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Governor Scott Walker  
Secretary Eloise Anderson

Division of Safety and Permanence

March 29, 2017

Child Welfare Licensing Memo Series 2017-12L

To: Residential Care Center Providers  
Group Home Providers  
Private Child Placing Agency Directors  
Shelter Care Agencies

From: Ron Hermes  
Bureau Director

A handwritten signature in black ink, appearing to read "Ron Hermes".

RE: **Mental Health Crisis Stabilization Services**

The Department of Children and Families and the Department of Health Services have issued an updated joint memo, DCF Memo 2017-11i regarding the use of Out-of-Home Care (OHC) for crisis stabilization services. The memo explains how OHC providers may be utilized under the current statutes and administrative rules to deliver crisis stabilization services in an OHC setting. Under the new joint memo, shelter care facilities may now provide voluntary crisis stabilization services for up to 5 days. In order for a shelter care facility to start providing voluntary crisis stabilization, the shelter care facility must obtain approval from the Child Welfare Licensing Section.

Any child welfare licensed facility (group homes, residential care centers for children and youth, and shelter care facilities) that wants to provide crisis stabilization services must submit a written request via email to their licensing specialist. The request must contain the following information:

1. Updated program statement to include crisis stabilization services.
2. Updated policies and procedures addressing the following:
  - a. How the facility will ensure the safety and well-being of residents receiving crisis stabilization services and ensure that providing crisis stabilization services will not adversely affect other residents in the facility.
  - b. Documentation from a county agency indicating the facility has been included in the county crisis plan under DHS 34.

If you have any questions, please feel to contact your licensing specialist.

**CHILD WELFARE LICENSING SECTION CONTACT:**

Child Welfare Program Specialist  
Division of Safety and Permanence  
Bureau of Permanence and Out of Home Care  
(262) 446-7856

Attachment: Use of Out-of-Home Care for Mental Health Crisis Stabilization Infomemo 2017-11i,  
<https://dcf.wisconsin.gov/cwportal/policy>