


To: DCF/DMCPS Administrator  
DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs 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: Admission criteria and placing agency agreement for residential treatment facility for females who have experienced sex trafficking

## **PURPOSE**

The purpose of this memo is to inform counties about the admission criteria that have been established for the 10 residential treatment beds that will be available at Lutheran Social Services of Wisconsin and Upper Michigan, Inc. (LSS) in the Transitions 1 unit for female youth who have experienced sex trafficking. It also gives an overview of the Placing Agency template agreement and explains how to make a referral.

## **BACKGROUND**

2015 Wisconsin Act 55, the 2015-2017 biennial budget bill, provided \$2 million per fiscal year to support treatment and services for youth who have experienced sex trafficking. Funding from Act 55 will be used towards start-up costs and implementation of programming for the new RCC. DCF will be the payer for youth served by LSS' Transitions 1 program. The Placing Agency (i.e., the county child welfare or juvenile justice agency) will be responsible for case management, including the development of an individual treatment plan with LSS for each youth placed in the facility. The Placing Agency remains responsible for any extraordinary payments above the approved daily rate.

## **INFORMATION SUMMARY**

LSS, with Department approval, has finalized admission criteria for the 10 beds in Transitions 1 that will be available to female youth under the jurisdiction of the child welfare or juvenile justice system in Wisconsin counties other than Milwaukee County. The expected opening date for the new facility is early February, contingent on licensing application approval. Youth with a known, substantiated history of being sex trafficked (e.g., substantiated child welfare case, law enforcement involvement/pending case) will be given priority for placement. When sex trafficking history is unknown but highly suspected, LSS will conduct a phone screening risk assessment and then an interview with the youth to determine if the youth is appropriate for admission. Youth must be placed prior to age 18.

At least five beds will be reserved during the first 90 days of the facility opening for youth who meet the

admissions criteria and are not already in an out-of-home care placement (i.e., new referral). Criteria that will make a youth ineligible for or delay placement in Transitions 1 are noted in the attached Admissions Criteria document. This document also outlines the steps in the admissions process.

In order to place a youth in Transitions 1, the placing agency will be required to complete a Placing Agency Agreement with LSS. Any requests for services that require extraordinary payments above the approved daily rate are the responsibility of the placing agency. The attached Placing Agency Template Agreement allows the placing agency to develop specific goals and a visitation plan for the youth. This document is in addition to any treatment plans developed with LSS for the out-of-home care placement. The template is provided for reference only and should not be completed until a bed has been offered and confirmed by LSS.

**Referrals to Transitions 1 are now being accepted by LSS from agencies with placement authority in the child welfare and juvenile justice systems. Individuals and agencies without placement authority are ineligible to make direct referrals to LSS. To make a referral, please contact LSS' Transitions Program at 715-855-5350.**

CENTRAL OFFICE CONTACT:                   Anti-Human Trafficking Coordinator  
  Administrator's Office  
  Division of Safety and Permanence  
  608-422-6901

[DCFAHT@wisconsin.gov](mailto:DCFAHT@wisconsin.gov)

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

Attachments:

- LSS Transitions 1 Admission Criteria and Process
- Placing Agency Template Agreement

### **Transitions 1 and 2 Intake Procedures:**

#### **Transitions is comprised of two treatment units: Transitions 1 and Transitions 2.**

Transitions serves females ages 10-21 who have a history of sex trafficking based on report or as identified by the attached tool; and/or have a substantial risk to be sex trafficked but have not disclosed actual trafficking experiences.

- Youth must be placed prior to turning age 18.
- Risk factors causing vulnerability to being at risk for sex trafficking include: prior sexual abuse, AWOL behaviors, relationships with older men, chatting with strangers online, lack of boundaries, low self-esteem, periods of homelessness and/or placement in foster care, AODA use/abuse, adult prostitution charges, distribution of pornography charges (sexting), lower cognitive functioning, and promiscuity.
- Transitions 1 and 2 are licensed under DCF 52; as such, youth in the program must conform to a preferable four year age difference, with a maximum of six years (DCF 52.41(2)(c)1).

**Transitions 1:** funded by the WI Department of Children and Families (DCF) and serves the targeted population ages 10-21 that has a documented history of being exposed to trafficking, or highly suspected to have been sex trafficked. It targets a 4-year age range, with the ability to serve a 6-year age span as appropriate.

**Transitions 2:** funded directly by referral sources and serves the targeted population ages 10-21 that have significant histories of abuse, including sex trafficking or at risk for being sex trafficked. It targets a 4-year age range with the ability to serve a 6-year age span as appropriate.

### **Admissions Process:**

- 1) Phone call or email with expressed need for a placement from a county or officer.  
Administrative staff or supervisor takes initial request.
- 2) Phone screen to assess immediacy of the need based on safety and current location of youth, age, and identified risk factors related to trafficking. Assess for items that would delay or rule out placement including need for detox, active psychosis or IQ below 65 (see all criteria listed below).
  - a. Intake worker – will review the indicator list approved by the Wisconsin Anti-Human Trafficking Task Force. . See attached.
- 3) If phone screen supports the client is appropriate for treatment at one of the units, a leadership member is contacted.

- 4) If a safety issue is present, staff will review admission criteria, including documentation of the youth having experienced sex trafficking or screening for risk to determine placement fit. **While court orders are needed to authorize out of home care, the admission and screening criteria set forth here must still be met to determine whether placement in Transitions is appropriate.**
- 5) If safety is not an immediate concern, staff will review screening for risk criteria and schedule a placement interview with the potential client. This call can be conducted in person or via Skype for Business.
- 6) All placements require the following steps:
  - a. Consents
  - b. Provide guardian/parent handbook and welcome letter, info on program.
  - c. Provide resident handbook
  - d. Provide Referral Social Worker Letter and Program Information
  - e. Prepare Unit for placement
  - f. Start resident chart

**Determination of appropriate unit (Transitions 1 or 2) depends on number of youth in placement on each unit, current treatment needs and age. See criteria outlined below.**

#### **Admissions Criteria for placement on Transitions 1:**

1. Non-Milwaukee county, Wisconsin youth
2. Known history of victimization by sex trafficking (e.g., substantiated child welfare case, law enforcement documentation)
3. If sex trafficking history is unknown but highly suspected, complete phone screening risk assessment with referring worker (attached). If youth meets 50% of criteria, a phone, Skype or in person interview will be scheduled and use of the screening tool developed by the Wisconsin Anti-Human Trafficking Task Force will be included
4. At least five (5) beds will be reserved during the first 90 days of the facility opening for new referrals for placement (i.e., youth who are not already in an out of home care placement).
5. Waitlist: Youth who meet above criteria will be added to waitlist when no beds are available. Beds will be offered to youth in order of referral received – priority given to youth with known history of victimization of sex trafficking

#### **Admissions Criteria for placement on Transitions 2:**

1. All Wisconsin youth and out of state youth
2. Waitlist youth for Transitions 1, who need a safe placement and/or assessment
3. Transferring residents from Pathway Unit at Homme Youth & Family Programs
4. At risk for sex trafficking, based on vulnerabilities listed above. Complete phone screening risk assessment. If youth meets 25% of criteria, a phone, Skype or in person interview will be scheduled and use of the screening tool developed by the Wisconsin Anti-Human Trafficking Task Force will be included.
5. Respite placements



**Factors that could delay placement on Transitions:**

1. Need for immediate AODA detoxification
2. Active psychosis and need for short term hospitalization

**Not eligible for placement in Transitions Program:**

1. Severe cognitive limitations (IQ below 65)
2. Youth with confirmed sexual assault history- charged with perpetration of a sexual offense.
3. Youth who have history of severe aggression per court records – pattern of 2 or more physical assaults to others in prior six months; planned assaults also more high risk.
4. Continued instability in a more restrictive environment- within past month, serious incident at treatment facility or mental health facility.
5. Chronic or debilitating mental illness, unresponsive to medication- active psychosis with ongoing hallucinations or delusions that impact ability to engage in treatment.
6. Serious medical condition that cannot be managed by staff- Review of medical needs and consultation with nurse to determine placement appropriateness. For example, girls that are pregnant can be placed as long as there is a plan to transition to another site prior to delivery, and medical needs do not exceed staff training.
7. Does not meet licensing age variance after exception requested. Exception will only be requested if the treatment needs can be met safely within the age variance.

**Inter-agency Agreement**  
Relating to the Care of a Child  
Transitions Residential Treatment Center

Name of Child: \_\_\_\_\_ DOB: \_\_\_\_\_  
Placement Address: \_\_\_\_\_ Placement Date: \_\_\_\_\_  
Placing Unit: \_\_\_\_\_

County or State Placement Worker: \_\_\_\_\_

Placing Agency Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Emergency Number: \_\_\_\_\_

**Other Communication Contacts:**

The Placement Agency enters into this placement agreement for the care of the child whose guardians are:

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

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

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

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

Judge: \_\_\_\_\_

ADA: \_\_\_\_\_

Child's Attorney: \_\_\_\_\_

**Criteria met for placement (check all that apply):**

\_\_\_ Youth under the jurisdiction of a Wisconsin county placing agency **other than** Milwaukee County (MANDATORY for Transitions 1)

\_\_\_ Known sex trafficking history with documentation

\_\_\_ Law enforcement involvement/pending case

\_\_\_ Substantiated child welfare case

\_\_\_ Other (please describe) \_\_\_\_\_

\_\_\_ New placement (not currently in an out of home care placement)

\_\_\_ Met at least 50% of phone screening risk assessment criteria

\_\_\_ Met criteria for interview conducted by:

\_\_\_ Phone

\_\_\_ Skype

\_\_\_ In person

The Purposes of this placement are; Circle:

- ✓ Behavioral Change- See attached goal sheet.
- ✓ Assessment – Please specify assessment referral question:

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- Psychological Assessment- Additional cost to county. Psychological assessment is a process of testing that uses a combination of techniques to help arrive at some hypotheses about a person and their behavior, personality and capabilities. Psychiatric Assessment (provided with all placements) includes a 30 day psychiatric evaluation with a Child and Adolescent Psychiatrist.
- ✓ AODA- Screen is available at request
  - School – Learning (grade level assessments provided with all placements)
  - Other: \_\_\_\_\_
    - May have additional cost to county

**A. GOAL PLAN FOR SERVICE**

Goal	Plan including measurable indicators, provider and timeline	Progress and outcomes to date
Ex. Reduce Runaway Behaviors- has been on the run 4 times in the past year for several weeks at a time.		
Increase self-esteem and self-worth as evidenced by increasing new, healthy activities.		
Increases “clients” understanding of the dynamics of sex trafficking,		

**B. Visitation and Family Plan:**

Specify where, frequency, special conditions, etc.

Visitation will be coordinated between parent and Transitions Treatment Staff subject to conditions of court order, and in consultation with social worker.

Reminder: If there is an individual or individuals with who communication should not be allowed to or from, this is required to be listed in the court order.

Family and Visit plans are an important part of treatment and will not be canceled because of behavior. Only a concern for safety will be used to approve or deny visits, after consultation with the placing worker.

We will encourage visits to also include siblings, peers, neighbors, local community groups and extended family. Assuring contact with a client's home community is a key part in the positive transition upon discharge.

Visitation Plan:

Family Plan:

<p>Visitation Needs:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>1. Phone calls work best for the family at what times and days:</p> <hr/> <p>2. Family will provide supervision at all times during visits:</p> <p>Phone call for community support member as identified.</p> <p>Yes or No If No, Discuss plan with worker and parent for safety.</p> <p>3. Family will be invited to all staffings, educational reviews and discharge planning sessions.</p> <p>4. Family will take part in education regarding trafficking, risk factors and ways to support their family member upon return home.</p> <p>5.</p>
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**C. Expectations:**

1. Placing Agency team will stay involved with the youth while at Transitions RCC
  2. Communication minimum requirements are weekly telephone contacts to discuss progress on identified goals and progress or need for addressed plan of care.
  3. The RCC will notify Placing Agency staff if an emergency need such as hospitalization occurs. Every attempt to reach the Placing Agency staff prior to emergency detention will occur to facilitate an appropriate placement should that be required.
  4. RCC is expected to follow DCF RCC requirements.
  5. Placing Agency agrees to provide social history, legal status and referral information at time of referral for placement.
  6. RCC agrees to provide for family and/or substantial relationship engagement planning, transportation, respite, special hygiene, and/or religious services as deemed appropriate for client and family.
  7. The RCC will focus on returning the youth to their community, with a detailed transition plan that includes supports prior to transition.
  8. Staffings will occur at a minimum at 30 days and every 90 days.
    - a. Request for varied schedule of staffings:
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**D. Transition Program Components**

**By the Provider:**

- a. Minimum of one (1) hour individual therapy and three (3) hours of group therapy per week. Psychiatric assessment and medication management.
- b. Cognitive Behavior Therapy
- c. Aggression Replacement Therapy – weekly covering the three areas of ART.
- d. Trauma Informed Services including screenings and a milieu that includes TF CBT education and supports.
  - Client choice in room items such as bedding, rug and coping tools.
  - A voice in activities and routine.
- e. Sensory Room with a philosophy that supports creating new neural pathways.
- f. Monthly update by provider, via electronic communication or onsite discussions.
- g. Educational services with a licensed teacher.
- h. Skill building and job readiness skills provided.
- i. Legal support as needed.
- j. Adequate recreation to build positive relaxation activities and group engagement opportunities.
- k. Community involvement through exercise groups, community service, and other opportunities to build success.
- l. Sex trafficking specific education and therapy addressing the dynamics of abuse and complex trauma.
- m. Family education on the effects of sex trafficking.
- n. Educating identified discharge living location on the dynamics of sex trafficking.
- o. Availability of respite after discharge for support of treatment.

**By the Placing Agency:**

- a. Will provide clients' clothing and personal belongings to assist in transition to placement. A week of clothing is required and requested.
- b. CANS assessment upon placement and CANS assessment prior to discharge or transition to new placement (except in emergency situations)
- c. If additional extraordinary services are required, this is at the expense of the county.
- d. Other: \_\_\_\_\_

**E. FINANCIAL AGREEMENT**

The total amount to be paid for services provided in accordance with this agreement shall be the current daily rates as assigned by the State of WI. Specific payment arrangements differ by Transitions unit, as noted below:

**Transitions 1 will receive payment directly from DCF for the approved daily rate only. The Placing Agency is responsible for payment of extraordinary services requested, if any.**

**Transitions 2 will receive payment from the Placing Agency for the approved daily rate and any extraordinary services requested.**

For Transitions 1:

In the event the child is absent from the facility, the State has agreed to pay, without additional authorization from the DCF Contract Administrator, the daily rate for a period not exceeding 48 hours in a calendar month, to reserve the space for the child. Holding a bed for longer than 48 hours requires LSS to request authorization from the DCF Contract Administrator, and will be decided on a case-by-case basis.

If a youth is transitioned to foster care, one weekend visit will be covered by the provider, (LSS). If further visits are required, the county will pay the foster home directly.

For Transitions 2:

In the event the child is absent from the facility, the purchaser agrees to pay the daily rate for a period not exceeding: \_\_\_ days in a calendar month, to reserve the space for the child.

If a youth is transitioned to foster care, one weekend visit will be covered by the provider (LSS). If further visits are required, the county will pay the daily rate, and LSS will pay the foster care home, as LSS Transitions remains the primary physical custody.

\_\_\_\_\_  
Director, Provider Agency      Date:

\_\_\_\_\_  
Director, Placing Agency      Date: