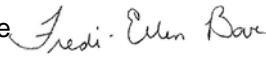


To: DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Fredi-Ellen Bove 
Administrator

Re: Revised Ch. DCF 37 Administrative Code: Information to be Provided to Out-of-Home
Care Providers

PURPOSE

This memo provides notice of the revision of Ch. DCF 37 Admin. Code, Information to be Provided to Out-of-Home Care Providers, as well as revisions to the forms CFS-0872A and CFS-0872B: Information for Out-of-Home Care Providers, Part A and B.

BACKGROUND

The Department promulgated rules that specify the information that an agency shall disclose to an out-of-home care provider that relates to a medical, physical, mental, or emotional condition of the child to ensure that proper care is provided to any child that enters out-of-home care.

Ch. DCF 37 Admin. Code: Information for Out-of-Home Care Providers, has been revised to achieve the following goals:

- Improve the assessment of a child's needs and share assessment information to out-of-home care providers providing services to the child.
- Provide consistent information to all out-of-home care providers.
- Establish plans for out-of-home care providers to follow to manage challenging behaviors by the child.
- Promote normalcy for children living in out-of-home care.

The forms CFS-0872A and CFS-0872B: Information for Out-of-Home Care Providers, Part A and B are revised to incorporate the above information.

POLICY AND PROCEDURE REQUIREMENTS

Chapter DCF 37 Admin. Code specifies information that public and private placing agencies shall provide to all out-of-home care providers at the time of placement. Ch. DCF 37 Admin. Code has been revised to include the following:

- The placing agency shall provide the forms when a child is placed with any out-of-home care provider.
- CFS-0872A: Information for Out-of-Home Care Providers, Part A shall be provided to the prospective out-of-home care provider(s) at the time of placement, but no later than two days after placement.
 - Part A includes information to aid the out-of-home care provider(s) in making reasonable and prudent parenting decisions. Form DCF-F-5089: Considerations for Reasonable and Prudent Parenting is no longer required to be used as issued in DSP Numbered Memo Series 2016-03.
- CFS-0872B: Information for Out-of-Home Care Providers, Part B shall be provided to the prospective out-of-home care provider(s) at the time of placement, but no later than seven days after placement.
- Information for these forms shall be gathered from the child, the child's family, the child's team or treatment team, and the tribe, if applicable, as well as any other individuals who may have additional information to share.

eWiSACWIS DOCUMENTATION

Changes to eWiSACWIS documentation to aid in completing the forms CFS-0872A and CFS-0872B: Information for Out-of-Home Care Providers, Part A and B is anticipated to occur in the February 2017 release. The eWiSACWIS updates will include the following:

- Documented information in eWiSACWIS pages will prefill into the form's template.

ACTION SUMMARY

The issuance of Ch. DCF 37 Admin. Code, Information to be Provided to Out-of-Home Care Providers, is effective July 1, 2016.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Out-of-Home Care Specialist
 Division of Safety and Permanence
 Bureau of Permanency and Out-of-Home Care
 (608) 422-6937

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachments Ch. DCF 37 Administrative Code
http://docs.legis.wisconsin.gov/code/admin_code/DCF/021_099/37/
 CFS-0872A: Information for Out-of-Home Care Providers, Part A
<https://dcf.wisconsin.gov/forms>
 CFS-0872B: Information for Out-of-Home Care Providers, Part B
<https://dcf.wisconsin.gov/forms>