs.
- The Departments of Children and Families and Health Services, as appropriate, and the Tribes create model child welfare agreements on how services might be most effectively provided and funded and that these model agreements reflect the unique culture, needs, and resources of each Tribe.

161 Agreements

[Note: 161 Agreements are agreements between a County and a Tribe that, at a minimum, identify policies and procedures that allow a County to provide funding for out-of-home care

placements of Indian children made by a Tribal Court. The agreements were first authorized by 1983 Wisconsin Act 161, which is the genesis of the name of the agreements.]

Issues Discussed: A significant amount of discussion was held regarding improvements to the current 161 Agreement process and the possibility of having the State replace Counties as the funding source for these Agreements or some alternative type of funding agreement or contract. While, in some cases, there is cooperation between a Tribe and a County in developing and implementing a 161 Agreement, in more cases there have been issues related to funding, recognition of Tribal sovereignty, and placement decision-making. In some instances, Counties have indicated that a “cap” would be put on the funding under the 161 Agreement; in other cases, Counties have stated that costs for foster care placements would be paid, but that the County would have to agree to placements in more restrictive/expensive placements; and, in still other cases, there have been disagreements between the Tribe, as the placing agency, and the County, as the funding agency, as to the appropriateness of a particular placement for a child, occasionally in spite of the fact that the Tribal court had ordered the placement. Finally, there have been instances when a County refused to enter into a 161 Agreement with a Tribe.

The Workgroup is cognizant of the financial limitations under which Counties, and all other agencies, are operating. At the same time, the federal foster care assistance program (Title IV-E) is an entitlement program for children that must be available to all eligible children in a county, including Indian children residing or domiciled on a reservation. In addition, the issue becomes one of Tribal sovereignty because if the Tribe did not take jurisdiction of a case, the case would proceed through circuit court and the County would be required to comply with ICWA requirements and to fund any placement ordered by the circuit court judge. Regardless of whether a child is placed in out-of-home care by a circuit court or a Tribal court, the State claims Federal Title IV-E reimbursement for eligible children. Some of that Federal reimbursement is used to fund the Community Aids Program, which provides base level funding for Counties to operate human services programs. In essence, Tribes regard it as a threat to their sovereignty if they decline to accept jurisdiction over a case simply to assure that the child receives the services that the Tribe determines are appropriate or which the Tribe can convince the circuit court are appropriate. In addition, the Tribes correctly point out that they are already providing myriad services to Indian children and families which, in the absence of the Tribal agency, would need to be provided by the County. As a result, Tribal members, who are also County residents, are receiving needed services at no cost to the County.

It should be noted that the purpose of 161 Agreements is to recognize the jurisdictional authority of Tribal courts pursuant to the full faith and credit provision of the Federal Indian Child Welfare Act [25 USC §1911(d)] by providing the funding for those placements into out-of-home care made by the Tribal court. It is not the purpose of the Agreements to in any way coerce Tribes into bringing such cases into the circuit court; in fact, that would be the opposite of the intent of these Agreements.

As a result, the Workgroup *redrafted the existing Numbered Memo relating to the development and implementation of 161 Agreements* to better reflect the intent of the Agreements and some of the issues identified above. The revisions to the memo did not alter the existing statutory language or the “balance of power,” so the effect of the revisions will be limited in scope. *The revised memo was issued in June of 2008.*

The Workgroup is currently gathering information from all Tribes on the nature and cost of the out-of-home placements of Indian children made through both the circuit court and the Tribal court. *This information will allow the Workgroup to develop a paper identifying the need for*

funding and potentially preparing the groundwork for a budget proposal that would move the responsibility for funding Tribal court-ordered placements from the Counties to the State. Aside from the perceived increased flexibility in funding, this arrangement would also better reflect the government-to-government relationship described in the Governor's Executive Order 39.

Recommendations: The Workgroup recommends that:

- The Department, in consultation with the Tribes, should again review the revised 161 Agreement Numbered Memo to assure that it is consistent with the concepts identified above.
- The Department should examine alternative mechanisms to encourage/require Counties to enter into 161 Agreements.
- The Department should propose flexible language in State statutes that would allow the concept of 161 Agreements to be entered into by either the State or Counties.
- The Department of Children and Families should work with the Tribes and Counties in identifying the demographic and financial information necessary to establish meaningful budget proposals for the potential of State funding of out-of-home care placements of Indian children made by Tribal courts.

High-Cost Pool

Issues Discussed: The Workgroup has discussed the purpose and implementation of the High-Cost Pool to assist Tribes or Tribes and Counties when out-of-home care placement costs are unusually high. *The Workgroup suggested that the current threshold for access to the Pool (i.e., that costs exceed 125% of the average of the previous three years' costs for such placements) was too high.* The fact that only minimal funds have been expended confirms this concern.

The issue was also raised by the Inter-Tribal Child Welfare Directors' Group on October 7, 2008 with Cyrus Behroozi, Administrator of the Division of Safety and Permanence. As a result of that discussion, Mr. Behroozi met with Secretary Bicha and others and the decision was made to reduce that threshold percentage to 100%. A revised Numbered Memo (2008-02B) to that effect was issued in November 25, 2008.

The Workgroup understands the purpose of the High-Cost Pool but also recognizes the need for broader availability of funding for child welfare services provided by the Tribe.

Recommendations: The Workgroup recommends that:

- The Department should request continued funding for the high-cost pool in the next biennial budget and propose changes in the language authorizing the pool to reflect the issues identified above.
- The Department should allow a Tribe to have access to the high-cost pool on its own when a County has refused to enter into a 161 Agreement.
- The Department and Tribes reconsider the purpose of and eligibility for these funds to better reflect the needs of Tribes and Counties relative to out-of-home care placements.
- The foregoing and related issues continue to be examined and that an issue paper be developed for consideration for inclusion in future State biennial budgets.

Tribal Access to eWiSACWIS

Issues Discussed: After many months of discussion prior and subsequent to the existence of the Workgroup, it was determined by the Department that *all Tribes would have, at each Tribe's*

discretion, “read-only” access to eWiSACWIS. This will enable Tribes to follow cases involving Indian children and families when the services are being provided by the County. It is anticipated, based on ongoing discussions within the Workgroup, that some Tribes will be requesting additional levels of access to eWiSACWIS for multiple purposes. In fact, in at least one case, a Tribe and a County have agreed that, in cases involving Indian children and families, the Tribal caseworker will be assigned as a secondary caseworker so that he or she can have full access to the case, enter information, etc.

Several Tribes have also expressed some interest in using eWiSACWIS for their own cases, even when a County is not involved. The Workgroup discussed the fact that since some Tribes have placed significant numbers of Indian children in out-of-home care and those children are not reflected in eWiSACWIS, an incomplete picture of the placement of Indian children in the State is provided when the numbers in the Federal Adoption and Foster Care Analysis and Reporting System (AFCARS) are used since that report is based on information in eWiSACWIS. At some point, this could negatively affect the State should the Federal government, for example, create funding programs based on AFCARS numbers to deal with the disproportionality issues related to children of color in out-of-home care. It must also be recognized, of course, that much of the eWiSACWIS system is based on State laws and policies; since Tribes have their own children’s codes and policies, full use of eWiSACWIS may not be practical.

In addition, the Workgroup discussed and brought to the attention of the Department that some programs operated by Tribes (e.g., Kinship Care and Independent Living) are now incorporated into eWiSACWIS, at least for purposes of County reporting. *The Department currently maintains a stand-alone Kinship Care reporting system that is now used only by Tribes because they do not have full access to eWiSACWIS.* The Workgroup is not currently recommending that eWiSACWIS be used as the sole administrative/reporting system for Tribal Kinship Care Programs because it does not have all of the flexibility that some Tribes would prefer in terms of emergency payments, reissuing lost or stolen checks, etc.

Recommendations: The Workgroup recommends that:

- The Department should provide full access to eWiSACWIS to Tribes for cases involving Indian children in which a Tribe is actively involved. Currently, Tribes are reliant on being granted access as a secondary assignment by the County involved.
- The Department and Tribes should discuss potential changes to eWiSACWIS that would enable all Tribes to use it for purposes of administration of the Kinship Care Program (see last paragraph before this “Recommendation” section).
- The Tribal notification, Tribal membership determination, and other forms included in eWiSACWIS should be located in a more prominent position (e.g., a “Tribal” or “ICWA” tab).
- The Department should continue to monitor Counties in the latter’s’ efforts to determine Tribal membership, the application of ICWA, notification of Tribes, and other matters related to the rights of Tribes to assume jurisdiction or otherwise intervene in cases involving children or families who are members of the Tribe.
- In general, the Department should build compliance with the Indian Child Welfare Act into its quality assurance efforts, including the use of eWiSACWIS data and revisions to the Continuous Quality Improvement (CQI) tool.

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The Constituent Groups of a “Child Welfare” System

Children in Need of Protection or Services (CHIPS)		Juveniles in Need of Protection or Services (JIPS)		Delinquents
Child Protective Services (CPS)	Non-CPS CHIPS	Non-Delinquency Based JIPS	Del.-Based JIPS	Delinquents

Ch. 48 (The Children’s Code)	Ch. 938 (The Juvenile Justice Code)
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Title IV-E (or any subgroup of this universe)*

Indian Child Welfare Act (ICWA)
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* This means that a Tribe may create its own universe of population for IV-E claiming.

Depending upon the person or group with whom one may be discussing “child welfare,” any of the following may be what that person or group has in mind in terms of the population make-up of children (or juveniles) in the “child welfare system.”

CPS only
All CHIPS
All CHIPS/selected JIPs
All CHIPS/All JIPs
CHIPS/JIPs/Delinquents

Within each of the constituent parts described above are such “pieces” of the child welfare system as child abuse and neglect investigations, foster home licensing, out-of-home care placement, ongoing services, terminations of parental rights, adoption and traditional adoption, guardianships, subsidized guardianship and adoption, out-of-State placements, etc.



2010-2014 Wisconsin Child Welfare Training System

Strategic Goals and Plan for Staff and Provider Training

GOAL	Responsible Committee	Target Completion Date
Goal 1 Pre-Service Training For Access, Initial Assessment and Ongoing Staff	Curriculum Committee	Initial Completion 2/2008 Updates yearly 2010-2014
Goal 2 Pre-Service Training for Foster Care providers	Foster Parent Training Committee	Initial Completion 8/2008 Completion date for online component 1/2011
Goal 3 Foundation Training For Access, Initial Assessment and Ongoing Staff	State Professional Development Council	Initial Completion 10/2008 Updates yearly 2010-2014
Goal 4 Foundation Training For Foster Care Providers	Foster Parent Training Subcommittee	Initial Completion 1/2009 Updates yearly 2010-2014
Goal 5 Supervisor Foundation Training	Regional Training Partnerships and DCF central training unit	Plan for development by 12/2010, rollout of foundation 1/2012
Goal 6 In- Service Training for Access, Initial Assessment and Ongoing Staff	Regional Training Partnerships and DCF central training unit	Updated and approved by DCF central training unit yearly 2010-2014
Goal 7 In- Service Training for Foster Care Providers	Foster Care Training Committee, Foster Care and Adoption Resource Center, Regional Training Partnerships	Updated and approved by DCF central training unit yearly 2010-2014
Goal 8 Alignment of Foundation Training for Access, Initial Assessment and Ongoing Training with Continuous Quality Improvement Process	DCF Central Training unit	Initial Completion 10/2008 Updates yearly 2010-2014
Goal 9 Integration of Evaluation into Staff and	DCF Central Training Unit	Identify and contract with Evaluation expert by 12/2010

Provider Training		
Goal 10 Development of Research consortium to inform training activities	DCF Central Training Unit	Consortium will be developed by 1/2014
Goal 11 Update Training Council Strategic Plan	DCF Central Training Unit, State Professional Development Council	Launch new plan 8/2010, updates every 3 years (2013)

Goal 1 Pre-Service Training For Access, Initial Assessment and Ongoing Staff.

The Curriculum committee, comprised of representatives from regional training partnerships and DCF are responsible for identifying the need for changes and updates to the online pre-service modules for staff training. Administrative rule DCF 43 requires that all Access, Initial Assessment and Ongoing Staff complete pre-service training prior to being assigned primary case responsibility in the eWiSACWIS system. The pre-service modules include:

- Introduction to Child Welfare
An orientation to the political, philosophical and ethical contexts within which child welfare staff work as well as to worker safety and eWiSACWIS.
- Engaging Families
An introduction to reasons for engaging families and essential tools for building helping relationships and identification of potential barriers to doing so.
- Safety
An introduction to the language of safety as a way of helping the worker understand how to think about keeping children safe. It includes an introduction to concepts of protective capacities, present danger threats and how to respond to them as well as a beginning understanding of impending danger threats.
- Development and Dynamics of Human Behavior
Basic information on child development, the dynamics, effects and signs of maltreatments, and the impact of separation and loss on both the parent and child(ren).
- Access
An orientation to the function of Access including information to be gathered, decisions that must be made and documentation requirements.
- Court
An introduction to the protocol for removing a child from their home, court processes as well as the hearings and documents necessary as a case moves through the legal system and a section to help prepare workers for appearing in court.

- Initial Assessment
An orientation to the function of Initial Assessment including practice themes, planning and decision-making requirements as well as those for documentation.
- Ongoing Case Management
An orientation to the function of On-going Services including responsibilities, requirements at case transfer, Family Assessment and Case Planning, Case Progress Evaluation and Case Closure as well as those for continued assessment and management of child safety.
- Permanency
An introduction to the necessity for permanency for children, the CPS role in permanency planning, which includes strategies for concurrent planning and legislation particularly important in permanency, ASFA, ICWA and MEPA.

Goal 2 Pre- Service Training for Foster Care Providers

The Foster Parent Training committee, a sub-committee of the State Professional Development Advisory Committee launched a pre-service training series for providers in August 2008. Pre-service trainings are required for foster care providers prior to placement of children in the foster home. The preservice modules include:

- Foster Care Overview
- Expectations of Foster Parents
- Caring for Children in Foster Care
- Developing and Maintaining Family Connections
- Foster Family Self Care

Goal 3 Foundation Training for Access, Initial Assessment and Ongoing Staff

The Foundation training series for child welfare staff was redesigned and approved by the state Training council (now the Professional Development Advisory Committee in 2008). The new Foundation series for staff includes:

- **Engaging to Build Trusting Relationships (3 days)**
This is a skill-based training built on the philosophy that in order for workers to engage families in a change-oriented process through trust-based relationships, they need knowledge of and the ability to apply engagement skills, stages of change, a strength based perspective, a solution-focused approach, and teaming with families to create plans for change throughout the lifetime of a case. The training addresses culturally appropriate engagement, developing a long term view and listening to the family's story, strengths based approach and the challenge lens, family systems dynamics, solution-focused engagement, stages of change and working through resistance.

- **Interviewing in Child Welfare (3 days)**
Participants in this training will build on the engagement skills learned in the “Engaging to Build Trusting Relationships” workshop. This training focuses on developing the interviewing skills needed to complete assessments. The interviewing in child welfare approach is a comprehensive, strength, needs, and team based approach. This training will focus on how to interview children and families after a trusting relationship has been developed. The participants will have the opportunity to learn how to use ecomaps, timelines, genograms, and ethnographic interviewing to enhance their ability to interview, gather information, analyze information, and develop family-driven case plans. This training will offer participants the opportunity to learn how to interview families in a culturally competent manner.
- **Safety Foundation Training (2 days)**
Safety foundation training builds on the content of the Safety Pre-Service and completion of the pre-service is required to maximize the benefit from this training. The curriculum incorporates the Safety Intervention Standards and eWiSACWIS documentation. Participants will walk through each step of the Safety Intervention process considering the information needed for decision making, the analysis process, and applying this to case information. Participants will develop an in-home safety plan in groups and will, along with their supervisor, receive detailed feedback on that plan after training.
- **Case Practice with American Indian Tribes (2 days)**
Participants in this training will develop and understanding of American Indian culture and learn how to work effectively with American Indian families. It will focus on the justification and legislative intent of the Indian Child Welfare Act, as well as learn how to implement it in cases involving American Indian Children. Workers will leave with a broader understanding of how the history of oppression, racism, and discrimination against American Indians affects their contemporary identity and circumstances.

The following is a menu of trainings that agencies will choose based on the new workers job function, agency needs, and individual workers training needs. These trainings will make up the additional days of the 15 required days of training

- **Professionalism in Child Welfare (1 day)**
This workshop is an overview of topics that form the foundation for the provision of professional child welfare services. Participants explore fundamental values of social work and the unique ethical challenges of applying them in the field of child welfare. This often requires working with families who do not come voluntarily to the public agency, when the agency must assure that a child's safety needs are met by the family. Forming healthy professional boundaries for child welfare workers is also discussed. Participants learn to: understand the framework that underlies family-focused child welfare practice, including high standards of personal conduct, integrity, impartiality, respect, support of client self-determination, and the presence of limits to the client's right to confidentiality; understand social work values and principles in child welfare practice, including respect for the family's cultural identity and each family's uniqueness, strengths, and capacity for self-determination;

understand the concepts of cultural competence and how personal biases, cultural and ethnic differences may effect the delivery of child welfare services; understand the concept of authority when necessary, to simultaneously protect the child and empower the family in the intervention process, while maintaining the ability to handle the effects of self, personally and professionally; understand the mandates of MPSW 20, the guiding principles of the NASW Code of Ethics and standards of practice in the provision of child welfare services.

- Access (1 day)

This one day training starts with a discussion of the role and purpose of Access within the framework of child welfare, and moves to discussion and practice of interview skills appropriate for interacting with someone who is reporting possible child maltreatment. Interview techniques for various stages of the call are covered, including establishing positive contact, addressing the caller's emotional needs, explaining the function of access, allowing the caller time to describe the situation and reason for calling, interviewing to gather additional information, formulating and describing next steps, and closing the call. Participants then listen to a pre-taped conversation between a caller and a social worker, and practice picking out relevant information. Following this exercise, participants engage in an activity and discussion regarding how the quality of the information gathered is related to the screening and urgency decisions made by their supervisor. Access Standards are integrated into the training where applicable. Participants will be asked to complete the Access Pre-service Module before attending this training.

- Initial Assessment (3 days)

This training provides a foundation for initial assessment decision making; safety decision making, maltreatment determination, and case opening. The curriculum assumes prior participation in Safety Foundation Training and will incorporate (not teach) safety concepts and standards. The training ends with standards and practice associated with case closure after initial assessment and transfer to ongoing services.

- Effects of Maltreatment on Child Development (2 days)

In this two day workshop, participants actively explore the developmental consequences of child abuse and neglect in children from birth to adolescence and establish a framework for the early recognition of developmental problems, enhancing the professional's ability to formulate appropriate family service plans.

- Separation, Placement and Permanency (3 days)

This three day workshop explores the knowledge and skills required for child welfare workers to provide services related to child placement, including, separation and placement services, family intervention, working with foster care givers and different permanency options. Participants learn to: understand the potential traumatic outcomes of the separation and placement experience; weigh the risk to a child of remaining at home against the potential trauma of separation; recognize the physical, emotional and behavioral indicators of placement-induced stress; prevent crisis by structuring a placement; involve parents in all phases of the placement process; and know when and how to initiate an adoption plan.

- Legal Aspects of Child Protective Services (online equivalent of 2 days)

This training has been redesigned to be delivered in an e-learning format. The child welfare

training system worked collaboratively with the Department of Corrections to have this training serve as child welfare legal training and the first 2 days of the juvenile court intake training which is required for staff who perform the function of juvenile court intake. This e-learning training helps workers to develop a clear understanding of the relevant laws, statutes and principles that workers will encounter in the child welfare system and the juvenile justice system. The focus and emphasis is on child and family legal issues. Workers identify and delineate the various Federal Acts and Legislations that impact the social worker in the child welfare field. They learn the legal requirements for jurisdiction as well as understand basic principles of case building and gathering of evidence for court.

- **Team Based Practice (3 days)**

This training introduces participants to the use of the teaming approach when working with families. Participants will learn about how teaming fits into the family centered, culturally responsive approach to working with families. Participants will explore and use effective group processes to empower team members. They will learn how to prepare for and facilitate a Child and Family Team Meeting. They will learn how to identify what works well in team meetings, how to use team meetings to share information, to gather assessment information, and to create family driven plans. Participants will learn some techniques to use when working with conflicting views on teams. They will also learn how to work with teams when the family presents with special needs that may require the participation of additional specialists or other professionals.

The state Professional Development Advisory Committee will continue to review changes and updates to the foundation curriculum yearly from 2010-2014.

Goal 4 Foundation Training For Foster Care Providers

In 2008, the Foster Parent Training Committee, a subcommittee of the state Professional Development Advisory Committee, launched a new foundation training series for foster care providers. It is anticipated that this foundation series will be adopted when the rule for foster parent training goes into effect in 2011. The foundation series for foster care providers includes:

Module 1: Partners in Permanency

Learning Objectives:

1. The parent or caregiver has substantial knowledge of the primary goals of child protective and juvenile justice services.
2. The parent or caregiver has substantial knowledge of the roles of the birth parent, the agency, the court system, schools, mental health professionals, and other social service providers, and can advocate for the child's best interest within the scope of his/her role.
3. The parent or caregiver has basic knowledge about how having children acquire independent living/life skills will benefit them, regardless of the permanency outcome.

Module 2: Cultural Dynamics in Placement

Learning Objectives:

1. The parent or caregiver has basic knowledge of the differences between culture, race, gender, ethnicity, nationality, and LGBTQ.

2. The parent or caregiver has substantial knowledge of how his/her cultural perspective and biases can affect the development of relationships with children and families from different cultural backgrounds.
3. The parent or caregiver has basic knowledge of how to alleviate placement adjustment issues of children, teens, and their families due to cultural differences between the homes.
4. The parent or caregiver has substantial knowledge of the importance of helping children in care maintain a healthy cultural identity.
5. The parent or caregiver has basic knowledge of how to incorporate elements of a child's cultural heritage into family practices, and how this could impact the caregiver's own family.
6. The parent or caregiver has basic knowledge of the types of life skills a child might need to develop a healthy cultural identity.

Module 3: Maintaining Family Connectedness

Learning Objectives:

1. The parent or caregiver has substantial knowledge of his or her own personal perceptions and biases about birth parents and sibling and of the consequences of those perceptions and biases for the child, the birth parents, birth siblings, and the foster family.
2. The parent or caregiver has substantial knowledge of how to identify strengths and positive attributes of birth family members.
3. The parent or caregiver has substantial knowledge of the grief process of a birth parent whose children have entered substitute care.
4. The parent or caregiver can demonstrate how to talk with children about their family members in a fair, understanding, age-appropriate, and realistic manner.
5. The parent or caregiver has substantial knowledge of the importance of involving the birth family in daily decision-making and other activities to support reunification, and that these are basic rights the parents have.
6. The parent or caregiver has substantial knowledge of how to identify the significant persons in the child's life, and how to engage them in the child's day-to-day activities.
7. The parent or caregiver has basic knowledge of the importance of sibling connectedness and is willing to nurture sibling connections.

Module 4: Dynamics of Abuse and Neglect

Learning Objectives:

1. The parent or caregiver had substantial knowledge of the definitions and types of physical abuse, sexual abuse, emotional abuse, and neglect.
2. The parent or caregiver has basic knowledge of the dynamics and cultural context of physical abuse, sexual abuse, emotional abuse, and neglect.
3. The parent or caregiver has substantial knowledge of the physical and behavioral indicators of physical abuse, sexual abuse, emotional abuse, and neglect in children and teens.
4. The parent or caregiver has substantial knowledge of his or her requirements to report suspected child abuse and/or neglect, and how to report.

5. The parent or caregiver has basic knowledge of how physical abuse, sexual abuse, and neglect could impede a child's acquisition of age-appropriate life skills.

Module 5: The Impact of Trauma on Child Development

Learning Objectives:

1. The parent or caregiver has substantial knowledge of the primary stages and milestones of typical physical, cognitive, social, sexual, and emotional development of children and youth, including the impact of genetics on development
2. The parent or caregiver has substantial knowledge of the indicators of developmental delays and/or problems associated with the effects of physical, sexual, and emotional abuse, and neglect.
3. The parent or caregiver has basic knowledge of resources to appropriately address children's developmental delays and/or problems.
4. The parent or caregiver has basic knowledge that children who were victims of physical abuse, sexual abuse, and/or neglect, because of varying degrees of resiliency, will experience differences in the degree of traumatization.
5. The parent or caregiver has basic knowledge of what types of life skills can be taught to children who have experienced developmental delays and/or problems as a result of physical abuse, sexual abuse, and/or neglect.

Module 6: Attachment

Learning Objectives:

1. The parent or caregiver has substantial knowledge of how attachment develops.
2. The parent or caregiver has basic knowledge about the different attachment patterns that children develop.
3. The parent or caregiver has substantial knowledge of how attachment influences cognitive, social, and emotional development in children from birth to adolescence.
4. The parent or caregiver has basic knowledge of attachment as the foundation for guidance and positive discipline.

Module 7: Separation and Placement

Learning Objectives:

1. The parent or caregiver has substantial knowledge of the effects of separation on the child, within their cultural context.
2. The parent or caregiver has substantial knowledge of the grief process of children who have entered substitute care, and can demonstrate strategies to assist children in addressing behaviors and thoughts related to the grief process.
3. The parent or caregiver has substantial knowledge of how emotional conflict may arise for a child during the placement process related to issues of divided loyalty, perceived abandonment or rejection, and reactivation of feelings from previous separations or significant events.
4. The parent or caregiver has substantial knowledge of the impact of multiple placements on a child's emotional, cognitive, social development, and behavior.
5. The parent or caregiver has substantial knowledge of how a child's developmental level affects his/her knowledge of and reactions to out-of-home placement.

Module 8: Guidance and Positive Discipline

Learning Objectives:

1. The parent or caregiver has basic knowledge that discipline is an educational strategy meant to guide and promote healthy child development, as well as substantial knowledge of one's own parenting style.
2. The parent or caregiver has substantial knowledge of why physical punishment and physical restraint are not allowed and are not appropriate for foster children.
3. The parent or caregiver has substantial knowledge of the reasons children and youth may display inappropriate or undesirable behaviors in the home, school, and community.
4. The parent or caregiver has substantial knowledge of children's behaviors and how they may be influenced by the child's physical, cognitive, and emotional developmental level, past life experiences, cultural influences, past discipline techniques, and the unique stresses associated with separation, placement, and maltreatment.
5. The parent or caregiver has substantial knowledge of effective discipline strategies to manage children's behavior while promoting healthy development, attachment, and self-esteem.
6. The parent or caregiver has basic knowledge of crisis response strategies to manage children's escalating and potentially threatening behaviors, and the ability to work with the child's treatment team to develop a child-specific crisis management plan.
7. The parent or caregiver can demonstrate how to select discipline strategies based upon a child's age, developmental level, past experiences, and the current situation.

Module 9: The Effects of Fostering on Your Family

Learning Objectives:

1. The parent or caregiver has substantial knowledge of how placement of a child can affect the caregiving family's relationships among parents and children, siblings, spouses, or other adult relationships and extended family members.
2. The parent or caregiver has basic knowledge of how to identify and address the symptoms of injury, illness, and contagious conditions.
3. The parent or caregiver has substantial knowledge of the grief process the caregiving family might expect to go through when a placement terminates.
4. The parent or caregiver has substantial knowledge of its own cultural background, values, beliefs, and standards and how they can be affected by the placement of a foster child.
5. The parent or caregiver has substantial knowledge of how stress can affect family members' behavior and an understanding of effective coping strategies, including the use of support systems, to help manage stress.
6. The parent or caregiver has basic knowledge of the procedures that are required when allegations of maltreatment are made against the caregiver.
7. The parent or caregiver has substantial knowledge of the importance of continuously assessing the impact of foster care on the entire family.
8. The parents or caregiver has basic knowledge about how teaching foster children life skills may be different for foster children versus the caregiver's own child (ren).

Goal 5 Supervisor Foundation Training

Currently, administrative rule DCF 43 requires new child welfare supervisors who have not completed worker foundation training previously to complete this foundation training series within 12 months, there is not a standardized supervisor foundation series in Wisconsin. Child welfare supervisors and managers throughout Wisconsin have been offered a variety of new supervisor training series, such as the supervisor series developed by the Butler Institute for Families and the Supervisor CORE series developed by the Institute for Human Services. In 2010 the Regional Training Partnerships and the DCF central training unit will develop a supervisors training series that includes components of :

- Child welfare practice expertise
- Leadership skills development
- Administrative (data interpretation, contracting and budgeting skills development)

Goal 6 In Service Training for Access, Initial Assessment and Ongoing Staff

Administrative rule DCF 43 requires that Each child protective services caseworker shall complete at least 30 hours of in-service training in each 2 year period that begins on the nearest future reporting deadline for certified or licensed social workers under WI ch. MPSW 8 that occurs after the caseworker has completed 2 years of employment as a child protective services caseworker. The majority of in service training provided to child welfare staff in Wisconsin is provided by the regional university training partnerships. The partnerships are required to submit a training plan each year with the next year's budget request that includes offerings for staff to meet their in-service training requirement. DCF will continue to review and approve these training plans yearly from 2010 to 2014.

Goal 7 In-Service Training for Foster Care Providers

A new administrative rule for Foster Care providers will go into effect in 2011. In anticipation of this rule, the regional university training partnerships, as well as the Foster Parent and Adoption resource center will collaborate to ensure enough offerings for in-service training for foster care providers. The training plans will be reviewed and approved by DCF central training unit yearly from 2010-2014.

Goal 8 Alignment of Foundation Training for Access, Initial Assessment and Ongoing Training with Continuous Quality Improvement Process.

The DCF central training unit has been collaborating with the Quality Assurance section to align foundation training for staff with the guiding principles included in the continuous quality improvement process. In 2008, the foundation training series for workers was redesigned to reflect this alignment. The DCF central training unit will conduct yearly foundation curriculum review sessions with trainers, regional training partnership staff and CQI staff to ensure alignment and to revise training as needed.

Goal 9 Integration of Evaluation into Staff and Provider Training

In 2009, DCF completed an assessment of the child welfare training system in Wisconsin. The recommendations from this assessment included more sophisticated development and integration of evaluation into staff and provider training. In 2010 DCF central training unit will identify and contract with evaluation expertise to further develop evaluation in this area.

Goal 10 Development of Research consortium to inform training activities.

In 2009, DCF completed an assessment of the child welfare training system in Wisconsin. The recommendations from this assessment included the development and integration of research into staff and provider training. DCF will begin examining ways to develop a consortium dedicated to the integration of child welfare research into training and stipend education with a target completion date of January 2014.

Goal 11 Update Professional Development Strategic Plan

In 2009, DCF completed an assessment of the child welfare training system in Wisconsin. The recommendations from this assessment included updating the training council strategic plan. By January 2010, a new charter will be completed to then move forward in updating the council strategic plan by August of 2010. Following the update, the strategic plan will be reviewed by the training council every third year (2013).

TITLE IV-E TRAINING GUIDELINES

Fiscal and Policy Requirements for IV-E Training Programs

Division of Children and Family Services

February 2001

TITLE IV-E TRAINING GUIDELINES

The purpose of this document is to provide practical guidelines for the operation of a training program under the Title IV-E Foster Care and Adoption Assistance Programs of the Social Security Act. Information contained in these guidelines has been drawn from various issuances of the U. S. Department of Health and Human Services. The source materials include the IV-E regulations at 45 CFR 1356.60(b) and (c), the training regulations at 45 CFR 235.61 and 235.63 through 235.66(a), the Department Appeals Board (DAB) decision number 1530 dated August 3, 1995, ACYF-PA-87-05 dated October 22, 1987, ACYF-PA-90-01 dated June 14, 1990, and ACF-IM-91-15 dated July 24, 1991.

The document provides direction for the use of IV-E funds for training staff providing public child welfare services. The document applies to training providers and employers of child welfare staff. The document is used with all Title IV-E training contracts issued by the Division of Children and Family Services (DCFS) and compliance with the requirements is expected under the training contracts.

The document was produced for DCFS by Maximus, with the research and writing done by Joe Kauzlarich.

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I. INTRODUCTION

AUTHORITY FOR TITLE IV-E TRAINING

The authority for establishment of a Title IV-E training program and claiming reimbursement for such a program is cited at 45 CFR 1356.60(b). These regulations read as follows:

Federal matching funds for State and local training for foster care and adoption assistance under Title IV-E.

- (1) Federal financial participation is available at the rate of seventy-five percent (75%) in the costs of:
 - (i) Training personnel employed or preparing for employment by the State or local agency administering the plan, and;
 - (ii) Providing short-term training (including travel and per diem expenses) to current and prospective foster or adoptive parents and the members of state licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance.
- (2) All training activities and costs funded under Title IV-E shall be included in the State Agency's training plan for Title IV-B.
- (3) Short and long term training at educational institutions and in-service training may be provided in accordance with the provisions of 235.63 through 235.66(a) of this title.

WHO CAN BE TRAINED

The regulations state that personnel employed or preparing for employment by the State or local agency administering the Title IV-E state plan may be trained and the cost of this training can be claimed for reimbursement at 75% under the IV-E program. This includes students preparing for employment in public child welfare, child welfare staff seeking academic degrees, and other training for the child welfare staff development. In addition short-term training may be provided to current and prospective foster or adoptive parents and the members of state licensed or approved child care institutions providing care to foster and adopted children receiving Title IV-E assistance. The regulations at 235.63(a) go on to state that training may be "provided personnel employed in all classes of positions, volunteers, and persons preparing for employment."

Training may be provided to individuals performing public child welfare activities as specified in 45 CFR 1356.60(c)(1) and (2) and whose activities are integral in the administration of the Title IV-E program. In general, this includes students preparing for employment in public child welfare and employees of agencies providing public child welfare services. The DCFS training contracts provide more specific direction on who can be trained with IV-E funds. Training costs applicable to any trainees who are not members of the above groups, or for activities which are not integral to the Title IV-E program, are not reimbursable under IV-E. Such training must be provided using other funding sources.

ENHANCED REIMBURSEMENT RATE FOR TRAINING

Under the IV-E training program, the state is reimbursed for eligible training expenditures at a 75% FFP rate. The enhanced 75% rate applies only to training expenses for public child welfare activities. Other administrative expenses associated with operation of the IV-E program, including the delivery of child welfare services and indirect costs associated with training programs are reimbursable at a 50% FFP rate. Training programs need to separate training costs from other costs and can claim the enhanced 75% rate only for eligible training expenses.

For all Title IV-E reimbursement, the amount of federal reimbursement is pro-rated by the proportion of IV-E eligible children served in out-of-home care, such as foster care and group homes. IV-E eligibility is based on children meeting economic and social deprivation factors tied to former AFDC program rules. DCFS computes the IV-E “penetration” rate and applies this rate to training contracts to determine the net amount of federal IV-E reimbursement. For example, if the IV-E penetration rate is 80%, then the net effective reimbursement rate for IV-E training would be $(80\% \times 75\%) = 60\%$.

WHO CAN PROVIDE MATCH

Under the IV-E training program, the state is reimbursed at the effective IV-E reimbursement rate based on total training expenditures. Thus to draw IV-E reimbursement, state or local matching expenditures must be provided. The match must come from non-federal sources and used only for the IV-E program.

Section 235.66(a) of the federal training regulations referenced in 1356.60(b) defines who can provide the match for Title IV-E training programs. The match cannot be private funds since the cited regulation does not include a reference to section 235.66(b). The funds used as match must be “appropriated directly to the State or local agency, or transferred from another public agency (including Indian tribes) to the State or local agency and under its administrative control, or certified by the contributing public agency as representing expenditures eligible for FFP” under the training program. Any funds used as match regardless of source can not also be used to match other federal funds and can not be federal funds themselves unless they are authorized by Federal law to be used to match other federal funds. The basic rule is that the same dollar of expenditure cannot be claimed under multiple programs.

In the case of the partnership training programs in Wisconsin, the match may be provided by the State, the county, tribes, or any other public entity in the state including public funded universities. The match must meet the other requirements of the regulations as well. The entity providing the match must provide a certification to the effect that the funds or expenditures being utilized as match are not federal funds and are not reported to the state in any CARS line (e.g., CARS lines 301, 682, or 683) being utilized by the state to claim federal funds under any other program regulations.

In the case of the university training partnerships, the counties and tribes who are members of the partnership pay an assessment/membership fee to the partnership that is used as match. These funds count as cash match when expended on training activities. In addition counties and tribes may appoint staff to various committees for the administration of the training partnership for whom the cost associated with meetings (attendee mileage and hourly salary cost) may be claimed as a training cost. In regard to actual training sessions, the registration fee and other costs of the attendees (such as mileage, per diem, salaries, fringe benefits, or any other reimbursable costs), may be allowable as a training cost depending on the type and duration of the training.

For any costs are paid by the county or tribe and utilized as training costs by the partnership, the paying entity must certify to the partnership that these expenditures were not paid from federal funds or reported to the state in any CARS line being utilized by the state to claim federal funds under any other program. In determining the salary and fringe benefit cost of staff attending training committee meetings or of trainees when the nature of the training allows the claiming of such costs, the training partnerships should use salary information from the employing agency.

II. ALLOWABLE TRAINING COSTS AND TOPICS

DEFINITION OF TERMS

In regard to the types of costs which may be claimed as training costs under Title IV-E, the training regulations cited at 235.64 and 235.65 define the types of costs dependent on for whom the cost is incurred, whether the training is provided inside or outside the agency, and the length of the training. To clearly comprehend the differences made in these sections the definitions contained in section 235.61 must be understood. These definitions are as follows:

Act means the Social Security Act, as amended.

A grant to an educational institution means payments to an educational institution for services rendered under a time limited agreement between the State agency and the eligible educational institution which provides for the training of State or local agency employees or persons preparing for employment with the State or local agency.

A training program is the method through which the State agency carries out a plan of educational and training activities to improve the operation of its programs.

Initial in-service training means a period of intensive, task-oriented training to prepare new employees to assume job responsibilities.

Continuing training means an ongoing program of training planned to enable employees to: (1) Reinforce their basic knowledge and develop the required skills for the performance of specific functions, and (2) acquire additional knowledge and skill to meet changes such as enactment of new legislation, development of new policies, or shifts in program emphasis.

Full-time training means training that requires employees to be relieved of all responsibility for performance of current work to participate in a training program.

Part-time training means training that allows employees to continue full time in their jobs or requires only partial reduction of work activities to participate in a training program outside of the State or local agency.

Long-term training means training for eight consecutive work weeks or longer.

Short-term training means training for less than eight consecutive work weeks.

FFP or Federal financial participation means the Federal government's share of expenditures made by a State or local agency under a training program.

Fringe benefits means the employer's share of premiums for industrial compensation, employee's retirement, unemployment compensation, health insurance, and similar expenses.

Persons preparing for employment means individuals who are not yet employed by the State or local agency, but who have received financial assistance from the State agency for training, and have made a legally binding commitment with the State or local agency for future employment under the conditions of these regulations.

Stipends means the basic living allowance paid to a student.

STAFF DEVELOPMENT OF PERSONNEL

In regard to staff development of personnel, 235.64(a) allows the following types of costs to be claimed:

- (a) Salaries, fringe benefits, travel and per diem for:
 - (1) Staff development personnel (including support staff) assigned full time to training functions and;
 - (2) Staff development personnel assigned part time to training functions to the extent time is spent performing such functions.

Time and effort records must be maintained for these staff to document the time associated with staff development if they are not assigned full time to the training function. As this section pertains to committees made up of partnership members established to assist in the administration of the partnership, sign in sheets should be maintained for each meeting showing the members name, round trip travel mileage, travel hours in quarter hours, and actual meeting hours in quarter hours. A copy of the minutes of the meeting should then be attached to the sign in sheet to document the nature of the meeting.

If the cost of these meetings (mileage reimbursement and salary cost) are to be claimed as training costs and the expenditure is made by the county/tribe, the paying entity must certify the expenditure was not from federal funds or reported to the state in any CARS line being utilized by the state to claim federal funds under any other program regulations.

AGENCY IN-SERVICE TRAINING

In regard to agency in-service training, 235.64(b) allows the following types of costs to be claimed:

- (b) For agency training sessions, FFP is available for:
 - (1) Salaries, fringe benefits, travel and per diem for employees in initial in-service training of at least one week;
 - (2) Travel and per diem for employees in agency training sessions away from the employee's work site, or in institutes, seminars or workshops related to the job and sponsored by professional organizations;
 - (3) Salaries, fringe benefits, travel and per diem for experts outside the agency engaged to develop or conduct special programs; and
 - (4) Costs of space, postage, teaching supplies, purchase or development of teaching material and equipment, and costs of maintaining and operating the agency library as an essential resource to the agency's training program.

It should be noted for agency in-service training sessions that salaries and fringe benefits can only be claimed on behalf of trainees when the training is for initial in-service training of **at least one week**. The in-service training can be for a more extended period. Initial in-service training may include not only new employees to the agency but also employees transferring to a new position within the agency for which initial in-service training is needed to assume the responsibilities of the new position. Initial in-service training may also include an On-the-Job-Training (OJT) component for the trainee to apply the skills learned in the classroom prior to assuming their own caseload. An initial in-service training program with an OJT component could be scheduled to alternate from one week to the next between the classroom and OJT.

Agency training sessions which providing training other than initial in-service training that meets the requirements specified above is eligible for IV-E reimbursement, but only at the IV-E administrative rate rather than the enhanced training rate.

If any of the allowable cost of these training sessions is paid directly by a county/tribe, the paying entity must certify the expenditure was not from federal funds or reported to the state in any CARS line being utilized by the state to claim federal funds under any other program regulations.

TRAINING AND EDUCATION OUTSIDE THE AGENCY

In regard to the costs to attend training and education programs provided outside of the agency (normally a university setting), 235.64(c) allows the following types of costs to be claimed:

- (c) For training and education outside of the agency, FFP is available for:
 - (1) Salaries, fringe benefits, dependency allowance, travel, tuition, books, and educational supplies for employees in full-time, long-term training programs (with no assigned agency duties);

- (2) Salaries, fringe benefits, travel, tuition, books, and educational supplies for employees in full-time, short-term training programs of four or more consecutive work weeks;
- (3) Travel, per diem, tuition, books and educational supplies for employees in short-term training programs of less than four consecutive work weeks, or part-time training programs; and
- (4) Stipends, travel, tuition, books and educational supplies for persons preparing for employment with the State or local agency.

It should be noted for training and education outside of the agency that salaries and fringe benefits can only be claimed on behalf of trainees when the training is full-time for **four or more consecutive weeks** and the trainee is relieved of all work responsibilities while in training. If the trainee carries a regular caseload while in training, then the salaries and fringe benefits cannot be counted as a training expense.

In addition if the training of employees is full-time, long-term of eight consecutive weeks or more, or if the training is for persons preparing for employment, the conditions as set forth in 235.63(b) must be met. Section 235.63(b) reads as follows:

- (b) When FFP is available. FFP is available for personnel employed and persons preparing for employment by the State or local agency provided the following conditions are met, and with the following limitations:
 - (1) Employees in full-time, long-term training make a commitment to work in the agency for a period of time equal to the period for which financial assistance is granted. A State agency may exempt an employee from fulfilling this commitment only if failure to continue in employment is due to death, disability, employment in a financial assistance program in a public assistance agency in another State, or other emergent circumstances determined by the single State agency head to be valid for exemption;
 - (2) An employee retains his or her rights and benefits in the agency while on full-time, long-term training leave;
 - (3) Persons preparing for employment are selected by the State agency and accepted by the school;
 - (4) Persons preparing for employment are pursuing educational programs approved by the State agency;
 - (5) Persons preparing for employment are committed to work for State or local agency for a period of time at least equal to the period for which financial assistance is granted if employment is offered within 2 months after training is completed;
 - (6) The State or local agency offers the individual preparing for employment a job upon completion of training unless precluded by merit system requirements, legislative budget cuts, position freezes, or other circumstances beyond the agency's control; and if unable to offer employment, releases the individual from his or her commitment;
 - (7) The State agency keeps a record of the employment of persons trained. If the persons are not employed by the State or local agency, the record specifies the reason for non-employment;
 - (8) The State agency evaluates the training programs; and
 - (9) Any recoupment of funds by the State from trainees failing to fulfil their commitment under this section shall be treated as a refund and deducted from total training costs for the purpose of determining net costs for FFP.

The institution providing the training is responsible for finding the trainee a placement in public child welfare following completion of the educational program. The trainee is responsible for working in the public child welfare field for a period equal to the length of the subsidized degree program. For example, if a trainee is subsidized for two years the trainee must make a commitment to work in public child welfare for at least two years.

If any of the allowable cost of these training sessions is paid directly by a county/tribe, the paying entity must certify the expenditure was not from federal funds or reported to the state in any CARS line being utilized by the state to claim federal funds under any other program regulations.

GRANTS TO EDUCATIONAL INSTITUTIONS

In regard to training grants to educational institutions, 235.64(d) allows the following types of costs to be claimed:

- (d) FFP is available for payments to educational institutions, as described in 235.63(c) for salaries, fringe benefits, and travel of instructors, clerical assistance, teaching materials and equipment.

In order for these payments to be reimbursable the conditions in 235.63(c) must be met as stated below:

- (c) Grants to educational institutions. FFP is available in payments for services rendered under grants to educational institutions provided all of the following conditions are met:
 - (1) Grants are made for the purpose of developing, expanding, or improving training for personnel employed by the State or local agency or preparing for employment by the State or local agency administering the program. Grants are made for an educational program (curriculum development, classroom instruction, field instruction, or any combination of these) that is directly related to the agency's program. Grants are made for not more than 3 years, but may be renewed, subject to the conditions of this section:
 - (2) Grants are made to educational institutions and programs that are accredited by the appropriate institutional accrediting body recognized by the U.S. Commissioner of Education. When a specialized program within the institution for which there is a specialized accrediting body is used, that program must be accredited by or have pre-accreditation status from that body. (Part 149 of this Title explains the requirements and procedures for obtaining recognition as an accrediting agency or association. Lists of currently recognized accrediting bodies are published in the FEDERAL REGISTER periodically. See also Nationally Recognized Accrediting Agencies and Associations published by the Office of Education);
 - (3) The State agency has written policies establishing conditions and procedures for such grants;
 - (4) Each grant describes objectives in terms of how the educational program is related to the financial assistance programs and how it is designed to meet the State or local agency's manpower needs; and
 - (5) An evaluation of the educational program funded by each grant is made no later than the close of the second year of the grant. The evaluation shall be conducted by representatives from the educational institution and the State agency to determine whether conditions and objectives described in the grant are being met. If the educational program does not meet these conditions and objectives, payment shall be terminated no later than the close of the second year of the grant.

The education institution providing the training is responsible for finding the trainee a placement in public child welfare following completion of the degree program. The trainee is responsible for working in the public child welfare field for a period equal to the length of the subsidized degree program. For example, if a trainee is subsidized for two years the trainee must make a commitment to work in public child welfare for at least two years.

COSTS NOT ALLOWABLE AS TRAINING COSTS

In regard to costs not allowable as training costs, 235.65 reads as follows:

235.65 Activities and costs not matchable as training expenditures. FFP is not available for the following expenditures as training costs; however, the expenditures described in this section may be matched as administrative costs, if conditions for such matching are met:

- (a) Salaries of supervisors (day-to-day supervision of staff is not a training activity); and
- (b) Employment of students on a temporary basis, such as in the summertime.

The salary of a supervisor providing day-to-day supervision as a regular part of their job cannot be claimed as a training cost. However, the salary of a supervisor may be claimed as a training cost if they are performing a training function as part of a formalized training program, such as, within an OJT component of initial in-service training.

The regulations only allow for the claiming of the specific types of costs stated in the preceding sections. If the cost is not stated in these regulations it is not claimable at the enhanced 75% FFP rate. This does not preclude claiming the cost, if it is a support cost of the program, at the 50% FFP rate as a IV-E administrative cost. For example, indirect cost is not an allowable training cost at the 75% FFP rate because it is not specifically stated in the training regulation at 45 CFR 235.64 per DAB decision number 1530. However, per the same DAB decision, indirect cost applicable to training can be claimed as an administrative cost under IV-E at the 50% FFP rate.

ALLOWABLE TRAINING TOPICS

Until U.S. DHHS DAB decision 1530 was issued in August 1995, there were no written guidelines at the federal level that stated any requirements in regard to the topics for which training could take place utilizing IV-E training funds. Based on this DAB decision it is clear that for training to be claimable under the IV-E training program, the topic of the training must be one of the activities cited at 45 CFR 1356.60(c)(1) and (2) as allowable administrative activities under the IV-E program or at the least closely related to one of the activities. In general, the training topics must be related to the placement of children in out-of-home care. The specific activities cited are as follows:

- Eligibility determination and redetermination
- Fair hearings and appeals
- Rate setting
- Referral to services
- Preparation for and participation in judicial determinations
- Placement of the child
- Development of the case plan
- Case reviews
- Case management and supervision
- Recruitment and licensing of foster homes and institutions

The regulations at 1356.60(c)(3) go on to state that “Allowable administrative costs do not include the costs of social services provided to the child, the child’s family or foster family which provide counseling or treatment to ameliorate or remedy personal problems, behaviors or home conditions.” Based on this citation the DAB decision found that training directed at the development of the skills to provide these social services could not be claimed as an allowable cost under the IV-E training program. In addition the decision found that training provided to develop skills necessary to perform and document the child abuse and neglect investigation process are not allowable under IV-E training. In general, training directed at teaching the trainee how to directly provide services is not allowable under IV-E.

In determining whether a topic is allowable under the IV-E training program, the objective of the training should be taken into consideration along with the topic. For example: If the topic of the training is counseling services and the objective of the training is to provide the trainees with the skills to directly provide counseling to clients, then the training is not allowable under IV-E. However, if the topic of the training is counseling services but the objective of the training is to teach the trainees how to identify when counseling services are needed for a client in order to refer clients for services or when counseling is needed in developing the client’s case plan, then the training is allowable.

In the development of a training project a written description of the training should be prepared fully describing the objectives and the topical nature of the training. This description should then be evaluated in terms of the project's allowability under IV-E. A suggested format for this analysis is attached.

III. OTHER REQUIREMENTS FOR TRAINING PROGRAMS

COST ALLOCATION OF TRAINING COSTS

In ACYF-PA-90-01 dated June 14, 1990, the Policy Announcement states: "All training costs must be allocated to Title IV-E, State foster care and other State/Federal programs in such a manner as to assure that each participating program is charged its proportionate share of the costs. The allocations may be determined by case count of Title IV-E eligible children in relation to all children in foster care under the responsibility of the State Title IV-E/IV-B agency or on some other equitable basis." In general costs should only be charged to a program based on the benefits received by that program.

The preceding section noted that IV-E training should only be charged for topics that are applicable to the IV-E program. Any unallowable topics should not be charged to IV-E but should be charged to other state or federal programs. If a training project contains both allowable and unallowable topics then some reasonable method must be used to allocate the cost of the project between IV-E and other applicable programs. The method could use proportions of time devoted to allowable versus unallowable topics applied to the cost of the project, or if the amount of time devoted to each topic is approximately the same then the proportion of allowable topics versus unallowable topics could be applied to the cost. In some cases it may be possible to directly determine the cost of a topic because it is the only topic in the training project.

The Policy Announcement in conjunction with the DAB decision is not only saying that the topic must be allowable under IV-E but the benefit to IV-E must also be measured. These issuances are basically saying that not only are IV-E eligible clients receiving benefits from the new skills of the trainees but that ineligible clients are also receiving benefit. Even though the topic is allowable under IV-E, the IV-E program should only bear the costs of the training to the extent that the IV-E client population benefits from the training. The method used to measure the benefit to IV-E is to determine the proportion of IV-E eligible clients to total foster care clients and to apply this ratio (IV-E Penetration Rate) to the cost of allowable topics in calculating allowable IV-E costs reimbursable at the 75% FFP rate (50% in the case of indirect costs or other allowable administrative costs).

ACCOUNTING RECORDS

The accounting records for a training program must be maintained in such a manner that the cost of individual training projects may be determined. This requirement could be met by assigning a unique project number to each project (*including establishment of a General Administration Project for general administrative costs associated with multiple projects*) and include that identifier in every expenditure applicable to that project. The purpose for maintaining the accounting records in this manner is to ensure that the types of costs included in the records for each project are allowable based on the nature of the training. In the event that a federal audit is conducted on the training program the auditors would want to review individual projects for compliance both programmatically and fiscally.

DOCUMENTATION REQUIREMENTS

In developing a training program, the training needs of the trainee population should be taken into account to ensure training is provided in the areas where the need exists. Periodically a training needs assessment should be performed on the trainee population to identify the areas of need for the population in general and for each individual trainee. This information is gathered for development of future training projects as well as to track whether training is being received where the need was identified.

Detail registration records should be maintained for each training project. For each individual, the registration should identify the applicable training project, the dates of the training project, the full name of the trainee, the trainee's social security number or other unique trainee/student identification number, the name of agency/tribe of the trainee, and the registration fee paid including who paid the registration fee. In order for the registration fee to be used as match, the paying entity must certify the expenditure was not from federal funds or reported to the state in any CARS line being utilized by the state to claim federal funds under any other program regulations.

For each training project attendance records should be maintained in half-day increments to provide documentation for using trainee salaries and fringe benefits as match, and also to determine whether the trainee's attendance in the training project warrants full or partial credit for the training. The attendance sheet should include the trainee name, signature, social security number or other unique trainee/student identification number, agency/tribe of the trainee, the trainee's round trip travel mileage to attend the training, and the travel hours in quarter hours. If the travel mileage or hours are to be used as match, the paying entity must certify the expenditure was not from federal funds or reported to the state in any CARS line being utilized by the state to claim federal funds under any other program regulations.

For each individual trainee an historical record of training received should be maintained which should include the full name of the trainee, the trainee's social security number or other unique trainee/student identification number, the individual training projects attended along with the dates of the training, the credit units received by project, and the agency/tribe employing the trainee at the time of each training project.

CARS REPORTING

CARS reports should be filed by the training partnerships and other DCFS training contractors on a monthly basis during the contract period to ensure timely filing of claims by the Wisconsin Department of Health and Family Services to the U.S. Department of Health and Human Services for federal reimbursement. The CARS report should reflect expenditures for the month in the following four categories:

- The federal share of allowable IV-E training expenditures. This amount is calculated by multiplying allowable training expenditures (after consideration of types of costs and topics of the training) by the effective IV-E training FFP rate.

- The federal share of allowable IV-E administrative expenditures. This amount is calculated by multiplying allowable administrative expenditures (indirect cost) in support of the training program (after consideration of types of costs and topics of the training) by the effective IV-E administration FFP rate.

- The non-federal match share of allowable IV-E training expenditures. This amount is calculated by multiplying allowable training expenditures (after consideration of types of costs and topics of the training) by the effective training match rate (total costs less the IV-E training reimbursement).

- The non-federal share of allowable IV-E administrative expenditures. This amount is calculated by multiplying allowable administrative expenditures (such as indirect costs) in support of the training program (after consideration of types of costs and topics of the training) by the effective administration match rate (total costs less the IV-E administrative reimbursement).

RECORDS RETENTION

All training records including documentation of the training and the accounting records in support of the training should be retained for a period of no less than five years in the event of a federal or state audit.

**TRAINING PROJECT ANALYSIS
FOR DETERMINING TOPIC ALLOWABILITY
UNDER TITLE IV-E**

Title/Training Project Number _____

Description of the topic to be addressed

Objective of the training: Identify the functional activity/activities the training will assist the trainee in performing and the proportion of the training devoted to addressing this functional area (% percent of total training time devoted to each area)

Title IV-E Activities

- Eligibility determination and redetermination
- Fair hearings and appeals
- Rate setting
- Referral to services
- Preparation for and participation in judicial determinations
- Placement of the child
- Development of the case plan
- Case reviews
- Case management and supervision
- Recruitment and licensing of foster homes and institutions
- Closely related to above activity (specify how it is related)

Non-IV-E Activities

- Direct provision of social services (counseling, teaching parent skills, etc.)
- Performing a child abuse/neglect investigation and documenting the investigation
- Other (specify)

Total IV-E Proportion _____

Total Non-IV-E Proportion _____

Total **100%**

The Title IV-E proportion should be applied to the allowable types of cost of the project to determine the cost of the project chargeable to IV-E based on allowable topics prior to applying the IV-E penetration rate or the FFP rate.

WISCONSIN
DIVISION OF CHILDREN
AND
FAMILY SERVICES

CHILD WELFARE
DISASTER PLANNING PROCEDURES

Revised April 29, 2008

September 2007

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BACKGROUND AND REQUIREMENTS

The Child and Family Services Improvement Act of 2006 requires states to have disaster procedures and plans in place to ensure ongoing services to children who are displaced or adversely affected by a disaster. The following federal Department of Health and Human Services (HHS), criteria must be addressed:

- Identify, locate and continue availability of services for children under State Care or supervision who are displaced or adversely affected by a disaster;
- Respond to new child welfare cases in areas adversely affected by a disaster, and provide services in those cases;
- Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster; and
- Preserve essential program records and coordinate services and share information with other States.

POPULATIONS INCLUDED IN THE FEDERAL DISASTER PLANNING REQUIREMENTS

The intent of the legislation is to ensure that child welfare agencies across the country have plans in place to address natural disasters, man-made crisis, or medical events that can affect the routine ways child welfare agencies operate and serve children, youth and families. The federal child welfare disaster planning requirements specifically apply to children under state care or supervision served by programs funded by Title IV-B and Title IV-E. Children in Wisconsin under County or Tribal care or supervision are covered if Title IV-B or IV-E is claimed for them.

Wisconsin programs funded by Title IV-B Subpart I funds include:

- Community Aids,
- Youth Aids, and
- Runaway and Homeless Youth Programs.

County and Tribal programs funded by Title IV-B Subpart II funds, Wisconsin's Promoting Safe and Stable Families Program (PSSF), include:

- family preservation,
- family support, and
- time-limited-reunification services.

Menominee County does not receive an annual PSSF allocation. In Menominee County, the Menominee Tribe receives PSSF grant funds.

Programs funded by Title IV-E include those for children receiving out-of-home placement and permanency planning services due to abuse and neglect or juvenile delinquency. Children receiving Kinship Care payments placed with relatives under court order (COKC) are also considered to be in out-of-home care and entitled to all Title IV-E protections and permanency planning services.

LOCAL EMERGENCY OPERATIONS PLANNING PROCESS AND STRUCTURE FOR PLAN DEVELOPMENT

Wisconsin Emergency Management and each County Emergency Management Director have overall responsibility for developing State and County Emergency Operations Plans. Those plans contain Annexes with Lead Coordinating Agencies identified for each Annex. County Emergency Management Directors expect each Lead Coordinating Agency to develop plans specific to their areas of expertise and responsibility.

Expertise in child welfare issues is located in the Wisconsin Department of Health and Family Services at the State level and County Human Services, Social Services or Health and Human Services Departments at the County level. The state oversees child welfare practice and provides policy direction and partial funding to county human or social service departments, which actually provide the child welfare services to children and families. Those Departments are also the Lead Coordinating Agencies for Annex E (Evacuation and Sheltering) and Annex F (Human Services).

As local plans are developed to meet the disaster planning requirements included in the Child and Family Services Improvement Act of 2006, they are integrated into the Lead Coordinating Agency's overall plan. The Lead Coordinating Agency's Plan becomes a part of the overall coordinated County Emergency Operations Plan.

Given the organizational structure of the state's child welfare program, the Wisconsin Division of Children and Family Services issued a numbered memo to counties, tribes, and Bureau of Milwaukee Child Welfare requiring the development and implementation of child welfare disaster plans by September 28, 2007 that meet the above federal criteria. State and county contracts require that counties provide social services and community programs in accordance with State statutes and administrative rules and Federal statutes, rules and regulations, and requirements of the DCFS Memo Series.

In addition, DCFS staff:

- Met with County Directors, Supervisors, Foster Care Coordinators, Area Administration staff, and Tribes to inform them of the child welfare disaster planning requirements, answer questions, and provide technical assistance.
- Issued a contract to Lutheran Social Services (LSS) Disaster Human Services Project to provide technical assistance and five regional trainings for child welfare disaster planning to counties, tribes, and the Bureau of Milwaukee Child Welfare. This also included a toll free number to call with questions and a website with template documents.
- Issued an informational memo to respond to frequently asked questions concerning the disaster planning requirements.
- Developed a survey to identify support and technical assistance needs.

PROCEDURES TO MEET THE FEDERAL CRITERIA

In accordance with the requirements of the federal legislation, county child welfare agencies identified the types of disasters that they might face, including natural disasters, man-made events, and pandemics/infectious diseases. Child Welfare Disaster Plans were then developed by each county to meet the requirements of the Department of Health and Human Services (HHS) federal criteria consistent with existing local and statewide emergency management plans utilizing the following strategies, as appropriate:

**Identify, locate and continue availability of services for children under State Care or supervision who are displaced or adversely affected by a disaster;
and
Respond to new child welfare cases in areas adversely affected by a disaster,
and provide services in those cases.**

Strategies/Procedures:

- Requirements for foster and adoptive families and providers to develop disaster plans, keep them updated, and provide them to the county;
- Requirements for foster and adoptive families to check-in with the agency after a disaster;
- Development of mutual aid agreements between counties to respond to new child welfare cases and provide necessary services in the event of a disaster;
- Designated managers in charge and back-ups;
- Identification of essential functions with designated staff and backups to oversee these functions;
- Identification of locations for operations with computer resources in the event the current site(s) is unavailable;
- Coordination with other emergency management agencies;
- Collaboration with key service providers;
- Collaboration with the local courts;
- Accessibility for contact information for children under state care or supervision incorporated into the plan;
- Requirements for essential contracted service agencies to have disaster plans, keep them updated, and share them with the county;
- Contracts with providers that include that they maintain a written disaster and emergency response plan to address mandatory and emergency evacuations, disaster planning training for facility staff, location and tracking of children, protection or recovery of records, provision of regular and crisis-response services to children during and after a disaster, and communication with the agency.

Note: On April 16, 2008, the Division of Children and Family Services, issued Info Memo 2008-04, which announced the ability of counties, tribes, and the Bureau of Milwaukee Child Welfare to image family, provider, and/or youth disaster plans in eWiSACWIS to help identify, locate, and continue availability of services for children under state care or supervision who are displaced or adversely affected by a disaster.

Remain in communication with caseworkers and other essential child welfare personnel who are displaced because of a disaster.

Strategies/Procedures:

- Staff training and communication in the agency disaster plan;
- Establishment of a toll free number for clients and staff to utilize in the event of a disaster;
- Communication to clients and staff about the toll free number to call in the event of an emergency;
- Use of a website in sharing disaster information;
- Development of a media communication plan;
- Accessible emergency phone numbers and call trees to essential personnel incorporated within the plan;
- Personnel disaster plans for staff that are accessible during a disaster;
- Requirements for staff to check-in after a disaster and instructions on how to do so;
- Inform contracted staff about the agency disaster plan;

Preserve essential program records and coordinate services and share information with other States.

Strategies/Procedures:

In the event of a local disaster counties shall rely on eWiSACWIS, as automated systems allow staff in any part of the State access to information, and allow central office staff to access information about children and families throughout the state to share with other counties and states.

The Bureau of Information and Technology Services (BITS) in the Division of Enterprise Services (DES) in the Department of Health and Family Services (DHFS) has procedures in place to ensure the system continues to process all critical applications if a disaster were to occur. A formal contingency plan has been in place since February 2002 and key information is referenced below. *(Note: This information is an integral part of the DHFS Information Technology Network Security Plan.)*

- The responsibility for contingency plans resides with the Administrator of DES. DHFS has an overall master plan for continued operation of the Department's management functions. This plan addresses how the Department will recover and address management functions in the case of a disaster. As well, DES maintains a central repository of all DHFS business continuity plans in the DHFS central office building. For obvious reasons, these plans are highly secure and not available for distribution.

- DHFS has contingency plans in place for all critical business functions. Each business area has its own plan and is responsible for supporting the recovery of its business functions. (DCFS is responsible to support the business recovery of

eWiSACWIS). Critical computer systems have been identified and prioritized. BITS maintains the list of critical systems (includes eWiSACWIS).

- Each Division within DHFS has a contingency plan. These plans are updated semiannually or annually, as needed, including appropriate sample testing and review by the Office of Policy Initiatives and Budget. The division administrators maintain copies of the individual plans in secure locations with one copy in the office and one copy at home. Additionally, DES maintains a copy of all plans in a secured file.

- Training sessions have been held for all DHFS divisions. Employees have been trained in their roles and responsibilities relative to the emergency or disaster.

- All critical eWiSACWIS system components have been constructed with fail over technology and redundancy. The fail over solutions have been tested.

- Data integrity for recovery purposes is maintained by restore from backup media which is stored off site and which has been tested.

- eWiSACWIS is fully accessed via the Internet thus workers displaced by an agency network or office disaster can relocate to a designated local agency with Internet access and resume key child protective service business functions. County agencies are responsible for the maintenance of business resumption and continuity plans.

Future State Plans for Disaster Recovery (Under Development)

In the event of a disaster, the DHFS, DES has a plan for eWiSACWIS. The eWiSACWIS Recovery will be accomplished via real-time server mirroring at the new DET Data Center. This center will serve as a real time, failover system for all of the eWiSACWIS production servers. These servers will consist of iChain (our security/authentication server), the WebSphere Application Servers, and the Oracle Database servers.

If any of the servers at the primary DET server site fail, the servers at the new Data Center will immediately become the new primary servers. This will result in minimal downtime for our user community and will serve as a perfect backup to our eWiSACWIS data as the data is consistently mirrored at both locations. This real time mirroring of data at two locations several miles apart will serve as additional security and consistency to our nightly database backups.

Role of the Division of Children and Family Services (DCFS) Department of Health and Family Services

The division has continuity of operations plans in place for the following:

- Regulation of child care and child welfare programs;
- Adoption Assistance, Subsidized Guardianship, MA, and State Foster Care Payments;
- eWiSACWIS;
- Program eligibility;

- Paternal Interest Registry;
- Division Administrative Support; and
- Interstate Compact on the Placement of Children (ICPC)

In addition, the division shall assist in the planning, developing, and implementing of Emergency Plans. DCFS shall further assist all counties and municipalities in the state in the planning, developing, and implementing of Emergency Services for children and families that it serves. Departmental personnel coordinate their emergency planning and response functions with the American Red Cross, the Salvation Army, Local Health Departments, Local Social Service Agencies, Area Agencies on Aging, and other agencies, as appropriate.

Wisconsin Department of Children and Families (DCF) and Wisconsin Department of Health Services (DHS) Health Oversight and Coordination Plan

The federal Fostering Connections to Success Act (FCSA) of 2008 requires that a plan be developed for ongoing oversight and coordination of health care services for children in foster care placements. This plan must be developed with the Medicaid Agency, which in Wisconsin is the Department of Health Services, in consultation with medical and child welfare experts. The FCSA identified several areas that must be included in the plan. Each of these areas is identified below.

The Health Oversight and Coordination Plan must be submitted with the five-year Child and Family Services Plan (CFSP), which is the child welfare state plan for Title IV-B.

The Department of Children and Families (DCF) and the Department of Health Services (DHS) have a joint Executive Team meeting on a quarterly basis to collaborate and coordinate on various topics of mutual interest. As a part of that process, the Secretaries of each Department have agreed to create a work group to address issues related to the health care of children in foster care. From DHS, participants will be from the Bureau of Benefits Management within the Division of Health Care Access and Accountability. From DCF, participants will be from the Division of Safety and Permanence and the Division of Prevention and Service Integration, and the Bureau of Milwaukee Child Welfare Medical Director. Meetings will occur at least quarterly, but will be more frequent as necessary. The initial issues the group will address are described below.

CFSP Issue 1: Schedule for initial/follow-up health screenings for foster children to meet reasonable standards of medical care

- Every child who enters out-of-home care is required to have a comprehensive health assessment that meets Early and Periodic Screening Diagnosis and Treatment (EPSDT) standards scheduled within 30 days of entry. Ongoing efforts are required by DCF staff to improve compliance with this expectation.
- Wisconsin Administrative Rules covering children in foster care requires that medical and dental examinations are carried out in accordance with the schedule of the EPSDT (HealthCheck) program. The HealthCheck visit schedule is in compliance with federal Medicaid standards. Review of best practices for this unique population and adoption of policies that further specify the content, timing and scope of health assessments and the coordination of care will be considered.
 - The Dental Periodicity Table for HealthCheck now requires that the first dental exam occur at the eruption of the first tooth and no later than 12 months. A Medicaid Provider Update was developed in fall 2008 and will be shared with DCF staff, county staff and contracted service providers to inform them of this important change.

CFSP Issue 2: Monitoring of health needs for foster children (including mental health and dental)

- We will investigate opportunities to share aggregate population data to better identify subpopulations of children in foster care at risk for problems or complications.
- Existing Medicaid policies will be reviewed to identify strategies to improve the early and continuous screening of children in out of home placement for special health care needs.
- The use of existing pediatric quality of care indicators will be explored to evaluate the performance of the healthcare delivery system for children in foster care. Areas that will be reviewed include: individual and population-based outcomes; physical, behavioral, dental and developmental status.

CFSP Issue 3: Updating and sharing medical information for foster children (perhaps including electronic health records)

- Strategies to improve the use of existing SACWIS healthcare data elements will be pursued.
- The use of MOUs and data-sharing agreements, electronic databases, and foster care health “passports” will be considered as potential tools through which DCF and DHS could work collaboratively to improve health outcomes for children in out of home care.
- We plan to collaborate on behalf of children and families through cross system data sharing but we recognize that there are stringent state and federal confidentiality laws (HIPAA, for example) that may prevent the sharing of health information. To ensure full compliance with these laws, we will explore our ability to share data between Medicaid and child welfare.

CFSP Issue 4: Ensuring continuity of health care for foster children (may include a medical home for every child in care)

- Promising practices to support care coordination will be recognized and encouraged. This will include ensuring that all children in foster care have a primary care physician and may also include the exploration of community-based medical homes and managed care models.
- We will build on the strong foundational base of Medicaid to develop strategies that increase the likelihood that children in out of home care receive the transitional planning and follow up services necessary to assure continuity of health care while in placement.
- Cross system capacity to effectively share assessments and recommendations leading to appropriate services, supports and continuity of care across transitions and reunification will be identified.

CFSP Issue 5: Oversight of prescription medication for foster children (including psychotropic medications).

- We will seek to improve the coordination, integration and oversight of behavioral and physical health for children in the child welfare system.
- The use of existing Medicaid drug utilization review strategies will be explored to evaluate the utilization of prescription drugs, including psychotropic medications, and prescribing practices for children in foster care.

CFSP Issue 6: Consultation with physicians in assessing health and well-being and determining appropriate treatment for foster children

- The overall goal of a physician consultant in the child welfare context should be to promote and facilitate the delivery of quality health services designed to meet the unique needs of children served by the child welfare agency. This may best be accomplished through a dual approach of providing consultation and assistance to social workers in addressing the needs of individual children, as well as working at a systems level to affect the delivery of health care services to the population of children in foster care.
- Key responsibilities of our Chief Medical Officer at the systems level include identifying the strengths, gaps and factors contributing to barriers in health service delivery for children served by the child welfare system. Identifying system level needs requires assessment of both condition-specific and population-specific health data, health education needs, and barriers and resources within individual communities. The physician, in collaboration with other systems partners, can then develop a focused plan of action to improve health services delivered to children in foster care, and to assure that their health and developmental needs are met.

Karen S. Timberlake

DHS Secretary Karen Timberlake

8/31/09

Date

Reggie Bicha

DCF Secretary Reggie Bicha

8-12-2009

Date

Title IV-E, Section 477 New Certification for the Chafee Foster Care Independence Program

As Chief Executive Officer/Tribal Leader of the State/Tribe of _____, I certify that the State has in effect and is operating a Statewide program, or, I certify for the Tribe that it has in effect and is operating a program based on its service area or population to be served pursuant to section 477(b) or (j)(2) of the Social Security Act relating to Foster Care Independent Living and that the following provision to effectively implement the Chafee Foster Care Independence and/or Education and Training Voucher Program is in place:

Adolescents participating in the program under this section are provided with education about the importance of designating another individual to make health care treatment decisions on behalf of the adolescent if the adolescent becomes unable to participate in such decisions and the adolescent does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions, whether a health care power of attorney, health care proxy, or other similar document is recognized under State law, and how to execute such a document if the adolescent wants to do so [Section 477(b)(3)(K)].

Signature of Chief Executive Officer or Tribal Leader:



Date:

June 21, 2010
