



Changes to eWiSACWIS Independent Living Page February 2019

In order to maximize the use and value of the Independent Living (IL) page in eWiSACWIS, DCF is implementing a number of changes in its February 2019 release. The chart on the following pages includes details on the changes that will influence your work and for which a new process or change in practice will be necessary. These changes fall within the parameters IL service provision at both the county and regional levels. Below are a few notes regarding these changes, which are detailed in the chart on pages 2-6 of this document.

- **We heard you!** These changes are rooted in feedback that county child welfare staff and regional Transition Resource Agency (TRA) staff provided throughout 2017 and 2018. This occurred via direct interactions at regional summits, as well as email and phone communications. We want eWiSACWIS to be a tool that works as effectively as possible for everyone, and want changes to be driven by and relevant to your work.
- **Adoption of these changes will be gradual and changes are subject to adjustments.** At this time, not all changes detailed in this document are required; however, we are asking you to implement the changes, utilizing the practice considerations noted in the chart, to inform future revisions to policy. Through your work in the field and the data system, issues that require troubleshooting will be identified and the feedback we receive will inform how we proceed as we work to establish formal requirements of when and how the processes reflected by the changes should be incorporated into IL work requirements and the Ongoing Standards. Your first opportunity to provide feedback on these IL page changes is a Skype session on February 26, 2019. Refer to the 2019 Info memo entitled *Independent Living Program Updates* <https://dcf.wisconsin.gov/cwportal/policy> for more information on this overview and stay tuned for additional opportunities to follow. DCF will convene a workgroup to explore future revisions to the Ongoing Standards.
- **IL service provision is a continuum.** The IL assessments, case planning, and service provision completed with a youth while they are under county care cannot be separated from the services and supports they access once they transition to the regional TRA. DCF has increased its commitment to strengthening this continuum and supporting collaboration between county and TRA partners and overall youth comfort with their transition from one to the other. This was the basis for adding more BYS staff dedicated to Wisconsin's IL model, continued resource development, ongoing opportunities for information-sharing and stakeholder feedback, and the eWiSACWIS changes detailed on the following pages.
- **TRAs only have access to the IL page.** This is intentional, both to protect the confidentiality of other case participants and to provide a fresh start for the youth. That said, information sharing prior to and at the time of the youth's transition is crucial to safe and adequate service provision at the regional level. The additions and enhancements to the system will maximize the information TRA workers can view and enter as it pertains to the youth they serve. This will be achieved in part through streamlined information sharing within the system, both through fields that auto-populate and those that require some manual entry. The inclusion of information in eWiSACWIS should complement, not replace, relationship building and information sharing between the county and regional service providers via phone, email, and in-person interactions.
- **This document is only part of the story.** Please reference the images included in the February 16, 2019 Release Notes to view the changes going into effect, where they are located, and how they operate as part of the overall database (<https://dcf.wisconsin.gov/files/ewisacwis-knowledge-web/release-notes/february-2019-release-notes.pdf>).



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#	Location of change	Change Made	Purpose	Considerations
1	Ticklers	We created a new automated tickler to remind county workers to schedule an Independent Living Transition to Discharge (ILTD) planning meeting with the youth, TRA worker, and other individuals/adult supporters important to the youth's success. This tickler - "Schedule ILTD Mtg" - will be sent out when a youth turns 17 ½ and is specific to scheduling the transition meetings at which the ILTD should be completed.	By creating this tickler, we are able to provide a reminder of when a youth's first transition meeting needs to occur.	<p>The ILTD is legally required for youth aging out of care [see Ch. 48.385(1), Wis. Stats.].</p> <p>The county worker is expected to reach out to the TRA to communicate that an ILTD is needed for a transitioning youth. The youth's transition meeting(s) are then scheduled by the county worker to include the TRA worker, youth and others. Multiple meetings are beneficial to create a meaningful plan and allow for a relationship to be established between the TRA worker and youth. The ILTD must be complete by the time the youth is 17 and 9 months and updated as long as they remain in care.</p>
2	IL page	We broke out IL and ETV eligibility on the upper right corner of the IL page. County workers are not expected to populate these fields; the fields auto-populate (or the State IL Coordinator may adjust via override, if applicable) and illustrate eligibility according to the youth's age and their fulfillment of the eligibility criteria.	By making this change, agencies serving the youth will be better able to distinguish the youth's eligibility for IL and ETV services.	IL eligibility cannot surpass age 21 and ETV eligibility cannot surpass age 23 or a maximum of 5 years- whichever occurs first.
3	IL page	We added a TRA IL coordinator drop down list. County workers are not expected to use this feature.	With this change, TRAs will have the ability to assign a regional IL Coordinator to a specific youth.	
4	All tabs	We slightly re-ordered page tabs. We renamed two tabs and added another tab. Explanation about these changes are in the following rows.	These changes were made to more accurately reflect the progression of a youth's receipt of IL Services and maximize the capacity to document and share information using the IL page.	



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5	<p>Referral tab</p>	<p>The Referral tab replaces the Basic tab.</p> <p>The entry of information into this tab will be gradual throughout a youth’s eligibility for IL. The goal is to have all sections of this tab complete at the time a youth transitions from out-of-home care, thereby becoming the referral for the youth’s transition to the TRA.</p> <ul style="list-style-type: none"> • To avoid duplicative work, portions of the tab’s contents (e.g. education fields) will auto-populate from parts of eWiSACWIS where you already enter information. These will automatically update whenever you update those linked fields. • The content areas on this tab relate to your work with the youth and are relevant to the completion of their ILTD (if applicable). The discussions you have with the youth to complete the Referral tab can set the basis for quality service provision and eventual development of the ILTD plan. • Portions or aspects of the tab will be more or less relevant depending on the youth’s age, maturity, comprehension, development, etc. Discussion about finances, for example, will look very different with a 14-year-old than a 17-year-old. • It’s important that the information be updated regularly to provide a current overview of the youth’s strengths and needs. 	<p>The intent of the tab is to help gather relevant life skill development information throughout a child’s time in care. When applicable, the content is also meant to streamline information-sharing and facilitate a smooth transition from county to regional services.</p> <p>We want the information in this section to provide a comprehensive overview of a youth’s status as it relates to IL domains/life skills development in a way that is understandable and accessible to both county and TRA workers. The information should provide the TRAs with what they need to know to best support the youth they will be serving, while allowing the youth to have a fresh start.</p>	<p>Below are suggestions for completing the subsections of this tab:</p> <ul style="list-style-type: none"> • Use the youth information narrative box to expand upon demographic information or add other important details that are relevant to IL service delivery. For example, you may want to note a tribal youth’s specific tribe, if a youth is gender-nonconforming, special considerations regarding being pregnant or parenting, etc. • Much of the education subsection will auto-fill. It is still important that you talk to them about their postsecondary goals. • Youth in Wisconsin can be employed as young as age 14. Encourage caregivers to support youth in prepping for and securing employment and document those efforts in the employment subsection. • Work with the youth and their caregiver to ensure the youth is taking the steps toward financial stability, including receiving any benefits for which they are eligible. Use the money management subsection to document that information. • Use your discretion when disclosing health and mental health information. Only disclose information that is relevant to IL service provision (e.g. youth is diabetic and insulin-dependent and will need help scheduling appointments and refilling prescriptions). • The safety considerations subsection includes fields related to the youth and/or staff safety. <ul style="list-style-type: none"> ○ A youth with an unstable housing situation is vulnerable and at risk. Use the housing narrative box to detail the steps taken to work towards housing stability following exit from care. ○ Use the safety concerns narrative box to note what the TRA worker should be aware of to keep themselves safe and best serve the youth. Include both physical and emotional safety. ○ Note triggers in the narrative box as you become aware of them. Discuss with the youth what they would like the TRA to know about their triggers.
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6	Referral tab	We added an “out of state” option to the existing county dropdown list. County workers are not expected to select this option.	By adding this option, we enable TRA workers to accurately reflect when a WI youth eligible for IL services has chosen to reside elsewhere and is no longer expected to be served by a Wisconsin IL program.	Every state has different guidelines on how to serve IL-eligible youth who exited care in a different state; these determine the degree to which DCF’s contracted partners remain involved. TRA staff manage their support of relocated youth on a case-by-case basis.
7	Referral tab	We made two adjustments to the <i>Documents obtained and provided to youth</i> subsection. <ul style="list-style-type: none"> • We renamed “Tribal Registration” to “Tribal ID or Verification of Tribal Membership.” • We separated “Driver’s License” and “State ID” into two separate documents rather than a combined category. These two documents serve youth very differently. 	We need to more accurately reflect documentation obtained and provided to youth, specifically related to earning their driver’s license and securing a tribal ID or verification of membership.	
8	ILTD tab	We reformatted the tab in two ways. <ul style="list-style-type: none"> • The ILTD tab renames the Transition to Discharge tab. • We added fields to detail when an ILTD meeting(s) occurred, who was present, and each attendee’s relationship to the youth. You can search for and link individuals via eWiSACWIS or manually enter their name if they do not have an existing record in the system. TRA and county workers will be automatically searchable in the system, while you will have to manually enter the names of other attendees. 	We renamed this tab to more clearly communicate its contents since it houses the ILTD plan. By adding fields to record information about when an ILTD meeting occurs and with whom, we can ensure that at least one ILTD meeting occurs for each youth transitioning from care and that the meeting(s) include the people crucial to the youth’s success.	The ILTD process must be personalized at the direction of the youth, be detailed, and include specific options for completing the identified goals. At a minimum, the youth, county worker(s), and TRA worker(s) should participate in the ILTD process. The youth should identify other individuals they want to participate. It may be valuable to also include other service providers, depending on the youth’s needs. Consider the youth’s level of comfort with and preparedness for independent living generally, and within each of the 5 unique independent living domains. Youth may need more time to plan in specific domains (i.e. education) depending on their future goals and current status.



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9	IL Notes tab	This is a new tab. <i>County workers are not expected to use this tab.</i>	By creating this tab, we aim to provide TRA workers with the ability to record notes related to their contacts with and service provision to the youth they serve.	
10	Services tab	<p>We reformatted the tab in three ways.</p> <ul style="list-style-type: none"> • The Services tab now features sort functionality, allowing workers to search by service category, service/activity, provider/responsible person, and begin or end dates. • In place of a narrative box, you will now have the ability to record actions taken via separate fields. <ul style="list-style-type: none"> ○ This should prevent the creation of multiple service records for a service type that is repeated (e.g. provision of a bus pass) and/or is ongoing (e.g. budgeting practice, with multiple activities over time). • Workers will now have the ability to print all IL services in one document via the Options box in the lower left corner. <ul style="list-style-type: none"> ○ The information will pull according to how it is sorted on the screen. For example, if you want to see all services according to category, you would sort according to that column, and then select "Print all IL Services" in the Options box. 	<p>These changes were made to provide:</p> <ul style="list-style-type: none"> • more flexibility with the way in which you can sort information; • the ability to document updates on service provision in a more detailed way; and, • the ability to pull service information in a user-friendly manner. <p>Together with the IL notes tab, these changes to the services tab will provide a comprehensive overview of service provision to youth.</p>	<p>Every time a youth receives an IL service, you should record it in the Services tab (specific service categories are described in the eWiSACWIS guide). These entries provide important information to DCF as well as context to the TRAs about which services the youth has already accessed, to what extent, how frequently, etc.</p>