


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: Request for Applications for Memorandum of Understanding (MOU) Development
between Child Protective Services Agencies and Domestic Abuse Programs

PURPOSE

This document provides information and instructions to apply for onsite technical assistance in developing Memorandums of Understanding between local Child Protective Service Agencies and Domestic Abuse Programs.

BACKGROUND

There is a well-established overlap between domestic abuse and the maltreatment of children. Nationally, the reported rate of overlap between violence against children and violence against women in the same families is 30 to 60 percent. The overwhelming majority of children in these families can give detailed accounts of the violence they see and hear. Studies also show that children who witness domestic abuse have dramatic physiological changes to their brain and experience similar trauma to that of physical abuse. Children exposed to domestic abuse show more anxiety, low self-esteem, depression, anger and anti-social behavior.

The Department of Children and Families is interested in further strengthening and supporting Child Protective Services agencies and domestic abuse programs in development of a Memorandum of Understanding (MOU) between their two agencies to increase their effectiveness for children and families. An MOU can clarify relationships and responsibilities between organizations that share clients, services, and resources.

Domestic abuse programs and CPS agencies, despite their differences, share one primary goal - safety for all family members. They can work to accomplish this by joining in partnership to develop effective ways to work on behalf of the families they serve. Communities with MOUs report that the strengthened partnerships result in enhanced services for both adult victims and children affected by domestic abuse and child maltreatment.

PROCESS FOR MOU DEVELOPMENT

The Department of Children and Families is collaborating with End Domestic Abuse WI to provide technical assistance to local Child Protective Service (CPS) Agencies and Domestic Abuse Programs in the development of Memorandums of Understanding (MOU). End Domestic Abuse Wisconsin's Policy and Research Program (PRP) Director will facilitate the process in consultation with experts and previous

facilitators. At the beginning of the project, the PRP Director will meet with the CPS agency and DV programs separately. Then, the full MOU development team will meet with the PRP Director over a series of four to five meetings.

The PRP Director will provide the following support and resources to the MOU Development Team:

- Research and information on current best practice matters
- Assistance with issue identification and the development of policy and protocol recommendations
- Assistance with MOU production through writing, consensus and relationship building, and editing for local approval
- Post-MOU project completion Technical Assistance and MOU assessment and evaluation

CPS agencies and domestic abuse programs will be required to identify key staff to participate fully in the meetings and to make a good faith effort to use the resulting MOU. Neither agency is required to commit any funds to the project. However, staff time is required to develop the MOU, and at least one partner agency must provide suitable space for the meetings.

DCF currently has funds to support this initiative in two counties/tribes. Priority will be given to CPS agencies and domestic abuse programs that demonstrate a strong interest and commitment in working together.

Interested CPS agencies and domestic abuse programs should **jointly** submit the attached application by no later than **Friday, March 1, 2019**.

CENTRAL OFFICE CONTACT: Sharon Lewandowski (Domestic Abuse Program)
Bureau of Safety and Well-Being
608-422-6965
Sharon.Lewandowski@wisconsin.gov

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

Attachments Application Information and Instructions



Application Information and Instructions
Memorandum of Understanding between Child Protective Services and
Domestic Abuse Programs

A CPS agency and a domestic abuse program must submit one application jointly. In counties/tribes with more than one domestic abuse program, both (or all) domestic abuse programs are encouraged to participate.

One mutually agreed upon person from either agency should be designated as the project contact. This person will be responsible for submitting the application and interacting with the facilitator for information gathering and arrangement of logistics (e.g., meeting time and space). Each partner agency must identify key staff to participate in the project. Depending on the size of the agency and availability of staff, each agency should identify 2-4 staff persons to participate. Each agency is encouraged to have a person in a management or supervisory role involved so that they benefit from the process, as well as the product. Non-supervisory staff should also be included. The success of this project is directly connected to the commitment level of all involved on the MOU development team. Each team member should expect to spend at least 25-30 hours total on this project from project application, until the signing of the MOU. Additional work will also be necessary to implement the MOU effectively.

The Department of Children and Families will ask that partner agencies share the final approved Memorandum of Understanding with the state agency.

Timeline:

- Applications Due: March 1, 2019
- Successful Applicants Notified: March 18, 2019
- Meetings with Facilitator:
 - Five meetings required:
 1. April/May
 2. May/June
 3. July/August
 4. September/October
 5. November/December

- Completion and Local Approval of MOU: November/December 2019

Submission: Send completed application by Friday, March 1, 2019, via e-mail, to:
adrienner@endabusewi.org

Application Form

County/Tribal Human Service Agency:

Domestic Abuse Program(s):

Project Contact Person/ Designated Liaison:

Name and Title:

Agency:

E-mail:

Phone:

Use a separate sheet to answer the following questions.

- 1. Describe your interest and commitment in developing a Memorandum of Understanding (MOU) between the local domestic abuse program(s) and the county/tribal Child Protective Services (CPS) agency. Describe how the leadership from each agency will support participation in this effort. Identify which key staff from each agency will be assigned to participate in the MOU development meetings. (20 points)**

Evaluation:

- a. The application describes strong interest of both the CPS agency and the domestic abuse program in participating in the project, supported by knowledge of the intersection of domestic abuse and child maltreatment.
- b. The application describes tangible steps leadership in both the CPS agency and the domestic abuse program will take to support the project.
- c. The application identifies key staff (by name and position title), in both the CPS agency and the domestic abuse program who will commit to the project. Key staff include those in management or supervisory roles in each agency.

- 2. Describe the history of the relationship and the collaborative efforts (either formal or informal) between the domestic abuse program(s) and the CPS agency in your county. This may include efforts such as interagency training, referral protocols, case staffing or consultation, etc. (10 points)**

Evaluation:

- a. The application provides a candid assessment of the history of the relationship between the CPS agency and the domestic abuse program.
- b. The application provides specific examples of collaborative efforts between the CPS agency and the domestic abuse program.

3. **Identify the preliminary areas you wish to address in a MOU. These issues may change during the course of the meetings. Describe how you anticipate working together on issues identified in an MOU will improve outcomes for families.**

Issues may include, but are not limited to:

- a. Agency role clarification
- b. Interagency training of staff
- c. Cross-agency referral protocols
- d. Confidentiality parameters
- e. Agency liaison/coordination
- f. Interagency conflict resolution management
- g. Outreach strategies
- h. Periodic review of the MOU
- i. Other

(10 points)

Evaluation:

- a. The application identifies at least two specific areas that both the CPS agency and the domestic abuse program would like to address in an MOU.
- b. The application provides a well-thought out description of how the areas addressed in the MOU will improve agency practice, resulting in good outcomes for families.

4. **To evaluate the progress and impact of the MOU and the MOU development process, End Abuse will conduct a 6-month check-in after the formal signing of the MOU. After the initial check-in, End Abuse will distribute an annual survey to all involved parties in the MOU development process to gauge the effectiveness of the MOU over time. By checking the box below, applicants agree to work with End Abuse to set up a date, time and location for the 6-month check-in and all involved agencies agree to complete annual surveys. (5 points)**

☐

Yes, we agree to participate in the MOU evaluation process.

☐

No, we cannot commit to the MOU evaluation process at this time.

Evaluation:

- a. Applicants must commit to 6-month check-in meeting and completion of annual surveys to earn points.

5. **Both agencies must commit to having staff attend all five meetings. Consistent staff attendance shows dedication and commitment to the Memorandum of Understanding and the development process. (5 points)**

Domestic Abuse Program:

Point of Contact:

- ☐ Yes, we commit to having staff attend all MOU meetings.
- ☐ No, we cannot commit to regular staff attendance. (Please Explain)

County/Tribal Human Service Agency:

Point of Contact:

- ☐ Yes, we commit to having staff attend all MOU meetings.
- ☐ No, we cannot commit to regular staff attendance. (Please Explain)

Evaluation:

- a. Applicants must commit to having staff attend all five MOU development meetings to earn points.